

# Educational Facilities Planning and Building Committee

## Minutes of the Meeting April 6, 2016

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**Members Present:** Bob Deering, Brendan Driscoll, Charles Tseckares, Geethanjali Mathiyalakam, Judy Evans, Shelly Walsh, Roger Hain, Susan Verdicchio, Jessica Lohnes and Todd Kosterman.

**Members Absent:** Don Cecich.

**Others Present:** Jim Dowd, Skanska USA Building; Ed Frenette, SVP, SMMA, John LaMarre, Consigli Project Manager; Meg White, Town Project Manager; Gerald Nardone (Consultant); and Cindy Bohne, School Committee.

Mr. Deering called the meeting to order at 6:35 PM in the Mystic Valley Room, Town Hall.

1. **Public Comment:** There were no public comments.

2. **Winchester High School: Sachem Sign Relocation.** Jim Dodd distributed copies of Skanska's April 6, 2016 Meeting Agenda including SMMA Gymnasium Interior Elevations Drawing A-255 and Acentech's Audio & Video Systems Drawing 16016 (Attachment #1). Jim reported that a discussion of the building committee took place back on August 6, 2014 regarding the relocation of the existing Sachem sign currently located on the front of the high school building. During that meeting it was decided to remove the existing Sachem sign and relocate it to an interior wall in the gym. During the April vacation the existing sign will be removed from the front of the building. A vinyl decal would be placed on the front windows as a replacement to the existing sign.

The Committee requested that a drawing of the vinyl decal be available to view prior to the installation.

3. **Winchester High School: Auditorium Low Profile Sound Board.** Jim Dowd referenced a drawing for the proposed replacement of a low profile sound board. The cost of the replacement sound board is \$4,500, which does not include rewiring of the audio equipment. The Committee asked for further information regarding the new sound board: Will all the audio equipment fit inside the cabinet? Will the dry wall height on the sides of the sound board be lowered? Jim Dowd will provide further information at the next meeting.

4. **Next Meeting Dates:** Because April 20th falls on a school vacation week, the Committee set the next meeting dates as follows: April 27, May 4 and May 18.

5. **Deliverables: School Department.** In preparation for Phase 3 of the project, Jim Dowd attended a recent High School staff meeting chaired by Jerry Chapman, Assistant Principal, to work out the logistics of moving. The High School administration will be moving to Parkhurst over the summer as there will be no public access to the high school property during the installation of the portable classrooms.

6. **Invoices:** Copies of the Memorandum from Town Manager, Richard Howard, to the EFPBC dated April 6, 2016 regarding invoices and spending authorizations was distributed and reviewed (Attachment #2). The Town Manager recommended that the Committee take favorable action on the invoices and spending authorizations.

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Jim Dowd reviewed the Spending Authorizations for the Vinson-Owen School Project, and the Payment Authorizations for the Winchester High School Project as outlined in the Town Manager's memorandum.

### **Payment Authorizations: VO Elementary School Project**

Amendment for Tappé Architects in the amount of \$13,295 for FF&E Services

### **Payment Authorizations: Winchester High School Project**

Daily Times Chronicle	WHS FF&E	\$ 452.76
Town of Winchester	Energy budget	50,000.00

*On a motion by Brendan Driscoll, and seconded by Judith Evans, it was moved and seconded to pay the invoices as outlined in the Town Manager's memorandum to the Committee dated April 6, 2016 (Attachment #2). The Motion was unanimously approved.*

The Committee discussed the 36 modular classrooms that will be installed for Phase 3 of the project. Thermostats will be installed in locked boxes, lights will be regulated with auto-off switches and reprogrammed heat to allow for operating efficiently and energy conservation.

Dr. Evans stressed to the members of the Committee that when they receive calls or e-mails with concerns around the project to direct the calls and e-mails either to the principal or Dr. Evans. This will allow for a faster response to questions that arise around the project.

7. ***Adjournment:*** The meeting adjourned at 7:26 p.m.

Respectfully Submitted,



Donald E. Cecich  
EFPBC Secretary

Attachments:

1. Skanska's April 6, 2016 Meeting Agenda including SMMA Gymnasium Interior Elevations Drawing A-255 and Acentech's Audio & Video Systems Drawing 16016 AMMA Interior Elevations of the gymnasium.
2. Memorandum dated April 6, 2016 from Richard Howard, Town Manager, to the EFPBC regarding invoices for payment and spending authorizations.