

Educational Facilities Planning and Building Committee

Minutes of the Meeting December 2, 2015

Members Present: Bob Deering, Don Cecich, Brendan Driscoll, Gerald Nardone, Charles Tseckares, Judy Evans, Shelly Walsh, Roger Hain, and Susan Verdicchio.

Members Absent: Geethanjali Mathiyalakam.

Others Present: Jim Dowd and Jim Burrows, Skanska USA Building; Meg White, Town Project Manager; Susan McPhee, Energy Management Committee, Caren Connelly and Heidi Driscoll, WFEE, and Patty Clewley (resident).

Bob Deering called the meeting to order at 6:30 PM at the Mystic Valley Room, Town Hall.

1. Comments from the Public: As part of the PowerEd UP! Campaign, WFEE Executive Director Caren Connelly and President of WFEE Heidi Driscoll met with the Committee to provide an update on the recent School Committee vote to provide a "hall of fame" area at the High School to recognize some of the large donors (see Attachment #1). The designated location will be a wall on the left as you walk in to the auditorium. Ms. Connelly wanted to reach out to Lorraine Finnegan at SMMA for ideas and to be sure the EFPBC is kept in the loop. Jim Dowd will provide information and have the Graphic Architects come up with a proposed design. Jim Burrows also has experience with plaques and will also work with Ms. Connelly on the design.

A former Winchester High School graduate, Matthew Heffernan, inquired about the design of the technology department and how it relates to students as they move forward in the 21st century.

Patty Clewley commented on last week's vote to take the full loop hearing system off the table (see Attachment #2). She asked to continue discussions of a partial loop installation. Mr. Deering responded the vote did include EFPBC revisiting the partial loop as the project continues.

2. Approval of Minutes: The meeting minutes of June 3, 2015 and October 7, 2015 were distributed for review and comment. *A motion was made by Charles Tseckares, seconded by Gerald Nardone, to approve the minutes of June 3, 2015 and October 7, 2015 as presented. The Motion was unanimously approved.*

3. Invoices for Payment and Spending Authorizations: Copies of the Memorandum from Richard Howard, Town Manager, to the EFPBC dated December 2, 2015 regarding invoices for payment and spending authorizations were distributed and reviewed (Attachment #3). The Town Manager recommended that the Committee take favorable action on the invoices and spending authorizations.

Payment Authorizations: Winchester High School Project

Absolute Piano	Invoice #20160010-01	\$8,743.75
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Spending Authorizations: Winchester High School Projects

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Global Industrial

Quote #3288471

\$2,768.60

On a motion by Don Cecich, seconded by Roger Hain, it was moved and seconded to authorize the Town Manager to pay Winchester High School project invoice as outlined in the December 2, 2015 memorandum from Town Manager Richard Howard (Attachment #3). It was further recommended to authorize the Spending Authorization as outlined in the December 2, 2015 memorandum from Town Manager Richard Howard as presented in Attachment #3). The Motion was unanimously approved.

4. *Winchester High School:* Jim Borrows distributed copies of Skanska's December 2, 1015 Agenda and the following attachments (Attachment #4):

- a. Project Budget Update;
- b. Construction Contingency - Change Orders Summary;
- c. Skanska - Vinson-Owen Fit Out Estimate Summary; and
- d. PM&C Vinson-Owen Classroom Fit Out Construction Estimate - Prepared for Tappé Associates.

Jim Dowd updated the Committee regarding the auditorium that included floor leveling, chair installation to begin the first week in January, the ceiling and walls are completed, stage and theater rigging completed, and heating is installed. The play field is on schedule and we are all set to move forward with some fine tuning of the funding to take place.

5. *Vinson-Owen Elementary School:* Jim Burrows reported on the fit-out estimate for the Vinson-Owen classrooms. To date the estimate is 90% complete with a construction cost of \$364,000, which is within the available funds. FF&E allocation is \$50,000, Technology allocation is \$50,000. Alternate #1 (air conditioning) is estimated to cost \$78,689, Alternate #2 (exhaust fans) is estimated to cost \$98,119. The total estimated cost including Alternate #1 is \$542,839. Total estimated cost including Alternate #2 is \$562,269. Total estimated cost with both Alternate #1 and #2 included is \$640,958. Design information for the exhaust fans to help alleviate overheating on the third floor will be available at the next EFPBC meeting.

6. *Next Meeting Date:* The next meeting is scheduled for December 16, 2015 at 6:30 P.M. in Town Hall.

7. *Adjournment:* *It was moved and seconded to adjourn the meeting at 7:04 P.M.*

Respectfully Submitted,



Donald E. Cecich
EFPBC Secretary

Attachments:

1. PowerEd UP! Leadership Gift Opportunities
2. E-mail from Maura Sullivan dated to December 2, 2015 to Bob Deering and distributed to the EFPBC.

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3. Memorandum dated December 2, 2012 from Richard Howard, Town Manager, to the EFPBC regarding invoices for payment and spending authorizations.
4. Skanska December 2, 2015 Meeting Agenda including the following attachments:
 - a. Project Budget Update;
 - b. Construction Contingency - Change Orders Summary;
 - c. Skanska - Vinson-Owen Fit Out Estimate Summary; and
 - d. PM&C Vinson-Owen Classroom Fit Out Construction Estimate - Prepared for Tappé Associates.