

# Educational Facilities Planning and Building Committee

## Minutes of the Meeting February 10, 2016

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**Members Present:** Bob Deering, Don Cecich, Brendan Driscoll, Geethanjali Mathiyalakam, Judy Evans, Shelly Walsh, Susan Verdicchio, Roger Hain and Todd Kosterman.

**Members Absent:** Charles Tseckares and Jessica Lohnes.

**Others Present:** Jim Dowd and Jim Burrows, Skanska USA Building; John LaMarre, Consigli Project Manager; Ed Frenette, SMMA; Meg White, Town Project Manager; Gerald Nardone (Consultant), Susan McPhee - Energy Committee; and Kevin Caddle, TMP (MEP Contractor).

Mr. Deering called the meeting to order at 6:31 PM at the Parkhurst School, 40 Samoset Road.

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

2. **Approval of Minutes:** The EFPBC Meeting Minutes from January 20, 2016 were distributed and reviewed. **On a Motion by Brendan Driscoll, seconded by Don Cecich, it was moved and seconded to approve the minutes of January 20, 2016 as presented. The vote Motion was unanimously approved.**

3. **High School:** Jim Borrows distributed copies of Skanska's February 10, 2016 meeting Agenda including Change Order #017; and a letter from Michael Benedetto, VP Skanska, to Richard Howard, Town Manager, dated February 10, 2016 regarding Additional Commissioning at Vinson-Owen School (Attachment #1). Due to the large number of Change Requests (CR) in Consigli Change Order #017, the Committee asked Skanska to review the revised spreadsheet last week to report back on exposure and where construction contingency stands. The Committee discussed how the Moving costs in Phase 1 of the project were under budgeted. Moving costs in the next two phases will fall under the Owner's costs.

Mr. LaMarre provided an update of the status of the high school project to date. All the structural steel has been installed in the gym. Drywall and ductwork installation has started and light fixtures are being hung.

**Deliverables:** The Committee reviewed information regarding the selection of computer equipment for the CAD lab.

Dr. Evans met today with the music/theatre staff member who pointed out that the pit area cannot seat an adequate amount of musicians. Due to the location of the sound box there are approximately 10 seats with obstructed views.

It was discussed that the school system needed tighter management of deliverables in order for people to be clear about their expectations. The information should first come to the superintendent and then the superintendent can inform those affected by changes with items that may or may not be included in the project. Jim Dowd indicated that the theatre design consultant reported that the installation was as designed. It was suggested that SMMA invite their theatre consultant to the next EFPBC meeting.

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Dr. Evans will put together a list of issues regarding some of the theatre equipment. The theatre folks will then be invited to an EFPBC meeting to share their concerns.

**4. Invoices:** Copies of the Memorandum from Town Manager, Richard Howard, to the EFPBC dated February 10, 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. Jim Burrows reviewed the invoices as outlined in the Town Manager's memorandum.

Jim Burrows reviewed the invoices as outlined in the memorandum dated February 10, 2016 from Town Manager Richard Howard.

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

Skanska USA	Commissioning Proposal	\$ 16,230.00
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### **Spending Authorizations: Winchester High School Project**

Consigli Construction	Change Order #15	\$ 46,974.31
Consigli Construction	Change Order #17	343,644.59
GovConnection	Tech FF&E Chrome Books	4,340.00

***On a motion by Don Cecich, seconded by Brendan Driscoll, it was moved and seconded to authorize the Town Manager to accept the Skanska USA spending authorization in the amount of \$16,230.00 for the Vinson-Owen School project and approved Consigli Construction Change Orders #15 and #17 and to GovConnection Tech FF&E Chrome Books in the amount of \$4,340.00 for the Winchester High School project as authorized by the Town Manager's Memorandum dated February 10, 2016 (Attachment #2). The Motion was unanimously approved.***

**6. Vinson-Owen Fit Out:** Kevin from TMP provided a sketch showing how the Vinson-Owen fan control option would work to help alleviate overheating in the third floor corridor areas (Attachment #3). It was estimated that the fans would keep the air 5 degrees above the outside air temperature. In order to make the air flow work properly, opening windows would be required in certain areas as well as keeping the classroom doors closed. Committee members felt too much human interaction was needed to make the exhaust fan design work properly. Kevin suggested installing split air conditioners in the areas of the exhaust fans.

The concern around equity in all School Department buildings was discussed as other buildings are experiencing overheating as well during the shoulder months. It was then suggested that we install exhaust fans in the classrooms as well. It was agreed to explore the cost estimate to install exhaust fans in five of the third floor classrooms.

***On a motion by Judy Evans, seconded by Don Cecich, it was moved and seconded to ask TMP to move forward with a cost estimate for the installation of five (5) exhaust fans, not to exceed \$5,000. The Motion was unanimously approved.***

**7. Adjournment:** *It was moved and seconded to adjourn the meeting at 8:04 p.m.*

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The next EFPBC meeting is scheduled for Wednesday, February 24, 2016 at 6:30 PM at Parkhurst School.

Respectfully Submitted,



Donald E. Cecich  
EFPBC Secretary

### Attachments:

1. Skanska Agenda dated February 10, 2016 including AIA Document G701/CMa-1992 Consigli Construction Change Order #017 dated February 9, 2016 and letter dated February 10, 2016 from Skanska addressing Additional Commissioning Services Commission for Vinson-Owen Elementary School Fitout.
2. Memorandum dated February 10, 2016 from Richard Howard, Town Manager, to the EFPBC regarding invoices for payment and spending authorizations.
3. TMP Sketch showing Ventilation Fan Options dated February 10, 2016