

Educational Facilities Planning and Building Committee

Minutes of the Meeting February 24, 2016

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

Members Absent: Brendan Driscoll and Jessica Lohnes.

Others Present: Jim Burrows, Skanska USA Building; John LaMarre, Consigli Project Manager; Lorraine Finnegan, SMMA; Meg White, Town Project Manager; Gerald Nardone (Consultant); Christine Kelley, WHS Interim Principal; Cindy Bohne, School Committee Chair; and Susan McPhee - Energy Committee.

Mr. Deering called the meeting to order at 6:31 PM at Winchester High School, Guidance Conference Room.

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

2. **Approval of Minutes:** There were no minutes to approve.

3. **Winchester High School:** Jim Burrows distributed copies of Skanska's February 24, 2016 Agenda including Consigli Change Order #018. He reviewed CO #018 for Committee for the Culvert project. The money for this project will be funded from the Town Budget, not the High School Project budget and will be a pass-through to Consigli on the High School project contract. Consigli will do the work. Jim recommended that the Committee approve CO #018.

On a Motion by Don Cecich, seconded by Charles Tseckares, it was moved and seconded to approve Change Order #018 (Culvert project) as outlined in the Change Order document dated February 24, 2016 as presented. The Motion was unanimously approved.

4. **Construction Update:** John LaMarre provided an overview of the construction currently under way. Consigli is working in the interior of Building C, starting at the top and working down - ceiling lights, dry wall, and painting. The exterior of Building C is almost complete. Work in the gym includes working on the ceiling grid, primer and painting. All site work has been shut down for the winter. The auditorium is complete and they are waiting for a certificate of insurance. WinCam and the IT department have been trained on the lighting and sound system. Student and staff training are currently taking place.

Jim Burrows reported that they met with Sharon Martin, the play coordinator regarding some adjustments that were needed in the auditorium. A row of chairs has been removed in front of the stage to allow more space for the orchestra. These chairs will be stored at Parkhurst and will not be reinstalled. Changing the stage light system was discussed and Lorraine will be looking into a resolution. The seating behind the sound board has obstructed views of the stage.

5. **Deliverables:** None.

7. **Vinson-Owen Fit Out:** Jim Dowd had a walk-through of Vinson-Owen School on Monday. In two weeks there will be a general bid. The process is on schedule.

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8. Invoices for Payment and Spending Authorizations: Copies of the Memorandum from Town Manager, Richard Howard, to the EFPBC dated February 24, 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 and spending authorizations.

Payment Authorizations: VO Elementary School Project

Skanska USA	Invoice #1315839-000-12635-15	\$ 12,550.00
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Payment Authorizations: Winchester High School Project

Skanska USA	Invoice 1312805-PDS-12649-42	\$ 64,757.18
SMMA	Invoice 0044315	139,431.00
Consigli Construction	Requisition #19	2,873,306.39
MBTA	Invoice 031151	250.00
Briggs Engineering	Invoice 81574	95.00
Briggs Engineering	Invoice 81669	425.00
Briggs Engineering	Invoice 81743	232.00
Briggs Engineering	Invoice 81837	350.00
Briggs Engineering	Invoice 81937	40.00
Triumph Modular Inc.	Invoice RI183257	10,000.00
Triumph Modular Inc.	Invoice RI183258	13,000.00
Robert H. Lord	Invoice 32143	1,419.00
Kittredge Equipment	Invoice 141594	23.38
Global Equipment	Invoice 108940138	2,768.60
HUB Technical Services	Invoice 69065	22,187.02
Apple Inc.	Invoice 4371945381	1,429.00
Apple Inc.	Invoice 4371943465	4,287.00
Apple Inc.	Invoice 4371398930	6,890.00
MD Stetson	Invoice 515826	13,667.17
ProAv Systems	Invoice 22532	960.00
GovConnection	Invoice 53407247	396.46

Spending Authorizations: Winchester High School Project

Consigli Construction	Change Order #18	1,560,636.37
HUB Technical Services	Tech FF&E Server Equip. Quote #25585	180,774.97

On a Motion by Don Cecich, seconded by Charles Tseckares, it was moved and seconded to authorize the Town Manager to pay the Vinson-Owen and Winchester High School Project invoices and the High School Spending Authorizations as outlined in the Town Manager's memorandum to the EFPBC dated February 24, 2016 (Attachment #2). The Motion was unanimously approved.

7. The meeting was moved to the auditorium at 7:04 PM. Committee members had an opportunity to view seating in the rear of the auditorium behind the sound board. Members agreed

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that many of the seats in the area had obstructed views. The Committee agreed to have the sound board lowered along with the surrounding wall frame in order to provide better viewing from the rear seats. This change will take place during the summer. Mr. Deering recommended that we leave the seats in place and get feedback from audience members. It was determined that Principal Kelley would not sell tickets for the seats that have obstructed view for the upcoming play.

Dr. Evans strongly recommended the permanent removal of the obstructed view seats. Dr. Evans expressed her concerns with community perception if there are seats that have obstructed view.

8. Adjournment: The meeting adjourned at 7:30 PM. The next EFPBC meeting is scheduled for Wednesday, March 2, 2016 at 6:30 PM in Town Hall.

Respectfully Submitted,



Donald E. Cecich
EFPBC Secretary

Attachments:

1. Skanska Agenda dated February 24, 2016 including AIA Document G701/CMa-1992 Consigli Construction Change Order #018 dated February 24, 2016.
2. Memorandum dated February 10, 2016 from Richard Howard, Town Manager, to the EFPBC regarding invoices for payment and spending authorizations.