

Educational Facilities Planning and Building Committee

Minutes of the Meeting January 4, 2017

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

Members Absent: Roger Hain and Jessica Lohnes.

Others Present: Jim Burrows, Skanska USA Building; Dave Fanuele, SMMA; Meg White, Project Manager; Gerald Nardone, Consultant; and Susan McPhee, Energy Committee.

Bob Deering called the meeting to order at 6:31 PM in the Waterfield Room, Town Hall.

Bob announced that there are a few people in town advocating to install a turf field on the Skillings Field that may interfere with the field baseball diamond rehabilitation that is part of the High School project. He did not think that at this point in the project it was feasible to make the change.

Swim Winchester is also proposing a swimming pool complex on Skilling Field.

1. Public Comment: There were no comments.

2. Project Budget Update: Jim Burrows distributed copies of Skanska's meeting agenda dated January 4, 2017 along with a High School Project Budget Update (Attachment #1). Jim provided an overview of the overall budget stating the project is on budget and on schedule. Jim also provided information on the construction contingency indicating that at this point in the project he is working on finalizing the numbers. In February Jim will provide the finalized amount available to potentially incorporate items back into the project. Bob stated the potential of unanticipated needs could potentially bring the remaining contingency in the negative.

3. WFEE Update: The final count for the WFEE brick fund raising project was as follows: 218 square feet of brick and 10 benches have been purchased. SMMA is working out the design and layout. Consigli will work with SMMA and Skanska to finalize the brick project.

4. Dedication Plaque: Jim provided one last review of the dedication plaque for edits and/or changes. Several edits were made and Jim will incorporate them into the final product.

5. Construction Update: Jim reported on the construction update indicating that both roofs are installed, interior work is moving along quickly, installation of exterior air and vapor barriers, along with bricking is also moving forward. Over the holiday break site work and some punch list work was completed.

A concern was raised regarding outside lights being on at all times and was discussed. Jim will be working on correcting this issue.

A walk-thru of the building to identify some areas of concern will be placed on an upcoming EFPBC meeting agenda. An example is the need for a trash room near the cafeteria.

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Geetha expressed her concerns around ongoing safety issues at the curbing in front of the High School. Bob commented this work is schedule for completion at the end of the project and will include curbing, installation of an island and striping.

6. Invoices: Copies of the Memorandum from Town Manager, Richard Howard, to the EFPBC dated January 4, 2017 regarding invoices and spending authorizations were distributed and reviewed (Attachment #2). The Town Manager recommended that the Committee take favorable action on the invoices and spending authorizations.

The committee reviewed the payment authorization for the Winchester High School Project.

Payment Authorizations:

Winchester High School Project - Prepared by Meg White

Creative Office Pavilion	Invoice 47104	\$9,686.00
Creative Office Pavilion	Invoice 47340	\$768.00

On a motion by Brendan Driscoll, seconded by Judy Evans, it was moved and seconded to approve the Winchester High School invoices for payment by the Town Manager as described in the Town Manager's Memorandum dated January 4, 2017 to the EFPBC for the Winchester High School project (Attachment #2). The Motion was unanimously approved.

7. Meeting Dates: The next meetings are scheduled for January 18 and February 1, 2017 at the Winchester High School.

8. Adjournment: It was moved and seconded to adjourn the meeting at 7:15 PM.

Respectively submitted,



Donald E. Cecich
EFPBC Secretary

Attachments:

1. Skanska's meeting agenda dated January 4, 2017, High School Project Budget Update, Construction Contingency and Sample of Plaque.
2. Memorandum Memo from the Town Manager Dated January 4, 2017 regarding invoices for payment and spending authorizations.