

Educational Facilities Planning and Building Committee

Minutes of the Meeting January 6, 2016

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

Members Absent: None.

Others Present: Jim Burrows, Skanska USA Building; John LaMarre, Consigli Project Manager; Ed Frenette, SVP, SMMA; Lianne Vivilecchia, Stefura; Meg White, Town Project Manager; and Gerald Nardone.

Mr. Deering called the meeting to order at 6:29 PM in the Mystic Valley Room, Winchester Town Hall.

1. **Invoices:** Copies of the Memorandum from Town Manager, Richard Howard, to the EFPBC dated January 6, 2016 regarding spending authorizations was distributed and reviewed (Attachment #1). 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.

Spending Authorizations: Winchester High School Project - Prepared by Meg White

Hub Tech	(WHS Tech FF&E) Chrome Books	\$ 22,148.00
Gov Connection	(WHS Guidance) Printer	416.46

Spending Authorizations: Winchester High School Project - Prepared by Jim Burrows

SMMA/Stefura Associates	(WHS FF&E) Additional Bid Package	14,300.00
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On a motion by Don Cecich, seconded by Brendan Driscoll, it was moved and seconded to authorize to authorize the Town Manager to accept the spending authorizations for the Winchester High School Project as outlined in his January 6, 2016 memorandum to the EFPBC (Attachment #1). The Motion was unanimously approved.

2. **Change Orders:** There were none.

3. **Meeting Minutes:** None were reviewed. Don Cecich commented that he would be caught up by the next meeting.

4. **High School:** Jim Burrows distributed copies of Skanska's meeting agenda and attachments (Attachment #2) including:

- a. Project Budget Update (page 2-2);
- b. Construction Contingency - Change Orders Summary (page 2-3);
- c. Lorraine Finnegan, SMMA, letter to the EFPBC Revised January 6, 2016 regarding FF&E additional bid package (page 2-4);

EFPBC January 6, 2016 Meeting Minutes

- d. Memorandum from Stefura Associates to Lorraine Finnegan, SMMA dated Revised January 6, 2016 regarding FF&E (page 2-6); and
- e. PM&C Vinson-Owen Classroom Fit-out Main Construction Cost Estimate Summary sheet (page 2-10).

Mr. Dowd reviewed the scope of services related to the procurement of FF&E for the Innovation and Technology Lab spaces at Winchester High School. Lianne Vivilecchia of Stefura Associates was available for any clarification on services.

5. Construction Update: John LaMarre distributed copies Consigli's High School Status Report dated January 6, 2016 (Attachment #3) and reported that many punch list items and work items for Phase 1 were completed during the winter break. Phase 2 remains on schedule. Temporary winter heating for the interior and gym is operational. The auditorium seating and stage flooring installation is ongoing and the turnover of the entire space is scheduled for February 19th or sooner. Sample pictures were available of the work in the auditorium and gym area (see Attachment #3).

6. Vinson-Owen Fit-Out: Jim Burrows reviewed the final estimates of the cost for the Vinson-Owen fit-out for three and a half classrooms (Attachments #4 and #5). The total cost of all construction is \$368,530. Two Add-alternates include costs of: Alternate 1 (exhaust fans cost) is \$78,689, and Alternate 2 (air-conditioning cost) is \$98,119. Advertisement for the project needs to go forward by February. The Committee discussed the add-alternates. Charles requested a representative from PM&C attend the next EFPBC meeting to assist in describing the mechanical design of the project.

Jim Burrows commented that Skanska will move forward with the procurement process.

On a motion by Brendan Driscoll, seconded by Don Cecich, it was moved and seconded to authorize Skanska to include the exhaust fans as part of the base bid and leave the air conditioning as an add-alternate. The Motion was unanimously approved.

7. Next Meeting Date: The next meeting is scheduled for January 20, 2016 at 6:30 PM in Town Hall.

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

Respectfully Submitted,



Donald E. Cecich
EFPBC Secretary

Attachments:

1. Memorandum dated January 6, 2016 from Richard Howard, Town Manager, to the EFPBC regarding invoices for payment and spending authorizations.

EFPBC January 6, 2016 Meeting Minutes

2. Skanska –Meeting Agenda dated January 6, 2016 including:
 - a) Project Budget Update;
 - b) Construction Contingency - Change Orders Summary;
 - c) Lorraine Finnegan, SMMA, letter to the EFPBC Revised January 6, 2016 regarding FF&E additional bid package;
 - d) Memorandum from Stefura Associates to Lorraine Finnegan, SMMA dated Revised January 6, 2016 regarding FF&E; and
 - e) PM&C Vinson-Owen Classroom Fit-out Main Construction Cost Estimate Summary sheet.
3. Consigli Construction Winchester High School Status Report dated January 6, 2016.
4. PM&C Vinson-Owen Classroom Fit-out Main Construction Cost Estimate dated January 3, 2016.
5. Tappé Associate’s Vinson-Owen Elementary School Exhaust Fan and Air-conditioning Fit Out drawings M101 and M102, dated November 4, 2015.