

Educational Facilities Planning and Building Committee

Minutes of the Meeting June 15, 2016

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

Members Absent: None.

Others Present: Jim Burrows and Jim Dowd, Skanska USA Building; Lorraine Finnegan, SMMA; Meg White, Project Manager; Gerald Nardone, Consultant; Jay Gill and Pete Lawson, DPW; Nick Costello, Director of Music; Chris Nixon, School Committee; Heidi Driscoll and Caren Connelly, WFEE; and Bob Marshall

Mr. Deering called the meeting to order at 6:30 PM in the Waterfield Room, Town Hall.

1. Public Comment: Nick Costello, Director of Music, spoke about the design in the auditorium regarding the shells and cloud. Mr. Costello indicated how wonderful the auditorium is however, when the band and orchestra play on the stage the sound is not projected out to the audience. The shells and cloud are helpful in reflecting the sound off to the audience. Mr. Costello recommended contacting Wenger, a theatre systems company specializing in performing arts equipment. Mr. Costello has worked with them in the past and has found them to be a reputable company. Bob indicated that there was funding available in the FF&E to cover the costs of this. Lorraine will investigate the systems to help the EFPBC make an informed decision.

Mr. Nixon was happy to hear the EFPBC is supportive of an on-site building manager and wanted to suggest the EFPBC be certain the building manager has the prerequisite certifications. He recommended contacting ASHRAE (American Society of Heating Refrigeration and Air-Conditioning Engineers) who is a certified company.

Jim Burrows distributed copies of Skanska's Meeting Agenda including the draft letter from the EFPBC and School Committee to the Town Manager and Board of Selectmen regarding building maintenance, High School drain piping drawings and brick dedication locations (Attachment #1).

2. Winchester High School - Phase 1 Drain Issue: Mr. Deering shared the results of a Phase 1 reoccurring drain issue. There was an error on the drawings for piping installation. As a result, the piping installed in three areas was undersized causing back-up issues (see Attachment #2). Ms. Finnegan reported that the recent blockage has been resolved and she recommended correcting the issue with large piping after school was dismissed in June. There was a further discussion regarding payment for the replacement piping work will be discussed at a later date, however, the EFPBC made it clear that this was a design/code error and the project should not have to pay for the rework.

3. Draft Memorandum to Board of Selectmen on Plant Manager for Winchester High School: A draft letter regarding a request to hire an on-site building manager with background and expertise in 21st century energy management systems and technology at the high school was prepared by Ms. Verdicchio for EFPBC review. Jay Gill, Director of Public Works, who was present at the meeting, expressed his full support for such a position, expressing how important it is

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to maintain the buildings the town has invested in. Pete Lawson, Director of Facilities, is researching job descriptions from other communities with like positions.

On a motion by Ms. Verdicchio, seconded by Mr. Driscoll, it was moved and seconded to approve as presented the memorandum to the Board of Selectmen and the Town Manager regarding an on-site building manager as presented with the changes discussed. The motion was unanimously approved.

Winchester High School Brick Park and Proposed Benches: Caron Connelly and Heidi Driscoll of WFEE spoke about the Winchester High School dedication brick park and proposed bench fundraising initiative. Ms. Connelly understood that the project would pay for the installation of the bricks. Because the bricks are available in several sizes, until the final count of bricks is determined, SMMA will then be able to provide a cost estimate for the installation. Ms. Connelly indicated the sale of bricks would close on July 1st.

WFEE proposed adding benches (approximately 8 to 10) in the park area. WFEE would like to order the benches and work out a plan for reimbursement to the project for installation. Jim Dowd recommended hiring an outside vendor to install the benches after the project is completed. Mr. Gill, Director of DPW, indicated that the DPW would be able to install the benches. Charles would like the EFPBC to approve the bench color and location of installation.

Ms. Connelly spoke about the cost to hang the PowerED-UP plaque recognizing various levels of donations. It is planned to have the plaque placed at High School next to the dedication plaque. The plaque would be given as a gift after the project is completed.

4. Deliverable: None

5. Invoices: Copies of the Memorandum from Town Manager, Richard Howard, to the EFPBC dated June 15, 2016 regarding invoices and spending authorizations was distributed and reviewed (Attachment #3). The Town Manager recommended that the Committee take favorable action on the invoices and spending authorizations. Mr. Burrows reviewed the invoices for approval.

***Payment Authorizations:
VO Elementary School Project***

Skanska USA	Invoice 1315839-000-12753-19	\$3,240.00
Tappé Architects	Invoice 160502	\$6,456.44

***Payment Authorizations:
Winchester High School Project***

Skanska USA	Invoice 1312805-PDS-12749-46	\$85,620.00
SMMA	Invoice 0044936	\$85,500.00

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Consigli Construction, Inc.	Requisition #23	\$2,412,831.68
MBTA	Invoice 032196	\$250.00
Mass DEP	Invoice 31867	\$2,455.00
Briggs Engineering	Invoice 83441	\$350.00
Briggs Engineering	Invoice 83334	\$685.00
Briggs Engineering	Invoice 83215	\$380.00
Briggs Engineering	Invoice 79383	\$360.00
Briggs Engineering	Invoice 82885	\$722.00
Briggs Engineering	Invoice 82984	\$600.00
Triumph Modular Inc.	Invoice 36072	\$13,000.00
Triumph Modular Inc.	Invoice 36043	\$10,000.00
Absolute Piano	Invoice 20160019-02	\$8,743.75

***Spending Authorizations:
Winchester High School Project***

Hewlett Packard Company	Tech FF&E Quote	\$162,182.24
LCN	Tech FF&E Quote	\$4,636.00
LCN	Tech FF&E Quote	\$8,700.00
LCN	Tech FF&E Quote	\$19,637.50
HUB Technical Services, LLC	Tech FF&E Quote	\$6,430.00
ENPRO Services, Inc.	Tech FF&E Quote	\$958.13

On a motion by Don Cecich, seconded by Judy Evans, it was moved and seconded to authorize the Town Manager to pay the Vinson-Owen Elementary School and Winchester High School Project invoices and the Winchester High School spending authorization for the Winchester High School Project as presented in Attachment #3. The motion was unanimously approved.

6. *Approval of Minutes:* The committee reviewed the minutes of May 4, 2016 and May 18, 2016 for approval.

On a motion by Judy Evans, seconded by Brendan Driscoll, it was moved and seconded to accept the minutes of May 4, 2016 and May 18, 2016 as amended. The motion was unanimously approved.

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7. **Next Meeting Date:** The EFPBC meeting will be on a summer schedule with meetings taking place at the Pankhurst School, beginning at 6:00 PM. The next meeting is scheduled for July 6, 2016.

8. **Adjournment:** The meeting adjourned at 7:37 PM.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Donald E. Cecich". The signature is written in a cursive style with a large, sweeping initial "D".

Donald E. Cecich
EFPBC Secretary

Attachments:

1. Skanska Meeting Agenda including the draft letter from the EFPBC and School Committee to the Town Manager and Board of Selectmen regarding building maintenance, High School drain piping drawings and brick dedication locations.
2. Photograph of Drain Connections in area of concern.
3. Memorandum from Town Manager dated June 15, 2016 regarding Payment and Spending Authorizations.