

Educational Facilities Planning and Building Committee

Minutes of the Meeting May 6, 2015

Members Present: Bob Deering, Don Cecich, Brendan Driscoll, Geethanjali Mathiyalakam, Bill McAlduff and Shelly Walsh.

Members Absent: Gerald Nardone, Wei Han, Charles Tseckares, Linda Rossetti and Roger Hain.

Others Present: Jim Dowd and Jim Burrows, Skanska USA Building; John LaMarre, Project Manager, Consigli Construction Company; Meg White, Town Project Manager; John Danizio, Director of Finance; Dave Fanvele, SMMA; Susan McPhee, Energy Management Committee; and Sean Kiley, Winchester High School Principal.

Bob Deering called the meeting to order at 6:37 p.m. in the Mystic Valley Room at Town Hall.

1. **Comments from the Public:** There were none.
2. **Meeting Minutes:** The EFPBC Meeting Minutes of April 15, 2015 were reviewed. **On a Motion by William McAlduff, and seconded by Brendan Driscoll, it was moved to approve the EFPBC Meeting Minutes of April 15, 2015. The Motion was unanimously approved.**
3. **Invoices for Payment and Spending Authorizations:** Copies of the Memorandum from Richard Howard, Town Manager, to the EFPBC dated May 6, 2105 regarding invoices for payment and spending authorizations were distributed and reviewed (Attachment #1). The Town Manager recommended that the Committee take favorable action on the invoices payment and spending authorizations.

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

National Grid	Invoice #800125967	\$ 2,605.00
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Spending Authorizations: Winchester High School Project - Prepared by Meg White

Fisher Scientific	Quote #22273	\$ 4,862.04
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On a Motion by Don Cecich, seconded by Brendan Driscoll, it was moved to authorize the Town Manager to pay Winchester High School Project National Grid invoice #800125967 for \$2,605.00 and approve the High School Spending Authorization for Fisher Scientific for \$4,862.04 as presented in the Memorandum from the Town Manager dated May 6, 2015. The Motion was unanimously approved.

4. **High School Project:** Mr. Dowd distributed copies of Skanska's Meeting Agenda, Project Budget Update and Construction Contingency - Change Orders Summary dated May 6, 2015 (Attachment #2). Mr. Deering spoke about the high school electric bill and indicated the EFPBC should be paying for actual consumption and not just a flat dollar amount, which would reflect a considerable difference in the amount being invoiced. Mr. Deering suggested the EFPBC take a three year average for electric consumption. Mr. Driscoll recommended looking at a 12 month

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period and figure out what we used before construction. A comparison would then be available from last year to show the highs and lows of electrical consumption.

Mr. Dowd reported on the music suite, administration area, dining commons and kitchen are proceeding well. The media center is being painted and glass installation will begin on Tuesday.

The auditorium structure has presented challenges during construction particularly the truss and fly lofts. There have also been some setbacks with structural issues. It was reported that the auditorium will not be ready for the first day of school in September, which the Committee and School Committee were already aware of and the Committee and agreed to extend the Auditorium completion date. Mr. McAlduff indicated that the beginning of the year class meeting could be scheduled in the dining commons.

Mr. LaMarre distributed copies of Consigli's Status Report dated May 6, 2015 (Attachment #3) and reported that a meeting is scheduled tomorrow to determine a finish date for the auditorium.

The brick work has begun on the 3rd floor, Building B. The kitchen hoods and walk-in coolers have been delivered and the key parts are coming together. Mr. LaMarre reported they are carefully monitoring the delivery date of the terra cotta.

5. ***Vinson Owen:*** Mr. McAlduff distributed copies of his letter dated April 30, 2015 to Robert Deering, Chair EFPBC regarding the completion of the classrooms on the first floor in the Vinson-Owens Elementary School (Attachment #4). Due to continued enrollment figures at the Vinson-Owen School, the School Committee has requested the build-out of the three classrooms on the first floor to be completed by September 2016. Town Counsel reviewed the Town Meeting vote and determined that the built-out of the classrooms are in the scope of EFPBC authority. The next step is to issue an RFP. It may be beneficial to have the players from the original building be involved (Tappé). There were concerns raised regarding MSBA involvement with the build-out, however, MSBA is not involved in this project. Tappé could complete the design work and provide a cost estimate. It was discussed that the design work may already be done as most of the work would be finish work. Mr. McAlduff pointed out that at a minimum it would be work on walls, cabinets, white boards wiring and technology.

On a motion by Don Cecich, seconded by Brendan Driscoll, it was moved to ask Meg White to contact Tappé to amend the contract and speak with Town Counsel and the Town Manager. In addition, Skanska is to check with Tappé regarding the status of the previous work that was done and request the preparation of a Capital Cost estimate for the project. The motion was unanimously approved.

Mr. McAlduff requested updated information by June 9th in order to report back to the School Committee on the project status.

6. ***Vinson-Owen Building Temperature Update:*** Brendan Driscoll reported that he met with Susan McPhee, Grant Smith, Michael Schindelman and Justin McGee in the Vinson-Owen conference room to talk about what has happened to date regarding the over-heating of classrooms on the second and third floors and walked through those spaces. They discussed installing film on the windows to reflect the heat away from the windows. The current film applied to the windows is for the purpose of heat gain. Using a thermal camera Mr. Smith will be testing the temperature in the areas of concern in the upcoming weeks.

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They discussed installing exhaust fans to move the air around. Installation of roof exhausts fans was taken under consideration but they might the skylights. Mr. Driscoll stated that all the data has not been gathered to make a decision tonight. They will be capturing data three times a day for both Vinson-Owen and Ambrose to use as comparison and report back to the EFPBC their findings.

Mr. Dowd has been working with 3M who recommended an interior vs. exterior film installation. Mr. Driscoll indicated that film for the windows and installation of exhaust fans would be a long-term solution. For an interim solution, installation of temporary spot coolers in the classrooms is an option. Further data on temperature readings will be available at the next EFPBC meeting.

10. The next meeting is scheduled for May 20, 2015.

11. Adjournment: *It was moved and seconded to adjourn the meeting at 7:45 p.m.*

Respectfully Submitted,



Donald E. Cecich
EFPBC Secretary

Attachments:

1. Memorandum dated May 6, 2015 from Richard Howard, Town Manager, to the EFPBC regarding invoices for payment and spending authorizations.
2. Skanska – Meeting Agenda, Project Budget Update, Construction Contingency - Change Orders Summary dated May 6, 2015.
3. Consigli - Status Report dated May 6, 2015.
4. Letter from William McAlduff, Superintendent of School, dated April 30, 2015 to Robert Deering, Chair EFPBC regarding the completion of the classrooms on the first floor in the Vinson-Owens Elementary School.