

# Educational Facilities Planning and Building Committee

## Minutes of the Meeting September 23, 2015

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**Members Present:** Bob Deering, Don Cecich, Gerald Nardone, Geethanjali Mathiyalakam, Judy Evans, Shelly Walsh, Roger Hain and Susan Verdicchio.

**Members Absent:** Charles Tseckares and Brendan Driscoll

**Others Present:** Jim Dowd and Jim Burrows, Skanska USA Building; Meg White, Town Project Manager; Dave Fanvele and Lorraine Finnegan, SMMA; John Danizio, Director of Finance; and Susan McPhee, Energy Management Committee.

Bob Deering called the meeting to order at 6:32 p.m. at the Parkhurst School, 40 Samoset Road.

**1. Comments from the Public:** There were none.

**2. Approval of Minutes:** The meeting minutes of June 17, 2015, July 1, 2015, and September 2, 2015 were distributed for review and comment. *A motion was made by Roger Hain, seconded by Gerald Nardone, to approve the minutes of June 17, 2015, July 1, 2015, and September 2, 2015 as presented. The Motion was unanimously approved.*

**3. Invoices for Payment and Spending Authorizations:**

A copy of the Memorandum from Town Manager, Richard Howard, to the EFPBC dated September 23, 2015 regarding invoices for payment and spending authorizations was distributed and reviewed (Attachment #1). The Town Manager recommended that the Committee take favorable action on the invoices and spending authorizations.

### Payment Authorizations: Winchester High School Project

Skanska USA Building Inc. Invoice #1312805-PDS-12523-37	\$ 60,943.87
SMMA Invoice #0043446	129,621.25
Consigli Construction Co. Invoice #14	6,796,788.23
Briggs Engineering & Testing Invoice #78442	1,275.00
Briggs Engineering & Testing Invoice #78577	829.50
Briggs Engineering & Testing Invoice #78784	1,182.50
Briggs Engineering & Testing Invoice #78968	1,530.00
Briggs Engineering & Testing Invoice #79080	2,540.00
Triumph Modular, Inc. Application #6	294,422.00
Triumph Modular, Inc. Invoice #RI177099	13,000.00
Pro AV Systems Invoice #22455	37,378.43
Swift Invoice #215	26,750.00
Kittredge Invoice #120734	11,387.89
Kittredge Invoice #120697	1,544.58
Krittredge Invoice #120729	153.00
Fisher Scientific Invoice #8234161	128.85
Fisher Scientific Invoice #8067093	826.16

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Fisher Scientific Invoice #8363378	\$ 3,130.90
WB Mason Invoice #676499	2,175.00
WB Mason Invoice #676063	30,334.00
WB Mason Invoice #675889	9,657.00
WB Mason Invoice #675901	31,241.30
WB Mason Invoice #675888	5,760.00
WB Mason Invoice #675891	43,126.00
WB Mason Invoice #674398	1,694.00
WB Mason Invoice #674390	23,258.74
WB Mason Invoice #674396	31,490.00
Red Thread Invoice #519791	4,378.00
Tucker Invoice #8029	25,457.25
Robert H. Lord Invoice #31855M	1,294.36
Robert H. Lord Invoice #31855T	38,941.46
Sam Tell Companies	1,034.62
MD Stetson Invoice #508232	3,144.86
J.O. American Window Film Invoice # (added during the meeting)	\$ 35,000.00

### Spending Authorizations: Winchester High School Projects - Prepared by Meg White

Consigli Construction Co. Change Order #12	\$ 145,648.03
SMMA Amendment #7 for FF&E (was originally \$36,450 in Meg's summary)	17,200.00

### Vinson-Owen School Project - Prepared by Meg White

Tappé Amendment for V-O Classrooms	\$ 69,350.00
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Mr. Deering expressed his concerns regarding several of the change orders and questioned how these went unnoticed.

***On a motion by Don Cecich, seconded by Judy Evans, it was moved and seconded to authorize the Town Manager to pay Winchester High School project invoices as outlined in the September 23, 2015 memorandum from Town Manager Richard Howard, adding \$35,000 for J.O American Window Film. It is further recommended to authorize the Spending Authorization as modified to SMMA for \$17,200 along with the Vinson-Owen School Project Tappé invoice for classroom building as presented. The Motion was unanimously approved.***

**4. Winchester High School:** Mr. Dowd distributed copies of Skanska's September 23, 2105 Meeting Agenda with attachments (Attachment #2) including the Project Budget Update, Construction Contingency - Change Orders Summary and:

- Consigli RFI #477 – Existing Street Lights dated August 25, 2015
- SMMA Additional service Request No. 1- FF&E dated May 1, 2015
- High School Dedication Plaque
- Consigli Construction Change Order No. 012 in the amount of \$145,648.03
- Tappé Associates Contract for Designer Services, Amendment #5 for the Vinson-Owen School in the amount of \$69,350.00

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- Tappé Associate Vinson-Owen Fit out Schedule

Mr. Dowd informed the Committee regarding their review of existing site street lights on Skillings Road. He reported that there is an existing pole conflict at the Phase 2 construction entrance. SMMA had four (4) options on how to re-feed the lights and traffic signal on Skillings Road. Questions to consider were who was going to pay the costs for the wiring changes, were we being double charged, is the electricity used to operate the lights being charged to the high school or as normal street lights to the Town, and if the lines would be underground, how would the underground work be funded? Lorraine will talk with the SMMA engineer and report back at the next meeting.

**5. Dedication Plaque:** Jim Burrows shared the proposed dedication plaque for the Winchester High School project. The intent is for the plaque to be a temporary plaque during Phase 1 and 2 with a final bronze plaque installed at the end of the project. Mr. Burrows will send the members a draft of the plaque for proof reading purposes.

**6. Assistive Listening System:** The Committee discussed the two types of systems that are available for the hearing impaired. The first type of system, FM, is a two device system, one device for the presenter and one for the hearing impaired person. The second type of system, a Loop System, is currently used at the McCall Middle School Auditorium and had been installed in the Winchester High School Auditorium several years ago. Currently the high school is slated to have a FM digital system, a more traditional system meeting code compliance. SMMA had recommended the FM system as their experience with the loop system is that it is not as effective.

If a loop system is installed and a person does not wear a hearing aid but has hearing difficulties, they would still need to wear the FM devices. Ms. Finnegan will provide additional information on the differences of each system at the next meeting. It was also recommended that Ms. Finnegan contact Anne Kostos as she is the ADA Coordinator for the town.

**7. Construction Update:** Jim Burrows reported on the progress of Phase II to date indicating they are hoping that Phase II will run smoothly. The auditorium at the present time is on schedule for occupancy for Town Meeting. The Phase II schedule will be made available on the website shortly.

Due to a recent incident at the tunnel area on Skillings Field, there was a recommendation to put fencing near the tunnel. Cameras were relocated and one repositioned. If the police department recommends changes, the EFPBC will be happy to work with the Police Department to implement their recommendations.

**8. Vinson-Owen:** A schedule was shared regarding the Vinson-Owen Fit Out schedule and is summarized below:

November 2, 2015	- Finalized Construction Documents
December 2, 2015	- Estimates Presented to EFPBC
February 1, 2016	- RFP issued
February 22, 2016	- Proposals Due
March 2, 2016	- Present Bids to EFPBC
March 7, 2016	- Signed Contract
March 21, 2016	- Submittals

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June 20, 2016 - Construction Start  
August 29, 2016 - Substantial Completion

Superintendent Evans commented that it is essential to have at least one classroom completed for the opening of school and asked if the work could be done while students are in the building.

**9. Next Meeting Dates:** The next meeting is scheduled for October 6, 2015 at 6:30 PM in Town Hall.

**9. 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 September 23, 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 and:
  - Consigli RFI #477 – Existing Street Lights dated August 25, 2015
  - SMMA Additional service Request No. 1- FF&E dated May 1, 2015
  - High School Dedication Plaque
  - Consigli Construction Change Order No. 012 in the amount of \$145,648.03
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