

Educational Facilities Planning and Building Committee

Minutes of March 20, 2019

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Members Present: Bob Deering, Don Cecich, Brendan Driscoll, Ruthie Gagne and Gerald Nardone.

Members Absent: Geethanjali Mathiyalakam, Judy Evans, Susan Verdicchio, Shelly Walsh and Todd Kosterman.

Others Present: Vince Dube, Flansburgh Associates: Meg White, Project Manager; Ellen Whittemore, Director of Finance & Operations; and Chris Conroy, Facilities Manager.

The meeting was called to order at 6:32 PM at the Town Hall, Waterfield Room, 70 Mt. Vernon Street.

Copies of the March 20, 2019 meeting agenda were distributed (Attachment #1).

1. **Public Comment:** There were none.

2. **High School Roof Update:** Bob updated the Committee regarding the High School roof leak indicating that Consigli has been supporting the repairs as agreed. Gibson and EMC Construction will be coming back to do additional work. All the information regarding the roof leaks will be sent to Town Counsel for review.

With regard to the MSBA closing of the High School project, technically there is no pending litigation.

3. **Winchester High School - Zen Garden Presentation:** Eileen Milner, Advisor of the Zen Garden Club, along with Zack Mattis-Roesch, a junior, and Ben Wilson, a sophomore, provided the Committee with a comprehensive PowerPoint presentation on a proposed Zen Garden at the High School. Peter White, of Zen Associates, worked with the students to create the design for the garden. See Attachment #2 for a site plan showing the location of the garden. Based on the funds the students raise from different sources, the design can be flexible. The project could also be done in phases. The goal would be to have the Zen garden completed by 2020. The preliminary cost estimate for the project is \$20,000. The EFPBC indicated that the Committee was very much in favor of the project and design. There was discussion regarding the need to install a fence on the outside entrance to the garden.

Chris Conroy brought up the subject of the dust collector in the Woodshop room and shared his concerns regarding an inside installation and his concerns of it being a fire hazard. He also stated that because the motor is a 10-horse power cyclone motor, there would be a lot of noise if the dust collector was installed inside the building as well as outside the building. Meg recommended that the Committee should having a more detailed discussion regarding the dust collector at the April 3rd meeting and she would invite Pete Lawson to attend.

4. **McCall Phase I and Phase II McCall Status:** Vince spoke about the Phase I fire alarm issues indicating that the system is still under warranty because there was a test report done in September of 2018 that indicated that the system was working properly.

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Vince commented that there will be a preliminary meeting to discuss Phase II pre-construction on March 27, 2019. Preliminary work has started, and full construction will begin after the last day of school in June. It was reported that Hill will be the OPM for the project.

5. Invoices: Copies of the Memorandum from Town Manager, Lisa Wong, to the EFPBC dated March 20, 2019 regarding invoices and spending authorizations were distributed and reviewed (Attachment #3). The Town Manager recommended that the Committee take favorable action on the invoices and spending authorizations.

Payment Authorizations:

McCall Middle School Expansion Project - Phase I

APC Development Group, Inc.	Final Application #9	\$31,650.49
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McCall Middle School Expansion Project - Phase II

Flansburgh Architects	Invoice 0031701	\$54,200.00
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Payment Authorizations:

Winchester High School

Skanska USA	Invoice 1312805-PDS-13752-79	\$8,400.00
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Spending Authorizations:

Winchester High School

CBI Proposal gymnasium	March 1, 2019	\$19,500.00
Dust Collector WHS		\$17,700.00

On a motion by Don Cecich, seconded by Brendon Driscoll, it was moved and seconded to approve the Payment Authorizations for the McCall Middle School Expansion Project Phase II for \$54,200.00, and the Payment Authorizations for Winchester High School for \$8,400.00, and the Spending Authorization for Winchester High School for \$19,500.00, as outlined in the Town Manager's memorandum dated March 20, 2019 (Attachment #3). The motion was unanimously approved.

The Committee postponed voting on the Payment Authorization for the McCall Middle School Expansion Project - Phase I - APC Development Group, Inc., for \$31,650.49 and the Spending Authorization for Winchester high School - Dust Collector for \$17,700.00 until further discussion.

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6. **EFPBC Meeting Minutes:** Copies of the January 9 and 23, February 13 and March 6, 2019 EFPBC Meeting Minutes had been previously distributed.

On a motion by Gerry Nardone, seconded by Brendan Driscoll, it was moved and seconded to approve the minutes of January 9 and 23, 2019, February 13, 2019, and March 6, 2019 as corrected. The motion was unanimously approved.

7. **Adjournment:** *On a motion by Brendan Driscoll, seconded by Gerry Nardone, it was moved and seconded to adjourn the meeting at 7:24 PM.*

The next EFPBC meeting is scheduled for Wednesday, April 3, 2019 in Town Hall at 6:30 PM.

Respectfully Submitted,

Donald E. Cecich

Attachments:

1. March 20, 2019 Meeting Agenda.
2. Zen Garden Proposal
3. Memorandum from the Town Manager to the EFPBC dated March 20, 2019 regarding invoices for payment and spending authorizations.

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DONALD E. CECICH
TOWN OF WINDSOR