

# Educational Facilities Planning and Building Committee

## Minutes of July 24, 2019

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Members Present: Bob Deering, Don Cecich, Brendan Driscoll, Todd Kosterman, Ruthie Gagne, Geethanjali Mathiyalakam, Gerald Nardone and Zeina Marchant.

Members Absent: Judy Evans, Mark Scott and John Siciliano.

Others Present: Vince Dube, Flansburgh Architects: Meg White, Project Manager; Pete Lawson, Facilities Manager, DPE; and Chris Conroy, Facilities Manager, DPW.

The meeting was called to order at 6:30 PM at the Town Hall, Winchester Room, 70 Mt. Vernon Street.

1. **Public Comment:** None.

2. **Winchester High School Roof Update:** Chris Conroy has been working with Gibson to coordinate a time for them to look at C roof. Outstanding work on E roof includes cutting out wet insulation on the easterly side of the chillers. The plan is to have all the work identified prior to any repairs. The cost to scan roofs A, B, D and E will be \$33,500. The consensus of the Committee was to scan roofs A, B, D and E.

*On a motion by Jerry Nardone, seconded by Brendan Driscoll, it was moved and seconded to authorize \$33,500 for Gale Associates to scan roofs A, B, D and E. The motion was unanimously approved.*

3. **Payment Authorizations:** Copies of the Memorandum from Town Manager, Lisa Wong, to the EFPBC dated July 24, 2019 regarding invoices and spending authorizations were distributed and reviewed (Attachment #1). The Town Manager recommended that the Committee take favorable action on the invoices and spending authorizations.

### **McCall Middle School Expansion Projects - Phase II**

UTS	Invoice 83252	\$175.00
Valley Communication		\$751.12 (credit)

4. **Spending Authorizations:**

### **Winchester High School Expansion Project - Phase II**

Gale Associates, Inc.	Amendment #2	\$33,500
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*On a motion by Brendan Driscoll, seconded by Jerry Nardone, it was moved and seconded to approve the Payment and Spending Authorizations noted in the Town Manager's memorandum dated July 24, 2019 (Attachment #1). The motion was unanimously approved.*

**FFPBC July 24, 2019 Meeting Minutes**

**5. CBI Feasibility Study - Winchester High School Gymnasium:** A Comprehensive Report and Existing Conditions Assessment and Feasibility Study on the High School gymnasium from CBI Consulting was provided to the Committee. Funding sources will need to be explored prior to any decisions.

**5. McCall Middle School:** Vince reported that the structural steel delivery is planned for August 2, 2019. Manhole work has begun. One manhole needs to be extended which will create the need for a Spending Authorization. The teacher work room has been framed and updated plumbing is in progress. Wires from the old phone system are being pulled.

Pete Lawson and Rick Tustin met with Johnson/Simplex regarding the fire alarm system. The installation will be a one-day change over and per Rich Tustin a fire watch will not be required. They are waiting for a price for the installation of a panic button that would be installed for security. On August 13, 2019 American Alarm will begin their work. The switch over will take place mid-late August. To date, the project is on schedule and on budget.

**6. Approval of Minutes:** The committee reviewed the Meeting Minutes of May 15, June 5 and 19 and July 10, 2019.

*On a motion by Jerry Nardone, seconded by Ruthie Gagne, it was moved and seconded to approve the minutes of May 15, 2019, June 5 and 19, 2019, and July 10, 2019, as presented. The motion was unanimously approved.*

**7. Meeting Dates:** The next meeting is scheduled for August 7, 2019.

**8. Adjournment:** *It was moved and seconded to adjourn the meeting at 6:30 PM at Town Hall.*

Respectfully Submitted

Donald E. Cecich  
FFPBC Secretary

**Attachments:**

1. Memorandum from the Town Manager to the FFPBC dated July 24, 2019 regarding invoices for payment and spending authorizations.
2. CBI Consulting - Existing Conditions Assessment and Feasibility Study to the Winchester High Gymnasium
3. G&R Construction - McCall Phase II - 3 Week Look Ahead Schedule - Period thru August 9, 2019 prepared by Tim Mullen
4. McCall Preliminary Schedule
5. G&R Construction - Application and Certification for Payment - AIA Document G702

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2019 AUG 22 AM 9:02  
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# Educational Facilities Planning and Building Committee

## Minutes of August 7, 2019

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Members Present: Bob Deering, Don Cecich, Brendan Driscoll, Judy Evans, Todd Kosterman, Geethanjali Mathiyalakam, Gerald Nardone, Mark Scott and John Siciliano.

Members Absent: Zeina Marchant and Ruthie Gagne.

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

The meeting was called to order at 6:31 PM at the Town Hall, Mystic Valley Room, 70 Mt. Vernon Street.

1. **Public Comment:** None.

2. **Winchester High School Roof Update:** Chris Conroy reported that Gale Associates and Gibson were at the High School last week researching and performing diagnostic testing.

There was an issue with adhesive on the roof membrane causing dripping down the wall. The problem has been identified for repair.

It was noted that the installation of the solar panels on the high school roof has been put on hold until the roof testing and repairs are completed.

Meg spoke about Gibson pushing back with Gale to share the cost for repairs on the E roof which are at an estimated cost of \$4,000-\$5,000. The Committee agreed to have Meg instruct Sam complete the repairs. The EFPBC agreed not to initiate legal proceedings. The Committee was in agreement that the cost for repairs should not exceed \$5,000. Bob indicated that he would like all repairs on the High School roof completed by August 31, 2019.

***On a motion by Brendan Driscoll, seconded by Judy Evans, it was moved and seconded to authorize repairs on the E roof on a not to exceed basis of \$5,000. The motion unanimously approved.***

3. **McCall Middle School:** Vince provided an update on the progress to date on the McCall Phase II project. New structures and utilities are ongoing, Valley is scheduled to begin installation of the phone system on August 12, underpinning is underway and going well, concrete foundations are scheduled to be completed by August 16, the teacher work room is ongoing and the plumber is working on sewer and drain switchover.

4. **Payment Authorizations:** Copies of the Memorandum from Town Manager, Lisa Wong, to the EFPBC dated August 7, 2019 regarding invoices and spending authorizations were distributed and reviewed (Attachment #1). The Town Manager recommended that the Committee take favorable action on the invoices and spending authorizations.

**EFPBC August 7, 2019 Meeting Minutes**

**McCall Middle School Expansion Projects - Phase II**

UTS	Invoice 83739	\$3,945.00
Freda Canavan	7 Hours	\$158.87
Flansburgh Architects	Invoice 0031808	\$13,562.50
G&R Construction, Inc.	Application #5	\$369,645.00

**5. Spending Authorizations:**

**McCall Middle School Expansion Projects - Phase II**

G&R	Change Request 8	\$1,349.76
G&R	Change Request 9	\$17,270.43
G&R	Change Request 11-R1	\$6,331.20
G&R	Change Request 14	\$6,306.54

***On a motion by Judy Evans, seconded by Jerry Nardone, it was moved and seconded to approve the Payment and Spending Authorizations as noted in the Town Manager's memorandum dated August 7, 2019 (Attachment #1). The motion unanimously approved.***

Bob informed the Committee that over the past few months there has been talk around Town regarding EFPBC membership attendance. He shared that if anyone has issues about this subject to pleased speak directly to him.

The next meeting is scheduled for August 21, 2019 at 6:30 PM at Town Hall.

**6. Adjournment:** *On a motion by Judy, seconded by Todd, it was moved and seconded to adjourn the meeting at 7:07 PM.*

Respectfully Submitted,

Donald E. Cecich  
EFPBC Secretary

**Attachments:**

1. Memorandum from the Town Manager to the EFPBC dated August 7, 2019 regarding invoices for payment and spending authorizations.
2. McCall Middle School Phase II/Winchester High School Project Update August 7, 2019

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