

Educational Facilities Planning and Building Committee

Minutes of July 22, 2020

Members Present: Don Cecich, Judy Evans, Todd Kosterman, Gerald Nardone, Mark Scott, Geethanjali Mathiyalakan and Steve Curran.

Members Absent: John Siciliano, Colleen Soden and Zeina Marchant, but participated remotely.

Others Present: Vince Dubé, Flansburgh Architects; Meg White, Project Manager; Ellen Whittemore, Director of Finance and Operations; Pete Lawson, DPW Facilities Manager; and Chris Conway, Facilities Manager, DPW.

The meeting was called to order at 5:00 PM at the McCall Middle School Library so the Committee members could tour of the new addition to McCall followed by a meeting in the Library for those who attended the tour, and remotely due to the COVID-19 pandemic who could not attend the tour.

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

2. **McCall Middle School Tour:** Vince Dubé lead the tour of the new McCall addition starting in the Cafeteria, moving up to the classrooms and then down to the Teachers' Work Space. The Committee visited the lockers and showers, and the courtyard area. All the cabinets and case work has arrived, however, there was an issue with counter tops and sinks not having been ordered that is being worked out. Fire alarm testing needs to be scheduled.

Meg White commented that there is \$536,000 remaining in the contingency budget and she sees no major issues facing the project other than a few small change orders. C&R is on schedule for completion. The addition should be ready for the start of classes in September, including new counter tops and sinks.

3. **Winchester High School Update:**

Chris Conway gave the Committee an update on the roof top unit (RTU) issues. He has been working with Town Council and Special Town Council. Two months ago, Annexair had a tour to investigate the issues with the RTUs and submitted their response to the equipment problems we reported this week. Chris had a conference call with Simpson Gumpertz & Heger (SG&H) to discuss having a third-party review of the Report. SH&H submitted a proposal date July 22, 2020 (Attachment #1) in the amount of \$3,750 to review the report.

When SG&H visits the High School to view the RTUs in question, they will also look at the other RTUs where no problems were reported. Annexair believes that damage occurred during the rigging of the equipment. We have a mix of units from the three construction phases of the project. We don't want to have to go through this again next year

The expansion joint was reviewed and it appears ok. Town Council suggested that we get a third-party review of it.

Meg White recommended that the Committee approve the SG&H proposal.

EFPBC July 22, 2020 Meeting Minutes

A motion was made by Mark Scott, and seconded by Don Cecich, to authorize the Town Manager to accept Simpson Gumpertz & Heger's July 22, 2020 proposal to Meg White in the amount of \$3,750 to conduct a third-party review of the report on the leakage repairs at the existing roof top units at the High School, Building C.

The motion was unanimously approved with Don Cecich, Judy Evans, Todd Kosterman, Gerald Nardone, Mark Scott, Geethanjali Mathiyalakan and Steve Curran and voting YES.

Pete Lawson updated the Committee on the new dust collection system needed in the Wood Shop.

Regarding the wood panel issue, we need to hire a contractor to do preparation and install the panels. Meg will provide a scope of work so we can issue an RFP to do the prep work and get the panels installed.

3. McCall Middle School Update - Phase II: Vince Dubé reported that the counter tops and sinks will get ordered. The contractor will install the epoxy on the Cafeteria floor in the next week to level the floor and then complete the finish work in the Cafeteria. The contractor has one more concrete pour scheduled for next week.

Vince commented that we have an ADA audit on August 5, 2020 so they are making sure all door handles, bars, ramps, etc., in bathroom and classroom are in compliance.

The enclosure of the roof won't be done until the end of July.

Fire alarm testing will be scheduled and it should be done for the whole school building as well as sprinkler system testing. The costs for testing have been approved, to be done by one consultant. Vince commented that Flansburgh has no scope of work responsibility regarding commissioning of the fire and sprinkler systems. Meg will schedule this testing.

Stairs will have rubber treads and will NOT be painted.

Gerald Nardone raised a question regarding COP76 in the amount of \$13,497.55 which was to repair the existing lightning protection on the roof so that the new additions protection system can be UL listed. Gerald asked if this also meant that the existing system will now also be UL Listed or do we have to have that UL Listing inspection done separately? Vince is going to check and report back to the Committee.

4. Payment of Invoices: Copies of the Memorandum from Assistant Town Manager, Mark Twogood, to the EFPBC dated July 22, 2020 regarding invoices and spending authorizations were distributed and reviewed (Attachment #2). The Town Manager recommended that the Committee take favorable action on the invoices and spending authorizations.

Ms. White reported that the EFPBC Finance Committee reviewed the payment and spending authorizations.

McCall Middle School Expansion Project - Phase II -

Payment Authorizations

EFPBC July 22, 2020 Meeting Minutes

G& R Construction	Application # 16	\$388,731.04
Hill International	Invoice 0000012	\$21,250.00
ProAv	Invoice 32114	\$3,325.00
UTS	Invoice 88921	\$600
Flansburgh	Invoice 0032114	\$13,562.50
Flansburgh	Invoice 0032158	\$13,562.50

Spending Authorizations:

G&R Construction	COP68-R1	\$12,333.05
G& R Construction	COP73-R1	\$1,803.71
G&R Construction	COP74	\$813.23
G&R Construction	COP75	\$2,658.62
G&R Construction	COP76	\$13,497.55
G&R Construction	COP79	\$895.09

Winchester High School Project

Payment Authorizations

Gale Associates	Invoice 2006313	\$5,753.75
BLW	Invoice 19247.01-5	\$1,200.00
Welch & Associates	July 1, 2020 Invoice	\$1,880.00
Daily Times Chronicle	Invoice # 4027	\$583.08

A motion was made by Don Cecich, and seconded by Geethanjali Mathiyalakan, to approve the Payment and Spending Authorizations for the McCall Middle School Expansion Project - Phase II, and the High School Payment Authorizations, as indicated in the memorandum from Assistant Town Manager, Mark Twogood, dated July 22, 2020 (Attachment #2) to the EFPBC.

The motion was unanimously approved with Don Cecich, Judy Evans, Todd Kosterman, Gerald Nardone, Mark Scott, Geethanjali Mathiyalakan and Steve Curran and voting YES.

5. Next Meeting: The next meeting will be held on August 12, 2020 at 6:00 PM via ZOOM teleconference. Judy Evans will send the invite to the meeting.

6. Adjournment: *It was moved and seconded to adjourn the meeting at 6:15 PM.*

The motion was unanimously approved with Don Cecich, Judy Evans, Todd Kosterman, Gerald Nardone, Mark Scott, Geethanjali Mathiyalakan and Steve Curran and voting YES.

EFPBC July 22, 2020 Meeting Minutes

Respectfully submitted

Donald E. Cecich
EFPBC Secretary

Attachments:

1. Proposal from Simpson Gumpertz & Heger (SG&H) to Meg White regarding a third-party review of the Annexair Roof Top Units Report dated July 22, 2020.
2. Memorandum from the Assistant Town Manager to the EFPBC dated July 22, 2020 regarding invoices for payment and spending authorizations.