

Winchester Board of Education

Type of Meeting: Hinsdale Renovation Committee Meeting Minutes

Date: September 17, 2018 @ 6:00 p.m.

Location: Town Hall – Blue Room

Meeting Facilitator: Steven Frazier - Chair, Dave Carter - Vice Chair

Invitees: M. Bird, M. Brady-Shanley, D. Denning, R. Geiger, M. Hintz, N. Kelly, N.

O'Dea, C. Perez, D. Pfenninger, M. Ruzbason, T. Sandonato, B. Stratford, and S. Vaill

I. Call to order - 6:00 p.m. Carter - Motion, Sandonato 2nd
Pledge of Allegiance

II. Roll call - Brady-Shanley, O'Dea-Wyrick, Hintz, Carter, Denning, Kelly, Perez, Sandonato, Vaill, Stratford, Bird.

III. Public Comment - Two members were present in the audience, however, did not speak during official public comment but asked questions during the meeting that were addressed.

IV. New Business

a) Review Bids

Nancy distributed the spreadsheet with information about the Cost of Referendum. She reviewed the titles and what each column means. Committee took time to review the summary sheet that Nancy developed. Nancy noted that fewer exclusions were better for purchase. Importance of flood certification was noted.

I. Friar - Need to clarify what the phase 1 services are. Will attend meetings with the school. Need a price associated with their work beyond the initial amount of \$45,000.

II. Perkins Eastman - In phase 2 and 3 credit would be given back assuming a successful referendum. Listed all the other consulting firms associated with their work. Their phase 1 work includes facilities assessment, education program development, community forums, and information session. Develop specific assist with Office of School Construction and Grants, Prepare conceptual designs, develop a project schedule, estimate costs and budget, provide town meeting and referendum support.

III. QA and M - Excluded hazmat and environmental testing and geotechnical services. They have a group of support staff to support the project. They also did not specify what services were included in Phase 1. No numerics presented on phase 2 and 3.

V. Sevigny - Exclusions included mailing, and their documents are for their sole use in this process. They did provide a list of consultants; specific information was provided regarding phase 1 proposal. That included: project management, inventory of existing conditions, field measurements, code study, HVAC, bathroom renovations, water drainage, exterior security, structural engineering, roof, solar panels, ADA requirements, construction costs, schematic design report, a community presentation, referendum package.

VI. Silver Petrucelli and Associates - Costs were associated in addition to work in phase 1. Did not specify phase 1 services. They did provide phase 2 and 3 numbers. They have a full staff of project support team members.

VII. Tecton - Exclusions included: Hazmat, geotechnical, environmental, hazardous material, investigation, analysis, demographic projections. Have a team of support members. Did not provide Phase 2 and 3 numbers. Did not include a list of phase 1 services.

b) Develop Interview Questions

The committee needs to forward interview questions to Melony by Wednesday, September 19, 2018. Melony will develop a question sheet and forward to the Chair and Vice Chair for approval. Following the approval, Melony will send out to the six firms. The six firms will have until 12 PM on September 27, 2018, to respond. Interviews with selected firms will be October 4, 2018

c) Next Meeting will be on September 27, 2018, in the Hicks Room at 6 PM.

V. Adjournment - 8:07 PM