Meeting Notes

Project: Freeport High School

Date: April 11, 2018 at 7:30 a.m.

Attendees: Lyndon Keck*, John Simoneau/Committee Chairman Becky Foley, Superintendent/ RSU 5, Jen Gulko, Principal/FHS, Dennis Ouelette/Owner's Rep., David Smail/FHS, Michelle Lickteig/RSU 5 Business Office, Kim Lamarre, FHS Building Committee Member/ Kevin Nadeau, FHS Building Committee Member/Tim Giddinge, FHS Building Committee Member/Michelle Peacock, FHS Building Committee Member and Julie Coleman, FHS Building Committee Member

Purpose: Monthly Building Committee Meeting

These notes were prepared by Lyndon Keck to the best of his ability. Please notify PDT Architects within se two (72) hours with any corrections or changes.

Topic	Agenda/Notes	Action
	1. John Simoneau opened the meeting at 7:35 a.m.	
	2. John presented an overview of work that had been completed. He noted the punchlist was finished over the Christmas holidays. It was also noted we are now in the one-year warranty period. Several items mentioned will need to be reviewed for warranty repairs. One included the stair treads at the monumental stair. Another was the countertops at the Food Court.	
	3. John presented an overview of items included on Change Order #24 which resulted in an overall credit of $24,155.90 to RSU 5.	
	4. John Simoneau reviewed items on Change Order #25 which involved the final resolution of ledge at the project. This included an overall additional amount of approximately $8,641.50.	
	5. There was discussion about withholding $25,000 for replacement of the concrete plaza at the back of the cafeteria area. RSU 5 has a window of opportunity for replacing the concrete between June 25-July 13 where events will not be occurring at the competition field or the track.	
	6. John explained that the owner had approved a requisition in the amount of $177,229 for release of retainage.	
	7. The final contract amount was $10,790,006.10.	
	8. Michelle Lickteig explained there was $198,000 left at the end of the project unspent.	

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	9. The Committee agreed to develop a list of items where unspent money could be used to make improvements that were missed during the project. Priorities were as follows • 1st Priority: Security and handicap access • 2nd Priority: Educational needs • 3rd Priority: Major items that would not typically be done with normal capital improvement dollars.	
	10. Warranty item at the hill at the front of the school there is grass and weeds coming up through the mulch. This needs to be put on the warranty list.	
	11. There was discussion about the outside door to the ski room which should be put on an open-door notification system.	
	12. The hallway floor outside the library was mentioned for upgrades.	
	13. There was discussion about the need for theatre storage, as well as a stagecraft room. Suggestion was made to look at the two-classroom portable to see if that could be converted to theatre storage and stagecraft. An additional overhead rolling door may need to be added to make it useable for stagecraft.	
	14. There was talk about the track and field project and the spacing for cars is too narrow near the tennis courts. This is the responsibility of the track and field project.	
	15. Jen Gulko noted that teachers love the rolling tables and storage cabinets in their classrooms.	
	16. The question was asked if the school wanted to reintroduce seating outside of the food court. The answer was no.	
	17. Jen explained the cafeteria wall is being scratched by students with backpacks waiting to get out to the bus loop at the end of the day.	
	18. There was a question if there are some undelivered corkboards. PDT and Suzanne to check.	

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	19. Is it possible to change the color of the wall at the cafeteria and paint the cafeteria with gloss paint? Suzanne to check and make a recommendation.	
	20. There was a recommendation that the foot bars at the counter in the cafeteria take too much weight as people stand on them and break them. It was suggested the foot bars can only work if it is a compression bracket that is supported by the floor.	
	21. There was an acknowledgement that the RSU 5 School Board had moved $161,000 from the building project to the track and field project a year ago (2017).	
	22. The Committee developed a list of items where additional money could be spent to make improvements. The list is as follows: • Add an additional handicap access paddle at the exterior ramp to open the first exterior door only. • Add a positioning switch to the ski room door so the main office knows when the door is left open. • Install a notification panel to be connected for all door positioning switches so when doors are left open the main office will be notified. • Make improvements to the flooring outside the library toilets. • Add rolling door at the portable classrooms for stagecraft and theatre. • Review window shades and window coverings to confirm that all necessary window coverings have been installed. • Final wear coat paving in the teacher's parking lot. • Add foot bar supports at the food court counter.	
	23. The Building Committee will reconvene in May to review the list and pricing for items listed above.	
	24. The meeting was adjourned at 8:30 a.m. **END OF MEETING NOTES**	