Meeting Notes

Project: Freeport High School

Date: March 1, 2017 at 7:30 a.m.

Attendees: Lyndon Keck*, John Simoneau/Committee Chairman, Ben Jamo, Becky Foley, Superintendent/RSU 5, Jen Gulko, Principal/FHS, Dennis Ouelette/Owner's Rep., David Smail/FHS, Kim Lamarre/Committee Member, Michelle Lickteig/RSU 5 Business Office/Human Resources, Kevin Nadeau, David Steckler, and Suzanne Morin/PDT Architects

Purpose: Monthly Building Committee Meeting

These notes were prepared by Lyndon Keck to the best of his ability. If there are any oversights please notify PDT Architects within three (3) working days.

Topic	Agenda/Notes	Action
	1. The meeting was called to order at 7:35 a.m.	
	2. The Building Committee read and reviewed the February 1, 2017 Building Committee meeting notes. A motion was made by Becky Foley and seconded by Dennis Ouelette to approve the meeting notes. The meeting notes were approved unanimously.	
	3. Chairman Simoneau gave a construction update. He explained there was an invoice requisition submitted with a current payment due of $119,050. It will be reviewed at the next pay requisition meeting on March 7, 2017 by the architect and construction team.	
	4. This invoice brings the percent complete up to 92.8%.	
	5. Dennis Ouelette gave a brief construction update. He explained the work was going well. Most of the framing was done in the administrative office area, as well as the new art rooms and new IT work/conference rooms. Dennis offered to give Committee members a quick peek at the work after the meeting.	
	6. Dennis explained work was "on-going" in terms of metal stud framing, electrical, conduit, wiring and HVAC ductwork. He also explained the windows were kept on the north side of the cafeteria to let more natural light into the art rooms.	
	7. Dennis explained that asbestos tile and mastic had been removed in the two major hallways at the 1955 building over the February vacation break.	

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	A Committee member asked about the strong odor that was permeating the hallways. He explained that staff and students were concerned the odors were not toxic or harmful. Dennis and Becky Foley explained they had reviewed the MSDS chemical sheets. There does not appear to be any harmful side effects as a result of using the chemical strippers, although the odor was strong. Dennis explained fans had been used and doors will be kept open to try to air out the hallways.	
	8. David Smail shared a small bag of asbestos tile samples which he found under a bank of lockers. He asked if there was still asbestos and chemical residue under the lockers that should be considered harmful. Becky and Dennis stated that the asbestos abatement contractors would have to come back and do additional cleaning under the lockers. The loose, miscellaneous scraps of tile would not pose a hazard because the tile and mastic were not friable. Dennis and Becky explained they would continue to try to air out the hallways to reduce the odor as soon as possible. They will check with Mark Coleman, the hazardous material hygienist, concerning any possible health effects related to residue.	
	9. Lyndon explained that PDT was not directing that scope of work but it was his understanding that the chemical odor is resulting from a chemical stripper used to remove the black mastic from the flooring. The mastic is not friable or dangerous; it is best removed chemically rather than grinding which would make it friable and create dust in the environment.	
	10. John Simoneau gave a brief update on the track and field status. He explained that the Committee had issued an RFQ to contractors requesting qualifications from possible bidders. John explained they would be going to the Project Review Board on the evening of March 1st to get approval for the project. He explained the Project Review Board had determined that they did not have authorization to permit sports lighting in excess of poles higher than 20'. The Committee will be working with the Project Review Board, Planner and Town Council to have a special sports lighting ordinance implemented.	
	11. Traffic and parking had been raised as an issue. The Committee is addressing events parking.	

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	12. There was a question asked if there were good contractors interested in installing the track and field. John explained they expected to get several good, qualified firms to submit RFQ's who would want to participate in the bidding.	
	13. Lyndon passed out a change proposal log showing recent approved items, as well as upcoming items that PDT knew about. Lyndon explained that Change Request #60RR and Change Request #89 were two items which were in dispute between Sheridan Corporation and PDT Architects. Lyndon explained PDT does not automatically approve every request from Sheridan Corporation. We review all proposed change orders to determine if the price seems reasonable. Lyndon explained Request #60RR was a disagreement between the mason and PDT Architects concerning increasing the thickness of the CMU wall at the Fitness Rooms. The mason was requesting $9,078; PDT thought the price was closer to $1,500-$2,000. Change Request #89 was at the knuckle between the gym, performing arts center, new building and the 1955 building. Sheridan was requesting $15,678. Lyndon explained that PDT had analyzed this and felt some of the work was related to mistakes Sheridan had made. PDT thought the price that was approvable was closer to $10,000. Lyndon explained he wanted the Committee to know there were at least these two outstanding items which were unresolved between Sheridan Corporation and PDT Architects	
	14. The question was asked if the security cameras had all been installed. Dennis explained all the inte rior cameras were now installed but there were two or three exterior cameras which had not yet been installed.	
	15. There was a brief discussion about whether or not existing lockers in the old building should remain or be taken out. This also included a brief discussion of how many lockers are possibly needed. It was agreed that Dennis, Jen, and Becky would report out on administration's recommendation for how many lockers should be left in the school and where they should be located at the April meeting.	
	16. Jen asked Lyndon why the refrigerator had not been installed in the new teacher's room. Lyndon explained he will get an answer.	
	17. A question was asked if any more work was going to be done related to putting lights on the high school signage. Comments were made that there was some light on the west elevation facing Interstate 295. Perhaps there	

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	would be enough residual lighting to light up the sign on that side of the building.	
	18. Ben Jamo asked if it was possible to have lighting on the Holbrook Street side of the building. Lyndon said PDT would consider lighting possibilities. A recommendation from a Committee member to include looking at solar floodlights that use small photovoltaic panels.	
	19. There was a discussion about whether the loading dock could be dressed up and how it could be addressed. John and Dennis proposed to meet with Lyndon to review it after the meeting.	
	20. The next meeting will be Wednesday, April 5, 2017 at 7:30 a.m. at Freeport High School.	
	21. The meeting was adjourned at 8:15 a.m. **END OF MEETING NOTES**	