Meeting Notes

ARCHITECTS

Project: Freeport High School

Date: January 4, 2017 at 7:30 a.m.

Attendees: Lyndon Keck*, John Simoneau/Committee Chairman, Ben Jamo, David Watts/RSU 8, Becky Foley, Superintendent/RSU 5, Jen Gulko, Principal/FHS, Dennis Ouelette/Owner's Rep., David Smail/FHS, Kim Lamarre/Committee Member, Kevin Nadeau/Committee Member, Michelle Ritcheson/RSU 5 Board 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 7:34 a.m.

2. The Building Committee reviewed the December 7, 2016 Building Committee meeting notes and recommended the following changes and corrections.

    - Item #13 – there was one "no" vote against the library/bathroom updates.

    - There was a question about references in the meeting notes to the punchlist being worked on and whether or not that meant incomplete items throughout the project. In particular, there was a question about the piano garage and the new door off the stage. It was explained that work was not yet scheduled and would be done in the spring or summer. David Watts requested the contractor contact him directly concerning scheduling the work so it would not interrupt performances or practices scheduled for the FPAC.

    - A motion was made by Michelle Ritcheson and seconded by Becky Foley to approve the notes unanimously with the corrections noted.

3. Jen Gulko explained how the first day of the new opening went. She said it was a great day and things went smoothly. Students were greeted by jazz band music in the dining commons as they came into the school. Jen said there were no major issues. Most students wanted to be in the cafeteria/dining commons.

4. There was discussion about seating capacity in the dining commons. Freeport High School now does one serving to allow school clubs to meet at lunch instead of after school.

Meeting Notes

Topic	Agenda/Notes	Action

5. Suzanne Morin explained there are four more tables to be installed which presently have missing bases. All chairs, however, are presently in the cafeteria.

6. It was acknowledged that the school should settle in and see how the cafeteria seating works. If necessary, more tables and chairs can be purchased later in the spring.

7. It was noted there will be an open house for parents on the evening of January 4, 2017 from 5:30 p.m.-6:30 p.m.

8. There was a concern that security cameras were not yet installed for safety and security.

9. It was noted many people had acknowledged that the second floor crow's nest alcove is already very popular with students. There presently is no camera in that area.

10. Dennis Ouelette explained that bids for the cameras will be opened later on the morning of January 4, 2017. They hope to have cameras installed shortly thereafter.

11. John SImoneau, Committee Chair, explained the pay requisition will happen on January 5, 2017. A copy of the requisition, which is Application #16, is presently being reviewed. The current amount due is $162,549 which represents 90.8% completion of the project.

12. Lyndon explained Change Order #15 will also be signed on Thursday at the pay requisition meeting. Change Order #15 is in the amount of $8,002. Lyndon gave a brief explanation of the four items which will be on the change order.

13. There was an extended discussion about contingency money still available for the project. John Simoneau explained that as of December 6, 2016 monies available in the contingency was $658,000.

14. There was discussion of additional construction items that should be installed now that the school is using the building. Those items are as follows:
    - Locks on the bathrooms in the new building, especially at the bathrooms near the fitness room where members of the public will have access after school hours.

ARCHITECTS

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- There are no hourly class bells in the new wing. Dennis Ouelette explained he is working with CTI on resolving the problem directly with the District.

- Dennis explained they cannot presently "dog-open" the entry doors at the bus loop. They are able to unlock the one by gym and the public toilets.

- There was discussion about keys not having been fully turned over to the owner.

- There was a question about a refrigerator in the staff room. Suzanne explained it was in the documents and is on order.

- There was a question about band furniture which had not yet been delivered. Suzanne explained it was shipped on 12/22/16 and will be a "tailgate" drop off at the school. Dennis Ouelette is aware of the shipping and drop off issues. He will be notified by cell phone.

- There was discussion about additional furniture to be ordered for areas of the school which still have old furniture which cannot be reused.

- Suzanne and Jen Gulko explained they went room by room and reviewed which older furniture could remain and which older furniture was worn out and damaged and needed to be replaced. They did make an effort to reuse as much furniture as possible. They were able to reduce the additional furniture request from $163,900 down to $101,437.

- Jen explained that not all the teachers want to use the "sit-to-stand" desk but were making that piece of furniture available to students that wanted to be able to stand in classrooms.

- There was a question about the existing faculty room furniture. Suzanne explained there will be new tables and chairs there. There was a concern the existing large table was not steady or well-built.

15. There was discussion about contingency and if there was enough change order money to last through August 2017. Lyndon explained there would still be change orders related to the final 10% of construction, primarily because it will be within the existing building. Lyndon explained that he already knew

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of some demolition and masonry change orders that would total $7,000-$8,000 and would show up in the next month's change order list.

16. There was a suggestion for the Committee to approve the furniture request but to round it up to $105,000 to accommodate cost increases that the furniture manufacturers may implement throughout the winter and spring.

17. There was a motion by Becky to approve the additional furniture request at $105,000; it was seconded by Kevin. It was approved unanimously.

18. The Committee reviewed a rendering that was passed out by PDT Architects concerning placement of Freeport High School letters. Lyndon explained he didn't have a clear answer from his team as to whether PDT owned one or two sets of letters on the entry canopy.

19. The Committee suggested moving the Freeport High School letters at the back of the building onto the west elevation so it faced the student parking lot.

20. The Committee wanted a price for adding an additional location for letters at the FPAC.

21. The Committee wanted PDT Architects to review letter coloring and to get samples of the actual letter and a description of the font type. It was recommended that two samples of letters be loaned, one silver and one a red crimson.

22. There was a discussion about whether or not there would be an additional blade sign out at the entrance to the drop off on Holbrook Street. The existing sign is broken and hasn't been used for a couple of years. The Committee discussed possibly replacing the sign or adding a new digital sign out at Main Street. No firm recommendation was made.

23. The meeting was adjourned at 8:44 a.m.

END OF MEETING NOTES

FREEPORT HIGH SCHOOL

Date: JAN. 4, 2017

SIGN-IN SHEET

Name	E-mail Address, OR ORGANIZATION
LYNDON KEEK	FDT Arts.
Kim LaMarre	~~COMMITTEE MEMBER~~ FHS
DAVID SMAIL	COMMITTEE
JOHN SIMONEAU	Owners Rep
Dennis Ouellette	FHS
Jen Gulko	FHS
Suzanne Morin	RSUS Board
Michelle Ritcheson	committee
Kevin Nadeau	bcjamo@gmail.com / Bowdoin.
Ben Jamo	wilfredo RSU5.org
David Watts	Superintendent
Becky Foley	