Meeting Notes

Project: Freeport High School

Date: December 7, 2016 at 7:30 a.m.

Attendees: Lyndon Keck*, John Simoneau/Committee Chairman, Charlie Mellon, Assistant Principal/RSU 5, Dr. Becky Foley, Superintendent/RSU 5, David Smail/FHS Physics, Kim LaMarre, Tim Giddings, Catherine Breer, Julie Coleman, Michelle Ritcheson and Kevin Nadeau

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. Building Committee meeting started at 7:35 a.m.	
	2. John Simoneau gave the Committee an update of the progress of the project. The contractor is completing finishing touches and will be starting a punchlist this coming Friday, December 9, 2016. There was a pay requisition meeting on December 6, 2016 at which time the construction team approved invoice #15 in the amount of $685,000, which represents 89.3% completion of the entire project.	
	3. There was also a change order in the amount of $882. This change order included $24,000 worth of credits for unused allowances in the area of security ($15,000) and in the area of communication ($9,000).	
	4. There was also a minor credit for a deduct on mirrors in the Fitness Rooms.	
	5. John explained that Wednesday night, December 14th, there would be a tour for the RSU 5 Board of Directors at 6:00 p.m. All building committee members are invited to attend. Lyndon explained he would not be able to attend because he has another public meeting.	
	6. John explained there will be another opportunity for an open house for parents in January 2017 and, finally, a formal project open house in September 2017 for the entire project.	

Meeting Notes

ARCHITECTS

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7. The sidewalk along Snow Road was approximately 60% complete. Construction had been halted due to winter conditions.

8. A question was asked if the new bus drop off would be ready for use in January. The answer was yes.

9. The Committee reviewed and approved the minutes for the October 5th Building Committee meeting. A motion was made by David Smail and seconded by Julie Coleman.

10. The Committee reviewed and approved the Building Committee meeting notes for November 2, 2016. A motion to approve was made by Catherine Breer and seconded by Julie Coleman.

11. There was discussion about possibly reusing the overhead glass doors being eliminated at two locations. It was explained they are not for outdoor use but for interior use. There was discussion as to where Dennis might reuse them. A review was made of the tool room for the STEM program. However, the double doors at the tool room are acceptable and no overhead glass door is required.

12. The Building Committee reviewed two different designs for renovating the existing toilets by the library and new STEM program. The Committee reviewed one proposal for $105,000 and another proposal for $38,449. The Committee requested the $38,449 proposal include updates to the Staff Toilet #E300. Those updates include painting, ceiling and lights, as well as new door and hardware.

13. There was a motion made to approve the change order for $38,449 for the library bathroom updates. The motion was made by Kevin Nadeau and seconded by Catherine Breer; it was unanimously approved.

14. Lyndon passed out Suzanne Morin's work related to furnishings updates. It included a memo dated December 2, 2016 where Suzanne had accumulated total additional furnishing and fixture equipment costs of $163,900. Included with that were four floor plans with a legend that showed yellow furniture as being reused and green furniture as the proposed new furniture.

15. It was agreed the Committee should take no action on this item at this time because Principal Jen, Assistant Principal Charlie and Facilities Director Dennis Ouellette needed time to weigh in and make their own recommendations as to which rooms should get new furniture.

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16. A question was asked if there was a new business manager. Becky Foley explained Mark Eastman was acting as an interim business manager. A new business will be starting later in December.

17. Lyndon passed out a revised building upgrade matrix dated December 7, 2016. The revised matrix had three colors on it. The color tan contained three items PDT was not recommending to the Committee as the prices seemed to be either too expensive or had previously had been denied by the Building Committee. Those three items were major gut and renovation of student bathrooms across from the library for $105,003; seating and tables for outside food court $15,145; and banner posts at the front of the school for $6,041.

18. There was discussion about providing new classroom storage cabinets at $1,168 per unit. PDT passed out a sketch showing the wardrobe and explained it would be identical to the wardrobes being installed in the new classrooms. A motion was made by Kevin Nadeau and seconded by David Smail to purchase up to eighteen (18) storage cabinets at a cost of $21,024.

19. There was discussion about Item #13 to add additional landscaping at the front of the school, as well as five (5) Red Maples at the bus drop off at the rear. Lyndon explained this had been part of Pat Carroll's recommendations in Spring 2016. This included landscaping previously eliminated because of concern the bids might come it too high. A motion was made and seconded to spend up to $16,889 on additional landscaping. There were seven votes in favor and one abstention.

20. There was discussion again about walking through the building after the renovation to confirm which old doors had still not been replaced. There was a suggestion that all doors in the 1962 building be replaced with new Oak doors and hardware.

21. There was discussion about future monies to be expended. Spending money for items colored green and yellow would add up to slightly less than $250,000.

22. There was discussion about walking through the building in the Summer of 2017 and considering other items that might need obvious work which included replacement of the top of the lockers in the main hallway.

23. There was discussion between John Simoneau and Beck Foley about the target date for presenting to the RSU 5 Board the recommendations of the

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Building Committee. It was agreed the recommendations would go to the School Board on January 25, 2017.

24. The meeting was adjourned at 9:00 a.m. The date for the next Building Committee meeting will be January 4, 2017 at 7:30 a.m.

END OF MEETING NOTES

Transmittal

P D T
ARCHITECTS

Date:
To/Company:
Project:
From:
Pages:
RE: SIGN-IN SHEET

LYNDON KEEK
DAVID SMALL
Tim Coldiron
Charlie Mellon
KIM LaMarca
Michelle Ritchson
Becky Foley
JOHN SIMONEAU
CATHERINE BREER
Julie Coleman
Kevin Nadeau