Meeting Notes

Project: Freeport High School

Date: August 3, 2016

Attendees: Lyndon Keck*, John Simoneau/Committee Chairman, Kelly Wentworth, Business Manager/RSU 5, Ben Jamo, David Watts, Julie Coleman, Becky Foley, Superintendent/RSU 5, Jennifer Gulko, FHS Principal, David Smail/FHS Physics, Craig Sickels/FHS Athletic Director and Tim Gidding

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 by John Simoneau at 7:35 a.m. in the cafeteria at the Freeport Middle School.	
	2. Lyndon passed out a copy of the agenda, a copy of Brook Plummer's monthly summary of construction progress, and copy of the spreadsheet for requested building upgrades to Committee members.	
	3. John provided a summary of the status of the project. He explained sheetrock was mostly finished on the entrance level and prime coat of painting was occurring. He talked about the ceiling grid being put up in the library and 100 hallway. He commented that circular lights had been installed at the intersection outside the toilet room.	
	4. John explained asbestos abatement was done during July. He talked about the men's and women's #100 restrooms where plumbing rough-in was underway.	
	5. New Guidance Area had a number of hidden conditions. There are a number of change orders related to utilities hidden in the walls which needed to be moved to make the floor plan work. John mentioned the exterior brick was mostly completed.	
	6. Two windows had failed in late June. These were repaired by Marvin, retested, and passed inspection.	
	7. Testing windows now is more common than it used to be during construction. Marvin is a quality window manufacturer.	

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	8. Reviewed progress of electrical where LED lights had mostly been installed in the classroom and new windows installed in the library.	
	9. John stated the schedule appeared be in good shape based on the report from the construction superintendent at the pay requisition which had happened on Tuesday 8/02/16.	
	10. Change Order #8 had been approved in June and Change Order #9 had been approved in July. He gave a brief overview of the items included on each change order.	
	11. John also explained some of the change orders related to shut off valves in the #100 men's and women's restrooms, along with Dennis' request to upgrade ventilation in the bathrooms, and adding a drip edge for the maintenance building.	
	12. Questions were asked about the window testing. Lyndon and John explained the window testing is set up with a vacuum system that replicates wind drive rain at 45-50 MPH over a sustained period. A question was asked if it was the window unit that leaked or the installation was. John explained it was the window unit itself which had been manufactured in the factory and not the installation by Sheridan Corporation.	
	13. Lyndon gave the architect's report of the progress of the work. He explained the pay requisition current payment was $1,101,000 and this represented 62.6% completion of the entire project	
	14. Change Order #8 was $83,470. Change Order #9 was for $52,014. The largest items on both change orders were for major items which had been approved as "building upgrades" by the Building Committee. These included access card readers at doors, kitchen changes requested by the Food Service Director, and upgrades at the library learning commons	
	15. Lyndon talked about two items where final numbers had come in on the requested building upgrade. Item #3, final price for the library ceiling and light, was $74,019. The original estimate which had been approved by the Building Committee was for $75,000 +/-. The other item was the electrical pathways for cameras, security system, and access doors. The final price was $14,482. Lyndon explained the Building Committee had previously approved $7,500 +/-.	

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	16. Lyndon summarized prices which had been received from Sheridan Corporation and Crooker Construction for items which the Building Committee had requested. Lyndon explained adding additional landscape plantings and mulch at the front of the building was estimated at $15,277; new picnic tables and granite benches, as well as backless seats $13,700, adding a concrete plaza behind the food court by the bus drop $4,590 Lyndon explained there was also a quote from Welch Signage to install an exterior post and bracket system for banners on the front lawn. The quote was for $4,465. He explained this item could be reviewed to see if a more affordable system could be installed	
	17. The Building Committee confirmed they did not want to spend money on additional landscaping at this time. Lyndon explained Crooker needed to know if revisions were going to be made to the back plaza. Lyndon explained there was an area approximately 32' x 18' which was intended to be loam and grass seed. This was proposed by Pat Carroll to be a concrete plaza so students sitting at the picnic tables and benches would not trample the grass into a mud field.	
	18. Committee members preferred not to do the concrete and suggested doing a stone dust product in lieu of the top topsoil and loam. PDT to investigate with Pat Carroll and make a recommendation for a product.	
	19. There was a question about the FPAC door and piano garage and when the door will be installed.	
	20. David Watts explained that, in his opinion, the work being done to the FPAC was a "disaster" throughout the summer. Air conditioning was not operational. There was a substantial amount of dust on the chairs as a result of holes being put through the FPAC wall.	
	21. Lyndon explained that construction documents owned letters that said "Café Freeport" on the back wall of the kitchen servery area. These are 12" high brushed aluminum letters pin mounted on the herringbone pattern tile.	
	22. Committee members felt the lettering was not needed. There is so much artwork in the space that it would be too confusing. People in the food court/cafeteria should already know it is a café area. These are 12" high brushed aluminum letters pin mounted on the herringbone pattern tile.	
	23. Lyndon showed a sketch and explained the contract documents own two (2) sets of letters, 12" high brushed aluminum letters, pin mounted on the rain canopies to either side of the new main entrance. Lyndon stated the design team thought it was better to just have one set of letters and put it on the	

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	brick wall up high where it would not be susceptible to vandalism and where it could be seen from a greater distance.	
	24. Lyndon and the design team suggested the other set of letters could be put around the back by the bus drop off area. Committee members chose to wait before deciding whether to ask for a credit or relocate the second set of letters.	
	25. There was a question about the font type. Lyndon explained there is already a set of letters on the FPAC which are "Sans Serif" which, in Lyndon's opinion, was not especially attractive. The Committee voted to wait and discuss this item in September when they could see photographs of the existing FPAC lettering to determine where they want to locate various exterior signage.	
	26. There was general discussion about security and how secure the building would be when it opens in September. It was suggested PDT do a walk through with the School Resource Officer and Dennis when he comes back from vacation.	
	27. There was a question about electricity service serving field hockey. It used to be mounted on the portable classrooms and is now temporarily mounted on a wooden post.	
	28. The athletic director explained the field hockey field sod had not been properly installed. Edges were curled and it was placed on top of seeded areas. He stated this would not allow for playing on the field this fall. (PDT checked on this item after the meeting and discovered the sod was being installed independently and not part of Sheridan's contract. Maybe Dennis had contracted with someone else to do the sod. The existing drawings show for topsoil, loam, and seeding want watering but not sod.	
	29. There was discussion about how dusty the building was and would professional cleaners be coming through.	
	30. John mentioned the gym, in particular, did not have proper dust protection and it should be professionally cleaned.	
	31. PDT to talk to Sheridan Construction about cleaning and dust protection.	

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	32. John suggested that before renovations occur in the spring and summer of 2017 there be a preconstruction meeting to go over proper dust protection so extensive dust throughout the building does not occur next spring and summer	
	33. The meeting was adjourned at approximately 9:00 a.m. Next Building Committee meeting will be held on August 30, 2016 at 7:30 a.m. **END OF MEETING NOTES**	