Meeting Notes

Project: Freeport High School

Date: June 1, 2016

Attendees: Lyndon Keck*, John Simoneau/Committee Chairman, Dennis Ouelette, Owner's Representative /RSU 5, Kelly Wentworth, Business Manager/RSU 5, Brian Campbell/FHS Principal, Ben Jamo, Kevin Nadeau, David Watts, Julie Coleman, Catherine Breer, Tim Giddings, Ed McDonough, Superintendent/RSU 5 and Freeport High School Resource Officer Mike McManus

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 7:37 a.m.	
	2. John did a summary of the status of the project. He explained the pay requisition and change orders would not happen until Thursday at 2:00 p.m. He expected the pay requisition to be about $1,194,000 with the project about 38% complete	
	3. Lyndon mentioned there was going to be at least one item, as a change order, which was about $7,500 to remove stumps, unsuitable material and ledge from the waterline that was installed over April vacation.	
	4. The Building Committee expected to walk the job site at the end of the meeting, therefore, there was no construction update.	
	5. John led the Committee through the matrix for requested building upgrades. He reviewed items which had been previously approved over the last six months.	
	6. The first item of discussion was replacing the ceiling, lighting, and flooring in the library. The architects had not yet received a firm quote from Sheridan Corporation for ceiling and lighting. Lyndon estimated the cost was going to be around $60,000-$65,000. The Committee agreed to approve new ceiling, lighting and carpet for the library with the understanding that almost $125,000 of value engineering had occurred in January 2015 when these items were taken out of the original project scope in an effort to deal with increased inflation.	

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	7. There were comments that the library was always intended to be renovated. The library would be one of the few spaces which would be visited by all of the students and regularly by the public. It should have a facelift along with the existing classrooms.	
	8. There was discussion about item #5 to renovate the library bathrooms at a cost of $105,000. After much discussion the Committee agreed to have PDT issue another value engineered design which would result in three unisex bathrooms in their present location with new finishes and new toilet fixtures. Lyndon had estimated the cost would be closer to the $56,000 that was in the original December 2015 budget.	
	9. The Committee confirmed they would hold off on any increased monies for furniture until the end of the project.	
	10. The Committee agreed to hold off on landscaping and outdoor seating and tables until the end of the project. Lyndon noted they had developed sketches and sent them on to Sheridan for pricing during the month of May but PDT had not received any hard prices yet.	
	11. The Committee discussed item #16-security cameras, devices and wiring which was a quotation from Exactitude, a vendor who would work directly for RSU 5.	
	12. Exactitude had provided two prices, one for high resolution cameras with wiring at $79,300 and a second price for low resolution cameras with wiring at $61,000.	
	13. The Committee agreed to approve and recommend security cameras, devices and wiring to the RSU 5 School Board with an upset budget of $79,300. They also agreed that Dennis Ouelette and School Resource Officer McManus would review cameras to determine which ones really needed to be high resolution and which could be low resolution.	
	14. Lyndon recommended this item be approved so wiring could be installed. Installation needs to happen now while the actual installation of the cameras could wait for another year.	
	15. The Building Committee discussed item #18-to provide new Medco high security locksets at all exterior doors and provide new, keyed cylinders for all existing building interior doors. Cost was $24,065. This item was approved unanimously by the Committee.	
	16. The Committee discussed item #19-keyless entries for access control and security alarms for the entire school at sixteen (16) exterior doors at a cost of $62,100. The Committee agreed that security was a high priority for all of the schools and this was an important security item recommended by the School Resource Officer McManus, as well as administration. The	

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	Committee unanimously approved item #19 and item #20-electric pathways for items #17 and #19.	
	17. There was discussion about putting carpet in the library. There was a question as to whether carpet was the right material or should it remain as vinyl tile. Lyndon explained almost every library in a public school has carpet. It was further explained the carpet would be carpet tile; there would be extra stock given to Dennis so if there were particular wear areas the facility management group could replace the carpet tile.	
	18. PDT needs to issue the final security drawings to the School Resource Officer who said he had not seen the latest drawings.	
	19. PDT to prepare drawings for the value engineered bathroom upgrades for the three bathrooms outside the library. The role of the three bathrooms near the library would be diminished as a result of increased bathrooms throughout the whole facility.	
	20. The Building Committee did a tour of the construction site. They started at the new bus loop and walked in through the doors leading to the food court. They walked through the food court, fitness rooms, music room, and keyboard room and went up the western staircase to the second floor where they viewed some of the classrooms, teacher workroom, new bathroom and new hallway connected to the original 1961 building.	
	21. The building tour lasted about 30 minutes. At the end of the tour Lyndon suggested the Committee might want to tour the building every sixty (60) days. A lot of progress will be happening during the sixty day time period.	
	22. The meeting was adjourned at approximately 9:00 a.m. Next Building Committee meeting will be held on July 6, 2016 at 7:30 a.m. **END OF MEETING NOTES**	