Meeting Notes

ARCHITECTS

Project: Freeport High School

Date: March 2, 2016

Attendees: Lyndon Keck*, Kim LaMarre/Committee Member, Julie Coleman/Committee Member, John Simoneau/Committee Chairman, Catherine Breer/Committee Member, Dennis Ouelette, Owner's Representative/RSU 5, Kelly Wentworth, Business Manager/RSU 5, David Smail/ Committee Member, Brian Campbell/FHS Principal, David Watts/FPAC, Tim Giddinge, Ben Jamo, David Steckler, Craig Sickels, Athletic Director/RSU 5 and Suzanne Morin, PDT Architects

Purpose: 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 seven (7) days.

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1. The meeting was begun at 7:36 a.m. by the Chair John Simoneau.

2. John presented an overview of the status of the construction. Invoice #4 in the amount of $409,445 was approved at the March 1, 2016 pay requisition meeting. John explained the signing of Change Order #3 which contained six items including the following:

    - Changing at door at the maintenance building for an add of $126.
    - Deleting a roof drain for a deduct of $1,362.
    - PDT's PR003 for an add of $1,551.
    - Adding anchors for the modular classroom for an add of $3,108.
    - Credit for going from welded metal lockers to nut and bolt metal lockers for a deduct of $1,150.
    - Unsuitable soils, $12,568

    Total change order amount of $14,841

3. John explained that he, Kelly and Dennis had attended the pay requisition meeting on March 1, 2016. John also explained the status of the work which was now focused on structural steel erection. All of the steel has been delivered to the site and was organized in "lay down" areas in preparation for erection.

4. Lyndon explained the project was now 18% complete. Total completed and stored to date was $1,858,000.

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5. PDT presented a Powerpoint presentation to supplement the color board presentation with black and white drawings showing interior views of various rooms of the new school.

6. Lyndon explained that PDT was working on hardware changes, security systems, and camera changes which were getting ready for pricing.

7. PDT showed restroom renovations in the area of the library. This was additional work requested by the facility manager and the Building Committee. The presentation consisted of an existing floor plan and four floor plan alternatives. Lyndon explained that none of the existing bathrooms were ADA compliant. The same number of fixtures could not be provided within the non-compliant room sizes. None of the existing rooms can accommodate 5' diameter wheelchair access.

8. Option #1 showed two single user bathrooms, one for the boys and one for the girls, as well as one for the staff and a large 244 s.f. janitorial area.

   Option #2 showed two bathrooms, one for the boys and one for the girls, each with two water closets and two sinks and a janitorial area of 145 s.f.

   Option #3 showed four single user bathrooms and a small 100 s.f. janitorial area.

   Option #4 showed four single user bathrooms with a larger janitorial area of 140 s.f.

9. A committee member asked why the door was placed inboard in the janitor's room. The explanation was to comply with ADA requirements on the door knob side of the door.

10. In general the Committee preferred and supported the single user toilets. Dennis and Brian should confirm with Superintendent McDonough that the single user bathrooms were acceptable in terms of school policy at the high school.

11. Suzanne noted Option #4 actually had a larger amount of square footage for the custodial area than the existing floor plan.

12. Several members of the Committee noted they would suggest the school consider unisex bathrooms as opposed to bathrooms designated for male or female.

13. Suzanne made a brief presentation regarding the project manual and specification sheets for the furniture bidding. She explained what was contained in the bid specs which included instructions to bidders, drawings, and pricing sheets.

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14. The question was asked if manufacturers could make substitutions or if this was a proprietary specification for individual models of furniture. Suzanne explained it was proprietary pieces which had been picked but manufacturers would have an opportunity to offer alternatives if the alternatives met the specifications outlined for each piece of furniture.

15. The question was asked about how long the per unit prices would be held. Suzanne noted they would be held until the end of the project although additional charges would be added or negotiated for separate shipping charges. It was noted the Committee may want to hold off on purchasing some additional furniture until they were closer to the end of the project when a better understanding of how much contingency would be known to the Committee.

16. Suzanne made a brief presentation of tables and chairs which were included in the bid specifications. These included fixed tables, movable chairs, adjustable height tables, teacher's chairs, Hokki stools, and pedestal files.

    A committee member asked if the movable pedestal file was designed to be as a seating unit. Suzanne explained it was and actually had a cushion on the top. The frame is designed to carry the weight of an individual.

17. Suzanne made an extended presentation on material and color selections throughout the school for the new construction, as well as the renovated portions of the school.

    She began by showing a rendered upper level floor plan which had been noted with material changes and color changes for materials in the hallways. Suzanne brought a hand truck loaded with carpet samples, vinyl samples, and porcelain tile samples which she placed on the floor in front of Committee members so they could see the actual samples while she presented the rendered drawings.

    Using the rendered drawings Suzanne explained she had put color and patterns at functional intersections such as when two corridors intersect, at the entrance to the arts, entrance to toilets or entrance to the science wing.

    In general the products in the main floor are an "enhanced" vinyl tile which has roughly nine times the psi strength of the regular vinyl composition tile. PDT showed the colors proposed for the floor tile, as well as the walls and lockers in the corridors.

    Committee members had concerns about two of the vinyl floor tile colors – a light lavender pink tile and a Kelly green tile. Suzanne explained her reasoning behind the colors. Committee members explained the lavender tile looked too much like the existing mauve tile in the 100 and 200 wings of the high school.

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Committee agreed to have Catherine Breer meet with Suzanne at PDT's office to work on alternatives to the "lavender" and "Kelly green" floor tiles.

18. Suzanne had samples for the new metal lockers being purchased for the second floor. She brought samples matching the existing "maroon" lockers. She also brought a silver gray color locker sample. The advantages and disadvantages of the dark color versus the light silver gray was discussed. After discussion the Committee agreed to go with the light silver gray on the new lockers on the second floor level of the new addition only. All other lockers will remain maroon and any gaps needing to be filled with lockers would also be maroon to match the existing. The color selected is "Monorail Gray" GY655-7G.

    Dennis Ouelette asked about the existing red lockers that had been removed from the old industrial arts area prior to demolition. He asked if they were going to be reused and where they would be located. Lyndon stated he would have to check with Kathy to see if they were reused and where they were going to be located. Dennis explained he had them in storage on District property.

19. Suzanne explained the floor finishes for the lower level, which is predominately the food service and cafeteria areas. In the food court and major hallway she showed a porcelain tile plank which would be used due to its high durability. This product is approximately three times more expensive than vinyl tile but is preferred due to its long life cycle and durability.

    Dennis explained this product had been upgraded at the Durham Community School for all hallways and he really loved the product.

20. A question was asked if some of the porcelain tile could be used at the main entrance front door of the high school on the upper level. Suzanne explained there would be transitional problems between materials because the porcelain tile is thicker. PDT to review and reconsider material choices in that area.

21. Suzanne showed the carpet tile walk off mats in the security vestibule which would be the first line of defense for getting shoes cleaned as people enter the school.

22. Suzanne presented color boards and talked about typical finishes in a typical classroom. She showed three different carpet tile color sets. She explained the color set she had chosen for the classrooms was a blend of broad stripes of black, dark gray and light gray. The walls would be predominately white with one wall being the accent wall, which would be the same wall that would have the white board and overhead projectors.

    She also showed the plastic laminates for the bookcases and storage in the classroom, as well as a sample of oak for the entry door and new doors at existing classrooms.

23. Suzanne also showed two color chips representing possible colors for classroom chairs. She is proposing white table tops with colored chairs which would stand out against the dark gray neutral carpet. She brought samples of a bright red chair, as well as a black chair. She explained other colors were available.

    A question was asked if chair colors could be mixed throughout the school so different rooms had different color chairs. The answer was yes.
24. Suzanne had a prepared a number of different color boards with colors and actual sample of vinyl floor materials, carpet floor materials, paint materials, casework, floor base and specialty colors. Suzanne had six different color boards with actual samples and colors.

25. The first board to be shared with the Committee was a board that showed eight samples of colored vinyl flooring, six wall colors, and three carpet pattern styles. This color board also showed a vinyl wood plank tile to be used in the hallways alternating with the colored vinyl tile. This color board also had a mixed brown/beige walk off mat carpet tile to be used in the main entrance vestibule. As previously stated, some Committee members could not approve the lavender and Kelly green floor tiles and requested a substitution or elimination of those two colors. Committee members generally liked the accent wall colors proposed with the exception of the maroon color which is "borscht".

    There was general discussion about the maroon lockers and how inhibiting they were to try to marry with other accent colors throughout the school. It was also noted how the maroon color absorbed the light and makes the corridor feel even darker.

26. Suzanne showed the second color board for the classrooms, future labs, art, STEM and music. This board had the neutral white wall color of "alabaster" which is the same neutral wall color for the hallways and general classrooms, as well as four accent colors.

    The board contained a light gray and dark gray quartz tile, as well as the plank wood vinyl for these rooms. It was there also an indigo accent color shown with the oak trim for casework in these areas.

    Plastic laminates for these areas were presented. Committee members preferred the darker more playful plastic laminate in the art room because of how messy the floors and surfaces of the art room get. The Committee did not want the white plastic laminate in the art room at the countertops.

    There was general consensus of approval for colors shown for the classrooms, future labs, art, STEM, and music.

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27. A third color board for the food court was presented. She showed two Powerpoint renderings showing the food court and where various materials would occur.

    A summary of the colors where that the walls would be neutral "alabaster" with some accent of light blue "soar" and "social butterfly". A fourth color of Kelly green "inland" was not liked by the Committee and would not be appropriate on the hallway wall leading to the servery. This wall will have artwork and should be a neutral wall such as "alabaster".
28. Suzanne went over the two types of porcelain tile which would be in the lower level of the main hallway and food court. She also showed the white Corian countertop material for the food court, the slip resistant vinyl floor for the prep. kitchen, as well as the washable PVC wall panels in the kitchen.

29. Discussion centered on a black herringbone tile at the back of the servery and on the back wall of the food court. Committee members asked if fingerprints would show on the black tile. Suzanne explained the fingerprints on the sample board were actually glue and not natural fingerprints on the tile. Dennis Ouellette said in the past where tile exists on the wall areas fingerprints have not been a maintenance problem.

    In general, the Committee like the colors presented for the food court and kitchen with the exception of the Kelly green "inland" color.

30. Suzanne showed a fourth color board for student and faculty bathrooms. It showed the use of "alabaster" as the primary neutral wall color with one accent color being a light blue color called "ebb tide". For the bathrooms porcelain tile is being proposed for the floor and a light gray tile for the wet wall of the bathroom.

    The color board showed two vinyl wall fabrics to be used on limited walls in a single user bathroom areas. Countertops for bathroom areas were to be a patterned gray plastic laminate.

31. Toilet partitions had not been submitted yet but her inclination was to go with a dark color such as black when submitted.

32. A fifth color board was presented for offices, classrooms, and the learning commons, as well as carpet and accent options. This color board showed the three major carpet families, as well as five accent colors which included a lime green called "parakeet", also with "loch blue", also "curry", also "gutsy grape", and also a dark indigo blue. There was general consensus that the Committee members liked the colors shown on the color board.

33. A sixth color board was shown for offices in the learning commons, the nurse and faculty. This board showed the "alabaster" base color along with four accent colors: "crushed ice", "loch blue", "parakeet" and "fresh water". This panel also showed a recommendation for the blue green carpet tile for the

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library and general office areas along with accent laser cut plastic panels on the circulation desk and main office desk.

There was general consensus that the Committee members liked the colors on this board.

34. Suzanne showed a playful gray column cover recommendation for the food court, as well as color chips for moveable chairs and tables which would be possible accent colors against the neutral white classroom walls and the dark carpeted floors.

35. There was discussion that the Building Committee needed to know what the projected costs would be for security cameras, hardware changes, door notification systems, bathroom changes, as well as hard numbers for the library alternatives before the Committee could make any recommendations to make upgrades.

    The Committee requested a complete list of upgrades and improvements with recommendations for decision deadlines.

    PDT estimated they would be able to have costs for the various upgrades the Committee requested for the May meeting so the Committee could prioritize and make recommendation to the RSU 5 School Board.

36. The Committee requested that PDT make a recommendation for the siding color for the maintenance building and consider the color of the portable classroom building which is to be moved. The Committee asked if PDT would have time to do a rendering that showed color and if it could be emailed prior to the next Building Committee meeting.

37. At the end of the meeting there was general consensus that 95% of what had been shown as part of the color presentation was acceptable. It was agreed that Catherine, Julie, and Kim would meet with Suzanne at PDT's office to find substitute colors for the Kelly green paint color, as well as the Kelly green floor tile and lavender pink floor tile.

38. A Committee member suggested porcelain floor tile should be considered at the front door entrance. PDT will review materials at the front entrance.

39. There was a request that the Committee consider visiting the job site at a future meeting. It was agreed the May meeting would be the best time because the second floor steel deck and roof deck should be installed at that point.

40. The next meeting to be held on April 4, 2016 at 7:30 a.m.

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41. The meeting was adjourned at 9:35 a.m.

END OF MEETING NOTES

PDT
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PROJECT: Freeport High School

DATE: 3-2-16

SIGN-IN SHEET

NAME	TITLE/ROLE
John Simoneau	
Kim LaMarre	
Catherine Breer	
David Small	FHS Staff
Kelly Wentworth	RSU5 Director of Finance
Dennis Ouellette	RSU5 Director of Facilities
Tim Giddings	
Ben Jones	
Julie Coleman	committee
Brian Campbell	FHS Principal
David Steckler	Committee
SUZANNE MORIN	PDT ARCHITECTS
CRAIG SICKELS	Ath. Admin
David Watts	Comm Prog Director