



Meeting Notes

Project: **Freeport High School**

Date: November 2, 2016

Attendees: Lyndon Keck*, John Simoneau/Committee Chairman, Kelly Wentworth, Business Manager/RSU 5, Ben Jamo, David Watts/RSU 5, Dr. Becky Foley, Superintendent/RSU 5, David Smail/FHS Physics, Kim LaMarre, Dennis Ouellete, Facilities Director/RSU 5, Tim Giddings, Kevin Nadeau and Michelle Ritcheson

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 Building Committee started the meeting with a tour, which began at the bus loop entrance at the dining commons. Hardhats were provided for all. The tour was led by John Simoneau, Lyndon Keck and Brook Plummer.	
	2. The tour entered through the kitchen service door, went through the kitchen and into the servery area. The group then went into the main dining commons and reviewed lighting, colors and wall tile. The tour proceeded to the health classroom and two fitness rooms where there was discussion about proposed flooring and mirrors on the walls.	
	3. The tour then proceeded through the keyboarding classroom and into the music/band classroom. Notice was taken of locations where Percent for Art was going to be located in the corridors above the knapsack cubbies and dining commons and hallway.	
	4. The tour proceeded up the central staircase to the second floor classroom wing. On the second floor the tour went through past the teacher's workroom. It was asked if translucent screening was going to be put on the glass. Lyndon explained no. The tour also went through several classrooms, as well as toilet rooms. Questions were asked about floor tile colors and patterns.	
	5. The group also looked at the second floor corridor where additional photographs will be hung by the Art Subcommittee. The group then left the building by going down the rear stairwell past student work area. The Building Committee convened at Futures Lab 101.	
	6. The meeting began with John Simoneau summarizing the status of completed work. The Committee was informed that pay requisition #13 was approved in the amount of \$582,188, which represented 82.6% completion of the entire project.	



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	7. It was also informed that Change Order Summary #13 was approved in the amount of \$786. Change Order #13 included a credit of \$4,500 for final cleaning, additional toilet partitions at the boy's M100 bathroom for \$1,282, and a construction team approval to push the dumpster pad 30' to the east for an additional cost of \$2,432.	
	8. John Simoneau explained the Building Committee's next meeting in December would be important because they would need to finalize their list of proposed improvements for the RSU 5 School Board. Additional numbers needed include costs for the 100 Wing bathrooms and a review of previously itemized potential adds.	
	9. There was a question regarding the renovated portions of the building. The teachers were wondering when their rooms were going to be completely finished so they would understand what they did and did not get.	
	10. Lyndon explained he didn't know the schedule for IT upgrades being done by the RSU. Additional renovation work on doors, Whiteboards, hallway floor finish would not be complete until the spring. There is also additional work which needs to be done in the spring such as removing metal, demountable partitions and additional classrooms which did not receive work. The teachers probably will not know the full extent of renovations in some of their areas until September 2017.	
	11. There was a question about the proposed finish date. It was explained that Sheridan thinks they will be finished the week of November 14 th . Both John and Lyndon stated they thought this was highly unlikely and would probably be in the first or second week of December.	
	12. There was a concern expressed by the principal that the low flow flush toilets were not always flushing properly. PDT to have Sheridan and Bennett Engineering review the low flow toilets to determine what adjustments can be made.	
	13. It was explained there are two bathrooms in the teacher's area where the ADA coat hook is snagging coats or knapsacks as people exit the bathroom. There was a request to relocate the coat hooks to an adjacent wall.	
	14. There was a request to have a phasing meeting with the principal, Suzanne Morin and Bob Curtis of PDT, as well as Brook and Sheridan Corporation to better prepare the high school for upcoming construction work done during the winter and spring.	



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	15. PDT has recommended releasing retainage of about \$67,000, which is sustainability less than the \$200,000 recommended Sheridan Corporation. Lyndon explained that the contractor would likely submit another request for a reduction of retainage in January or February of 2017.	
	16. Discussion about the need to approve a change order for \$15,022 for HVAC rework at the knuckle between the four buildings in the area of Men's and Women's 500 toilet rooms.	
	17. John Simoneau gave an update of the track& field project. He explained the cost estimates have come in higher than expected. A presentation was made to the RSU Board of how to possibly fund the new project budget for the turf and track.	
	18. There will be a referendum in January where voters will be asked to approve moving \$600,000 on the grass field improvements to the turf and track project. There is also a proposal to move another \$161,182 from construction contingency to the field at the RSU School Board's discretion.	
	19. John Simoneau explained that the Building Committee has a "charge" to take care of the building. The money dedicated for the construction of the building comes first. If there is any contingency left over, that money may or may not be given to the turf and track project.	
	20. A question asked how much contingency was still left in the budget. Kelly explained there was \$650,000 still left.	
	21. The next Building Committee meeting will be December 7, 2016 at 7:30 a.m. in the Learning Commons Library. The major scope of work will be to make recommendations for final expenditures so that John Simoneau can make recommendations to the RSU 5 Board at their December 14, 2016 meeting at 6:00 p.m.	
	22. The principal requested that the overhead glass garage doors not be installed in Rooms 101 and 102. The teachers do not favor the overhead doors and PDT should ask to see if there is a credit. Dennis Ouellette said if the credit is too small the School Department will take the doors and use them somewhere else.	
	23. There was discussion about moving out of the portable classrooms. Dennis Ouellette will look into getting them removed as early as December 20, 2016.	