



## Meeting Notes

**Project:** Freeport High School

**Date:** May 3, 2017 at 7:30 a.m.

**Attendees:** Lyndon Keck\*, John Simoneau/Committee Chairman, Ben Jamo, Becky Foley, Superintendent/RSU 5, Jen Gulko, Principal/FHS, Dennis Ouelette/Owner's Rep., David Smail/FHS, Michelle Lickteig/RSU 5 Business Office, Kim Lamarre, FHS Building Committee Member and Catherine Breer, FHS Building Committee Member

**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 at 7:37 a.m.	
	2. John Simoneau, Building Committee Chairman, gave a construction update. The update noted that the art rooms were mostly finished, except for the floor which was being held off until the summer. Work was also being done in the IT area and Charlie's office. Relatively little work was done over the last month as reflected in the pay requisition.	
	3. On Tuesday, May 2, 2017 the architect and construction team signed Pay Requisition #21 in the amount of \$74,943. This represents 94.5% completion of the project.	
	4. The architect and construction team signed Change Order #19 in the amount of \$1,392. Chairman Simoneau read off three small items, including credits and small adds, that resulted in the final change order amount.	
	5. John Simoneau noted that the big change over the last month was the closing of the front door of the school with the new temporary entrance being at the FPAC with a security officer posted at the door.	
	6. John noted the construction team had requested more signage along Holbrook Street giving visitors ample directions to the FPAC new entrance.	
	7. Lyndon explained that a substantial amount of ledge had to be removed to install a catch basin and storm drain line that runs from the area of the memorial tree down to the FPAC.  Lyndon also explained the additional ledge will be required to be removed for the footing and foundation for the ramp, stair and main entrance, as well as grading for the new parking lot and parent drop off.	



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	8. It was noted that the last day of school will be June 23 <sup>rd</sup> . There was discussion about whether or not Craig's office needed to be cleaned out and moved.	
	9. John Simoneau gave an update of the new synthetic turf and track project. He explained the School Board had voted not to put out a bond for \$1M but instead to pay for the project out of reserve accounts. The School Board also wanted to know if the Building Committee could relinquish \$161,000 out of the Building Committee's contingency to put towards the turf and fields.	
	10. Michelle Lickteig explained the remaining contingency was \$330,800. Subtracting the \$161,000 deduct for the track and field would leave the Building Committee with \$169,000 of remaining contingency.	
	11. John Simoneau said that he was comfortable with \$169,000. Lyndon stated the as the architect he thought the remaining contingency of \$169,000 should cover unanticipated items.	
	12. John explained the Committee still had a list of items that they might want to improve towards the end of project. Those could, conceivably, include room darkening shades and new shelving units at the heating units in the 1960's classroom wing.	
	13. John asked the Committee to vote on releasing \$161,000 of contingency money to the track project. It was unanimous of all those present to move the \$161,000 out of the high school project.	
	14. There was a question as to whether or not there was new flag pole on the project. PDT will check and get back to the Subcommittee.	
	15. There was talk about whether or not a new sign would be put out front and if a digital sign was feasible. It was agreed that no additional signage would be done at this time.	
	16. The next meeting will be Wednesday, June 7, 2017 at 7:30 a.m	
	17. The meeting was adjourned at 8:12 a.m.	
<b>END OF MEETING NOTES</b>		

FHS. BC. MTG.

Date: MAY 3. 2017

SIGN-IN SHEET

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