



## Meeting Notes

**Project:** Freeport High School

**Date:** August 29, 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/RSU 5 Facilities., David Smail/FHS, Michelle Lickteig/RSU 5 Business Office, Kim Lamarre, FHS Building Committee Member, Tim Giddinge, Kevin Nadeau, and Julie Coleman

**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 7:38 a.m. by John Simoneau, the Building Committee Chairman.	
	2. The meeting notes for May 3 <sup>rd</sup> were reviewed. Motion was made by David Smail and seconded by Becky Foley to accept the minutes as presented. Unanimous vote in favor of accepting the minutes.	
	3. John Simoneau gave an overview of work that had been done over the summer, the status of the Certificate of Substantial Completion, and work remaining to be completed.	
	4. John explained the Construction Committee had agreed to extend the project completion date for Sheridan Corporation from August 19, 2017 to Friday, August 25, 2017.	
	5. Lyndon gave an update on the status of the project. He explained the Code Enforcement Officers were both new, both the Building Inspector and the Fire Chief were not the original reviewers who had approved the construction drawings.	
	6. Lyndon explained that the code enforcement officials had done a preliminary walk through on Monday, August 21, 2017 and followed up with a subsequent review on Friday, August 25, 2017. Bob Curtis of PDT's office had attended the various walk throughs and had spoken with the code officials.	
	7. Lyndon explained that Sheridan did not receive a Certificate of Occupancy on August 25, 2017. There were three items that had been requested by the code inspectors as follows: <ul style="list-style-type: none"><li>• They wanted a relocated fire pull station from inside the hallway to inside the vestibule at the front entrance. (This was subsequently reversed).</li></ul>	



## Meeting Notes

Topic	Agenda/Notes	Action
	<ul style="list-style-type: none"><li>• They had tested several existing emergency lights which did not work. They need new batteries.</li><li>• The main entrance vestibule did not have any sprinkler heads which had been missed by Sheridan Corporation.</li></ul>	
	<p>Lyndon explained Sheridan Corporation was committed to getting the Certificate of Occupancy this Friday, September 1, 2017 so school could open on time on Tuesday, September 5, 2017.</p>	
	<p>8. It was noted that there were several countertops and sinks which arrived broken and needed to be reordered. These are primarily in the STEM area and bathrooms by the library. They are due to be installed on September 1, 2017.</p>	
	<p>9. At the first code inspection there were compartmental smoke doors left over from the original 1960's construction that didn't operate properly. Dennis Ouelette and his crews had the doors repaired.</p>	
	<p>10. It was noted there were two rooms, Room #202 and Room #203, that did not have carpet and had pipes sticking out of the wall representing incomplete work. It was also noted there was a hole in the glass window where the temporary art room had placed an exhaust vent. The window repair would be the obligation of the School Department and not Sheridan Corporation.</p>	
	<p>11. Committee members complained that the staff bathroom had no work done. They believed they had originally intended and approved the concept that a light touch renovation would be done in the staff bathroom. Lyndon to check the change order and work with the interiors group to make possible improvements after school opens.</p>	
	<p>12. PDT to forward the latest punch list to Jen Gulko and Dennis Ouelette.</p>	
	<p>13. Jen explained that six of the thirteen movable metal wardrobes were damaged and were being reordered.</p>	
	<p>14. Lyndon reported that PDT had just received Application for Payment #24. The request is for \$223,922. This represents 99.9% completion of the building and site.</p>	



## Meeting Notes

Topic	Agenda/Notes	Action
	<p>15. Lyndon explained that the RSU was still withholding 5% retainage in the amount of \$252,996. This could be released by the Owner sometime in the future.</p> <p>16. There was discussion of possibly having Sheridan do some additional work. It was agreed that the Committee did not want to extend Sheridan's contract so there would be no further work requests issued to Sheridan Corporation. Any additional work would have to be done by Dennis Ouelette and his preferred subcontractors.</p> <p>17. Dennis and the Committee talked about the numbering the new entrance which is labeled Door 8 and Door 9. Dennis explained that the front entrance should be labeled Door #1. He will be making changes to the exterior door signage. People asked why the numbers were so large. Lyndon explained that in working with the Maine State Police SWAT team they preferred larger numbers rather than small numbers for their arrival at buildings with which they are not familiar.</p> <p>18. John explained there were several small change order items that had been approved over the summer. In general, those change order items were related to additional roof drains, adding drywall soffits at Life Skills, repairing damaged countertops, adding electrical and exhaust hood connections and adding ceiling access panels.</p> <p>A question was asked about the value of change orders to date, which is \$621,263. A Committee member asked if this was a normal amount.</p> <p>19. John and Lyndon explained that many of the largest change orders were related to owner requests for additional items and upgrades such as an enlarged storage building, upgraded bathroom rework at the library, additional landscaping, added ventilation at bathrooms, and improvements made to the loading dock.</p> <p>Lyndon explained he had a spread sheet that showed all the change orders with the categories of unforeseen conditions, owner request and errors and omissions. The Committee requested this spreadsheet be forwarded to John and Becky.</p> <p>20. There was a question about how many lockers are now available in the school. It was explained that 350 lockers will be available. Lyndon explained that in most new high schools they are not providing lockers for every student because a relatively small percentage of students use their lockers.</p>	



## Meeting Notes

Topic	Agenda/Notes	Action
	21. There was question about how much money was left in contingency. John explained he would be meeting with Michelle to work out the details on contingency. Although it appears there was approximately \$37,000 left in the contingency account.	
	22. It was noted that PDT was preparing a punch list for the final construction phase.	
	23. Jen requested a copy of the latest punch list. She confirmed that as items arise she will forward the list to Bob Curtis at PDT for items that teachers and staff find unacceptable.	
	24. There was discussion of weeds coming up through the mulch and a discussion of the warranty on the landscape items.	
	25. There was a discussion of cork on the walls of the art room. It was explained that a large amount of cork was difficult to install. The mechanics struggled to get bubbles out of the cork board.	
	26. A need for locks to be placed on the new single-user bathrooms by the library was mentioned. Dennis will have his hardware people install deadbolt locks that say whether is occupied or vacant.	
	27. Question was asked about the flag pole which has been installed in front of the new entrance.	
	28. There was a question about the windows which do not open fully at the sun shades at the cafeteria.	
	29. There was a question about keyless entries. Dennis explained that there were a number around the building, some work is still being accomplished on the keyless entries.	
	30. It was explained there will be an open house for the general public on September 12 <sup>th</sup> , the same night as open house for students and parents.	
	31. The faculty parking lot will be re-striped by the track and turf field contractor upon completion of the softball field.	
	32. John updated the Committee on the status of construction at the track and field. He explained the new completion date will be October 13, 2017 or	



## Meeting Notes

Topic	Agenda/Notes	Action
	October 25, 2017. It was explained they had encountered an additional 1,000 cubic yards of unsuitable and unanticipated soils.	
	33. The next Building Committee will be Wednesday, October 4 <sup>th</sup> at 7:30 a.m. at a room to be determined later.	

**END OF MEETING NOTES**



MEMO

NOTES

TELCON

TRANSMITTAL

DATE: AUGUST 29, 2017

TO/COMPANY:

PROJECT:

FROM:

PAGES:

RE:

---

ATTENDANCE @ FHS - BCM

LYNDEN KREEK - ARCHITECT

Jen Gulko - Principal, FHS

Dennis Ouellette Facilities

Tim Giddings

Kevin Nadeau

DAVID SMAIL FHS

Julie Coleman - parent

Michelle Lickteig RSUS

Kim Lamare

Becky Foley

Ben Jamo

JOHN SIMONEAU

Michelle Ritcheson