



Meeting Notes

Project: Freeport High School

Date: October 5, 2016 at 7:30 a.m.

Attendees: Lyndon Keck*, John Simoneau/Committee Chairman, Kelly Wentworth, Business Manager/RSU 5, Ben Jamo, David Watts/RSU 8, Catherine Breer, Dr. Becky Foley, Superintendent/RSU 5, Charlie Mellon, Assistant Principal/Freeport High School, David Smail/FHS Physics, Kim LaMarre, David Steckler, Dennis Ouellete, Facilities Director/RSU 5, Tim Giddings 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 meeting was called to order at 7:35 a.m.	
	2. Lyndon gave an update/overview of building progress and schedule.	
	3. The architect and construction team approved Sheridan's Application for Payment #11 in the amount of \$550,806. This represents 76.8% completion of the project to date.	
	<p>4. Change Order Summary #12 dated September 23, 2016 was approved in the amount of \$20,729. It contained seven (7) items which included items previously discussed and approved by the Building Committee those included new ceiling and lights at the library office and commons, as well as new carpet tile in the same area. Also included cracked CMU in Women's and Men's Bathroom 100 which had been previously discussed and approved.</p> <p>New proposals approved by the construction team included roof membrane changes which included tapered insulation and scuppers to be installed at the "knuckle" between the 1960 building, gymnasium, performing arts center and the new addition. Other new work included electrical work and added phone and data lines, as well as infilling an exterior wall vent in Learning Commons #311.</p>	
	5. Lyndon passed out a copy of Sheridan's monthly report, as well as the monthly summary by Brook Plummer, Clerk of the Works.	
	6. Lyndon summarized the status of the work saying that a lot of exterior work had been done over the last month, including base paving, sidewalk gravel	



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	sub-base, concrete curbs, spreading of loam and seeding, and final grading at swales, retention basins as well as general clean up on the site.	
	7. Lyndon explained that most of the drywall was completed. The ceiling grid had been installed but the ceiling had not been flooded with ceiling tiles. Above ceiling inspections will occur the week of October 10 th with ceilings starting to be installed the following week, October 17 th .	
	8. Trico was starting to install millwork and casework and putting benches in the hallways.	
	9. A great deal of work had been accomplished on the flooring. Tile floors had been installed in bathrooms. Tile walls had been installed at the cafeteria/food court and serving kitchen.	
	10. Moisture tests for the second floor slab was complete and acceptable allowing Paul White Flooring to install the remaining vinyl and carpet in the second floor classrooms.	
	11. Caprara kitchen equipment will be installed at the end of October and early November. The cooler/freezer has been installed.	
	12. Contractor informed the architect and the construction team they were going to finish the addition early. If the owner wanted it turned over before Thanksgiving it was a real possibility. The construction team and school administration will consider whether there are any advantages to taking the school early. Lyndon explained traditionally schools accept buildings for occupancy either in the summer or over the holiday break at the end of December. Generally schools need about 10-12 days to install furnishings and move teacher's equipment.	
	13. There was a question and request that perhaps the music room could be turned over early and occupied by the school.	
	14. It was also explained the contractor had asked if they could begin foundation work for the new front door entrance with ramps and canopy this fall before the start of winter. It was explained that the construction team and architect thought this was unlikely because of security reasons. The contractor suggested letting students and visitors enter the school at the end of the science wing and back by the new bus drop-off.	



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	15. A question was asked about carbon monoxide fumes and an alarm which had been set off in the school. It was explained by Superintendent Foley that new protocol had been developed for Sheridan's construction superintendent related to any so-called "hot work" which would involve welding or combustible devices. This will, hopefully, prevent future carbon monoxide alarms or fire alarms from accidentally being set off by construction work.	
	16. There was discussion about whether the contractor could be allowed to accelerate some other portions of work inside the building. The discussion included Sheridan's request that more work be shifted to the winter and spring to avoid a rushed and chaotic summer renovation schedule. Sheridan had acknowledged that they had taken on too much work which resulted in difficult phasing and dusty work conditions.	
	17. There was a question if the architects had received a revised price for the bathrooms back by the library and new proposed STEM area. Lyndon responded that he had not seen the price and would request and forward the price to John Simoneau as soon as it was received.	
	18. Lyndon explained that Sheridan Corporation had requested release of retainage. At present the owner is holding \$407,820 of retainage money. Lyndon explained the purpose for retainage and explained the owner could withhold all of the retainage until the end of the project, although it was more common to release retainage about half way through the project if the owner was satisfied with the quality of the work.	
	19. Sheridan had requested release of one half of the retainage or \$203,500.	
	20. The Committee agreed to let PDT work with the construction team to determine which line items would be acceptable for having partial or full retainage released. It was agreed the Committee would not release a general percentage on all line items but would look at each line item request individually.	
	21. There was a discussion of open ended change proposals which had not been approved or rejected. It was explained that PDT reviews all change orders. There were some change orders requested which PDT had rejected as unacceptable. Those items would fall into a category of doing the work "under protest" where the contractor could resort to Article 42 for arbitration and mediation under dispute resolution.	



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	22. Lyndon explained that Dennis had received several bills related to cleaning inside the school. Sheridan had offered to provide a credit for final cleaning services to defray the RSU's cleaning costs. Dennis said he had come to an agreement with Sheridan and was satisfied with it.	
	23. There was a discussion of mirrors in the Fitness Room. PDT explained the specification called for tempered mirrors. The contractor had submitted an annealed plate glass mirror which was unacceptable to the architect. There is an on-going discussion between Sheridan as to what kind of mirror should be installed and what the proper credit or value should be for the installed mirrors.	
	24. Lyndon explained there was an outstanding change proposal to modify the landscaping with reinforced turf at the back by the cafeteria. This change order amount was over \$12,000 (\$13,808). Lyndon also explained that yesterday loam had already been spread in the area and, in his opinion, it was too late to implement this. The Committee agreed they would not modify the landscaping plan at the back of the cafeteria at this time, therefore, rejecting Change Proposal #096R.	
	25. It was agreed that the Committee could consider additional seating and benches at the back without affecting the landscaping and grass at a future time.	
	26. There was a brief discussion of a request by the Earth Club to consider electric dyers instead of paper towels in the bathrooms. Lyndon explained the drawings showed paper towels at the request of the owner. This is a system the owner uses throughout all of its schools. There are no electric hand dryers in other bathrooms on the project.	
	27. Lyndon explained he had not brought the copies of the spreadsheet that showed improvements the Committee was intending to make in the future.	
	28. A Committee member noted there were four items the Building Committee had chosen to wait on until the winter or spring.	
	29. John Simoneau explained those items would probably need to be acted on no later than December because of a pending referendum for the three communities related to the expenditure of monies for track and turf field.	
	30. John Simoneau gave an update on the track and turf field. He explained a presentation had been made to the RSU 5 Board. The RSU 5 Board was considering a referendum in January 2017 to ask the voters to reallocate bond money and possibly contingency money, as well as the \$600,000	



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	which was intended to be used to upgrade the grass fields at the soccer competition field.	
	31. There was discussion among the Committee of reviewing items to be considered for upgrades. One Committee member requested upgrades to exterior shelving in the classrooms. Another Committee member recommended upgrading teacher storage cabinets or wardrobes.	
	32. There was a suggestion to upgrade current window coverings to match what will be installed in the new building.	
	33. PDT was asked to review the specification for the kinds of window coverings to be installed in the new classrooms and provide a price to install similar window shades at the existing classrooms.	
	34. The Committee reviewed the August 30, 2016 meeting notes. Lyndon was asked to add an attendee, RSU 5 Board member Michelle Ritcheson. With that change the minutes were approved as noted.	
	35. The Committee reviewed the meeting notes for June 1, 2016. It was requested to add the name of David Smail as an attendee. With that change the Committee then approved the minutes for June 1, 2016.	
	36. It was agreed at the next Building Committee meeting that the Building Committee will tour the new addition. The Committee will meet at the outdoor concrete plaza behind the new cafeteria at 7:30 a.m.	
	37. The next meeting will be Wednesday, November 2, 2016 at 7:30 a.m. at the outdoor plaza behind the cafeteria.	
	END OF MEETING NOTES	