



## Meeting Notes

**Project:** Freeport High School

**Date:** April 6, 2016

**Attendees:** Lyndon Keck\*, Kim LaMarre/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, Ben Jamo, David Steckler, Craig Sickels, Athletic Director/RSU 5, Ed McDonough, Superintendent/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 three (3) working days.

Topic	Agenda/Notes	Action
	1. The meeting was called to order by John Simoneau at 7:35 a.m.	
	2. John gave a recap for the Committee of work done to date including Tuesday's pay requisition meeting and approval of Pay Requisition #5 in the amount of \$375,974.	
	3. There was also a signed Change Order #4 in the amount of \$4,742. There was also a change order with money for a steel beam missed by the architects and engineers, the substitution of concrete sealer in lieu of painted concrete in storage rooms, bathroom demolition near the locker rooms, and the addition of pendant mounted light fixtures in the existing building classrooms to avoid conflict with surface-mounted conduit on the underside of the plaster ceilings.	
	4. John also explained there were several credits: one related to eliminating unnecessary conduit and one related to deleting drywall from the interior walls of the maintenance building.	
	5. John explained the structural steel had been completed this month. The contractor is installing steel bar joists to support the metal deck formwork for the concrete floors. Exterior steel studs were erected around the perimeter of the building. The contractor is hoping to enclose the building and make it watertight by May 15, 2016.	
	6. Lyndon provided an update related to on-going work. This included continuing to work on the security and hardware upgrades that had been requested by the Building Committee, as well as the restroom renovations in the library. The restroom renovations have been forwarded to Sheridan for	



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	pricing. It is PDT's goal to have pricing completed for video, security and hardware for the Building Committee's May meeting.	
	<p>7. Lyndon brought samples of the aluminum finish for the Marvin Windows. This aluminum finish matches the aluminum finish of the FPAC windows which were manufactured by a different manufacturer. Lyndon explained the aluminum finish was a premium finish which costs an additional \$8,000. This change had been approved by the Construction Committee earlier in the month.</p> <p>Lyndon also explained the Food Service Director had made a number of requests for changes and upgrades to the kitchen. PDT now has a quotation from Sheridan in the amount of \$17,800 for the various improvements. The Building Committee requested the breakdown be presented in May so they could make decisions as to which kitchen related items would be recommended for approval.</p>	
	<p>8. Suzanne presented a bid tab analysis for the Freeport High School furnishing bids. There were five vendors that responded to the various bid packages.</p> <p>Suzanne organized the bid amounts and the award options according to low bid by group, overall bid by primary vendor, and overall bid by primary vendor with State contract bid alternate. Suzanne recommended that Wenger Corporation be awarded the music and instrument shelving bid in the amount of \$39,016. She recommended W. B. Mason be awarded the fireproof files bid, via the Greater Portland Council of Government contract, in the amount of \$10,547.82. Suzanne recommended Creative Office Pavilion be awarded the furnishings contract with Bid Alternate #1 for Hokki stools, Bid Alternate #2 for library shelving, and Bid Alternate #3 for library furnishings for a total bid amount of \$396,931.96. The grand total amount, including all three bid items, is \$446,495.78.</p> <p>Suzanne explained this means the furnishings which were placed out to bid came in under budget by \$46,680.22. This bid also includes extra library furniture to complete the library package.</p>	
	<p>9. Suzanne led a discussion of color for furniture. She showed the colors which were being recommended for classroom chairs. After much discussion, four colors were chosen with the fourth color being black. It was agreed the chairs would mixed colors in all of the classrooms so every classroom would get one of the four colors.</p>	
	<p>10. Suzanne also showed fabric for pedestal files and for the teacher's chairs.</p>	



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	11. The Committee agreed by consensus to accept the bids for the furniture, as per Suzanne's recommendations and for the overall bid to go to Creative Office Pavilion.	
	12. Suzanne showed color changes which had been recommended by Catherine Breer and Julie Coleman. Suzanne noted some color was eliminated and some walls changed to be neutral, especially in the area of the food court where artwork was to be mounted on the walls.	
	13. The Committee voted unanimously to approve the colors which had been selected with the changes proposed by Suzanne, Catherine and Julie.	
	14. Kim LaMarre explained the Class of 2014 was interested in contributing \$8,000-\$10,000 for some outdoor furniture seating or tables. Kim requested PDT make some proposals for appropriate outdoor furnishings, either outside the food court or at the front entrance.	
	15. Kim also explained the PTSO was interested in having two posts erected at the front of the school where informational banners could be hung. The posts would be 10'-12' apart. PDT will ask Pat Carroll his advice for a good location for the banner posts. PDT to get a price from Sheridan to erect the posts.	
	16. A Committee member asked if PDT had gotten the answer on locker reuse. Lyndon said no, but will attempt to get an answer for the May meeting.	
	17. John reiterated the importance of having a completed price from various contractors for their proposed additional work items at the May meeting. He also suggested this will take up a substantial amount of Committee discussion and the Building Committee should consider moving their outdoor building tour to the June meeting date. John requested pricing be delivered to the Committee prior to the May meeting.	
	18. It was recommended that if the Building Committee could determine their choices for the expenditure of additional monies. The recommendations could be made at the RSU 5 School Board meeting on May 11, 2016, otherwise the recommendations could not go until June 8, 2016 or June 5, 2016.	
	19. The meeting was adjourned at approximately 9:05 a.m.	
	<b>END OF MEETING NOTES</b>	