



Meeting Notes

Project: **Freeport High School**

Date: February 1, 2017 at 7:30 a.m.

Attendees: Lyndon Keck*, John Simoneau/Committee Chairman, Ben Jamo, David Watts/RSU 5, Becky Foley, Superintendent/RSU 5, Jen Gulko, Principal/FHS, Dennis Ouelette/Owner's Rep., David Smail/FHS, Kim Lamarre/Committee Member, Michelle Lickteig/RSU 5 Business Office/Human Resources and Craig Sickles/RSU 5 Athletic Administrator

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 7:00 a.m.	
	2. The Building Committee reviewed the January 4, 2017 Building Committee meeting notes and recommended the following changes and corrections. <ul style="list-style-type: none">• At attendees David Watts should be listed as RSU 5 not RSU 8.• Item #18: Add the following sentence: The Committee asked the question if there was any illumination or lighting shown on the sign out front or if there would be any lighting on the sign by the dining commons. PDT answered there was no illumination and no sign lighting included in the construction documents.• A motion was made by Becky Foley and seconded by David Smail to approve the notes. The meeting notes were approved unanimously with the corrections noted.	
	3. John Simoneau gave a report on the RSU 5 Board of Directors action taken on official expenditures. The RSU Board approved everything, including additional cabinets for the teachers, additional monies for furniture, additional monies for landscaping at the front of the school, and simplified bathrooms back at the library.	
PDT Action	4. There was discussion of what would or would not be done at the loading dock. There was concern the appearance of the old loading dock would distract from the front of the school. PDT designers will review and report at the next Building Committee meeting.	



Meeting Notes

Topic	Agenda/Notes	Action
	5. It was confirmed that no work was being done to the lockers or locker tops in the existing building. There was general discussion about how many of the students use lockers. The principal stated the very few students were using lockers because their laptops are small enough to be carried in backpacks and purses.	
	6. Seniors are getting first crack at the new lockers in the new addition, then juniors, sophomores and, lastly, freshmen.	
	7. There was discussion that possibly in the future, lockers could be removed, especially if they were damaged because they don't need one locker per each student. Dennis will review damaged lockers and make recommendations as to whether or not any banks of lockers can or should be removed.	
	8. John Simoneau went over a small list of change orders that will be reviewed at the next pay requisition meeting. These include adding switching and dimming for lights, adding additional louvers and heat at the sprinkler riser entrance room.	
	9. John explained Pay Requisition #17 was just recently received. It is for payment of \$123,366, which represents 92% completion of the project.	
	10. Dennis Ouelette made a brief report on security. He noted cameras are going in now. There is a total of 33 cameras. There will be some new pathways that need to be created because some cameras were moved from the original locations.	
	11. Dennis explained the card key readers would be done by the end of the week.	
	12. Ski Room will have a card reader, as will the Dining Commons bus entrance. There was discussion of using wireless card readers at difficult locations such as the Ski Room.	
	13. Dennis also explained that high security keys have been installed now at critical exterior doors.	
	14. Principal Jen Gulko explained they would like to be able to lock bathrooms to reduce vandalism and reduce the cleanup load on custodians. She said the dressing room also has a small bathroom that should be locked during the day.	



Meeting Notes

Topic	Agenda/Notes	Action
	15. The Committee members had a general discussion about when bathrooms would be locked and why they would be locked.	
	16. There was a question about the "Door Access System" and when it would be operational. It was explained that the "positioning board" will not be installed until the new office is constructed so the monitoring system will not be complete until the end of August.	
	17. There was discussion about the location and types of sign letters to be selected for the school at the front and on the west elevation at the Dining Commons.	
PDT Action	18. It was agreed the letters will state "Freeport High School" and be 12" tall, use a "Garamond" font and be "cast brushed aluminum". PDT to prepare a small sketch showing the lettering on both the west elevation and on the south elevation at the front of the school. Lyndon will forward to John and Becky, who may want to forward it to the RSU 5 Board of Directors to confirm their approval of style and location.	
	19. There was a brief presentation about the work of the Track & Field Committee. The Committee is just getting started. It is a strong Committee with a great deal of expertise in the area of engineering and construction. They will be visiting Falmouth High School to review the light installation at the Falmouth field tomorrow night.	
	20. The Track & Field Committee is expected to go to the Project Review Board on February 8, 2017.	
	21. There was discussion about fencing and gates and the need for RSU 5 to develop a " <u>use</u> " policy for turf field and track.	
	22. Craig Sickles, Athletic Administrator, expressed concern about relocating the trophy case and including a " <u>trophy wall</u> " similar to Cape Elizabeth High School and Camden High School where plaques can be slid into a trim detail system to prevent vandalism or theft. It was also mentioned the North Yarmouth Academy has a nice display system. There was a question about the hallway between the toilets and FPAC being used for plaque and trophy display.	
PDT Action	23. PDT to organize a meeting with Dennis, Craig, and Catherine Breer to review where sports trophies and plaques can go and where art can be located.	



Meeting Notes

Topic	Agenda/Notes	Action
	24. David Smail explained Welch Signs was going to be enlarging photographs to place on the zig zag artwork panel near the Dining Commons. They are working with Catherine as part of a student STEM project.	
	25. The next meeting will be Wednesday, March 1, 2017 at 7:30 a.m. in Room 102.	
	26. The meeting was adjourned at 8:30 a.m. END OF MEETING NOTES	