



Meeting Notes

Project: Freeport High School

Date: January 6, 2016 7:30 a.m.-8:45 a.m.

Attendees: Lyndon Keck*, Suzanne Morin/PDT Architects, Kim LaMarre/Committee Member, Julie Coleman/Committee Member, Ben Jamo/Committee Member, John Simoneau/Committee Chairman, Kevin Nadeau/Committee Member, Ed McDonough, Superintendent of Schools/RSU 5, Dennis Ouellette, Owner's Representative/RSU 5, Kelly Wentworth, Business Manager/RSU 5, David Smail/Committee Member and FHS Faculty Member and Brian Campbell/FHS Principal

Purpose: Building Committee Meeting

These notes were taken by Lyndon Keck. Should you find discrepancies, please notify PDT Architects as soon as possible.

Topic	Agenda/Notes	Action
	1. John Simoneau opened the meeting and asked if anyone had any comments on the December 2, 2015 Building Committee meeting notes. No exceptions were taken.	
	2. John Simoneau updated the Committee on the status of the construction.	
	3. Lyndon updated the Committee on the work from the architect's perspective. Lyndon passed out a colored 8-1/2" x 11" sheet showing the status of the concrete pouring for footings and foundations as of January 5, 2016. Lyndon described several meetings which had occurred with S. W. Cole Engineering, the geotechnical engineers, with Sheridan and PDT Architects to review unsuitable soils, ledge calculations, and the protection of concrete and sub-grade soils from frost and freezing.	
	4. Lyndon reported on unsuitable soil removed to date. He explained the RSU owned the removal of 2,000 cubic yards of unsuitable material. The geotechnical engineering report had shown there would be substantial unsuitable material in the area of the bus loop, kitchen entrance, as well as unsuitable soils in the area of footings and foundations for the new addition.	
	5. Lyndon explained that the contract documents contain 100 cubic yards of open ledge removal and disposal. No open ledge had been removed to date. The contract also includes an allowance for 80 cubic yards of trench ledge removal and disposal. To date, 52.55 cubic yards of ledge has been removed. We are not expecting any further ledge removal in the back part of the site although we are anticipating ledge removal at the front entry of the parent drop-off for work to be done in the future.	



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	<p>6. Lyndon briefly explained that PDT Architects was working with Mark Coleman, an asbestos abatement consultant, who works for RSU 5. Mark has maintained records of asbestos identification and removal for the District for many years. Mark Coleman had done three different test locations in the existing 1960 building with Paul White Tile, who will be the flooring subcontractor, to determine what the condition of the mastic was in several different locations.</p> <p>Lyndon explained that asbestos would be removed by the owner's asbestos removal contractor over the February, April and summer breaks. Asbestos removal in the existing building is complicated because there are numerous flooring conditions where asbestos tile has been removed but the mastic has not been removed. PDT will be working with Mark Coleman over the next month to determine how best to proceed with removal in individual areas of the project.</p>	
	<p>7. Suzanne Morin made a Powerpoint presentation on furnishings. In the base project there is \$504,000 for new furnishings. Suzanne had broken the proposed furnishings down by phases. She showed the individual amount allowed for each of the areas, whether it be music, food court, nurse, art classrooms or administrative areas.</p>	
	<p>8. Suzanne also showed individual tables and chairs, as well as furnishing floor plans for all of the spaces being proposed.</p>	
	<p>9. Suzanne will have samples delivered to the school so that teachers and Dennis Ouellette will have an opportunity to check on the design and ruggedness of the furniture. For many of the classrooms there are going to be movable tables so teachers can rearrange the tables quickly.</p> <p>10. Suzanne had proposed four Hokki stools in each classroom. The Committee suggested that perhaps two Hokki stools would be enough in every classroom. All teachers wouldn't necessarily want to use them. The extras could be moved into classrooms where the teachers needed or encouraged use of the stools.</p>	
	<p>11. Suzanne showed the Learning Commons. She showed the furniture included in her preliminary budget which includes shelving, casual furniture, as well as study tables and seating in the two learning labs. Suzanne showed possible instrument and music storage. There was discussion as to what was actually going to be required for instrument storage since there was going to be a locked room made available for student instruments.</p>	
	<p>12. The Committee asked to review the furnishings again at a future meeting.</p>	



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	13. Committee members asked if Suzanne would visit the Durham Community School and talk with Principal Will Patten to review which pieces of furniture worked and didn't work at the Durham Community School.	
	14. The Committee also asked that Suzanne make a review of existing furniture with Dennis Ouellette to determine how much existing furniture is acceptable for continued reuse. The Committee didn't want to throw out or replace furniture which still had useful life.	
	15. Kelly Wentworth explained that the District never really threw out furniture but would distribute furniture to other schools which needed more because of loss or breakage. Any high school furniture would most probably be recycled at other schools.	
	16. The Committee also requested Suzanne meet with some of the teacher groups to have them review the furniture samples and demonstrations so the teachers would have an opportunity to weigh in on individual pieces of furniture.	
	17. There was a question as to whether or not there would be traditional teacher's desks. Suzanne explained a lot of teachers wanted to work from tables but not the traditional pedestal desk. She also explained there were storage units and shelving units for teachers to be able to replace drawers and file cabinets where necessary.	
	18. The meeting was adjourned at approximately 8:45 a.m.	
END OF MEETING NOTES		