



Meeting Minutes

Project: MSAD 75 High School

Date: March 8, 2017

Attendees: MSAD 75 Building Committee
Lyndon Keck, PDT Architects
Kathy Cogan Kahill, PDT Architects

Purpose: Building Committee 30

Topic/Time	Agenda/Notes	Action
Meeting Minutes	1. Meeting Notes from 02/01/2017 were read and approved <ul style="list-style-type: none"> - Chris asked if the question of when to bring on the commissioning agent had been resolved. John requested that the Sustainability and Systems Subcommittee make a formal recommendation to the building committee. 	
Public Comment	2. None	
Subcommittee Reports	3. Updates from Subcommittee Meetings <ul style="list-style-type: none"> - Communications <ul style="list-style-type: none"> • Brad and John reached out to the press after the referendum vote • Brad stressed that they need to continue to inform the public that there will be no crumb rubber in the turf field • Kim requested that the website get a major update, especially the FAQ's section - Technology / LC <ul style="list-style-type: none"> • Next meeting is March 29 - Athletics <ul style="list-style-type: none"> • Next step is to schedule a meeting with the Fundraising Committee and PDT to discuss project elements and process for designing elements slated for fundraising - Sustainability & Building Systems <ul style="list-style-type: none"> • Need to schedule the next meeting - Student Advisory <ul style="list-style-type: none"> • Next meeting is March 22 • Emily helped to make a video on the history of the project for the website. • Suggestions were made regarding how the Student Advisory group could participate including: <ul style="list-style-type: none"> + 5 minute video explaining the project out on the site + communications out about transition plans for athletics, parking, and site circulation + engaging the subcommittees making the recommendations for finishes, furniture, learning commons, technology, etc. 	



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	<ul style="list-style-type: none"> - Fundraising <ul style="list-style-type: none"> • Next step is to schedule a meeting with PE/Athletics and PDT to discuss roles for fundraising elements 	
One Page Summary of Next Steps	<p>4. Review one-page summary of next steps for distribution at Town Meetings</p> <ul style="list-style-type: none"> - Lyndon reviewed that this document is intended for distribution at town meetings, to media outlets, to the School Board, to Selectmen, for posting on the website, and emailed to district employees. - There was discussion surrounding how we communicate the completion of the building versus occupancy of the building. PDT will wordsmith that bullet point and reissue. It was also requested that we include stipulation that the proposed dates are tentative. - Lyndon reviewed the process associated with pre-qualifying contractors. He assured the Committee that PDT will be as aggressive as possible regarding the vetting of contractors by the state. 	
Next Steps Timeline	<p>5. Review timeline and next steps prepared by PDT for Building Committee and Subcommittees</p>	
Review Site Items	<p>6. Reviewed feasibility of early site package</p> <ul style="list-style-type: none"> - Discussed the need for sod to be a bid alternate rather than a fundraising item since the fundraising priorities have already been set - Discussed the sewer line <ul style="list-style-type: none"> • GP will layout the fields to try to avoid conflict with future sewer line work • PDT recommends proceeding with early site package regardless of sewer work being complete • District's attorney will be filing the easement deed amendment <p>7. Civil Engineer</p> <ul style="list-style-type: none"> - Lyndon explained the switch from Stantec to Gorrill-Palmer for civil engineer. PDT has worked with Gorrill-Palmer on multiple high school projects as well as other major projects in the office. GP is already on board as the traffic engineer for the project. Kathy has brought GP up to speed on the Mt. Ararat project and they have already started working with the DEP to move an early site package along the approval process. 	
OTHER ITEMS	<p>8. Brad requested that Adam (transportation director) be included in any phasing discussions regarding site circulation during construction</p> <p>9. PDT reviewed % for Art Selection Committee guidelines; PDT recommends having the Maine Arts Commission present to the Committee in May to get the process rolling</p> <p>10. Discussion regarding how to get input for decision making; PDT recommended that subcommittees reach out to relevant stakeholders. PDT</p>	



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	<p>also recommended that subcommittees make recommendations on items that they have strong opinions about (eg. guidelines for finishes from sustainability committee)</p> <p>11. Electronic Sign</p> <ul style="list-style-type: none">- Issue is two-fold: the town ordinance would need to be changed and the state billboard law would need to be addressed- Committee may want to consider alternate options for signage if these hurdles cannot be surmounted.	
	<p>Upcoming Dates:</p> <ul style="list-style-type: none">- Building Committee: April 5, 2017 Room 201 if available 5:30 – 7:30 PM	