



## Meeting Notes

**Project:** MSAD 75 High School

**Date:** May 3, 2017

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

**Purpose:** Building Committee 32

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/Time	Agenda/Notes	Action
	1. See the attached attendance sheet.	
	2. The meeting was chaired by David Johnson, Sr.	
	3. Meeting minutes from April 5, 2017 were reviewed. A motion was made by Brad Smith and seconded by Chris Shaw, meeting minutes were approved unanimously.	
	4. Comments from the public: <ul style="list-style-type: none"> <li>• David Johnson, Jr. had a question about the flagging of the landscaping trees around the campus. Kathy explained that trees which needed to be identified by the surveyors were being flagged. Flagging didn't necessarily mean the trees were being either saved or removed, simply identified as important to not on the survey.</li> </ul>	
<b>Subcommittee Reports</b> -	5. Updates from Subcommittee Meetings were shared. <ul style="list-style-type: none"> <li>- Communications <ul style="list-style-type: none"> <li>• The Subcommittee met during April to discuss frequently asked questions posted on the website.</li> <li>• Brad Smith made a brief presentation on the Committee's work.</li> </ul> </li> <li>- Technology / LC <ul style="list-style-type: none"> <li>• Have Stewart Randall from CDA coming to the school on May 9-10 to meet with the Subcommittee, administrators and teachers in small groups to talk about curriculum visioning and technology visioning.</li> </ul> </li> <li>- Athletics <ul style="list-style-type: none"> <li>• Has not met. Chris Shaw mentioned it was important to the Subcommittee to talk about the extent of fencing, especially after the automobile vandalism that occurred earlier in the month.</li> <li>• There was also discussion of needing to identify softball improvements to be made.</li> </ul> </li> </ul>	



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	<ul style="list-style-type: none"> <li>• The Athletics Subcommittee will work on these items at their next meeting</li> <li>- Sustainability &amp; Systems               <ul style="list-style-type: none"> <li>• Subcommittee met on May 1, 2017. They talked about preparing and RFP for a commissioning agent.</li> <li>• They also reviewed a letter by Lyndon Keck of PDT about general oversight participants and responsibilities.</li> <li>• The RFP will be sent out Monday, May 15, 2017 to be returned Friday, May 26, 2017. The Subcommittee hopes to meet on May 31, 2017 and do interviews on June 9, 2017.</li> <li>• There was a request for a motion to support the RFP commissioning agent solicitations. The motion was made by Kim and seconded by Jane. Following discussion there was unanimous approval to support the recommendations of the Sustainability &amp; System Subcommittee regarding hiring a commissioning agent.</li> <li>• There was discussion about interviewing for Clerk of the Works in early fall to see what kind of candidates resulted. This way the clerk could be put on board during the bidding phase to review the drawings and get prepared for construction.</li> </ul> </li> <li>- Student Advisory               <ul style="list-style-type: none"> <li>• Emily stated that the Subcommittee would be meeting next week, the week of May 8<sup>th</sup>. A presentation had been made to middle schoolers and was well received.</li> </ul> </li> <li>- Fundraising               <ul style="list-style-type: none"> <li>• The Subcommittee met on April 7<sup>th</sup> and discussion priorities and possible kick-off dates to include soccer alumni meeting or fall open houses and athletic events.</li> </ul> </li> </ul>	
	<p>6. Brad Smith filled the Committee in on the work being done by his office and PDT Architects as related to the private sewer line that serves the housing development behind the middle school.</p>	
	<p>7. Kathy Kahill showed a PDT Powerpoint presentation. A slide was shown of the new baseball and practice field. Discussion centered around the alternative locations for the sewer line, either west or east of the baseball field. There was discussion of bid alternates for items not current in the budget. These included a parking lot and 4" water line coming from the middle school site.</p>	
	<p>8. There was discussion about the setback vegetated buffer area along the school border with Crooker's commercial and industrial zone. PDT's engineers stated the ordinance called for a 50' vegetated buffer line. Brad</p>	



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	Smith was talking with Tom Sturgeon, owner of Crooker, concerning the possible visual easement.	
	9. There was discussion of the work of the landscape architect PDT had brought on board. His scope of work was to work on identifying important trees, creating paths and view corridors as they would be experienced by people both inside the building and outside the building.	
	10. There was general discussion about borings and test pits done over the last month. The purpose of the borings and test pits it to determine the suitability of the soils for carrying the weight of the building and parking lots, as well as suitability of soil for storm water infiltration.	
	11. Kathy Kahill's PowerPoint presentation showed updates to the floor plan, as well as a working sketch for the main lobby.	
	12. PDT requested Building Committee approval to put the rear fields out to bid. A motion was made to put the rear fields out to bid after the architects and engineers had received approval to proceed from the Department of Education. A motion was made by Jane and seconded by Julie; the Building Committee vote was unanimous.	
	13. PDT explained the representatives from the Percent for Art Commission would be making a presentation to the Building Committee in June about how the Percent for Art process worked. It would be the responsibility of the Building Committee and School Board to elect two people to represent the owner.	
	Upcoming Dates: - Building Committee: June 7, 2017 MTA HS Room 201 5:30 – 7:30 PM	