



Meeting Notes

Project: MSAD 75 High School

Date: July 12, 2017

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

Purpose: Building Committee 34

These notes were prepared by Lyndon Keck and Kathy Kahill to the best of their 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. Meeting was chaired and opened by John Hodge.	
	3. The Committee reviewed the meeting minutes for the June Building Committee Meeting. The minutes were approved by acclamation by the Committee Chair.	
	4. There was a public comment period where no members of the public stepped forward to speak.	
Subcommittee Reports -	<p>5. <u>Update from Communication Subcommittee:</u></p> <ul style="list-style-type: none"> Update from Communications Subcommittee by Brad. Communication went out on the web page concerning the posting of the drawings for bids for the athletic field. <p><u>Update from Technology & Learning Commons Subcommittee:</u></p> <ul style="list-style-type: none"> This Committee met on Monday, June 26, 2017. They reviewed proposed equipment and developed an equipment matrix which will be passed out later after it has been reviewed and vetted by the Committee. <p><u>Update from Athletic Subcommittee:</u></p> <ul style="list-style-type: none"> Report by John Hodge. The Subcommittee met on June 13, 2017 and reviewed the drawings and specifications for the early site contract. It was also mentioned that they were hopeful to find a donor to do turf or sod on the baseball field. There was discussion about having to go back to the public if a major donation is not covered by the existing fundraising line item. 	



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	<p><u>Update from Sustainability & Building Systems Subcommittee:</u></p> <ul style="list-style-type: none"> • Mike Chonko presented the report. He filled the Committee in on the results of the proposals and interviews for commissioning agent. References were checked out for various firms. The recommendation of the Committee is to retain RFS Engineering out of Laconia, New Hampshire. Mark Conrad mentioned he had worked with RFS on previous projects and thought they had done an excellent job. The work for the next month will be to refine the scope of the commissioning and get a firm dollar value for the scope of commissioning requested by the Subcommittee. <p><u>Update from Student Advisory Subcommittee:</u></p> <ul style="list-style-type: none"> • Has not met. It probably will not meet again until September.. <p><u>Update from Fundraising Subcommittee:</u></p> <ul style="list-style-type: none"> • Had nothing to report. Will meet next on July 18, 2017 at 8:00 a.m. 	
	<p>6. PDT met with representatives from the Department of Education to review the 50% progress on Design Development. DOE said that PDT had made good progress on the Design Development drawings. DOE took no exception to any of the work that had been done to date.</p>	
	<p>7. PDT will be submitting a formal Design Development 100% set on or about August 15, 2017 at which time a check set will also be forwarded to SAD 75 for their review.</p>	
	<p>8. Baseball and practice field project: An update was presented of site walk, addenda and comments from contractors. The last day for an addendum will be Monday, July 17, 2017. Bid opening has now been moved to July 20, 2017.</p>	
	<p>9. PDT will review the bids with the Department of Education and Superintendent's Office. PDT will notify the Town and Sewer District concerning Alternate #1.</p>	
	<p>10. Kathy presented a review of the status of the site drawing. She explained it was PDT's intention to file with the Maine Department of Environmental Protection at the end of August or early September.</p>	



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	<p>11. Kathy presented a Power Point presentation of floor plans and exterior renderings. The question was asked about student lockers. It was explained we will be providing about 250 student lockers. In lieu of lockers students will have pegs in the classrooms to hang their backpacks or coats to keep backpacks from cluttering the floor.</p>	
	<p>12. There was a question about who accepts the athletic field bid. SAD 75 will be signing the contract; however, DOE has to review and agree with the bidding process and approve the price of the lowest bid.</p>	
	<p>13. There were questions asked about the moving of the press box. It was explained that moving the press box is not part of this bid. Money for this item is not in the State budget. PDT made a decision to keep the project as simple as possible so the construction could be completed quickly with an acknowledgement that future work will have to be done related to moving press boxes and other miscellaneous buildings after the 2018 spring season.</p>	
	<p>14. There was a question about the West Harpswell School 6F National Park Service encumbrance. It was explained this is still up in the air. Mark Conrad has started conversations with Doug Beck at the Department of Parks and Conservation.</p>	
	<p>15. Kathy explained that she was working with Donna to develop a small cadre of teachers that would act as a SWAT team to define the maker spaces and kinds of equipment which would seem appropriate for each space.</p>	
	<p>16. Kathy Kahill passed out a working copy of Suzanne Morin's individual space layouts with furnishings, storage and small equipment.</p>	
	<p>17. Kathy showed the latest parking diagram. The Committee made recommendations to shift some of the teacher parking over to the south side of the site so it would be west of the student parking lot. PDT also explained they would be going for variances to try and remove many of the required landscape islands in the parking lot to make it easier for plowing.</p>	
	<p>18. A question was asked about bleachers for the turf field. Lyndon explained DOE will be responsible for seeing that the new competition field has the same number of bleachers as presently exist. If the existing bleachers meet code and are acceptable, DOE will insist of having the bleachers moved to their new location. It was also noted the local unit is paying for 500 additional seats of bleachers which will probably be located on the visitor's side of the field.</p>	



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	<p>19. There was a question asked about the slope on the sanitary sewer. Lyndon explained the early grading plan showed there would be substantial fill under the building. There was possibly an opportunity to deal with sanitary sewer as a gravity sewer line. Final grading has not been completed.</p>	
	<p>20. There was discussion about the water line. PDT and their engineers visited the Topsham Water District and confirmed we would be putting in a new water line from Route 201 to the building with new hydrants at the building. We would be keeping the old line and letting it run from a new water meter pit to the new turf field. That water line will primarily be used for outdoor irrigation.</p>	
	<p>21. Kathy showed the status of the floor plan and went over some minor floor plan changes. The biggest change was the layout of the seating for the Forum which has gone from a half-circle to a segmented fan shape. Kathy explained this would provide better acoustics and overall better sight lines for all of the seats.</p>	
	<p>22. Kathy showed exterior elevations as part of the Revit model. Comments from the Building Committee were as follows:</p> <ul style="list-style-type: none"> • At least one member of the Committee did not like the front entry canopy. • At least one member of the Committee did not like the new shape of the Forum and preferred the previous round shape with windows around the drum. • Committee member suggested the window frames could use some color to enliven the building. 	
	<p>23. Lyndon and Kathy explained the model did not show all of the brick banding, change of brick color, shadow lines or window and panel colors. PDT said they would be making revisions to the model and bringing updated design ideas to the next Building Committee meeting.</p>	
	<p>24. Questions were asked about the railings at the second floor of the lobby. Concerns were expressed that if the railings were not designed properly students might accidentally fall over the railings. PDT said they would review future height of the railings with the Committee. Chris Shaw suggested measuring the railings at the Middle School which feel too low.</p>	
	<p>25. There was brief discussion about who would serve on the Percent for Art Committee. Whether they would be staff or community members. Kim mentioned she favored having at least two members be from the staff, although they did not have to be art teachers.</p>	



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	26. Jane noted she would like to have some community members on the Percent for Art Committee.	
	27. It was agreed to put this item on the agenda for the next Building Committee meeting to discuss how to advertise for volunteers and go about the interview and selection process of two individuals to serve on the Percent for Art Committee. END OF MEETING NOTES	