



## Meeting Notes

**Project:** MSAD 75 High School

**Date:** August 2, 2017

**Attendees:** MSAD 75 Building Committee (see attached sign-in sheet)  
 Lyndon Keck, PDT Architects  
 Kathy Cogan Kahill, PDT Architects

**Purpose:** Building Committee 35

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. Building was opened by the Co-Chair, David Johnson, Sr.	
<b>Subcommittee Reports</b>	2. <u>Update from Communication Subcommittee:</u> <ul style="list-style-type: none"> <li>• Donna Brunette updated the committee on communications.</li> <li>• The subcommittee posted update information to the website including budgeting information for the project, dates of construction for the baseball and practice fields, and the announcement that Crooker Construction, LLC was the apparent low bidder.</li> </ul> <u>Update from Technology &amp; Learning Commons Subcommittee:</u> <ul style="list-style-type: none"> <li>• Donna updated that the subcommittee has been working with Stewart at CDA to establish a comprehensive understanding of desired technology</li> </ul> <u>Update from Athletic Subcommittee:</u> <ul style="list-style-type: none"> <li>• Report by Geoff Godo.</li> <li>• There was no meeting in July</li> <li>• June meeting focused on reviewing the plans for the baseball and practice fields</li> <li>• Geoff has been in contact with PDT to establish a list of items PDT needs from the subcommittee so those can be addressed in the August meeting</li> <li>• Geoff has also been working with boosters on the concession spaces</li> </ul>	



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	<p><u>Update from Sustainability &amp; Building Systems Subcommittee:</u></p> <ul style="list-style-type: none"> <li>• Report by Mike Chonko related to commissioning agent. Comments by Mark Conrad confirming they had been working on a scope of work with the commissioning agent. The scope needs to be further reviewed because presently the cost proposal exceeds the budget for commissioning.</li> <li>• Subcommittee will likely ask the Building Committee for recommendation to sign a contract with RFS Engineers at September meeting</li> </ul> <p><u>Update from Student Advisory Subcommittee:</u></p> <ul style="list-style-type: none"> <li>• This Subcommittee will not meet again until September.</li> </ul> <p><u>Update from Fundraising Subcommittee:</u></p> <ul style="list-style-type: none"> <li>• Fundraising Subcommittee will meet on August 18, 2017. They are ready to start soliciting from major donors.</li> </ul>	
	<p>3. PDT presented the results of the bid opening on July 20, 2017 for the baseball and practice fields. It was explained that Crooker Construction, LLC was the low bidder with a base bid price, after deducting \$25,000 for the sewer repair allowance, is \$568,877. Their Alternate #1 price for replacing the sewer line is \$83,295.</p>	
	<p>4. Lyndon explained that there were allowances on both the base bid and Alternate #1. For Alternate #1-Sewer Replacement there was an allowance of \$2,750 for unanticipated trench rock. There also was an allowance for unnecessary work stoppage of \$7,500 related to work stoppage with the Navy.</p>	
	<p>5. Allowances for the base bid included \$8,250 for base bid trench rock, \$3,500 for base bid open rock and \$7,500 for base bid work stoppage.</p>	
	<p>6. There was discussion about adding sod at the multi-purpose field as Alternate #3 and constructing a full 15 car gravel parking lot as Alternate #2. Neither of these alternates can be taken now because of budget constraints. It was noted DOE had not approved monies for the parking lot; DOE does not pay for sod or synthetic turf at any athletic fields.</p> <p>7. Committee agreed that there would be another opportunity to bid the parking lot as an alternate in the next project.</p>	



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	8. PDT confirmed that MDEP and ACOE permits have been received for baseball and practice fields scope of work.	
	9. There was discussion about fencing around the construction site. It was explained that the bid documents require the contractor to place fencing around open trenches at the end of the work day.	
	10. There was general discussion about fencing that already exists around much of the athletic field. The portion to worry about in the future will be along the road that leads up to the Canam apartments.	
	11. There was general discussion about the need to provide more car parking for the baseball field. Concern about coaches, referees, umpires and visitors who will need to park in the middle school parking area and walk across the athletic fields.	
	12. There was concern about the public parking along Canam Drive and parking on the shoulders and becoming a public nuisance bothering the apartments owned by Patriot Brunswick Holdings, LLC.	
	13. Brad Smith updated Committee on discussions with Patriot Brunswick Holdings, LLC regarding payment of work for Alternate #1, Sewer Replacement. 14. PDT explained how the Requisitions for Payment procedure will work: two separate schedules of values, separate pay requisitions and invoices, and separate payment.	
	15. A motion was made by Donna Brunette and seconded by David Johnson, Sr.; "To recommend to the SAD 75 School Board that they enter into a contract with Crooker Construction, LLC for both the base bid of \$568,877 and Alternate #1-Sewer Replacement for \$83,295 for a total contract price of \$652,172. Award of contract is contingent on final legal review and approval of Alternate #1 by the School District's lawyers". The motion passed unanimously of those present.	
	16. Kathy Kahill showed a Power Point presentation that started with revisions to the site plan and revisions to the staff, visitor and student parking areas. She also noted that on the straight of way sections of the new entry drive there would be a gravel shoulder to allow cars to park for major events along the edges of the road.	
	17. The Building Committee was pleased with the new student parking lot and additional faculty parking lot.	



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	18. Kathy showed the revised parking area to the northwest of the new competition field and explained the changes to the layout.	
	19. It was explained that the site civil drawings will be about 90% complete by the end of August. These will be filed with the Department of Environmental Protection as part of the amendment to the site location permit. It was explained the site location permit will take between 120-180 days after date of filing.	
	20. Elevations of the exterior of the building were shown.. The exterior elevations had been updated to show brick banding and header courses; change of brick colors and change of window proportions. The revised elevations also showed the extent of exterior metal siding. A question was asked about the brick type. It was explained the brick would be predominately normal brick sizes with some jumbo bricks possibly used for the dark colored base which is approximately 3'-6" – 4' high.	
	21. It was noted the entry had been redesigned in response to previous comments by the Building Committee. There was now a brick tower column holding a rain canopy. There was concern that the brick tower not obstruct views of the entry plaza from the administrative area.	
	22. It was noted that borings had been completed along Eagle's Way. Ledge had not been encountered until very deep, around 15'-19' deep, in the area where the sewer extension needs to be made. It was acknowledged that the amount of fill under the building would not be 6' as previously stated by Lyndon but would be more like 3'-3'-6" at its deepest. The final building elevation will require a small pump station to handle the sewer from the high school building until it can be raised up to the gravity sewer around the softball field.	
	23. It was noted the sewer lift station will be attached to the emergency generator so it will be operational when CMP power is disrupted.	
	24. Kathy showed a live version of the Sketchup model. She moved around the building showing the different elevations. A question was asked about dumpster locations and emergency generator locations. There is a short, low garden wall of brick that will hide the dumpster from the dining commons.	
	25. There was discussion of the Forum and the fact it had been changed to be three segmented walls rather than a continuous, smooth half circle. It was noted windows had been enlarged. Brick color and brick banding had been introduced. The Forum has been given a brick base that will make the	



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	segmented Forum more compatible with the rest of the building. Academic block was shown and it was noted there will be color panels and potentially color on the window frames.	
	26. The Committee wanted to know when they would start to review and discuss exterior colors. PDT explained that will happen later in the Fall. PDT will bring actual samples of bricks, metal panels, paint samples and window frames.	
	27. Lyndon talked about a recent letter he had forwarded Brad Smith and Mark Conrad addressing Clerk of the Works selection and responsibilities, handling of the Phase 1 Clerk for the athletic field, and change order approval process, as well as an Owner's Construction Team.	
	28. Lyndon repeated that the Clerk of the Works, under State law, works for the architect. Liability related to the Clerk's decisions or functions become the liability of the architect and not the owner.	
	<p>29. Lyndon explained DOE had not provided enough money to have a full-time Clerk on the baseball and multi-purpose field projects. PDT had developed a recommendation to provide limited coverage as follows:</p> <ul style="list-style-type: none"> <li>• Brook Plummer, Clerk of the Works at Freeport High School, will be able to drop by one hour every morning during the month of August to meet with the site work superintendent.</li> <li>• Gorrill-Palmer, the civil engineers, will start by visiting the site once a day for the first week as the project begins.</li> <li>• The Sewer District has said they will have a full-time inspector at the job site the entire time the sanitary sewer is being replaced.</li> <li>• PDT and Gorrill-Palmer will provide regular site observation visits every other week as part of the architect's base contract. We will also attend pay requisition meetings and bi-weekly contractor meetings.</li> </ul>	
	<p>30. Lyndon outlined a two-part process for review and approval of change orders as follows:</p> <ul style="list-style-type: none"> <li>• PDT recommended the establishment of an Owner's Construction Team to be comprised of 3-4 individuals who can be reached by telephone. This will allow the architect to provide decisions regarding potential change orders much more quickly to the contractors without having to wait for monthly meetings with the Building Committee. PDT recommended the Owner's Construction Team have authority to provide change orders of any amount up to \$30,000 for a single item with a monthly total no larger than \$50,000.</li> </ul>	



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	<p>Anything over \$50,000 would need to go to the Building Committee for its' consideration and action.</p> <ul style="list-style-type: none"> <li>The results of all previous month's change orders will be reviewed with the Building Committee every month so the Building Committee is kept fully informed of all change orders regardless of size.</li> </ul>	
	<p>31. There was discussion by the Building Committee who agreed to recommend to the SAD 75 Directors that the Directors give the Building Committee authority to approve all change orders on the project. Further that the Board of Directors gives authority to an Owners Construction Team to approve change orders up to \$30,000 per line item and \$50,000 limit for those items that cannot wait for Building Committee consideration. It was also agreed the Owner's Construction Team would be composed of the Superintendent, Business Manager, Facility Director and Chair of the Building Committee.</p>	
	<p>32. PDT recommended the Board of Directors give either the Business Manager or Superintendent authority to sign the monthly pay requisitions.</p>	
	<p>33. There was discussion confirming that Chris Shaw needed to talk with the Navy representative to see who would be his back-up while he is on vacation or unavailable. This was concern regarding finding unsuitable soils at the Phase I athletic project.</p>	
	<p>34. The meeting notes were passed out. A motion was made by Chris Shaw and seconded by Donna Brunette to approve the minutes as written with a unanimous decision on the part of the Committee.</p>	
	<p>35. There was discussion about Percent for Art and how the two local representatives would be selected to serve on the Committee. After discussion, it was agreed the Building Committee would take applications of interest from any SAD 75 staff member, regardless of their position or school they worked at.</p>	
	<p>36. The Chair adjourned the meeting at 7:45 p.m.</p>	
	<p>37. The next Building Committee meeting will be on September 6, 2017 at 5:30 p.m. It will be held in Room 201 at Mt. Ararat High School.</p> <p style="text-align: center;"><b>END OF MEETING NOTES</b></p>	