



Meeting Notes

Project: MSAD 75 High School

Date: September 6, 2017

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

Purpose: Building Committee 36

These notes were prepared by Lyndon Keck and Kathy Kahill to the best of their ability. Please notify PDT Architects within seventy-two (72) working hours concerning any required corrections.

Topic/Time	Agenda/Notes	Action
	1. A motion was made by Jane to approve the minutes from August. Seconded by Julie. No changes to the minutes. They were approved unanimously.	
	2. Public comment. There was no public comment.	
Subcommittee Reports	<p>3. <u>Update from Communication Subcommittee:</u></p> <ul style="list-style-type: none"> • Continuing to update the website regularly • Discussed the drone videos and how those could be used in the future <p><u>Update from Technology & Learning Commons Subcommittee:</u></p> <ul style="list-style-type: none"> • Report was delivered by Jane who stated the Subcommittee would be meeting again to review the wish list, which is presently over the allowable budget. They will prioritize their wish list and present a revised equipment list to the Building Committee in October. • Subcommittee will meet again at the end of September with Administration to present work and results to them for comment and support before presenting to the Building Committee in October. <p><u>Update from Fundraising Subcommittee:</u></p> <ul style="list-style-type: none"> • Meeting in September <p><u>Update from Student Subcommittee:</u></p> <ul style="list-style-type: none"> • Next meeting in October • Recommended that a stand-in for Emily be discussed at the next meeting 	



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	<p><u>Update from Athletic Subcommittee:</u></p> <ul style="list-style-type: none"> • Will meet again in September. They were dormant through the summer. <p><u>Update from Sustainability & Building Systems Subcommittee:</u></p> <ul style="list-style-type: none"> • Postponed their report until the agenda item on commissioning. 	
	<p>4. <u>Month's Construction Summary.</u> Lyndon presented an overview of work that had been accomplished by Crooker Construction which included the following:</p> <ul style="list-style-type: none"> • The sanitary sewer replacement was fast and easy with no complications. • Trench ledge was approved in the amount of approximately 11.4 cubic yards as a result of installing the sewer and associated manholes. • Stuart Kay. will be testing and reviewing the sewer and manhole installation with a third-party inspection service before the Sewer District signs off. • There was a pay requisition approved for both the sewer and main construction in August. • Lyndon explained that very little open ledge was encountered as a result of doing sub-grade work at the baseball field. Storm sewer extensions were completed. The concrete retaining wall was installed. Lyndon explained the sub-grade work had been mostly completely at the multi-purpose field and baseball field. 	
	<p>5. Mark Conrad requested that on future agendas we have a standing topic to be labeled "Expense & Budget Report" which would include a summary of pay requisitions, change orders, and a summary of the overall project budget as presented by the Business Manager. Mark explained he has been paying many bills and several line items are nearing their budget upsets, especially as related to testing and survey work.</p>	
	<p>6. A presentation was made by Mike Chonko and Mark Conrad concerning the commissioning proposal from RFS Engineering. They explained they had revised the summary of scope and had met personally with the owners of the company and the engineers that would be the boots on the ground to refine the scope and costs. The proposal presently is \$154,000 with additional money added for having the commissioning agent develop a maintenance</p>	



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	manual for the facility manager and the custodians. There is \$77,040 local dollars remaining in the extra commissioning and oversight line item.	
	7. Chris Shaw acknowledged the scope of work seemed to be in line with what their expectations were as a Committee.	
	8. There was a motion to approve and recommend to the Board of Directors that the RFS Engineering proposal be accepted and SAD 75 enter into a contract for commissioning services in the amount of \$154,000. A motion made by Michael Chonko and seconded by Jane. There was unanimous Building Committee approval.	
	9. Lyndon and Kathy gave an overview of the Department of Education design development Review meeting which lasted three and a half hours on September 6 th . Lyndon explained he had four pages of notes. The DOE review by Valerie Chiang and Jim Harford seemed to be very thorough. DOE had acknowledged that the Design Development package was excellent, probably well beyond the scope of typical Design Development submissions.	
	10. PDT added that Gorrill-Palmer had submitted to DEP for the site location permit. We will be working with the Topsham Planning Board concerning a schedule for submission to the Planning Board.	
	11. Kathy presented a PowerPoint presentation to the Building Committee focused on the interior design accomplished during Design Development. She showed floor plans and 3D Revit models of the library learning commons, dining commons, main lobby stairway, as well as colored interior elevations along Main Street.	
	12. Several Committee members noted that they loved the use of wood throughout the project and confirmed this was one of their original goals in the Concept Design.	
	13. Donna requested that Suzanne and Kathy meet with the general teaching staff to go specifically go over the design of general classrooms.	
	14. Kathy will be making a presentation to the SAD 75 Board of Directors next week. It was requested that exterior views be presented to the SAD 75 Board as well. Kathy will do an abbreviated version of the August and September PowerPoints so the Board gets an overview of both exterior and interior work.	



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	15. There were general concerns about the interior views from Committee members as follows: <ul style="list-style-type: none"> • They want PDT to stay focused on durability of materials. Concerned about wood down low that could be damaged by students. • Concern about wood stair treads that might need constant maintenance. 	
	16. There was discussion of science room ceilings and acoustics and what would be appropriate for various science rooms. PDT to review with the acoustical engineer.	
	17. There was discussion of exterior awnings over all the doors and an acknowledgement to DOE would not pay for those. PDT will be removing those from future submissions.	
	18. There was general discussion about what it meant to approve Design Development drawings. Chris Shaw was concerned that he had not yet had an opportunity to share with PDT his comments on the drawings and specifications. PDT acknowledge the drawings were well past what meets the legal definition for Design Development drawings. Client input and Department of Education input will continue through the end of Construction Documents. Minor changes to materials and minor design elements will continue to be defined and changed based on both budget and SAD 75 feedback.	
	19. A motion was made by David Johnson and second by Jane to approve the Design Development phase drawings and allow PDT to continue to work on the Construction Documents.	
	20. The vote was unanimous to accept Design Development.	
	21. Brad Smith made a brief presentation about the Percent for Art Project. He has not yet released the call for volunteers. He will be doing this shortly now he knows how many meetings and how much commitment will be required on the part of members	
	22. Kathy Kahill to contact Julie Horn to try to understand what the project manager's role is on the Percent for Art project.	



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	23. Under general discussion, Brad Smith noted that Patriot Holdings and Crooker Construction had been invited to attend the SAD 75 School Board meeting where they would be acknowledged for their support with the high school project.	
	24. The next Building Committee meeting will be on October 4, 2017 at 5:30 p.m., Room 201 MTA. END OF MEETING NOTES	