



Meeting Notes

Project: MSAD 75 High School

Date: October 4, 2017

Attendees: MSAD 75 Building Committee: David Johnson. (Co-Chair), Brad Smith/Superintendent of Schools, Mark Conrad/Business Manager, Donna Brunette, Principal/Mt. Ararat High School, Chris Shaw, Facility Manager, Mike Chonko, Matt Cook, Jane Scease, David Johnson, Jr., Geoff Godo/Athletic Director and Jodi Crawford
 Lyndon Keck, PDT Architects
 Kathy Cogan Kahill, PDT Architects

Purpose: Building Committee 37

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. David Johnson. acted as Committee Chair.	
	2. The Committee reviewed the meeting notes from September 6, 2016. Motion by Donna Brunette and seconded by Jane Scease. The minutes were unanimously approved	
	3. There was no public comment	
Subcommittee Reports	<p><u>Update from Communication Subcommittee:</u></p> <ul style="list-style-type: none"> • The update was presented by Donna. The Communication Subcommittee expressed an interest in posting video from drones looking over the athletic field. • They wanted to remind all other Subcommittees to post their notes and revisit the FAQs for the website. <p><u>Update from Technology & Learning Commons Subcommittee:</u></p> <ul style="list-style-type: none"> • Report was delivered by Jodi Crawford, who is the Chair of the Technology Subcommittee. She also had a handout dated October 4th. She did a PowerPoint presentation complete with budget explanation. She went over the history of the work of the Committee, their budget deliberations and presented options for continuing to add to the budget requests via fundraising or operating budgets in future years. <p><u>Update from PE & Athletic Subcommittee:</u></p> <ul style="list-style-type: none"> • Presentation was made by Geoff Godo, Athletic Director. 	



Meeting Notes

Topic/Time	Agenda/Notes	Action
	<ul style="list-style-type: none"> • The Subcommittee met in September and reviewed their previous decisions regarding two different flooring materials in the two gyms. • They did a locker room review. • They prefer plastic bleachers. They would like to do Mt. Ararat lettering and logos on the front face of the bleachers. • They've reviewed the awards display area. They want PDT to think about possible locations for a large number of plaques. • They reviewed the auxiliary gym with the various batting cage, rope course, and wrestling mats that need to be accommodated. • Matt Cook laid out areas for the potential ropes course. • They will look at listing their preferences for equipment in the fitness room. • They are starting to review and think of selecting materials for the synthetic turf field. • They are continuing to reach out to area schools to check on the differences of various play surfaces. They are asking vendors to bring in samples. • The PE Athletic Subcommittee will meet again on October 11th at 5:30 p.m. at the high school. <p><u>Update from Sustainability & Building Systems Subcommittee:</u></p> <ul style="list-style-type: none"> • No report given. • Mark Conrad explained he was still waiting for a contract from both RFS and the Department of Education before the Subcommittee could proceed further. • Kathy explained that PDT would be completing the 50% CD set in a couple of weeks. PDT will send a copy of the set to RFS. <p><u>Update from Student Subcommittee:</u></p> <ul style="list-style-type: none"> • No report given <p><u>Update from Fundraising Subcommittee:</u></p> <ul style="list-style-type: none"> • Report was made by Brad Smith who explained there had been a meeting in September with an attendance of 10. Brad explained complications related to the Fundraising Committee wanting to raise more money than they had originally targeted. There was discussion about the legal issues and the need to confer with both attorneys and the Department of Education. • The Committee was concerned that opportunities be created for people to give money for academic fundraising, as well: art, music, and theatre. • The next Fundraising Subcommittee meeting will be October 19th. 	



Meeting Notes

Topic/Time	Agenda/Notes	Action
	<p>4. Mark made a brief presentation about the status of the project budget. He passed out a budget sheet showing expenditures to date and budget balances.</p>	
	<p>5. Lyndon made a report on the Planning Board sketch plan application made on October 3rd</p> <p>The Planning Board seemed to be generally supportive of the project. They had questions related to storm water management, traffic management, and schedule.</p> <p>Randy Dunton, traffic engineer from Gorrill Palmer, did present to the Planning Board. He answered many of their questions. Lyndon explained we wrote down the Planning Board's issues and questions. We will be working to have answers for the Planning Board when we go back with the formal submission. Formal submission will be made on October 30th. We expect the Planning Board to begin deliberation on the application on Tuesday, November 21, 2017.</p>	
	<p>6. Kathy made a brief presentation about the work she and her team have done over the last thirty days. She talked about her meeting with the school security team to review doors, hardware, cameras and evacuation plans.</p>	
	<p>7. Kathy also talked about feedback received from a meeting with general classroom teachers, as well as the new Director of Special Education.</p>	
	<p>8. PDT expects to meet with a panel of custodians, teachers and administrators to discuss material selections related to durability, cleaning and acoustics during the month of October.</p>	
	<p>9. The Committee talked about traffic at 201 and the various options related to turning lanes, posting 201 for 15 MPH during school hours, and traffic flow on the site, more specifically about traffic departing the student parking lot.</p>	
	<p>10. There was discussion about the improvements made to the softball access ramp with mention the ramp design will have to be coordinated with any new dugouts built for the softball field.</p>	
	<p>11. Kathy presented a PowerPoint presentation showing site plans, landscape plans, floor plans and exterior elevation studies.</p>	



Meeting Notes

Topic/Time	Agenda/Notes	Action
	12. Sketches of both the front entrance and gymnasium prepared by the landscape architect were reviewed. Also reviewed were sketches and photographs he had taken of views out of the Learning Commons towards the pond.	
	13. There was discussion about the plowing of the bus drop off and parent drop-off and the use of low berms to create traffic flow and visual interest. It was recommended we could grow vines on the black chain link fence that will be installed to direct students to the formal crosswalks.	
	14. There was talk about how wide the sidewalks would be to the front door. Lyndon suggested they would be somewhere between 10'-15' wide. There was discussion about possibly adding a bollard in the center to prevent people from driving cars through the handicap paths.	
	15. There was discussion about the several types of glass that would be required, as well as shading for major glass areas such as the dining commons and the Learning Commons. It was noted the Learning Commons faces due north so glare will not be as difficult to deal with at the Learning Commons. Kathy explained her greatest concerns are east facing and west facing windows.	
	16. There was concern and discussion about teachers wanting to put window shades on all glass units inside the school. There was discussion about the cone of security and how every room should be designed so there is at least one corner or 1/3 of the room where teachers and students can huddle without being seen from the glass sidelights and glass doors.	
	17. The School Board will need a policy about shading devices and curtains or else the teachers will be putting in work orders to have all the glass covered by interior shades.	
	18. Lyndon made a brief presentation about PDT's acquisition by CHA. He explained to the Building Committee that they should see no changes in PDT's services. PDT will remain a standalone company.	
	19. There was a motion to adjourn made by Jane and seconded by Donna. The meeting was adjourned at 7:42 p.m.	
	20. The next Building Committee Meeting will be November 1, 2017 @ 5:30pm in Room 201 at MTA high school.	
END OF MEETING NOTES		