

**Project:** MSAD 75 High School

**Date:** July 11, 2018 @ 5:30 p.m.

**Attendees:** MSAD 75 Building Committee: Dan Chuhta, Interim Superintendent/MSAD 75, Mark Conrad, Business Manager/MSAD 75, Chris Shaw, Facilities Director/MSAD 75, Geoff Godo,, Athletic Director/MSAD 75,,Donna Brunette, Principal/Mt. Ararat High School, David Johnson Sr., David Johnson, Jr., Kim Totten, Michael Chonko, Jane Scease, Rob Hollenbeck, and Emily Roberts Lyndon Keck\*, PDT Architects  
Kathy Cogan Kahill, PDT Architects

**Purpose:** Building Committee 44

The following notes were taken by Lyndon Keck to the best of his ability. If you find discrepancies or corrections are needed please notify PDT Architects within three (3) working days.

Topic	Agenda/Notes	Action
	1. David Johnson, Sr. chaired the meeting which began at 5:34 p.m.	
	2. A motion was made by Donna and seconded by Jane to approve the meeting notes from the previous Building Committee meeting. The vote was 7 yes and 1 abstention	
	3. Chris Shaw raised a concern on the earlier June meeting notes that needed to be recorded in the July notes.  Chris pointed out that there is inconsistency from the Topsham Water District regarding metering of the fire hydrants on other school district properties.	
	4. <u>Public Comment</u> : None	
	5. Communication Subcommittee notes were presented by Donna Brunette: <ul style="list-style-type: none"> <li>• Last meeting was on June 12, 2018.</li> <li>• They requested Landscape Subcommittee volunteers.</li> <li>• They communicated that construction had begun and that the State Board of Education had approved the start of construction.</li> <li>• They posted notices that the track would not be available to the public as of June 18, 2018.</li> <li>• The Communication Subcommittee would like to have new sketches or photographs from construction.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• The Communications Subcommittee is putting out information concerning funding of Forum seats. It is also posted on the senior page.</li> </ul>	
	<p>6. Athletic Subcommittee notes were presented by Geoff Godo:</p> <ul style="list-style-type: none"> <li>• The Subcommittee met on June 28, 2018.</li> <li>• They have been working on selecting scoreboards.</li> <li>• NEFCO has a six-week lead time which means there needs to be an August purchase for an October 15<sup>th</sup> installation deadline.</li> <li>• Geoff was sensitive to Title IX issues as related to the softball scoreboard.</li> <li>• Geoff has finished and submitted the physical education athletic equipment list to PDT.</li> <li>• Geoff talked about the request to move the outside door at Storage Room A144.</li> <li>• Geoff said there was a need for more internal athletic storage.</li> <li>• Geoff is researching storage systems for the athletic storage rooms.</li> <li>• The Dugout Design Committee is putting the finishing touches on their design, which has to be approved by the Building Committee.</li> <li>• An Eagle Scout is proposing to install a 40' flag pole beyond the baseball outfield by the scoreboard.</li> <li>• The Athletic Subcommittee is considering making donation bricks available for donors to the baseball field to be coordinated with the flag pole.</li> <li>• The Subcommittee has selected colors to paint the outbuildings so there is a consistent color theme throughout the campus.</li> <li>• The colors which have been chosen are Blueblood for blue and Showstopper Red for the red; these are Sherwin-Williams colors.</li> </ul>	
	<p>7. The Building Committee talked about red being a fugitive color. PDT will make a recommendation as to what shade of exterior red might hold up the best. Geoff explained that the predominate color used will be the blue which is not a fugitive color.</p>	
	<p>8. Fundraising Subcommittee report was given by Rob Hollenbeck. His report was as follows:</p>	

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	<ul style="list-style-type: none"> <li>• Rob gave an update on the direction of the dugout design. They hope to build the dugouts out of masonry but if that is not financially feasible they will build them out of wood.</li> <li>• The Fundraising Committee recognizes that the School District has already paid \$18,000 for the concrete slabs.</li> </ul>	
	<p>9. Mark Conrad spoke of the need to not use bond money or general fund money for those items that are supposed to be paid for by fundraising. He stated it was important for the Fundraising Committee to begin to build up a surplus of funds to start to pay for things they want to spend money for.</p>	
	<p>10. Rob Hollenback stated there may be a problem because they are giving donors an opportunity to spread out donations over a three-year period. Rob and Mark Conrad will have to work out details of delayed funds.</p>	
	<p>11. Sustainability Subcommittee has not met.</p> <ul style="list-style-type: none"> <li>• Chris reported on current construction oversight.</li> </ul>	
	<p>12. Student Advisory Subcommittee has not had a recent meeting.</p>	
	<p>13. Fundraising Subcommittee was summarized by Donna who gave the following information:</p> <ul style="list-style-type: none"> <li>• Amy Sexton has been named as the third co-chair.</li> <li>• The Fundraising Subcommittee is developing a timeline calendar.</li> <li>• The Fundraising Subcommittee is starting to develop a list for concession equipment.</li> <li>• The Fundraising Subcommittee has established a goal of selling \$100 bricks with the hope of raising \$15,000-\$20,000.</li> <li>• The next meeting for the Fundraising Subcommittee will be August 24, 2018.</li> </ul>	
	<p>14. Construction update from PDT started with Lyndon talking about a regular program of bi-weekly meetings involving the general contractor, owner and the architects and engineers. The first Tuesday of every month will be a pay requisition meeting. The third Tuesday of every month will be a bi-weekly coordination meeting held at 1:00 p.m. Lyndon explained the goal would be to have the Business Manager, Superintendent and Facility Manager at the pay requisition meeting. They would not necessarily need to be involved in the bi-weekly construction meeting on the third Tuesday of the month.</p> <p>Lyndon explained that PDT and the general contractor will meet at 12:00 p.m. on the first Tuesday of every month to go over all project coordination items before the pay requisition starts.</p>	

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	<p>15. Lyndon spoke at length about the construction contingency. What it is, how it will be used, and the three different kinds of change orders typically issued during construction. These are as follows:</p> <ul style="list-style-type: none"> <li>• Discovered conditions</li> <li>• Owner requested changes</li> <li>• Design team errors and omissions</li> </ul>	
	<p>16. Lyndon explained that in the first month of construction we had a change order proposal for each of the three categories or buckets.</p> <ul style="list-style-type: none"> <li>• There is one change order proposal related to 333 cubic yards of unsuitable material at the base of the new Eagle's Way.</li> <li>• There are two owner requested change orders. One for moving the softball storage building and the other for moving an exterior door to the inside of a storage room at the auxiliary gym.</li> <li>• Lyndon explained there was already one omission change order item for salvaging and moving one of the scoreboards used for field hockey to the new football practice field.</li> </ul>	
	<p>17. There were several questions from the Committee regarding change orders and how often the contractor, owner and architect talk about these items. It was explained that there is constant telephone communication regarding these items. When change order proposals are presented at the pay requisition, they are all predetermined. Signing the pay requisition and change order is simply a formal process.</p>	
	<p>18. A question was asked by Committee member as to what happens if the entire construction contingency is spent before the end of the project. PDT explained this have never happened in their 40-year history but that the owner would probably look at moving funds from furnishings and technology back down into the contingency line item.</p>	
	<p>19. Lyndon explained that the bulk of change orders tend to happen coming out the ground when the building foundations, underground utilities, roadways and parking lots are being installed.</p>	
	<p>20. Kathy made a brief explanation of how communication happens on a daily basis between the contractor, owner and architect. At present, A. C. Dudley is putting together a ProCore software package where RFI's, CP's, and Change Orders will be posted, as well as submittals, shop drawings, and general communication. Kathy explained at this time instructions issued from her team will be going through emails because ProCore is not completely set up yet by ACD.</p>	
	<p>21. Kathy explained that pay requisition #1 was approved in July for \$791,439.30. There were no change orders in July.</p>	

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	22. Mark Conrad passed out his DOE budget update which showed expenditures through the end of June.	
	23. <u>General Discussion:</u> <ul style="list-style-type: none"> <li>• Lyndon stated he was very pleased with the way the new Eagle's Way layout runs through the trees. It will make an excellent first approach to the building.</li> </ul>	
	24. Next Building Committee meeting is scheduled for August 1, 2018. The meeting was adjourned.	
	25. PDT recommended issuing a letter to neighbors about expected noise from well drilling rigs. PDT to provide language. <p style="text-align: center;"><b>END OF MEETING NOTES</b></p>	