



**Meeting Notes**

**Project:** MSAD 75 High School  
**Date:** May 1, 2019 at 5:30 p.m. in Room 201/Mt. Ararat High School  
**Attendees:** MSAD 75 Building Committee  
 Kathy Kahill, PDT Architects  
 MSAD 75 Building Committee Members as per attached sheet

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

**Purpose:** Building Committee 54

Topic/Time	Agenda/Notes
<b>Meeting Notes</b>	<ol style="list-style-type: none"> <li>1. John Hodge called the meeting to order.</li> <li>2. Physical copies of the meeting minutes were distributed for the March and April meetings for approval.</li> <li>3. Chris asked for correction on page 2 of Building Committee #52 notes to reference "PV" rather than "TV"</li> <li>4. Notes were accepted as corrected</li> </ol>
<b>Public Comment</b>	<ol style="list-style-type: none"> <li>5. None</li> </ol>
<b>Subcommittee Updates</b>	<ol style="list-style-type: none"> <li>6. % for Art           <ul style="list-style-type: none"> <li>- None</li> </ul> </li> <li>7. Communications           <ul style="list-style-type: none"> <li>- Committee discussed summer access to the school, walk-through of the site by the Building Committee last month, progress of Technology subcommittee to select Promethean panels for classrooms, furnishings subcommittee progress, and student flag designs</li> <li>- Committee will be reposting opportunities for purchasing donor bricks and forum seats</li> <li>- Bob Lucy updated the group about the progress of the Town to approve digital signage for the school</li> <li>- Next meeting, May 10, 2019</li> </ul> </li> <li>8. Technology &amp; Learning Commons           <ul style="list-style-type: none"> <li>- Jodi presented the work the subcommittee has done to get the scope of work back on the new budget. Budget was decreased when the construction bids came in low.</li> <li>- Jodi explained that they have not compromised any priorities for education spaces and that they have been able to add back in some items via bid alternates to ensure competitive pricing.</li> <li>- Currently the technology equipment budget is below the target PDT provided from the DOE budget.</li> </ul> </li> </ol>



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	<ul style="list-style-type: none"><li>- Enhanced audio was pulled from all classrooms, but they were able to add it back into 10 classrooms for special services.</li><li>- Next steps include further refinement of AV design, network design. Quality Control of bid documents in fall with bids going out by the end of 2019.</li></ul> <p>9. PE/Athletics</p> <ul style="list-style-type: none"><li>- Kathy and John reviewed Geoff's notes</li><li>- It has been decided that it is not in the best interest of the project and the health of the fields to have the batting cages available to students this spring. Geoff has made other plans with a portable batting cage at the Middle School.</li><li>- Kathy and John reminded the Committee about the power for the baseball fields. The plan has always been to provide power to the baseball field from the poles on Canam once that road is made public. The Town Planner indicated that the conversion of that road is likely anticipated for 2021. John confirmed that power will not be available for the 2020 season. He also confirmed that the scoreboard will be solar.</li><li>- Kathy updated team on baseball field grass: Crooker consulted with their grass expert and will be dethatching the fields in the next few days to address winter kill and encourage regrowth.</li><li>- Kathy noted that the PE/Athletics committee has been very responsive in turning around submittal decisions as needed (such as the color selection on the lockers for locker rooms.)</li></ul> <p>10. Systems and Sustainability</p> <ul style="list-style-type: none"><li>- Mike presented the services that a third-party energy consultant could offer to assist in procuring a PV agreement. He presented the proposed scope of Competitive Energy Services to provide guidance on the financial analysis of a PPA and assisting with managing the RFP process to obtain PPA proposals.</li><li>- Competitive Energy Services proposed fees were as follows<ul style="list-style-type: none"><li>• \$4,000 to write the RFP for Power Purchase Agreements</li><li>• \$2,500 to assist with selecting a provider and negotiating a contract</li></ul></li><li>- Mike asked for support of this fee proposal so that the Subcommittee can move forward with writing the RFP.</li><li>- Mark reminded the Committee that they have already committed \$4,500 to ReVision for the PV layout they did.</li><li>- A motion was made by Kim to accept the fee proposal. Donna seconded the motion, and it was approved unanimously.</li><li>- There was some discussion about presenting how a PPA works and findings to the School Board in the future.</li></ul> <p>11. Student Advisory</p> <ul style="list-style-type: none"><li>- Emily presented the flag design to the School Board</li><li>- Selecting a new student representative to the Building Committee is on their to do list.</li></ul> <p>12. Fundraising</p>



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	<ul style="list-style-type: none"><li>- Next meeting is scheduled for May 3, 2019</li><li>- Rob reported that they have +/- \$100,000 in-hand or committed</li><li>- The subcommittee is targeting September for a thanking the donors event and more public notification of fundraising status.</li><li>- Chris asked the status of reaching out to school vendors who had indicated that they were interested in making donations.</li><li>- Rob asked for the list of school vendors to be resent.</li><li>- Donna spoke to non-athletic fundraising, noting that once the initial list of items that were part of the referendum have been funded, then the Building Committee will prioritize requests, both for the academic building and for the athletics department.</li><li>- Mark suggested the Dining Commons outdoor eating area could be something on the list of items to fundraise for after the referendum items are funded.</li><li>- Kim reminded the committee that there are people who want to donate, but are less likely to donate to athletic items currently targeted.</li><li>- Rob indicated that smaller donation opportunities will be opened up later in the process.</li></ul>
<b>Construction Progress Report</b>	<p>13. Kathy Kahill presented an update on construction and schedule.</p> <ul style="list-style-type: none"><li>- Construction is 37.7% complete by dollar value.</li><li>- Draft requisition for May is for \$3,290,510.83</li><li>- Slabs are being poured, sheathing and air vapor barrier continues to go up, brick has started, interior framing is going well with electrical and plumbing and HVAC following.</li><li>- Mike asked about Commissioning, and Kathy reported that Chris Wolcott has been making commissioning / observation trips to the site. PDT is in regular contact with him to keep him in the loop on phases of construction. RFS will start to be more involved now that systems are being installed. Additionally, SW Cole is on site weekly for required testing, observation, and special inspections required by the contract documents.</li></ul>
<b>Summer 2019 Traffic and School Access</b>	<p>14. Kathy reported that two meetings have taken place to discuss summer access to the school, as traffic patterns and parking options will have to change a few times. A third meeting will take place next week to finalize so that graphics and notices can be distributed to the school community in preparation for road and parking closures. Donna reported that summer events at the school will be very limited due to a significant reduction in parking until the end of the summer.</p>
<b>Baseball Parking Options</b>	<p>15. Chris reported on finding a product to explore for parking between the baseball field and the practice field at the annex site. The product is TrueGrid which provides structural stability to a grassed area for parking. He passed out product literature. Kathy cautioned that this product is often very expensive.</p>



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	Additionally, the DEP does not consider it 100% permeable and will require treatment of that area of parking
<b>Payments &amp; Change Orders</b>	<p>16. Kathy presented the Change Proposal for changing the cabling to the wireless access points in the school from (1) CAT 6 to (2) CAT 6a. This was requested by Nick Riggie in order to provide for the increasing number of devices accessing the network in schools, both equipment that operates over the wireless network and student devices.</p> <ul style="list-style-type: none"> <li>- The Change Proposal Kathy presented was for \$30,668.75, but she expects that number to be reduced by approximately \$2,000 as the contractor corrects a mark-up mistake they made in the paperwork. This amount is what the electrical engineer anticipated for the requested scope of work.</li> <li>- Kim moved to approve a Change Order for this scope of work up to \$30,668.75; Frank seconded the motion; the Committee approved the motion unanimously.</li> </ul>
<b>Budget Update</b>	17. Mark circulated an updated budget sheet and noted that some of the negative balances have been rectified and the remainder will be rectified at the next budget reconciliation with the State.
<b>Election of new Vice-Chair of the Building Committee</b>	<p>18. John asked for nominations for vice-chair</p> <ul style="list-style-type: none"> <li>- Chris nominated Kim Totten; Donna seconded the nomination.</li> <li>- No other members were nominated</li> <li>- John congratulated Kim and named her Vice-Chair.</li> </ul>
<b>Other Items</b>	<p>19. Donna asked when the staff might be able to tour the new building.</p> <ul style="list-style-type: none"> <li>- Kathy suggested after the summer when there will be fewer site hazards; Chris agreed.</li> <li>- Donna requested a virtual tour to tide them over.</li> </ul> <p>20. Next meeting is June 5.</p>
	<p>21. Meeting was adjourned at 7:30.</p> <p style="text-align: center;"><b>END OF MEETING NOTES</b></p>