



## Meeting Minutes

**Project:** Kate Furbish Elementary School  
**Date:** August 8, 2019 at the Council Chambers of Brunswick Town Hall/6:00 p.m.  
**Attendees:** Elizabeth Sokoloff, Mark Wethli, Jeanne Doughty, Arthur Pierce, Chris Watkinson, Nathan Hintze, Philip Dionne, Kelly Wentworth, Matt Pitzer/CHA Architecture and Lyndon Keck\*, CHA Architecture  
**Purpose:** Committee Meeting

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

Topic/Time	Agenda/Notes	Action
	1. The Chair called the meeting to order at 6:04 p.m.	
	2. Minutes from July 11, 2019 meeting were reviewed and approved based on a motion by Chris.	
	3. A view of construction activities was led by Matt Pitzer who shared a PowerPoint schedule with photographs of the building and descriptions of current construction activities.	
	4. Construction activities include installation of storefront and curtainwall systems, masonry veneer and metal panel attachment and insulation system, interior cold form framing, mechanical and plumbing rough-ins, and roofing on House B.	
	5. Slides shown to the Committee include <ul style="list-style-type: none"><li>• pictures of the exterior Classroom Section A</li><li>• interior classroom for House B</li><li>• masonry and storefront installation at the cafeteria</li><li>• masonry installation at the gymnasium and Section C</li><li>• interior cold framing at House B</li><li>• interior drywall completed at House B second floor</li><li>• interior framing at Section C Learning Commons and Special Education rooms</li><li>• ongoing roof installation at Section B</li><li>• rainscreen system mock-up</li></ul>	



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	6. Matt reviewed the July requisition in the amount of \$1,085,643 which represents 52.06% completion.	
	7. Change Order #4 was approved in the amount of \$9,502.	
	8. There are seven open proposal change orders totaling \$39,000.	
	9. Total accepted net change orders to date is \$182,138, approximately 8.1% of the beginning contingency budget which was \$2,238,854.	
	10. Matt explained that one of the open proposed change orders was to add two additional telecommunication rooms which would be taken out of the common hallway space in each of the two academic houses.	
	11. Matt explained CHA's interior group had prepared a budget for new furniture and equipment which was originally estimated at \$1.5M. It was explained that in the past furnishings represent 6% of the building construction cost which would be \$1,250,000.	
	12. The CHA interiors group has identified existing furniture to be salvaged which would save approximately \$85,000. CHA's classroom furniture estimates for forty (40) classrooms comes out to approximately \$860,000. Furnishings for the library, cafeteria table, choral risers, miscellaneous support rooms and offices adds an additional \$144,500 for a total of \$1,184,500 which should be rounded up to \$1,250,000 when one adds maintenance equipment for the inside and outside of the building, as well as miscellaneous small wares. CHA Architecture recommends a furniture budget of \$1,250,000. This would require an increase of \$600,000 to be taken out of the contingency and put into the furniture budget line item.  A motion was made by Phil and seconded by Mark to take \$600,000 out of the contingency so the furnishings and equipment line item would then be \$1,250,000	
	13. Matt Pitzer showed slides of the Discovery Classroom which has been designed as a standalone pavilion directly adjacent to the cafeteria and cafeteria entrance. The building has glass on three sides. The glass would have a fretted film pattern on the glass so there would be a degree of opaqueness and not completely transparent.	
	14. It was also explained there will be rolling internal shutters similar to barn doors which can be rolled to block the sun, used as "pin-up" space by the students and to create thermal protection during the winter.	



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	15. Questions were asked if there was too much glass to keep the pavilion warm during the winter. Matt explained the HVAC system had not yet been fully designed but the sliding doors were intended to provide some additional thermal insulation.	
	16. Question was asked about furniture placed up against the glass. Matt explained the furniture is intended to be rolling tables and movable stools, as well as rolling book shelves that can be moved to provide maximum flexibility for teaching opportunities.	
	17. Matt explained the floor will be hard surface so it can be easily washed. The acoustics will be handled at the ceiling level.	
	18. Phil Dionne expressed concern that the building pavilion needs to be forwarded to Ledgewood for pricing as soon as possible because the site contractor is expected back within four weeks.	
	19. Phil made a motion to send the pavilion out for pricing as soon as possible. This was seconded by Art and received unanimous support from the Committee.	
	20. Subcommittee Reports: <ul style="list-style-type: none"> <li>• Art Committee has met and is preparing a Request for Qualifications from interested artists. They hope to receive responses over the next month.</li> <li>• Interiors Committee: Presentation was made by Jeanne. The Committee will meet with Ariana to review furnishings now that the Committee has an established budget of \$1.25M.</li> <li>• Playground Committee: The Committee was introduced by Nate. He said they had two meetings over the last month. One landscape architect was interviewed who responded to their request for a designer to develop natural playgrounds.</li> </ul> <p>Jeannie Stinson, is the chairperson of the Playground Committee. She made a presentation explaining the process for selecting a designer. She introduced Sashie's credentials and an outline for the first phase work plan. The intention is that the whole space will be designed for kids to interact with each other in large and small social spaces, as well as to the natural environment.</p> <p>There was discussion as to whether the budget of \$103,000 would be adequate. Jeannie said, ideally, there would be an increased</p>	





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	<p>budget of \$200,000. She reminded the Committee the playground at Harriet Beecher Stowe cost almost \$180,000 five years ago.</p> <p>There was discussion as to whether budget restrictions should be put on the designer's fee or construction cost prior to the start of work. General discussion concluded that the landscape architect should be asked to develop a plan that can be done in phases as money is raised or increased from \$100,000 to \$200,000. It was suggested the landscape architect should present a preliminary plan with preliminary costing at a later meeting, perhaps in October or November.</p> <p>A motion was made by Chris to approve the hiring of Sashie, the landscape architect, and for her to begin a phased masterplan design for 2-3 playground areas. Positive vote was unanimous.</p> <ul style="list-style-type: none"> <li>• Rapid Response Committee report was made by Phil Dionne. He said that Committee has been reviewing, approving and signing monthly pay requisitions and change orders presented by CHA and Ledgewood at the monthly meeting. Phil said the project was going well with very few change orders. The project appears to be on schedule and has excellent oversight by Tom Brubaker, the project clerk.</li> <li>• Technology Subcommittee: It was noted the Technology Subcommittee had approved the addition of two technology wiring closets and was recommending a change order for these to be installed.</li> </ul>	
	<p>21. There was a question about the funding and the possible issuance of BANS and permanent financing. Kelly Wentworth, the business manager, explained the Town Council has established an October 15<sup>th</sup> deadline for determining the final dollar value for the permanent bond financing.</p>	
	<p>22. Matt notified the Committee that Scott Smith has made a request for a generator to be added to the building. Generators are being added to all the schools. It seemed appropriate to have a generator added to the newest building in the fleet. The cost for the generator would have to come out of the remaining construction contingency money.</p>	
	<p>23. Lyndon gave a brief presentation informing the Building Committee that CHA Architecture was preparing eleven applications for Revolving Renovation Fund applications with the Department of Education. These</p>	



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	applications are due September 30, 2019. Lyndon said nine of the eleven applications were for the junior high school and two were for the Coffin Elementary School.	
	24. Lyndon informed the Building Committee that this will be his last Building Committee meeting. He was retiring effective September 30, 2019. He said the Building Committee is in very good hands with Matt Pitzer and the rest of the CHA Architecture team which has been delivering the school to date.	

**END OF MEETING NOTES**