



Meeting Notes

Project: Kate Furbish Elementary School

Date: February 20th, 2020 in Hawthorne at 6:00 p.m.

Attendees: Sarah Singer, William Thompson, Elizabeth Sokoloff, Jeanne Doughty, Arthur Pierce, Nathan Hintze, Philip Dionne, Kelly Wentworth, Paul Perzanoski, Matt Pitzer CHA Architecture and Ariana Melzer CHA Architecture

Purpose: Building Committee Meeting

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

Topic	Agenda/Notes	Action
	1. The meeting was called to order at 6:05 p.m.	
	2. The minutes from December's meeting were approved.	
	3. Review of construction activities. Matt Pitzer gave a review of major activities taking place on site. Activities currently include: • Masonry veneer is concluding at the entry/admin area. • Metal panel & rainscreen attachment/insulation continues around House B and House A. • Mechanical and electrical remains in progress. • Painting and ceilings are in progress. • Flooring installation has begun in House A classrooms and the 2nd floor of House B. • Millwork installation is in progress. • Lighting fixture installation begun in House B classrooms, classroom entry soffits, and corridors. • Tile installation has begun.	
	4. Matt Pitzer went over the contractor's payment requisition. It showed • January requisition \$941,398.22; 80.46% complete • Change Order #9 was approved with a value of \$70,833.42	
	5. 8 PCOs were processed in January as part of CO #9 with a combined value of \$ 70,833.42 • Remaining contingency balance is \$624,270	

6. CHA asked Ledgewood to price new generators; estimated to be \$95,000-\$100,000
7. There are currently 3 open PCOs with a combined estimated impact of approximately \$14,000.
8. The project budget updated was given by Kelly Wentworth.
 - Question about whether \$50,000 is enough for commissioning
 - CHA sourcing bids for start-up verification and system review; not reviewing every piece installed, will take part in training w/ facilities staff
 - Unknowns include playground (noted to be 75% done w/ design as of January 23rd meeting), furniture (discussing next), tech (done some wiring, but John Tabb finalizing classroom tech), Discovery Classroom
9. Ariana reviewed the furniture process and budget.
 - Held kickoff meeting last spring to establish priorities
 - Conducted visual survey of Coffin in June
 - Worked with dealer to establish preliminary budget aligned with state typical 6% for FF&E
 - Arranged school tours and manufacturer rep presentations
 - Presented proposed layouts, received and incorporated feedback from the sub committee
 - Reviewed finish selections with sub committee
 - Worked with manufacturers and dealer to truth test budget
 - Reminded committee CHA is utilizing furniture contracts for cost savings and control
 - Retained key lesson from Lyndon—hold contingency
 - Confirmed school department is in dealer's system
 - Dealer requires signed quote and 50% deposit at time of order, which Ariana will send to Kelly
 - Projecting July furniture install
 - Committee approved \$971,000, leaving \$29,000 for contingency (~3%)
10. Signage discussion
 - CHA to provide sign examples (types & sizes) at next meeting
 - Handicapped parking spot discussion—Sarah suggests clear language such as "Space reserved for parents/guardians of handicapped children"; Matt can't think of reason not to do this; Matt suggests loop in teacher parking may be good spot

and Phil suggests connecting sidewalk from teacher loop to House A doors

- Question about building security; CHA confirmed doors all locked 100% of time; 1:1 escort for handicapped children will have card for building access
- Signage aesthetics discussion—could upgrade signage posts from standard metal to wood in keeping with building concept
- Committee noted they haven't seen monument sign credit yet
- Phil notes town has strict rules about signs
- Next meeting to be at site to talk specifically about signage
- CHA to pull together estimates for upgrading site signage

11. Matt gave an update on the Discovery Classroom.

- Ouellette and JF Scott both interested in bidding; CHA will also contact Doten's (Freeport) and Poulin (Brunswick)
- CHA noted these smaller GCs have carpenters on staff so they can self-perform work that a larger GC like Ledgewood must hire subs for
- Drawings to be ready last week of February; anticipate 3-4 week bid period, so bids due ~March 19th

12. The Art Committee reported that (4) artists attended walk-through on February 12th.

13. The Interiors Committee reported that they met with Ariana on February 3rd to wrap up furniture selections.

14. The Rapid Response Committee did not have any updates.

- Inquired about as-builts from Ledgewood; CHA noted clerk Tom Brubaker will come into office to review all of Ledgewood's closeout documents.

15. The Tech Committee had not met, but are finalizing the fiber optic connections pole to school.

- Noted that the School Department owns fibers that connects schools.
- Need to hire vendors who maintains to bring the fiber into the Tel/Data room.
- Traditional copper wire connections from pole to building.

- John Tabb working with Sue Woodhams to select AV equipment—smart projectors, document camera, voice amplification system. Noted there will be AV in gym and cafeteria.

16. Playground Committee update:

- Question about who owns fence around PreK. CHA clarified that Ledgewood owns a vinyl-coated chain link fence with 2 gates.
- Question about shed. CHA noted currently just concrete pad, but that Scott Smith is pricing out a prebuilt shed for grounds equipment. The shed does not come from the Playground Committee's funds.
- Question about water access for Sashie Misner, which CHA has answered.
- Question about coordination with landscaper; CHA to make contact via Ledgewood.
- Question about seeding grass area; CHA noted Ledgewood owns 2 seed mixes.
- Question about memorial granite benches at Coffin; CHA unaware of any discussions.
- Question about rock circle—suggestion to ask Jeff to help move.
- Noted that tree work will be required.
- Question about whether local companies might donate stumps; Paul noted that all proposal would need to go out to all tree companies.

17. New Business Items:

- Auto charging discussion
 - Committee noted project is striving to be green and that project lifespan is 50 years when likely that more people will be driving electric cars, possibly even the School Department
 - Question about who pays for electricity and discussion that tax payers of Brunswick should not be paying for people to charge cars for free
 - Noted that Flight Deck Brewing has 2 Tesla charging stations and Bowdoin has 4; Bill Thompson scheduled to have conference call with

Tesla last week on February and will inquire about charging stations

- Question about how fire codes relate to multiage classrooms being location on second floor; Paul request CHA to send NFPA 101 excerpt to have district lawyer review
 - CHA noted the state of Maine follows NFPA for life safety and International Building Code (IBC) for everything else

18. The next Building Committee meeting will be held on March 19th, 2020. The group will meet at 5 pm to do a site signage walk-through and then review Discovery Classroom bids. The next req meeting will be held on March 5th, 2020.

Meeting adjourned at ?? PM.

END OF MEETING NOTES