



Meeting Notes

Project: Kate Furbish Elementary School
Date: February 14, 2019 at 6:00 p.m. in the Council Chambers
Attendees: Matthew Pitzer* of PDT Architects, Ariana Melzer aker of PDT Architects, Sarah Singer, William Thompson, Phil Dionne, Art Pierce, Jeanie Doughty, Nathan Hintze, Chris Watkinson, and Jim Grant (Paul Perzanoski, Sue Woodhams, Steve Ciembroniewicz and Scott Smith were in the audience)
Purpose: Building Committee Meeting

The following notes were taken by Matthew Pitzer 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. Sarah Singer chaired the meeting. The meeting was opened at 6:00 p.m.	
	2. Meeting notes for January 10 th were reviewed. The minutes were approved by consensus.	
	3. Matt presented a PowerPoint presentation that he used to illustrate the schedule and activities that have been completed on site over the last month.	
	4. Construction activities for the month included the following: <ul style="list-style-type: none">• Foundations continue in the area of the library and Pre-K wing.• Steel erection for house B is complete and is beginning at the gymnasium.	
	5. Contractors payment requisition for January was \$408,614.00 12.59% complete. <ul style="list-style-type: none">• Major billings are now earthwork, foundations, and structural steel.• There were no new change orders in the month of January.• Currently there are 8 open PCOs with an estimated impact of ~\$19,105 (includes foundation #)	
	6. Ariana Melzer gave an update on the status of the interiors and materials and colors that have been finalized by the Interiors Subcommittee.	



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	<p>7. <u>Subcommittee Reports:</u></p> <ul style="list-style-type: none">• Playground Committee: Did not meet• Art Committee: Had a meeting to review available Kate Furbish drawings and discuss system for selection. There are 10 locations that have been designated.• Construction Committee: No issues to report.	
	<p>8. Tech design integrator proposals were reviewed.</p> <ul style="list-style-type: none">• 2 RFP solicitations were issued.• 2 proposals were received<ul style="list-style-type: none">○ Tabb Tech of Portland ME - \$33,200○ CDA of Boston MA - \$38,400• The school dept and PDT recommended Tabb.• The building committee voted to select Tabb Tech for technology design services.• A discussion regarding forming a technology subcommittee occurred, Chris and Jim were asked to contribute to the conversations as building committee liaisons.	
	<p>9. The Chair asked for any new business items, there were none.</p>	
	<p>10. Scheduling a site visit for the building committee was discussed. Matt recommend scheduling a visit in April when there is more to see and the weather is better.</p>	
	<p>11. The Chair announced the next Building Committee meeting will be on March 14, 2019 at 6:00 p.m.</p>	
	<p>12. The meeting was adjourned at 6:46 p.m.</p>	
	<p>END OF MEETING NOTES</p>	