



Meeting Notes

Project: Kate Furbish Elementary School

Date: June 28, 2018 at 6:00 p.m.

Attendees: Lyndon Keck* of PDT Architects, Matt Pitzer of PDT Architects, Nate Hintze, Mark Wethli, Arthur Pierce, Phil Dionne, Sarah Singer, Elizabeth Sokoloff, Chris Watkinson, Jeanie Doughty, and Scott Smith

Purpose: Building Committee Meeting

These notes were taken by Lyndon Keck of his ability. If you find any corrections please notify PDT Architects within three (3) working days of receipt of these minutes.

Topic	Agenda/Notes	Action
	1. Call to Order: The meeting was called to order at 6:03 p.m. by Sarah Singer.	
	2. A motion was made by Phil Dionne to approve the minutes of May 10, 2018. The meeting minutes were approved unanimously.	
	3. Matt Pitzer gave the Committee an update on hazardous material removal process. Woodard & Curran, who is providing management for both asbestos and PCB removals, has been corresponding with EPA. Woodard & Curran has mostly done additional testing and forwarded that work on June 28, 2018. PDT is hopeful that EPA will have made a ruling on acceptable removal procedures before July 16 th , the bid release date.	
	4. Scott Smith explained the existing 10,000-gallon fiberglass oil tank was installed in 1992. It is probably a double wall tank. It is expected to be removed the last week of July. Scott obtained competitive bids for the removal.	
	5. Matt talked about the four general contractors who submitted qualifications. All four were found to be qualified to bid on the project. Those four general contractors are Ledgewood Construction, Sheridan Corporation, PC Construction Company and Ouellet Construction. All four seem to be interested in bidding the project. They have been notified the drawing release date will be July 16, 2018. PDT noted it was a hopeful sign in this tight bidding environment that at least four good general contractors were interested in the project.	
	6. A question was asked if the general contractor would be receiving materials electronically. The GC's will each be sent a printed copy of the project manual, as well as electronic copies.	

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	7. Matt talked about the interview process for the Clerk of the Works. Thomas Brubaker, a Brunswick resident, was selected. Three potential clerks were interviewed, two from Brunswick and one from Washington DC.	
	8. Questions were asked about what qualifications PDT was looking for in the Clerk of the Works. Tom’s experience and resume matched those qualification criteria	
	9. Matt went through each of the fifteen bid alternates listed in the construction documents. Each one was briefly discussed.	
	10. There were numerous questions from the Committee members, primarily related to casework and increased security glazing.	
	11. There was discussion about school security and what types of criteria PDT used in designing a new building. Another question asked if an elementary/primary school was inherently safer than a high school.	
	12. PDT explained they designed the Kate Furbish Elementary School using all of the same security recommendations and criteria the State of Maine has in place for state funded school projects. The list includes passive as well as active hardening techniques at the school. PDT proposed to meet with Committee members or School Board members privately for more details concerning school safety items.	
	13. Sarah Singer noted that Matt and PDT had been meeting with the School Resource Officer, who has had an opportunity to review and make suggestions for the new school design.	
	14. It was noted the school has been designed with a card access system at all major doors. Teachers will have their own access card keys, as well as keys for classroom doors.	
	15. Matt went over the proposed bidding schedule with major dates noted below: <ul style="list-style-type: none"> • Drawings released to contractors on July 16, 2018 • Mandatory pre-bid walk on July 24, 2018 at 8:30 a.m. • Bid opening date is August 14, 2018 at 2:00 p.m. at the Superintendent’s Conference Room. 	
	16. The next Building Committee Meeting is scheduled for Thursday, August 16, 2018 at 6:00 p.m. at a location to be determined.	
	17. The next School Board Meeting is scheduled for August 22 ,2018 at the Town Hall.	



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	18. PDT requested permission to put the drawings out to bid. A motion was made by Art Pierce. A vote was taken and it was unanimous to release the drawings for bidding.	
	19. The meeting was adjourned at 7:20 p.m. END OF MEETING NOTES	