



Meeting Notes

Project: Kate Furbish Elementary School

Date: May 10, 2018 at 6:00 p.m.

Attendees: Lyndon Keck* of PDT Architects, Matt Pitzer of PDT Architects, Corey Perreault, Mandy Merrill, Nate Hintze, Mark Wethli, Art Pierce, Phil Dionne, Sarah Singer, Billy Thompson, Paul Perzanoski, Superintendent/Brunswick School Department and Scott Smith, Director of Facilities, Grounds & Food Service, Brunswick School Department

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 the Chair.	
	2. Approval of the meeting minutes of the April 5, 2018. A motion was made by Art Pierce and seconded by Mark Wethli to approve the minutes. The vote was unanimous.	
	3. Matt Pitzer made a presentation on hazardous material update. He explained that PCB's were more prevalent than previous testing showed on the inside of the building.	
	In a Steering Committee meeting involving Sarah Singer, Kelly Wentworth, PDT, Paul Perzanoski and Phil Dionne decided to make hazardous material abatement part of the general contractor's work. Jedd Steinglass, the hazmat consultant, still has not received approval from Region 1 of EPA; it is unlikely to receive approval before the project goes out to bid.	
	Giving this work to the general contractor relieves the Town of possible delay claims due to third-party removals.	
	4. Matt Pitzer explained that PDT was advertising for prequalification questionnaires from interested general contractors. PDT was also advertising for a Clerk of the Works. The ads should go into the papers on May 15 th .	
	5. Interior Subcommittee meeting will occur next month.	
	6. PDT estimates the project will be ready to go out to bid between July 2-July 16, 2018. If the project goes out to bid on July 2 nd , at the earliest possible date, the bids would be received on or about August 1 st or 2 nd .	

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	<p>7. There was a question about Owner's Representative – what the job entailed and if one would be used on this project. The answer was that there was a budget of \$50,000 for the owner's representative. This is a smaller, part time position of 4-5 hours per week for an individual that reports directly to the owner. They would report to the Superintendent of Schools with any administrative work related to oversight of the general contractor, architect or acting as a liaison between administration and teachers.</p>	
	<p>8. There was a question about what the Clerk of the Work does. PDT explained the clerk is a full-time employee of the architect of record. The clerk is on site full time every day the general contractor is working on site. The clerk is there to answer questions and to observe performance with drawings and specifications, as well as schedule and qualifications of onsite workman.</p>	
	<p>9. Matt showed a Power Point presentation. He talked about metal panels on the outside of the building. He explained the subtle details between trim pieces or horizontal siding.</p> <p>Sarah Singer noted that she thought the trim looked better in overlap situations.</p>	
	<p>10. There was question about the window trim. Mark Wethli noted he thought the trim was more pronounced. He asked if the trim could be more in scale with the proportions of the windows.</p>	
	<p>11. Matt went over the cement fiberboard paneling and showed similar examples. He also explained the colors of windows, panels and metal siding would be taken up after the bids had been received in late summer.</p>	
	<p>12. A Board member noted that there was colored staining and streaking at the corners of the windows on the metal siding at Harriet Beecher Stowe. A question was asked how the trim works when it meets the metal siding. Matt showed metal canopies in various locations as they occur over doors at the playground exits and pre-K playground entrance.</p>	
	<p>13. Slides were shown of the cafeteria and kitchen.</p>	
	<p>14. There was discussion about the kinds of tables that would be in the cafeteria. PDT recommended a mix of round tables and long, rectangular tables. There was a question asked as to what kind of tables were at Harriet Beecher Stowe. The long, rectangular tables are more efficient for keeping student organized by class. Furniture will be reviewed over the summer..</p>	
	<p>15. A Committee member noted the cafeteria at Coffin is often used by parents and outside groups.</p>	

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16.	There was a question about the kind of lighting that would be on the inside of the building. The answer is that all the lighting would be LED lighting even in the gymnasium and cafeteria.	PDT Action
17.	A Committee member noted it was important to have a good quality sound system in the cafeteria, as well as a projector and screen.	PDT Action
18.	There was a question about displaying art outside of the art room. Matt noted there was a display cabinet with glass doors directly outside the art room.	
19.	Sarah Singer noted that the school now had an official name. It will be the Kate Furbish Elementary School.	
20.	There was a request for community bulletin boards and tack space at both the front entry, as well as the lobby outside of the cafeteria.	
21.	Mark Wethli expressed a concern that the colors shown in the Power Point were too elementary. He could not support the colors as shown. PDT explained the colors were representative only of locations for color; final colors have not been selected for any of the areas and would not be selected until after the contractor was selected and the paint manufacturer paint chips submitted to the architect.	
22.	Matt Pitzer went over budget and cost control add alternates. He explained the purpose of bid alternates. Bid alternates are selected for items which are not presently included in the budget and which the owner has requested. The second category of bid alternates are cost controlled bid alternates, selected by the architect by contract. The architect selected bid alternates include the following:	
	<ul style="list-style-type: none">• Drop down divider curtain in the gym• Big Ass fans in the gym• Stage operable partitions• The Pergola entry framing• Some of the cabinets and casework in the pre-K and Kindergarten rooms.• Marmoleum/linoleum floor tile throughout the school	
23.	There was a question about Linoleum vs. VCT flooring. PDT explained that VCT flooring is very common in elementary schools; it is used approximately 50% of the time. Linoleum is used if bids are acceptable and budgets allow for the more expensive product. There was a question about advantages and disadvantages of VCT vs. linoleum. VCT needs to be cleaned, stripped and wax. Linoleum only needs to be cleaned and buffed, stripping and waxing is not required.	

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	<p>24. Playground Subcommittee did not meet but there was a brief report. Local residents Amanda and Steve Norman had input into the Longfellow Elementary School nature based playground. They may be available to volunteer for the new Committee.</p> <p>It was acknowledged that Josh Tompkins had already made suggestions and worked with the Committee concerning nature based playground approaches. It was also acknowledged that the last playground installed at Harriet Beecher Stowe was done by a local resident representing a national playground designer and manufacturer.</p>	
	<p>25. There was some discussion about a preference for wood based projects which could go to local vendors and installers.</p>	
	<p>26. There was concern expressed about liability for locally built playgrounds.</p>	
	<p>27. Public Art Subcommittee made a brief report.</p> <ul style="list-style-type: none">• An inventory of existing art was done at both Jordan Acres and Coffin.• Bill Thompson is the Chair of the Subcommittee.• The Subcommittee is considering donations.• PDT was requested to prepare a drawing showing possible locations for reused or new displayed art.• PDT to do a drawing showing possible locations for new, professional art to be display, as well as student art.	
	<p>28. There was a request that accommodation be made for a generator to run a cooler, emergency lights and emergency heat, as well as phones. Only enough heat needs to be provided to prevent pipes from freezing. Presently no generator is in the project.</p>	
	<p>29. It was requested that PDT set up circuitry so that a portable generator be brought on site and plugged into the main switchgear to run coolers, lights and heating.</p>	
	<p>30. The next Building Committee meeting is scheduled for Thursday, June 7, 2018 at 6:00 p.m.</p> <p>* The June 7, 2018 meeting has been postponed until June 28, 2018 at 6:00 p.m. to be held at the Superintendent's conference room at the Hawthorne School</p>	

END OF MEETING NOTES