



Meeting Notes

Project: Kate Furbish Elementary School

Date: November 8, 2018 at 6:00 p.m.

Attendees: Matt Pitzer* of PDT Architects, Phil Dionne, Art Pierce, Elizabeth Sokoloff, Jeanie Doughty, Paul Perzanoski, Nathan Hintze, Chris Watkinson, Steve Walker, Kelly Wentworth, Jeanie Stinson and Mandy Merrill

Purpose: Building 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 PDT Architects within three (3) working days.

Topic	Agenda/Notes	Action
	<ol style="list-style-type: none"> 1. Chris Watkinson noted that he was left off the attendees list on first draft of the October 4th, 2018 minutes. 2. Matt Pitzer noted the minutes had been revised to include Mr Watkinson on as an attendee. 3. The Committee accepted the meeting revised minutes from October 4th, 2018. 	
	<ol style="list-style-type: none"> 4. Matt gave a brief overview of construction activities which included the following: <ul style="list-style-type: none"> • Ledgewood has been onsite for over 2 months • Abatement within the building. It is expected to conclude within the month. Additional PCB materials were found within the old school and this has the potential to impact both the budget and schedule. • The building demolition is still expected to occur in the middle of November. • The contractor has started been digging and placing footings for the rear academic house. • The entire site has been stripped of topsoil and all topsoil is being kept on site for reuse. • The elevator pit has been excavated for in the rear house and the masons are expected to arrive on site in the next few weeks. • Mr. Pierce asked if there have been any underground structures discover. • Matt noted that a section of wall approximately 25' in length was discovered at the south side of the former kindergarten play area. 	
	<ol style="list-style-type: none"> 5. Kelly Wentworth took the committee through the project balance sheet: <ul style="list-style-type: none"> • The balance sheet has been organized to match the balance sheet used during the referendum process. 	

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	<ul style="list-style-type: none"> • Kelly reviewed the organization of the balance sheet with the committee. • Abatement and demolition costs reflect cleanout and oil tank removal. • The balance sheet is attached for record. 	
	<p>6. Matt reviewed with the committee PDTs work thus far on furniture layouts. Matt requested the Superintendent be authorized to enter into a contract for \$65,000 to complete the furniture evaluation, selection, and procurement.</p> <ul style="list-style-type: none"> • Mr Pierce motioned to authorize the Superintendent to enter into a contract with PDT for \$65,000 for furniture consulting services. • Mr Watkinson seconded the motion. • The vote was unanimous. 	
	<p>7. Jeanie Stinson gave an update on the work of the play ground subcommittee's work.</p> <ul style="list-style-type: none"> • The committee has a goal to create nature-based playgrounds • The committee has connected with Laura Newman of the Portland Trails school greening committee. • The playground committee requested authority to use up to \$1,000 of the playground budget to hire Laura Newman to help write an RFP to find a playground designer. • Mr. Pierce motioned to authorize the playground committee to spend up to \$1,000 of playground funds for the purpose of developing an RFP. • Ms. Sokoloff seconded the motion. • The vote was unanimous. 	
	<p>8. Jeanie Doughty gave an update on the work of the interiors subcommittee</p> <ul style="list-style-type: none"> • The committee review 5 submittals at the last meeting and differed selection of 4 of them to PDT • The 1 that was reviewed was the wall protection. • The committee voted to name the 2 wings the oak forest and pine forest, the preschool would be acorns and pinecones. • Next meeting is set for 11/26 • Interiors committee will be meeting with Kat Stefko at Bowdoin on 12/3 to review materials available in the Kate Furbish collection. 	
	<p>9. Phil Dionne gave an update on the rapid response construction committee</p> <ul style="list-style-type: none"> • The rapid response committee reviewed a proposed change regarding a water main and the primary sewer line along the front of the building. • Mr. Pierce motioned that the rapid response team be given the authority to execute a change order proposal for the sewer line extension up to \$35,000. • Mr. Hintze seconded the motion. • The vote was unanimous. 	
	<p>10. There was no update from the art subcommittee meeting.</p>	



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	<p>11. Matt reviewed the scope of a commissioning agent and requested authorization to run a request for proposal for a commissioning agent.</p> <ul style="list-style-type: none">• Mr. Pierce motioned to authorize PDT to issue a request for proposal.• The motion was seconded.• The vote was unanimous.	
	<p>12. Matt gave an update on the October construction payment requisition</p> <ul style="list-style-type: none">• \$431,236.35 3.5% complete• Major billings were earthwork, demolition, and structural steel.• Sewer extension change order anticipated in November requisition.	
	<p>13. The next building committee meeting will be Thursday, December 13, 2018 at 6 p.m.</p> <p style="text-align: center;">END OF MEETING NOTES</p>	