



## Meeting Notes

- Project:** Kate Furbish Elementary School
- Date:** January 10, 2019 at 6:00 p.m. in the Council Chambers
- Attendees:** Lyndon Keck\* of PDT Architects, Tom Brubaker of PDT Architects, Phil Dionne, Art Pierce, Elizabeth Sokoloff, Jeanie Doughty, Nathan Hintze, Chris Watkinson, Mandy Merrill, and Mark Wetly (Paul Perzanoski, Kelly Wentworth, Steve Ciembroniewicz and Scott Smith were in the audience)
- 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
	1. Elizabeth Sokoloff chaired the meeting. The meeting was opened at 6:00 p.m.	
	2. Meeting notes for November 8, 2018 were reviewed. A motion was made by Phil Dionne and seconded by Mandy Merrill to approve. The vote was unanimous.	
	3. Lyndon 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"> <li>• Demolition of the old Jordan Acres building is complete.</li> <li>• Foundations continue in the area of the cafeteria and gymnasium.</li> <li>• Underground plumbing is underway in House B and the cafeteria/kitchen area.</li> <li>• Concrete block masonry work for House B is complete</li> <li>• Structural steel has been fabricated in Canada. The first truckload is on the road headed for Brunswick. Steel erection is scheduled to begin Monday afternoon.</li> <li>• Exterior stormwater and sanitary sewer work are complete around the rear of the building.</li> </ul>	
	5. December pay requisition was approved for \$1,072,390.40. This represents 10.98% completion of the project.	
	6. Major billings on the pay requisition were for earthwork, demolition, and concrete foundations.	



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	<p>7. Change order #1 was approved and billed in December in the amount of \$119,480. This change order included previously approved items by the Building Committee including sewer extension work and above grade PCB and asbestos abatement costs.</p>	
	<p>8. Lyndon reported on three new open proposed change orders and the estimated impact as follows:</p> <ul style="list-style-type: none"><li>• PCO #7 required change to steel joists as a result of structural engineer's review of live and dead loading. Cost: \$7,801.16</li><li>• PCTO #8 was a revised price for asbestos mastic found on concrete foundation. Cost: \$7,755. Lyndon explained this number was a dramatic decrease from the last proposed PCO of \$84,0000. The reason for the change is that when demolition of the foundation occurred, it turned out the asbestos containing mastic had only been placed on a small foundation addition and was not found on the original building.</li><li>• PCO #9 change in light fixture at Life Skills room. Cost: \$939.40.</li></ul>	
	<p>9. Lyndon asked Tom Brubaker, the Clerk of the Works, to briefly speak on the scope of work and his view of construction to date.</p>	
	<p>10. Tom's report included the following:</p> <ul style="list-style-type: none"><li>• Project was on schedule despite December holidays.</li><li>• House B foundations were complete.</li><li>• Foundations for the C Wing were 50% complete.,</li><li>• The sanitary sewer work was complete.</li><li>• Water mains are complete and replaced by Grover.</li><li>• Tom noted the last two dumpsters filled with asbestos mastic concrete had left the site Thursday headed for Norridgewock.</li></ul>	
	<p>11. Lyndon recommended Tom Brubaker be invited to address the Building Committee on a quarterly basis and to answer any questions concerning day-to-day construction activities.</p>	
	<p>12. Kelly Wentworth, Brunswick School Department's Business Manager, made a presentation of the budget update. Her summary included the latest update for hazardous material and the December pay requisition.</p>	
	<p>13. <u>Subcommittee Reports:</u></p> <ul style="list-style-type: none"><li>• Playground Committee: Report was made by Nathan Hintze. He noted the Playground Committee had met just before the Building Committee meeting. The Committee is working with Laura Newman, who is preparing an RFQ for playground designers and providers. Laura gave the Committee choices and suggested alternatives. Nathan noted the Playground Committee is very</li></ul>	



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	<p>interested in creating natural play spaces as opposed to 100% hard playground equipment.</p> <ul style="list-style-type: none"><li>• Art Committee: Report was made by Elizabeth Sokoloff. She noted that the Committee had started to review Kate Furbish large books and drawings. The Committee was very interested in how the art was made and was hoping to be able to provide exhibits for artwork to show students how art is made.</li><li>• Interiors Committee: Report was presented by Jeanie. The Committee is continuing to work with Ariana Melzer. The next meeting is scheduled for Monday, January 28<sup>th</sup>. Jeanie stated the Interiors Committee was hoping to invite Ariana to the February Building Committee meeting so the whole Committee could understand the direction of the interior design.</li></ul>	
	<p>14. A brief report was presented by Phil Dionne representing the Rapid Response for Construction Committee. The Committee had approved Application #4 with the contractor. They had also reviewed proposed change orders, as well as the contractor's schedule. Phil stated the project appeared to be on schedule, even though the weather has been tough on the contractor over the last several months.</p>	
	<p>15. The Chair asked for any new business items, there were none.</p>	
	<p>16. The Chair announced the next Building Committee meeting will be on February 14, 2019 at 6:00 p.m.</p>	
	<p>17. The meeting was adjourned at 6:22 p.m.</p>	
	<p style="text-align: center;"><b>END OF MEETING NOTES</b></p>	