



## Meeting Notes

**Project:** Kate Furbish Elementary School  
**Date:** March 14, 2019 at the Hawthorne Central Office Conference Room at 6:00 p.m.  
**Attendees:** See the attached attendance sheet  
**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. The Chair called the meeting to order at 6:00 p.m.	
	2. The Chair called for a review of the minutes of the February 14 <sup>th</sup> meeting. A motion was a motion by Art Pierce to approve the minutes. The Chair proclaimed the minutes accepted by acclamation.	
	3. Review of construction activities. Lyndon passed out paper copies of a PowerPoint presentation that had been prepared by Matt Pitzer dated March 14, 2019. The PowerPoint included a summary of current construction activities, as well as seven photographs taken by the clerk showing construction activities over the last week including: <ul style="list-style-type: none"><li>• Photo of compaction testing</li><li>• Photo of main entry concrete foundation</li><li>• Photo of new exterior sheathing at classrooms</li><li>• Photo of sheathing at two-story House "B"</li><li>• Photo of roofing beginning of House "B"</li><li>• Photo of House "A" masonry with tenting and pot heaters</li><li>• Photo of cafeteria framing</li></ul>	
	4. Lyndon went over the contractor's payment requisition. It showed payment was approved in the amount of \$804,625 which represents 17.23% completion of the project.	
	5. Change Order #2 was approved in the amount of \$6,944.20. The change order contained two items, one related to the final invoice for asbestos abatement on the foundation and \$939.40 for a light fixture change.	



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6. Currently there are seven open proposal change orders (PCO's) with an estimated total impact of \$13,000.
7. Kelly Wentworth, Business Manager, gave an overview of the total project budget showing actual expenditures and balance remaining.
8. Subcommittee reports were presented.
9. The Art Committee will be issuing a Request for Proposals in the next month or two.
10. The Interiors Committee has not met but will meet on April 29<sup>th</sup> with Ariana Melzer of PDT Architects.
11. The Rapid Response Committee report was delivered by Phil Dionne. He noted construction quality looked very good. He was pleased with Ledgewood's effort and Clerk Tom Brubaker's oversight.
12. The Committee asked Lyndon several questions related to testing to make sure PDT was comfortable with the testing program. Questions included compaction testing, steel testing, weld testing, mortar testing, masonry and mortar temperatures, and concrete testing.
13. Technology Subcommittee report was delivered by Sarah Singer.
  - John Tabb met with some Committee members and Sue Woodsum to determine classroom needs, equipment suggestions for routers and switches, and interactive classroom technology.
  - It was noted that James Grant, Vice Chair of the School Board, has offered to help with technology definition because of his role at RSU 5 in Freeport.
  - Classroom sound enhancement systems will be reviewed and considered.
  - John Tabb was helpful at his first meeting. He suggested a few changes to both the technology and the floor plans.
  - The sound system for the cafeteria and gymnasium was also reviewed.
  - It was suggested in August 2020 there should be teacher training for all technology installed in the new building.
  - Sarah Singer recommended the Building Committee keep an open mind about technology and remember "flexibility" is the most important thing because technology changes so quickly.

- It was suggested there may be a visual display inside the school lobby showing upcoming school events.
- There was a suggestion that a digital sign be installed at the street as well. Lyndon noted that digital signs run between \$30,00-\$50,000. The sign would need to be approved by the Town's Planning Board to be in conformance with the Town's sign ordinance.

14. Matt Pitzer to forward to the Committee information about voice/data wiring and power for signs at both the lobby and Jordan Avenue.

15. There were questions about the security system and programs to be installed at the new building. Lyndon and Sarah mentioned a few items. They noted PDT had worked with Tom Stanton of the Brunswick Police Department concerning recommended technologies.

16. New Business Items:

- A School Board member recommended the Brunswick School Department website be posting pictures of construction. The pictures would be edited by PDT Architects and Ledgewood Construction before being publicly posted.
- The Playground Committee has not met.
- There was a suggestion the project could have its own Facebook page where people could review things but not comment.

17. There was discussion about having a building tour at future Building Committee meetings.

18. The next Building Committee meeting will be on April 4, 2019 at 6:00 p.m. with a tentative site walk thru at 5:15 p.m. Group to go in at the contractor's entrance and meet in the parking lot.

19. The May Building Committee will be on May 9, 2019 at 6:00 p.m.

**END OF MEETING NOTES**