



Meeting Notes

Project: Kate Furbish Elementary School

Date: ~~May 9th~~ ^{June 13th} 2019 in Room at 6:00 p.m.

Attendees: See the attached attendance sheet

Purpose: Building Committee Meeting

The following notes were taken by Matthew Pitzer 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. A construction site visit was held for teachers and administrators from 5:00 p.m.- 6:00 p.m.	
	2. The Chair called the meeting to order at 6:00 p.m.	
	3. The Chair called for a review of the minutes of the May 9 th meeting. A motion was a motion by Art Pierce to approve the minutes. The Chair proclaimed the minutes accepted by acclimation.	
	4. Review of construction activities. Matt Pitzer gave a review of major activities taking place on site and presented a PowerPoint summary. Activities currently include: <ul style="list-style-type: none"> • Steel framing is complete • Framing and sheathing is now taking place at House "A". • Underground plumbing is concluding in House "A" • Slabs have been poured in House "B", the gym, and cafeteria. • Drywall is complete on the second floor of House "B" as are electrical and plumbing rough ins. • Door and window frames have been installed on the second floor of House "B" and drywall finishing is in process. • Window installation is wrapping up at House "B" • Masonry veneer is complete on the south façade of House "B" and moving around to the north elevation. 	
	5. Matt went over the contractor's payment requisition. It showed payment was approved in the amount of \$1,679,384.62. This brings the project to 38.91% complete.	



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6. Change order #3 was approved clearing PCOs 10 thru 24 with a total project impact of \$46,000.
7. Currently there are two open proposal change orders (PCO's) with an estimated total impact of \$8,600.
8. Kelly Wentworth, Business Manager, gave an overview of the total project budget showing actual expenditures and balance remaining.
9. Matt gave an update on the status of the furniture and equipment process
 - Ariana Melzer of PDT and Scott Smith have been working together to build a budget to represent the cost to furnish the whole school with new kitchen and custodial equipment and furniture.
 - The value of this budget would be:
 - \$1,250,000 for furniture
 - \$ 250,000 for equipment
 - The current technology estimate for hardware only is:
 - \$ 350,000 for hardware only
 - Technology still needs telecom room equipment budget included.
10. Matt reviewed one of the classroom furniture options.
 - Matt explained the goal of the furniture selection is to provide flexibility for both students and teachers throughout the day.
 - Jeanie explained that the Ariana developed layouts for the other classrooms with different furniture that is appropriate to each grade level.
 - Jeanie noted that the teachers have asked the design team to look at options for seating for snack and projects.
 - Sarah requested that PDT re-examine the furniture at coffin to determine what can be reused.
 - Jeanie noted she and Ariana asked the teachers to try and prioritize what is most needed for new furniture and what could be reused from existing.

	<p>11. The Art Committee did not meet.</p> <ul style="list-style-type: none"> • Matt provided drawings showing interior locations available for public art installations. • Sarah clarified the process for the public art portion of the project. • The committee will issue an RFP for art installations and make recommendations to the building committee. 	
	<p>12. The Interiors Committee met on June 3rd with Ariana Melzer of PDT Architects.</p> <ul style="list-style-type: none"> • Ariana presented potential furniture layouts for all the spaces throughout the school. • The date for the next meeting has not yet been set. • Elizabeth requested meetings from the 	
	<p>13. The playground committee met just before the building committee meeting and finalized the language for the RFQ.</p>	
	<p>14. The Rapid Response Committee report there have been no major changes.</p> <ul style="list-style-type: none"> • Phil Dione expressed his continued satisfaction with the design and construction team. 	
	<p>15. The Bowdoin gift was discussed.</p> <ul style="list-style-type: none"> • PDT is currently developing schemes to be shared at the next building committee meeting. 	
	<p>16. Window testing</p> <ul style="list-style-type: none"> • Matt explained the rational behind window testing to confirm the quality of the installation. • Two proposals were obtained <ul style="list-style-type: none"> ○ Thompson & Lichtner - \$3,220 per test ○ Building Enclosure Associates - \$4,500 • PDT recommended obtaining testing services from Thompson & Lichtner. • Phil Dione motioned to allow the superintendent to procure testing services from Thompson & Lichtner, the vote was unanimous. 	
	<p>17. Vibration monitoring</p> <ul style="list-style-type: none"> • PDT is working with Scott Smith to obtain proposals for preconstruction surveys and vibration monitoring. 	



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	18. New Business Items: <ul style="list-style-type: none">• No new business	
	19. The next Building Committee meeting will be on July 11 th , 2019 at 6:00 p.m..	
	END OF MEETING NOTES	