



## Meeting Notes

**Project:** Kate Furbish Elementary School

**Date:** July 11<sup>th</sup> 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. The Chair called the meeting to order at 6:00 p.m.	
	2. Matt Pitzer announced that PDT Architects has rebranded to CHA Architecture. This is another step along the way of the integration with CHA that has occurred since PDT was acquired in October of 2017. Matt will still be the project representative and the team in Portland will continue to handle the project.	
	3. Review of construction activities. Ben Winschel of CHA gave a review of major activities taking place on site. Activities currently include: <ul style="list-style-type: none"> <li>• Exterior wall framing and sheathing is complete except for the library wall.</li> <li>• Windows are installed on House B and PreK and installation is occurring at House A.</li> <li>• Interior framing is complete in House B and is continuing in the Gym, Cafeteria, and House A 2<sup>nd</sup> fl.</li> <li>• Mechanical and plumbing rough-ins continue in the first floor of house B</li> </ul>	
	4. Ben went over the contractor's payment requisition. It showed payment was approved in the amount of \$1,476,301.23. This brings the project to 46.5% complete.	
	5. No Change orders were approved in June.	
	6. Currently there are eight open proposal change orders (PCO's) with an estimated total impact of \$25,000.	

7. Matt gave an update on the status of the furniture and equipment budget.
- CHA revisited the furniture audit conducted at Coffin.
  - The budget proposed in May was for:
    - \$1,250,000 for furniture
    - \$ 250,000 for equipment
  - The furniture audit found the following:
    - Computer lab furniture should be reused
    - Cafeteria tables should be reused
    - Hokki stools in classrooms should be reused
    - Some classroom tables should be reused
    - Teachers do not want individual student desks.
    - Student chairs are too heavy for the students and many are damaged.
    - Teacher desks are oversized and inflexible.
    - Wiggle seats exist but they are not commercial grade and have not held up well.
    - Much of the office shelving/storage is built-in and will not be able to be reused.
    - Library shelving is beyond its life. The library carts will be reused.
    - Fire files in admin are scheduled to be reused.
    - Teacher work room furniture is in good condition and will be reused.
  - Jean Doughty accompanied CHA during the furniture audit and added that some of the furniture that exists at Coffin is unsafe or inappropriate for the age group.
  - The committee requested CHA further examine the furniture package and present a budget focused first on the classrooms and then populating secondary spaces with reused furniture.

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|  | 8. A request to find out whether E-Rate can be applied to the project or not was asked. CHA to investigate.   |  |
|  | 9. The Art Committee did not meet.  |  |
|  | 10. The Interiors Committee did not meet.   |  |
|  | 11. The playground committee did not meet but the RFQ is open.  |  |
|  | 12. The Rapid Response Committee reported things are going very well and there are no major issues.   |  |
|  | 13. The Bowdoin gift was discussed. <ul style="list-style-type: none"><li>• CHA is continuing concept development.</li><li>• CHA reviewed the designs with the School Dept and are revising a few items based upon these discussions.</li></ul> |  |
|  | 14. New Business Items: <ul style="list-style-type: none"><li>• No new business</li></ul>   |  |
|  | 15. The next Building Committee meeting will be on July 11 <sup>th</sup> , 2019 at 6:00 p.m..   |  |

**END OF MEETING NOTES**