



Meeting Notes

- Project:** Kate Furbish Elementary School
Date: September 12th, 2019 in Room at 6:00 p.m.
Attendees: See the attached attendance sheet
Purpose: Building Committee Meeting

The following notes were taken by Ben Winschel to the best of his ability. If you find discrepancies or corrections are needed, please notify CHA Architecture within three (3) working days.

Topic	Agenda/Notes	Action
	1. The meeting was called to order at 6:10 p.m.	
	2. 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"> • Storefront and curtainwall continues with the library and main entry remaining. • Masonry veneer is in progress, and metal panel attachment & insulation continues around the gym and House B. • Interior framing is complete everywhere except for Area B. • Mechanical and plumbing rough-ins continue in the first floor of House A and Section B. • Roofing installation complete except for detailing. • Painting and ceilings have begun. 	
	3. Matt Pitzer of CHA went over the contractor's payment requisition. It showed payment was approved in the amount of \$781,334.25. This brings the project to 56.06% complete.	
	4. Change order #5 was approved at a value of \$20,181.11. <ul style="list-style-type: none"> • Matt elaborated that a large percentage of the approved change order was the added VRV isolation valves. • Art questioned why the isolation valves were not included in the documents at bidding. • Matt explained that although the isolation valves improve the ability for localized maintenance of the system without shutting down large zones, it is not required for the system to function. 	

5. Currently there are ten open proposed change orders (PCO's) with a combined estimated total impact of \$130,837. The two largest of these being:
 - PCO #41 for two added TR's at \$58,272
 - PCO #40 for glass mat board level 5 finish at \$30,606.
 - Sarah asked why the price decreased for the glass mat board PCO.
 - Matt explained that it was due to Ledgewood removing markups that were not allowed per the contract.
6. Matt explained that the total net changes to date equal \$202,319.59 and the project is 56% complete with only 9% of the \$2,238,854 contingency used. The open PCOs would bring the changes to \$333,157 (or 14.8% of contingency). CHA believes that very few changes to this magnitude remain
7. The project budget updated was given by Kelly Wentworth.
 - There was discussion amongst committee members regarding reallocation of funds to the playgrounds and to add an emergency generator.
 - There was strong support amongst committee members to add an emergency generator to the project. Matt Pitzer to provide more information and pricing at the next meeting.
 - Discussion occurred regarding fundraising vs. allocation of funds from the construction contingency to increase the playground budget.
8. The committee requested options for relocating the building sign closer to the public entry at the next meeting.
9. Matt Pitzer gave an update on the discovery classroom.
 - The project was presented to the planning board on Tuesday September 10th and received approval.
 - CHA will be issuing an early civil and foundations package to keep the project on track and avoid winter conditions.
10. The Art Committee did not meet. Elizabeth stated that selections of the Kate Furbish prints need to be selected. The committee and CHA are still waiting for a deadline/lead time from Ledgewood.

11. The Interiors Committee met on Monday September 9th with KI Furniture to see a variety of physical furniture samples. The committee was able to sit in and test the pieces. There was discussion about durability, functionality, flexibility, comfort and warranty.

The subcommittee will be touring two schools on September 26th: The Waynflete Lower School, and Saccarappa Elementary.

12. The playground committee met and are working with Sashie the playground design and budget.
- There were questions about fencing and what will be included in the construction contract.
 - There were questions about how the landscape will integrate with the new discovery classroom.
 - Sashie will have a playground budget prepared by October 15th.

13. The Rapid Response Committee reported things are going very well and there are no major issues. They do expect that decisions will need to be made during the natural gas line installation, but they will not be costly decisions.

14. New Business Items: No new business.

15. The next Building Committee meeting will be on October 8th, 2019 at 6:00 p.m. in Hawthorne. A site visit for the building committee and school board will begin 5:00 p.m. prior to the building committee meeting.

Meeting adjourned at 7:30 PM.

END OF MEETING NOTES