



## Meeting Notes

- Project:** Kate Furbish Elementary School  
**Date:** October 8<sup>th</sup>, 2019 in Hawthorne 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. Prior to the meeting the building committee toured the construction site with Matt Pitzer and Ben Winschel of CHA.   |        |
|       | 3. Review of construction activities. Ben Winschel gave a review of major activities taking place on site. Activities currently include: <ul style="list-style-type: none"> <li>• Storefront and curtainwall continues with the library and main entry remaining.</li> <li>• Masonry veneer is in progress, and metal panel &amp; rainscreen attachment/insulation continues around House B.</li> <li>• Interior framing is complete everywhere except for Area B.</li> <li>• Painting and ceilings are in progress.</li> <li>• Millwork installation has begun.</li> <li>• Mechanical and plumbing rough-ins continue in House A and Section B.</li> </ul>   |        |
|       | 4. Matt Pitzer went over the contractor's payment requisition. It showed payment was approved in the amount of \$1,036,361.08 bringing us to 60.95% complete. <ul style="list-style-type: none"> <li>• A question was asked about whether the 60% complete is the project budget or construction activity. Matt clarified that this number is the budget, but the construction activity should be tracking along with this number.</li> <li>• Matt stated that a large percentage of this requisition is related to millwork which was delivered and is being installed.</li> <li>• Matt also stated that with Grover remobilizing today, we should expect to see charges related to site work. Grover</li> </ul> |        |

intends to complete grading and base pavement for the parking and bus loops within the next 3-4 weeks.

5. Change order #6 was approved at a value of \$132,184.42.
6. There are currently 4 open PCOs with a combined estimated impact of approximately \$15, 000.
  - These changes included the railing for an added egress stair exiting the stage, library niche shelving, and items related to exterior access control.
7. Matt explained that the beginning contingency budget was \$2,238,854.
  - The project is currently 60% complete with 15% of contingency used. This brings the current contingency amount used to \$334,504.01.
8. Matt explained that items such as security/access control, cameras, IT equipment, and the intercom system will all have an impact on the contingency. These items were intentionally removed to avoid markups from the contractor and reduce cost.
9. A question was asked about whether Ledgewood, or a separate contractor, will be performing the work. Matt explained that it will be a third-party contractor for all the work mentioned above.
  - A follow up question was asked about whether Ledgewood would have any issue with this approach. Matt explained that the contract is written in such a way that the contractor is required to allow the owner to hire third-party contractors.
10. Matt gave an update on the emergency generator. He reported that our engineer gave him an estimate of approximately \$95,000 for a new generator.
  - Scott Smith stated that this appeared to be consistent with the cost for the new generator at HBS.
11. The project budget updated was given by Kelly Wentworth.
  - Kelly mentioned that the approved \$600,000 in additional funds for furniture & equipment was moved within the budget.

12. Matt gave an update on the discovery classroom. The drawings are currently with Ledgewood for pricing, and they are communicating any questions related to pricing.
13. Matt stated that we will receive a rebate of approximately \$200,000 from Efficiency Maine.
14. Matt presented the current design and location of the building signage as requested by the committee.
  - The committee would like to investigate options for adding signage at the parent entrance. This is a high priority item for them and is important to have.
  - The committee would like to have further discussion about the font for the signage.
15. The Art Committee reported that they have completed and published RFQ's and are awaiting submissions.
  - Matt clarified that although the locations provided by CHA only showed one stairwell, all four stairwells are available for public art.
16. The Interiors Committee reported out on their September 26<sup>th</sup> visit to both the Waynflete Lower School, and the Amanda C. Rowe Elementary School.
  - The subcommittee toured the schools with the KI furniture rep and were able to see how the furniture is used in these spaces. Elizabeth stated that it was a very valuable experience for them.
  - The subcommittee decided after seeing the furniture that there are some specific pieces they do not want to use anymore. The triangle tables, that they originally liked, were not adequate for laying out binders and will not be used at Kate Furbish.
  - Ariana is working on incorporating these changes and will present the revised furniture plans at their meeting on November 18<sup>th</sup>.



17. Jeannie Stinson introduced Sashie Misner who presented designs for the proposed east, west, and pre-k playspaces.

- A question was asked about accessibility of the playground and how this was being addressed.
  - Sashie explained that all the paths are accessible and will be a compacted stone dust. Access to play areas that are above or below grade will have varying degrees of difficulty for different ages and abilities. Most play areas will be engineered wood fiber which is not the most accessible material (compared to paving) but is the most cost-effective solution.
- A question was asked about visibility and whether the plantings or grade changes affect this.
  - Sashie explained that visibility should not be affected. The plantings are low, and the majority are grasses that are thin. She will work through this as she develops the plans.
- There was concern about lack of shade, particularly at pre-k, from some of the committee members. A question was asked whether there would be trees or a shade sail.
  - Sashie explained that there will be some trees incorporated into the design for shade. A shade sail can be expensive and was not included in the preliminary budget.

18. Sashie provided a preliminary cost estimate of \$317,604 for the design as shown. The building committee voted to approve shifting \$200,000 of funds to the playgrounds from contingency.

19. The Rapid Response Committee stated that they met last Thursday for the payment requisition meeting.

20. Matt reported that the first round of window testing was completed for the project. The two windows that were tested both passed the air infiltration test but failed the water leakage testing.

- Matt met with Ledgewood last Thursday to discuss the results of the testing. Ledgewood is currently working with their team to determine the cause of the failure.

21. The Tech Committee has not met. A meeting is scheduled for Thursday October 17<sup>th</sup>.

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|  | 22. New Business Items: No new business.   |  |
|  | 23. The next Building Committee meeting will be on November 7 <sup>th</sup> at 6 pm. |  |
|  | Meeting adjourned at 7:18 PM.  |  |
|  | <b>END OF MEETING NOTES</b>  |  |