

**Gorham Randolph Shelburne Cooperative School District Building Committee**  
**Minutes of September 6, 2006**  
**GMHS Library**

**Present:**

**Building Committee:** Craig Burcalow, John Carpenter, Ben Mayerson, Bob Demers, Reed Leberman (arrived @ ~7:10pm), Jean Tremblay, Nancy Burleson, Conrad Deutsch

**Administration:** David Goyette, Keith Parent, Paul Bousquet (arrived @ ~7:15pm), Pauline Plourde

**School Board:** Angela Brown (left @ ~7:30pm)

**Other:** David Laurin (left @ ~7:40pm), Tom Rideout

**I. Call to Order:** By Ben Mayerson 6:34 PM

**II. Minutes:**

The minutes of August 31<sup>st</sup> were approved on motion by Craig and second by Nancy. No further discussion. **All in favor.**

**III. Construction Manager:**

**B. Interview process:**

- a. Pauline confirmed that the interviews will be held on September 13<sup>th</sup> and 14<sup>th</sup> starting at 6 PM both nights.
- b. Pauline has scheduled MacMillin for the 13<sup>th</sup> and Kennedy for the 14<sup>th</sup> and is contacting Couture and Hebert to finalize their time slots.
- c. Ben asked that all questions to be asked be submitted to him or Pauline by Friday morning. *(task)-They will edit the list and forward to the applicants.*
- d. The Committee was in agreement that we would like to receive written replies to the questions prior to the start of the interview process.
- e. The interviews will consist of the candidates introducing their firms and teams, followed by their verbal responses to the questions submitted. The Committee can ask follow-ups and if time allows additional questions at the end of the process.

**A. The Construction Manager Position (CM):**

The Committee held a general discussion of the role of the CM and how sub-contractors might be selected.

- f. Pauline reviewed the materials she had supplied the Committee
- g. David indicated he had reviewed the RFP for the CM and was satisfied.
- h. David indicated that in most occasions CM candidates not selected do not seek work as subcontractors, but that there was no prohibition on them doing so.
- i. David indicated one of the key items we should explore is the tracking systems the CM will employ and the how they will manage change orders.
- j. David feels that we will need a "Clerk of the Works" (CW) if for no other reason then to verify the various tests that will have to be run during

construction and start-up. This person would be brought on at the start of construction.

#### IV. Banwell Update:

1. Educational Specification – Paul stated that he is working with Keith, Karen and David to complete the educational assessment. *(task)-They will draw others in as required and expect that it will be complete in early October.*
2. Paul responded to a question about the Educational Specification indicating that it is a review of the buildings fitness to meet the needs of the curriculum and teaching methods. The Education Specification is not a review of the curriculum.
3. David handed out a revised project schedule reflecting changes in the hiring of the CM and in dates to review options with the Committee, Faculty and public.
4. David is arranging a visit of the Committee and others to see the work being done at Hanover on October 11<sup>th</sup>. *(task)-Paul is looking into transportation arrangements.*
5. Bob asked David if he had looked into the possibility of installing culverts to cover over the brook in front of the Ed Fenn.

#### V. Vision/Mission:

- A. **Statement:** The Committee reviewed the vision statement supplied by Paul and Greg Corrigan and after discussion made several changes. The revised vision statement was adopted on a motion by Nancy which was seconded by John. No further discussion.  
**All in favor.**

The statement is:

*“Our vision is to provide school facilities that are healthy, safe, modern, efficient, and support lifelong learning for our students, faculty, staff, and local communities, now and for future generations.”*

- B. **List:** No discussion

#### VI. Other:

- B. Ben informed the Committee that he will be meeting with Superintendent, Business Administrator, and School Board Chair on Monday 9/11, to clarify roles as we move ahead with the project.
- A. There was no public comment

**VII. Next Meetings: 6:00 PM – Wednesday and Thursday , September 13<sup>th</sup> and 14<sup>th</sup> at the GMHS Library**

**VIII. Adjournment:** Motion by Bob to adjourn seconded by Nancy 8:05 PM

JC

bwm