

**GRS Cooperative Schools**

Gorham, NH

MEETING NOTES

Date: March 14, 2008

Present: SAU 20 Paul Bousquet; Pauline Plourde, Keith Parent, Karen Cloutier, David Goyette  
 Chad Miller  
 Banwell Architects David Laurin

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cc: Bousquet, Plourde, Lee Carroll, Jay Poulin/HEB, Jason Ross (HEB), Karl Winchester

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<i>Action</i>	<i>Item</i>
	<p>1. <b><u>Schedule:</u></b>                      Plan is to complete bidding documents by mid may.                      Tentative schedule as follows:                      March 14<sup>th</sup>- May 16<sup>th</sup> Construction bid documents.                      May 19<sup>th</sup> –June 6<sup>th</sup>- bid phase to pre-qualified general contractors.                      Construction could start after June 13<sup>th</sup>.</p> <p><b><u>Key Dates:</u></b>                      School is out on June 13<sup>th</sup>, 2008.                      Faculty back August 26<sup>th</sup>. Students back 9/2/08</p> <p>Goal will be to complete as much as possible over summer but project will not be fully completed until January 2009 (likely).</p> <p><b><u>High School:</u></b></p> <ul style="list-style-type: none"> <li>• Family and consumer science: at least have new corridor in by start of school.</li> <li>• Science wing- will not be ready until January 2009.</li> <li>• Sprinkler System- at least get pipe runs started.</li> <li>• Gym Floor/Bleachers- have ready for basketball season.</li> <li>• Roof- complete over summer.</li> </ul> <p><b><u>Ed Fenn School:</u></b></p> <ul style="list-style-type: none"> <li>• Roof- complete over summer.</li> <li>• Ceilings- may be after schools starts but do demo over summer.</li> </ul> <p>2. <b><u>Scope of Work:</u></b>                      Stay on track for 5.385m project! Need to avoid “scope creep.”                      Additional work will include new gym floor at high school and new bleachers. KP has additional \$137,000 for this.                      Backboards to stay in current locations.                      May consider add alternates for kitchen changed/administration (work shown in yellow).</p> <p>3. <b><u>Contract:</u></b>                      David Laurin to forward revised A&amp;E contract to Pauline.</p> <p>4. <b><u>General Contractors:</u></b>                      DL to forward criteria for pre-qualifying general contractors for bidding.                      District to advertise for responses. Will need to advertise in about four weeks.</p>

5. **Consultants:**  
DL will consider Lee Carroll for Electrical Engineering.  
HEB will do Structural and Civil Engineering.  
Mechanical Engineer to be named by DL.
6. **Permitting:**  
Permit applications (Fire Department, State Fire Marshall, Town Department of Ed) will be filed when plans are sent out to bid.  
  
Pauline to revise State Aid application for reduced project scope.
7. **Clerk of the Works:**  
DL will forward sample advertisement for position for use by the school district.
8. **Insurance:**  
Pauline to investigate purchasing builders risk insurance for project.
9. **Hazardous Materials:**  
DG to arrange for abatement (science countertops) and other items as necessary. Will need to happen as soon as school is released for Summer.
10. **Budget:**  
DL will prepare copy of project budget for group.
11. **Storage:**  
DG to consider storage containers for school equipment during construction.
12. **Meetings:**  
Tuesdays at 10:00 at the SAU.  
Executive committee will handle project details.  
No change unless authorized by Paul!  
Next meeting March 25<sup>th</sup> 2008.
13. **Design Information:**
  - KP to find out how many lab stations at science rooms and other specific science room needs i.e. fume hood, etc.
  - KP to find out how many cooking stations at family and consumer science.
  - KP to advertise program requirements for 1A including equipment list.
14. **Misc:**
  - DL will meet with faculty when designs are ready and schedule is clearer (next couple of weeks).
  - Very important that project stay on budget or be under and it must be done right the first time.
  - Let's also make this an enjoyable project as the changes are a long time coming and the results will be long lasting.