

GRS Cooperative Schools

Gorham, NH

MEETING NOTES

Date: March 25, 2008

Present: Paul Bousquet; Pauline Plourde, Keith Parent, Karen Cloutier, David Goyette
Chad Miller, Paul Parteno, Ben Mayerson, Becky Hebert-Sweeny, Rick Eichler (Fire Chief),
David Laurin

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

Action	Item
<p>No Update</p>	<p>1. <u>Schedule:</u> Plan is to complete bidding documents by mid may. Tentative schedule as follows: March 14th- May 16th Construction bid documents. May 19th –June 6th- bid phase to pre-qualified general contractors. Construction could start after June 13th.</p> <p><u>Key Dates:</u> School is out on June 13th, 2008. Faculty back August 26th. 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><u>High School:</u></p> <ul style="list-style-type: none"> • Family and consumer science: at least have new corridor in by start of school. • Science wing- will not be ready until January 2009. • Sprinkler System- at least get pipe runs started. • Gym Floor/Bleachers- have ready for basketball season. • Roof- complete over summer. <p><u>Ed Fenn School:</u></p> <ul style="list-style-type: none"> • Roof- complete over summer. • Ceilings- may be after schools starts but do demo over summer. <p>2. <u>Scope of Work:</u> 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). Add alternate for "Phase 2" work will not be done at this time due to added cost for design effort and need to stay within budget.</p> <p>3. <u>Contract:</u> David Laurin to forward revised A&E contract to Pauline.</p>

Contract reviewed after regular meeting and DL will make changes and resubmit.

4. **General Contractors:**
DL to forward criteria for pre-qualifying general contractors for bidding. District to advertise for responses. Will need to advertise in about four weeks. **PB and PP to move forward with advertisements.**
5. **Consultants:**
DL will consider Lee Carroll for Electrical Engineering.
HEB will do Structural and Civil Engineering.
Mechanical Engineer to be named by DL.
Lee Carroll is on board for Electrical Eng., as is HEB for Structural and Civil. Allied Eng will be contacted for performing Mech. Eng. 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.
Ongoing.
7. **Clerk of the Works:**
DL will forward sample advertisement for position for use by the school district.
PB and PP to handle this.
8. **Insurance:**
Pauline to investigate purchasing builders risk insurance for project.
PP has been in contact with the District's insurance agency.
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. **DG has been in contact with RPF Assoc. Scope of work to be tied to project scope. DG will follow up with testing schedule and cost and abatement timelines.**
10. **Budget:**
DL will prepare copy of project budget for group.
Budget distributed last week to PB and PP. DL to suggest further breakdown of Administrative costs.
11. **Storage:**
DG to consider storage containers for school equipment during construction. **DG reported containers cost about \$2800 each to own and he feels 6 are needed. 2 at Ed Fenn and 4 at GMHS. DL suggested that Site Plan approval for locating the containers be considered.**
12. **Meetings:**
Tuesdays at 10:00 at the SAU.
Executive committee will handle project details.
No change unless authorized by Paul B!
Next meeting March 25th 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.
- **Keith reported that 24 stations (6 (4) person trapezoidal lab stations) are needed in each of the 2 science rooms. A single side fume hood in each room is also desired. Eye wash showers and other safety equipment as required. DL suggested that storage of existing chemicals over the summer be considered. The question of a floor drain in the classrooms near the eye wash showers will be considered and decided by the group. Ceiling mounted projectors in each room to be installed.**
- KP to find out how many cooking stations at family and consumer science. **KP reported that 4 cooking stations will be required. This includes 4 stoves (existing), and 4 sinks. 1 refrigerator (existing) will suffice.**
- KP to advise program requirements for IA including equipment list.
- **PB will meet with KP to review and advise.**

14. Misc:

KP asked how contractors check on workers i.e. criminal records checks etc. DL will ask a few and respond.

KP stated contractor personnel will need to have identity badges.

KP inquired as to the extent of painting. As plans develop, scope will be reviewed with group.

KP delivered a sketch of the gym layout to DL.

Rick Eichler will try to arrange a visit with the State Fire Marshall for next Tuesday to discuss improvements to the exit stairs at the center area.

Rick Eichler inquired about emergency light fixtures at Ed Fenn and if they would be integral with the new light fixtures or separate. Lee Carroll to review and respond with fixture cuts. The new light fixtures at the classrooms will also be controlled by occupancy sensors.

Chad Miller asked if ceiling projector mounts could be added to the ceilings in Ed Fenn and this item was tabled at this time.