

GRS Cooperative Schools

Gorham, NH

MEETING NOTES

Date: May 6, 2008

Present: Paul Bousquet; Pauline Plourde, Keith Parent, Karen Cloutier, David Goyette
 Chad Miller, Paul Parteno, Ben Mayerson, ~~Becky Hobert-Sweeny~~, Rick Eichler (Fire Chief),
 Angela Brown, ~~Kathleen Kelly~~, Jay Poulin (HEB), ~~Ed Gibson~~ (Lee Carroll Assoc), Jo Carpenter,
 David Laurin

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

Action	Item
	1. Schedule:
	Plan is to complete bidding documents by mid may. Tentative schedule as follows:
	March 14 th - May 16 th Construction bid documents.
	May 19 th - June 6 th - bid phase to pre-qualified general contractors.
	Construction could start after June 13 th .
	Bid Date is June 6, 2008 at 12:00 PM in the First floor conference room at 123 Main Street.
	Walk-through will be May 27 at 3:00 PM starting at the High School.
	<u>Key Dates:</u>
	School is out on June 13 th , 2008.
	Faculty back August 26 th . Students back 9/2/08
	Goal will be to complete as much as possible over summer but project will not be fully completed until January 2009 (likely).
	<u>High School:</u>
	<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.
	<u>Ed Fenn School:</u>
	<ul style="list-style-type: none"> Roof- complete over summer. Ceilings- may be after schools starts but do demo over summer.
DL	DG would like an update as to when rooms can be put back together.
	2. Scope of Work:
	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.
	Updated to \$141,000 available.

	3.	<u>Contract:</u>
		David Laurin to forward revised A&E contract to Pauline.
	PP	Contract reviewed after regular meeting and DL will make changes and resubmit. DL will forward comments to Gordon Graham for his review. Contract has been forwarded to PP and GG for review and comment before final copy ready for signatures. Done
	4.	<u>General Contractors:</u>
	On going	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. Advertisements are in the paper! Responses due 4/23. DL reviewed responses and made recommendations to group. The following will be included on the invited bid list: Meridian Construction Daniel Hebert Inc Spates Const Hutter Const Lee Kennedy Co A R Couture DL will write letters to the firms who will not be invited to bid and they are: Aberthaw Const (no relevant exp) LaFerriere Const (no large projects or relevant exp) Neshkin Const (too far away) Beloin Const (no relevant exp) Letters have been issued. Some discussion regarding pre-qualified list and if there should be interviews conducted after the bidding. DI suggested the District's bid policies be reviewed as to how contracts can be awarded so this process will be clear. DL suggested that the list should be finalized prior to bidding and that generally interviews were not conducted after bidding. Bid review is performed and there may be questions of the bidders prior to any award or recommendation of contract.
	5.	<u>Permitting:</u>
		Permit applications (Fire Department, State Fire Marshall, Town Department of Ed) will be filed when plans are sent out to bid.
	On going	Pauline to revise State Aid application for reduced project scope.
	6.	<u>Clerk of the Works:</u>
		DL will forward sample advertisement for position for use by the school district.
	On going	Advertisement in the paper. 3 responses so far.

		Paul will set up interviews next Tuesday for 4 invited candidates. Interviews will follow project meeting.
	7.	Insurance:
		Pauline to investigate purchasing builders risk insurance for project.
	On going	PP has been in contact with the District's insurance agency.
	8.	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.
	PP	Pauline will follow up with Roger to get this process moving forward. Roofs were tested by RPF and results are due by May 1. Roger is preparing documents for abatement work (bidding). DG has researched disposal of science chemicals and they will be brought to the local recycling center when it is hazardous material disposal day. RPF conducting additional tests. Chemical collection day is June 3 someone reported.
	9.	Budget:
		DL will prepare copy of project budget for group.
	DL	Budget distributed last week to PB and PP. DL to suggest further breakdown of Administrative costs. DL suggested \$35 to 40K be set aside for the Clerk reimbursement.
	10.	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. Site plan review scheduled for 4/3.
	PB	Paul B. to submit sketch plan to Town for their perusal. Units have been moved on site.
	11.	Meetings:
		Tuesdays at 10:00 at the SAU.
		Executive committee will handle project details.
		No change unless authorized by Paul B!
		Next meeting May 27th 2008 at 1 PM. Please note time change. This is due to the walk-through with Bidders at 3 PM.
	12.	Design Information:

		<ul style="list-style-type: none"> • 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. • DL reviewed general layout of science rooms and F & CS. KP forwarded additional info to DL re: equipment needs. DL to revise dwgs and resend by end of week. Will meet with Staff next Tuesday. • DL met with staff and general acceptance to the designs were received with some minor changes. They will be depicted on the drawings and reviewed with committee. • Add vertical sliding marker boards.
		<ul style="list-style-type: none"> • 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. • Same note as above.
		<ul style="list-style-type: none"> • KP to advise program requirements for IA including equipment list. • PB will meet with KP to review and advise. Room to be divided with movable wall – computer stations on one side and general classroom layout on the other. • Changes to the IA area include: • Computers moved off the side walls and 20 floor outlets with data will be installed in forward classroom to accommodate furniture. Drops will be installed at the side walls for computers. • Added storage closet. • Closet shown on plan will be used for data homeruns for classroom. • Windows at West side of classroom (facing motel) will be infilled as a solid wall. This will be the teaching wall. Consideration for a smart board on this wall. • Add room darkening shades
	Record	<p>Gym:</p> <p>Size of Basketball court shown to be 2' wider than current. This is approved.</p> <p>New bleachers to match existing bleacher length. Sides used for storage. New bleachers will be 3 rows instead of 4.</p> <p>No door to alcove leading to Boys locker room.</p> <p>Committee has agreed to layouts as revised and consultants are proceeding forward.</p>
	13.	Misc:
	DL	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.

		<p>KP delivered a sketch of the gym layout to DL.</p> <p>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. DL, KP, RE, and CC (Charlie Chalk) met onsite at 1 to review questions on stairs at center atrium and doors and egress questions. Issues resolved and direction for changes agreed to by all. DL will incorporate into drawings.</p> <p>Revised drawings indicate discussion last week regarding fire separations. Rick to look into requirement of suppression for the hoods in Family and Consumer Science and advise.</p> <p>Rick reported that residential style hoods are acceptable. There will not be a need for an ansul type system provided the School District develop and write a policy on the use of the kitchen stoves and that they are not to be used for open cooking of grease laden products.</p> <p>Record 14. 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.</p> <p>Lee Carroll</p> <p>15. Chad Miller asked if ceiling projector mounts could be added to the ceilings in Ed Fenn and this item was tabled at this time.</p> <p>16. Sprinkler System: DL working on size of water entrance needed and then best location.</p> <p>Record</p> <p>Jay Poulin discussed details of water entrance system for sprinkler service as well as domestic water. He reviewed requirements earlier in the week with David Patry, Town Water Superintendent as well as Ian McDonald from Allied Eng, mechanical engineers for the project. It has been determined that a 6" water service will be sufficient to supply the new sprinkler system planned for the facility. The new entrance will come from Main Street and into the boy's toilet room on the lower level. A separate room will be created within the toilet room and there will be a loss of at least to toilets and sinks to make this work. A fire dept connection on the outside of the building will be installed where the existing window is (to be removed) and Jay and Rick will coordinate on type. This plan is acceptable to the authorities as well as the committee.</p> <p>17. DL posed the question as to if the 2 toilet rooms at the lower level should be renovated because of the new sprinkler room etc. The committee would like an estimate on cost and DL to review scope and suggest a budget. Toilet room upgrades will not be done at this time.</p> <p>DL</p> <p>18. Electrical Plans: Ed Gibson reviewed electrical progress plans for both schools and reviewed light fixture choices with committee.</p> <p>Ed Fenn:</p> <p>Pendant mtd. Light fixtures will be used sat classrooms and surface mtd are planned for the corridor.</p>
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	19.	<p>Gym:</p> <p>Floor pattern to be straight run, not parquet. Better or Best Maple. DL will check with installer on preferred grade. Access to under floor to be maintained.</p> <p>KP asked for price on Contour seats for permanent bleachers. DL to pursue.</p> <p>KP asked for new glass backboards to be installed at sidecourts. They do not have to be operable.</p> <p>KP asked for price on exterior signage (lettering) for the outside of the gym " Alumni Gymnasium".</p>
	20.	<p>Corrections to minutes:</p> <p>Pauline Plourde was not present at 4/29/08 meeting.</p>