

GRS Cooperative Schools
Gorham, NH

MEETING NOTES

Date: **December 23, 2008**

Present: Paul Bousquet, Pauline Plourde, Keith Parent, ~~David Goyette~~, ~~Chad Miller~~, ~~Karen Cloutier~~, Paul Partenope, Ben Mayerson, ~~Jo Carpenter~~, Gil Eaton (Clerk), ~~Tim Long~~, Bob Beaulieu, Luke Salome, (Meridian Construction), ~~Lee Carroll~~, David Laurin (Banwell Architects)

cc: SAU 20, Eaton, Lee Carroll, HEB, Allied Engineering, R. Eichler, Meridian, Banwell

Action	Item
	1. Schedule / Progress: Punch list prepared today. Balancing complete except ERV unit. Expect to complete next week. Fire alarm panel board expected next week. Bob to contact Rick Eichler for walk through for CO.
	2. Doors that have been modified by factory reps will still have their lifetime warranty. Luke to forward letter from mfg. (Pending) – Keith noted a couple of doors still bind & don't close properly. Luke has letter and will forward. Luke to confirm modified doors conform to requirements and forward a letter of acceptance and confirmation from Mfr. - Letter expected by Friday 11/14. DL is reviewing letter. Terry from Merrimack Building Hardware explained that the doors were modified as authorized by the factory and that the warranty still remains. He will get a reworded letter for the school. - Meridian is coordinating Keying/Cylinders with Owner & Supplier. Terry from Merrimack to prepare a cylinder schedule for review by Dave Goyette. - Meridian was asked to provide pricing for a replacement door (60-minute) with proper egress hardware (and possibly HM frame) for doorway at Northwest corner of Gym leading to Stairway & Exit – to conform to building code.
	3. Water Damage: Dave Goyette reported that ServPro had revisited the school and that everything was drying up quickly. ServPro suggested holding off on additional testing for 2 more weeks. Does not think it will be a problem with mold as plaster does not support mold growth and dries quickly. They will revisit in two weeks. (Pending) Dave Goyette reported ServPro visited the site again today and that there is still moisture on the second floor as well as a leak on the 3 rd floor. Meridian to contact DeJardins to address the leak and remove any unstable plaster from the ceiling to avoid any issues. Area needs to be opened up so it can dry out. ServPro will recheck in 2 weeks. Serv Pro returned and Room 309 still registers moisture. 50% at the

		<p>ceiling and 25% at the bottom of the wall. All in a narrow strip of about 6". Appears there may still be a leak present and Bob to check it out. Other areas reported as dry.</p> <p>Leaking still reported at 309. Water evident this past Sunday. Above ceiling review needed to determine where leak originates. Servpro will return to check again.</p> <p>Serv Pro was back again today and reported that areas were dry and no moisture was detected.</p> <p>Nothing new to report.</p>
	4.	<p><u>Roof:</u> Still not complete. Gil has given Bob a list of items needing attention. Bob will effort with Desjardins. Roof nearly complete. Outstanding items include: Rail, Hatch curb extension/Hatch replacement, Dust Collector removal, Science area roof leak, Fenn canopy work. (Existing roof hatch is only 3" above new roof & insulation, so it is recommended to extend the hatch curb 8"-12" above roof, and consider replacing the 40+/- year old hatch)</p> <p>Gil reported a leak at the Ed Fenn School at the art room. Will check above the ceiling to make sure it's not a pipe leak.</p> <p>Gil suggests roof warranty date to be changed to Nov 17, 2008 to reflect when the work was actually completed.</p> <p>Paul read from a memo Al Desjardins had sent regarding the recent roof leaks. There may be blockage in a roof drain at Ed Fenn School and this should be scoped. Dave Goyette to handle.</p> <p>Dave Goyette reported that the drain line had been scoped and there was no blockage to report.</p> <p>Al DesJardin has workers on site taking care of the identified leaks and all at the High School have been addressed and he is currently at the Ed Fenn School.</p> <p>Gil reported a small amount of water had been detected in the corridor next to the gym at Ed Fenn. It was not determined if it was the result of a roof leak or was snow that had blown in through a vent or exhaust fan and then melted.</p>
	5.	<p><u>Fume Hoods:</u> Some damage occurred during transport, which will require touch-up and replacement parts / field repairs</p> <p>Luke is working on a price for above. Ed Gibson noted additional electrical work will be required to make these compliant. He has forwarded info to DL and it will be sent to Luke.</p> <p>Luke submitted change proposal 14 which considers additional work at the fume hoods.</p>
	6.	<p><u>Fire Alarm Panel:</u> Issue with capacity of existing fire alarm panel for all of the new detection</p>

		<p>/ sprinkler system. Ed Gibson working on options with vendor to rectify.</p> <p>Lee Carroll presented options to the group and it was recommended to add another panel to add future capacity. Coordination with R. Eichler on exact location is required. Lee will visit with him.</p> <p>Location determined. Panel to be installed next week.</p>
	7.	<p><u>Ed Fenn:</u> 2 doors not working with regards to security. Bus entrance area and Playground side. Bob to review and respond. Bob requested Ray's Electric to correct the situation.</p> <p>Issue with sun screens on South side of building. They were not reattached securely and 1 fell off. Bob to remove the remainder. Sun screens have been removed.</p> <p>Some issues with pneumatic control lines being experienced. Bob to review and respond. Honeywell on site finding and fixing problems per Dave Goyette. Pauline will forward invoice for work to Luke.</p>
	8.	<u>Phase 2:</u>
	9	<p><u>IT:</u> Chad will be responsible for terminating IT cables in IA classroom.</p>
	10	<p><u>GMHS:</u> Keith would like to see the lights installed in the stairwell soon as it is dark. Lights will be installed this week.</p>
	11.	<p><u>Substantial Completion Forms:</u> Substantial completion forms needed for Ed Fenn School, Gym, and Phase 1. DL to prepare for signatures.</p> <p>Ed Fenn substantial completion date will be Sept. 2, 2008 and Phase 1 for GMHS will be Dec 23, 2008. The roof warranty was resubmitted with a new date of 11/21/08 and there was discussion as to if this was acceptable or not. DL will review and respond with a recommendation. DL will prepare and distribute Substantial completion forms for signatures.</p>
	12	<p><u>Gym:</u> Access to crawl space difficult to get into as new wood floor is sealed shut with floor finish/. Bob to loosen up the hatch.</p>
	13	<p><u>Energy Recovery Unit:</u> Trane Rep on site this morning to review if unit on the roof can be modified in place to except the recirc louver specified. He reported that it could be and that McGee was looking into getting the pieces to make this happen. Question about if this would affect the warranty and it was said to not be an issue. Trane Rep will issue a letter stating so. Luke to confirm timing. Work in the boiler room to make changes to the water supply to these units still needs to occur. Modifications are expected to be made next week.</p>
	11	<p><u>Meeting Schedule:</u> Next meeting: Tues. Jan. 6 at 1:00 at the SAU conference room.</p>

