



Meeting Notes

Project: Additions and Renovations to RSU 26 Campus

Date: September 11, 2019, 5:30 pm

Attendees:

Purpose: Kick off meeting

Topic	Agenda	Action
Introduction	1. Introductions <ul style="list-style-type: none"> • Building Committee: Meredith Higgins, Superintendent; Brian McGill, School Board Chair, Brent Fournier, Head of Facilities, Darren Ackerman, Asa Adams Principal; Richard Glencross, Middle School Principal, Reg Ruhlin High School Principal, Emily Jackson Sanborn, Middle/High School Librarian, Lin White, Community Member; Geoff Wingard, School Board Member. • CHA Architecture: Robin Tannenbaum and Chris Carroll 	
	2. Robin Tannenbaum explained that CHA Architecture is the new name of the firm previously called PDT Architects.	
	3. Robin Tannenbaum presented a PowerPoint presentation that showed plans for all components of the project	
	4. The site plan shows work at all three schools, their associated parking areas and the track/field behind the high school	
	5. The existing plan of Asa Adams shows three phases of construction in the school's history. Each section has different materials and systems.	
Asa Adams	6. At Asa Adams, work includes: <ul style="list-style-type: none"> • Demolition of the covered entry walkway, administrative areas and two classrooms. • The front addition provides a new administrative office including spaces for specialists, nurse and assessment, as well as a secure entry vestibule with a transaction window to the office. • The front entry will have access controls programmed by the school. • Two new classrooms and an OT room are added adjacent to the existing hallway. • The rear addition includes a new kitchen, cafeteria, restrooms and a storage room for cafeteria furniture. • The old kitchen will be turned into a room for the music program. • Multiple mechanical, electrical and accessibility upgrades are also included 	



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	7. The committee would like to consider accessing the new bathrooms directly from the cafeteria to provide better oversight by staff. <u>CHA will look at design options and report back to the committee.</u>	
	8. The school has only keyed access now. The new front door will have a card reader system.	
	9. Robin explained that the design team is working to establish clear boundary lines for the renovation work to determine where new materials terminate.	
	10. The existing plan of OMS/HS shows eight phases of construction in the school's history. Each section has a slightly different materials.	
	11. Robin explained that the work stays away from the MS; the district would like to apply for state funding for a new MS in the next round of construction funding and therefore won't invest as heavily in the MS.	
OMS/HS	12. At the middle school (MS) and high school (HS) work includes: <ul style="list-style-type: none"> • The current cafeteria/band "bar" will be turned into a cafeteria and kitchen • New music and band rooms are added next to the cafeteria. • A new auditorium w/raked seating, a lobby, bathrooms and a control room • A four classroom, two-story addition at the end of the HS • Conversion of the current Choir/Adult Ed room into a Central Office for the district offices, including much needed conference rooms, assessment spaces, and the continuation of an Adult Ed room. * • Minor plan and associated finish changes to the high school administrative area. * • The HS south side entry vestibule will get new doors, finishes, a transaction window into the office and access controls for those doors. • * These items are to be designed and documented by CHA Architecture but will not be part of the large construction project; the district will look for local contractors to do this "self-managed" work after the larger project is completed. This saves the district money on overhead costs associated with smaller scale projects. These areas may need additional simplification to fit within the budgets allotted to them. • Multiple mechanical, electrical and accessibility upgrades are also included 	
Auditorium Seats	13. The committee asked for a confirmation of how many seats are shown in the auditorium. <u>CHA to confirm count and get back to the Committee.</u>	



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LULA	14. The committee asked if a LULA (Limited Use Limited Application) Elevator is necessary. CHA replied that while ADA may not strictly require access to the upper seats, we recommend it for ADA access to the control room.	
Level Changes	15. CHA explained that there is a floor level change between the cafeteria wing and the HS gym (gym floor is 2'-8" <u>above</u> cafeteria floor). The auditorium entry, lobby, mid-level aisle and stage will be level with the gym. Therefore, there will be a series of ramps in the addition to make the grade change. 16. The committee asked about a door directly from the stage to the music room. The music room is +/- 1'-2" below the stage so CHA will need to explore design options to make this work.	
Auditorium	17. CHA explained that we have a consulting firm for auditorium AV, lighting, acoustics, equipment (rigging, curtains), etc. The consultant is CavannaughTocci in Boston. There is also a \$300,000 budget line within the construction budget for these items.	
	18. The committee asked about direct access from the auditorium to the courtyard. <u>CHA will look into the logistics of this and report back.</u>	
	19. CHA confirmed that the HS cafeteria shows 225 seats currently and that number can be manipulated somewhat depending on the needs of the school and the furniture selected.	
	20. In the HS admin area, there is talk of eliminating the door between the dean and the office and adding the door to the hallway.	
	21. Robin explained that an interior courtyard will be created by the auditorium. CHA is working on an egress plan that will not involve egressing into this space. The district will need to maintain an anticipated new egress door to the east from the connector between HS and gym.	
	22. The committee asked questions about how access to the high school will be replaced once the auditorium eliminates the north side entry doors opposite the HS administration area. <u>CHA will look at design options, including recreating a north side entry at the corridor opposite the library, and get back to the committee.</u>	
	23. The committee asked if we could consider a car connection between the east MS parking lot and the entry road to the HS parking. There is also great concern about MS athletes running out of the MS gym and crossing	



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	that road without looking. Could we move the road over? <u>CHA will look at design options and get back to the committee.</u>	
Project Timeline	24. Robin reviewed the overall project timeline going forward. Closer to the time of bidding, CHA will work with the committee on pre-qualification of General Contractors and on selecting a Clerk of the Works and a mandatory pre-bid site walk for bidders.	
Project Budget	25. Robin showed a slide of the project budget. The project budget is \$16,845,000 and the construction budget is \$13,374,978. The difference between the two is a combination of administrative/legal costs, professional fees, permitting fees, contingencies, Clerk salary, etc.	
Contingencies	26. The committee asked what happens if the low bidder is not able to complete the project for the bid price. Robin and Chris explained the purpose of the construction contingencies <ul style="list-style-type: none"> • Bid Contingency (5% of construction cost) – can be applied to the budget on bid day to make up any difference between lowest bidder and construction budget. Allows for anomalies in the market and serves as a buffer for the owner on bid day • Construction Contingency (5% of construction cost)– used during construction for discovered conditions, errors and omissions and owner requested changes. 	
Phasing	27. CHA explained that the construction documents will layout recommended phasing plans for each school that show critical scopes of work that need to happen together, and preference for work sequencing at each school. They will not address the relationship between work at the two schools. If contractors propose alternate phasing/sequencing during the bid process, the building committee can decide whether to entertain them.	
Meetings	28. Meeting schedule going forward: First Wednesday of the month at 6 pm in the library. Next meeting is October 2.	
Building Committee	29. CHA explained that the role of the building committee is to respond to and guide the design team in carrying out the design goals of the project, monitor adherence to schedule and budget and weigh in on critical decisions. There will be specialty areas that may require the input of stakeholders outside of the building committee itself (auditorium, cafeteria, track and field)	



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	30. Brian said that the School Board had approved this group of people to represent the board and the community. 31. Meredith proposed using an “ad hoc” process for occasions when additional stakeholders are needed, filtered through her to determine what participants should be involved in various discussions.	
Public Comment	32. No one from the public spoke. Meredith said that the district would create a webpage for agenda, notes, etc. associated with the Building Committee’s work.	
	33. The meeting adjourned around 7:15 pm	
	END OF MEETING NOTES	

The notes above are considered a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact Robin Tannenbaum, CHA Architecture.