



Meeting Notes

Project: Additions and Renovations to RSU 26 Campus
Date: November 6, 2019, 6:00 pm
Attendees: RSU 26: Meredith Higgins, Brian McGill, Brent Fournier, Reg Ruhlin, Emily Jackson Sanborn, Richard Glencross, Darren Ackerman, Lisa Erhardt.
 CHA Architecture: Chris Carroll, Suzanne Morin, Robin Tannenbaum (by phone)
Purpose: Building Committee Meeting

Topic	Agenda	Action
	1. Approval of Minutes From Last Month <ul style="list-style-type: none"> • The committee confirmed that all meeting notes to date have been received and approved. 	
	2. Asa Adams – Design Updates - Cafeteria <ul style="list-style-type: none"> • CHA Architecture showed an updated cafeteria/kitchen plan which responds to recent feedback. The plan shown needs final review by Ben Jacobson. • Students will enter the room near the gym, walk to the far side of the cafeteria and queue for the line at the west side of the cafeteria. Cashier is last in the line. This sequence minimizes overlap of students waiting in the line with students getting up to clear trays @ dishroom. • Kitchen includes a one-sided salad bar which is longer than the current salad bar. Meredith stated that after observing a one-sided salad bar lunch at Asa, she feels this solution will work. • Across from the dish room is counter for condiments, trash & recycling • Bench seating is located on the west wall of the cafeteria. • The committee asked about hallway access to the new bathrooms. <u>CHA Architecture will look at an option to include a single user bathroom on the hall side and reduce the number of fixtures in the group bathrooms by one each. CHA Architecture will also look at placing hand washing sinks in an open shared location for better oversight.</u> 	
	3. Asa Adams – Design Updates – Construction Site <ul style="list-style-type: none"> • CHA Architecture showed an updated construction site plan for Asa Adams. A 15' x 60' (+/-) modular unit will be placed parallel to the face of the 5th grade wing and house the administrative office, nurse and guidance counselor. Visitors to the school will pass through this 	

Topic	Agenda	Action
	<p>modular before being released into the school. A fence between the modular and the building will prevent anyone from slipping in the door to the building.</p> <ul style="list-style-type: none"> • Brent Fournier is working with a modular supplier to price options for graywater only or temporary plumbing. • Meredith and Brent propose locating the classroom modular on the north side of the school adjacent to the 4th/5th grade wing. This provides some level of protection/privacy for these rooms and leaves the blacktop area free for other uses. • CHA Architecture will work with the civil engineers to confirm that these locations work. • Bus riders, walker and parent drop offs will be directed to use the exterior door currently used by bus riders. • CHA Architecture will monitor the final proposed contractor lay-down area to minimize loss of parking spots at the school. • The blacktop in front of the 1st/2nd grade wing may be used for temporary parking – TBD. 	
	<p>4. OHS/Auditorium – Design Updates - Cafeteria</p> <ul style="list-style-type: none"> • CHA Architecture showed an updated cafeteria/kitchen plan which responds to recent feedback. The committee was pleased with the layout and variety of seating. The plan needs final review by Ben Jacobson. • The seating layout accommodates 225 students. Bench seating on the north wall is grouped to avoid existing wall mounted heating units. • Counter seating and 4-top tables are intended to be at 42” • Meredith reminded CHA that the area designated “music storage” in the former kitchen should be removed and that space remains “unassigned”; she has ideas for that room. 	
	<p>5. OHS/Auditorium – Design Updates – Backstage/Band/Music</p> <ul style="list-style-type: none"> • CHA Architecture showed a current plan for the music classrooms, music and instrument storage and backstage spaces affiliated with the auditorium. • Meredith has been meeting with staff from music and theater departments and conveyed that the group did not want a vestibule created between stagecraft and the band and stage. They would rather have the room as part of backstage. CHA’s acoustic consultants have advised keeping that 	



Meeting Notes

Topic	Agenda	Action
	<p>vestibule as a sound and light lock for the stage but will follow the direction of the committee.</p> <ul style="list-style-type: none"> • The group also asked to eliminate a door between the corridor and stagecraft in order to create a larger instrument storage space. • The new plan provides two practice rooms and a shared music library off a hall connecting the band and chorus rooms. The committee liked this overall connection. Staff has expressed a preference for two separate music libraries. CHA suggested that with the designated space as a placeholder, this decision can be discussed later to allow more study of the needs and potential furnishings solutions. • The committee asked about special mirrors for practice rooms that don't reflect sound in a negative way. <u>CHA will research and follow up.</u> • CHA will look at opportunities for janitor closets. • CHA will make sure the stagecraft area includes a sink (both band and chorus rooms will have sinks). 	
	<p>6. Site Plan</p> <ul style="list-style-type: none"> • CHA Architecture showed an overall site plan of the school property and pointed out three locations where stormwater is being treated. • A detention pond will be constructed on the slope between OHS and Asa Adams. This pond is to pick up stormwater from the impervious surfaces created by the 1981 gym and classroom addition. A DEP permit and corresponding stormwater mitigation were required then but not provided. To complete the new project, DEP is requiring corrective actions to handle the stormwater impact of those additions. • The committee asked if the pond will negatively impact a series of trees planted by the community on that slope. <u>CHA Architecture will investigate and report back.</u> 	
	<p>7. Athletic Fields – Update</p> <ul style="list-style-type: none"> • As reported at last month's meeting, the district has requested that a series of items be added to the athletic field scope which total around \$25k. • Since that time, CHA asked for and received confirmation from Meredith and Brian to approve moving the entire track/field to the east approximately 3'-5' at an estimated cost of \$15k. The reason to make the move is to create space for other priorities from the district that CHA can then include to the athletic scope as bid alts. They are: (1) dual pole vault 	



Meeting Notes

Topic	Agenda	Action
	<p>runways, (2) additional runway and sand pit at long jump, (3) widened high jump area. The estimated costs of these adds is \$34k.</p> <ul style="list-style-type: none"> CHA Architecture continues to bring to the committee’s attention that none of these items were accounted for in the Concept Design budget on which the bond number was based. 	
	<p>8. Understanding Bid Alts</p> <ul style="list-style-type: none"> CHA Architecture explained that the purpose of bid alternates is to allow the project to come in on budget on bid day. Bid alternates usually come about either as “nice to have” after the fact items, or as a measure to contain cost on bid day. Discerning what will be a bid alt can be a difficult and unpopular process. In general, CHA Architecture recommends bid alternates that are added to a project rather than deducted; historically contractors do not return full value of items in a deduct scenario. Bid alternates should be discreet, easily separated and packageable items that can be removed from the scope of work cleanly. CHA Architecture recommends two bid alternates thus far, based on decisions to date: (1) Extra features at athletic fields, and (2) Entry vestibule at new rear entrance from high school. The committee feels that both items will be accepted regardless of the bid climate and prefers to keep them in the base bid. CHA Architecture proposed waiting until the completion of our Design Development pricing to revisit this discussion. 	
	<p>9. Understanding the Furniture Budget</p> <ul style="list-style-type: none"> The bond budget includes a section for Moveable Equipment. Within this are lines for 4% of the GC construction budget or \$428,444 designated for Equipment and 2% of the GC construction budget or \$212,222 designated for Technology. The equipment budget is typically used for furnishings and any equipment associated with maintenance at the school. Suzanne Morin is an interior designer with CHA Architecture who has worked on public school projects for 40 years. She explained to the committee that while our work will include test fits of all spaces in the project, going into specific furniture approaches, selections or procurement is not and would fall under a separate contract. Many CHA Architecture clients choose to enter into a contract with us for that scope of work; in a DOE funded project the professional fee for that work would 	



Meeting Notes

Topic	Agenda	Action
	<p>come out of the equipment budget. In this locally funded project it can come from the equipment line or anywhere else the district chooses.</p>	
	<p>10. No other public comment.</p>	
	<p>11. Next Meetings. The following meetings have been scheduled. All will be held in the OHS library.</p> <ul style="list-style-type: none"> • Wednesday, December 18th, 4-6 pm • Wednesday, January 15th, 6-8 pm • Wednesday, February 5th, 6-8 pm • Wednesday, March 4th, 6-8 pm • Wednesday, April 15th, 6-8 pm • Wednesday, May 6th, 6-8 pm 	