



**Meeting Minutes**

**Project:** Additions and Renovations to RSU 26 Campus  
**Date:** May 12, 2020, 1:30 pm  
**Attendees:** RSU 26: Meredith Higgins, Brian McGill, Brent Fournier, Lin White, Reg Ruhlin, Richard Glencross, Darren Ackerman, Lisa Erhardt, Emily Jackson Sanborn, Mark Brewer; CHA Architecture: Robin Tannenbaum, Matt Pitzer  
**Purpose:** Building Committee Meeting

Topic	Agenda	Action
	1. Update on bidding process <ul style="list-style-type: none"> <li>▪ CHA reported that from the original seven General Contractors (GCs) who were prequalified, five attended the mandatory site walk on Monday.</li> <li>▪ During the bidding process, CHA is issuing an addendum at the end of each week that answers questions received from bidders and adds clarifying information as is appropriate</li> <li>▪ The bid opening has been extended two weeks until June 3<sup>rd</sup>. Robin and Matt pointed out that given the complexity of this project and the multiple buildings, having a longer time for the bids to be prepared helps ensure as thorough a bid as possible.</li> </ul>	
	2. Roles during construction <ul style="list-style-type: none"> <li>a. <u>Building committee:</u> <ul style="list-style-type: none"> <li>▪ The building committee will continue to meet monthly during construction; their role is the monitor the progress of construction, the schedule and the budget. Any concerns too large for the working group (see below) to handle will be brought to the building committee as a whole.</li> </ul> </li> <li>b. <u>BC working group:</u> <ul style="list-style-type: none"> <li>▪ This is a smaller subset of the building committee that deals with day to day administrative oversight of the project as needed. While this group does not necessarily meet regularly, it is important that the group be nimble and able to respond fairly quickly to questions that come up during construction.</li> <li>▪ This group would distribute questions with design impact to the correct parties (principals, etc.).</li> <li>▪ The group or a member of the group attend requisition meetings. Composition is at the discretion of the district; inclusion of the facilities director is encouraged.</li> </ul> </li> </ul>	

Topic	Agenda	Action
	<ul style="list-style-type: none"> <li>▪ Typically, the BC will authorize members of the working group to approve change orders up to a given amount - \$20,000 - \$30,000 without going to the entire BC for approval.</li> <li>▪ Meredith and Brian indicated that the presence of Brent was import and the presence of both of them for financial oversight but would like involvement of the principals so that those most impacted by the work would be well in the know. Richard Glencross volunteered to join this group.</li> <li>▪ All agreed on the need for a clear communication strategy between and among the architect, this group and principals or other folks who are impacted by the design changes.</li> <li>▪ The building committee will give further thought to the composition of this group. The group is not needed in action until construction begins.</li> <li>▪ <u>CHA Architecture offered to help provide graphics and other content for the school webpage that will be accessible to the general public.</u></li> </ul> <p>c. <u>CHA Architecture:</u></p> <ul style="list-style-type: none"> <li>▪ CHA Architecture’s role during construction is to monitor the construction process to ensure that the quality and integrity of the design is followed by the contractor.</li> <li>▪ CHA will make a minimum of one trip a month to the site for construction meetings and will adjust the frequency as needed depending on progress and current activity onsite.</li> <li>▪ CHA will continue to attend BC meetings and keep the BC informed of construction progress.</li> </ul> <p>d. <u>Clerk of Works:</u></p> <ul style="list-style-type: none"> <li>▪ The Clerk is a consultant to CHA Architecture and serves as our eyes and ears on site. This person is on site regularly to observe construction and will send CHA Architecture regular reports on daily construction progress.</li> <li>▪ The Clerk attends all architect-contractor meetings.</li> </ul> <p>e. <u>Testing Agencies</u></p> <ul style="list-style-type: none"> <li>▪ The district will hire an outside testing agency to conduct testing, gathering empirical data from various phases of the construction process. Examples include soil compaction, concrete strength and curing, wood framing, structural steel erection and completion of fire penetrations.</li> <li>▪ <u>CHA Architecture will facilitate the process of putting out an RFP for these services</u> although the actual contract is with the district.</li> </ul>	



**Meeting Minutes**

Topic	Agenda	Action
	<ul style="list-style-type: none"> <li>▪ The GC will coordinate directly with the testing agency to schedule site visits, as they alone control the schedule and the exact timing of when elements are ready for testing.</li> </ul>	
	<p>3. Overview of construction phasing</p> <ul style="list-style-type: none"> <li>▪ CHA gave an overview of construction phasing beginning at Asa Adams. Summer 2020 is for major demolition and asbestos abatement. After that, temporary walls will be constructed to close off construction areas from the rest of the school and those areas are to be turned over to the contractor.</li> <li>▪ Meredith asked about kindergarten access through the door in K-2 to the interior corridor. <u>CHA Architecture revised the phasing plans to indicate that a safe, enclosed passageway from the kindergarten door to the main school must be maintained during the 2020-2021 school year.</u> Subsequent conversations with Meredith have acknowledged that if asked, the school will consider brief/temporary use of the exterior doors for short periods of time if it aids in construction sequencing.</li> <li>▪ At OHS, the committee asked about timing for emptying out the music library and other similar spaces. CHA confirmed that the building needs to be ready to be handed over to the contractor on June 22<sup>nd</sup>.</li> <li>▪ At OHS, summer 2020 will be construction of the new parking lot (to a gravel top, minimum), demo of stage and bandroom and asbestos abatement focused primarily on the cafeteria and future kitchen wing.</li> <li>▪ The committee had several questions about the impact of construction on the playing fields. <u>CHA revised the site plans to reflect the following:</u></li> <li>▪ Practice football field: The site plan has been revised to call for a construction fence around three sides of the practice field for the duration of construction.</li> <li>▪ Access to woods west of track: The existing path favored by most gym teachers, to the north of the track and field, will remain accessible to the school throughout construction.</li> </ul>	
	<p>4. Other/Questions?</p> <ul style="list-style-type: none"> <li>▪ Meredith asked about the process of town inspections and remembered that in spring 2019 correspondence with the town, they suggested that they could provide some “discount” on the permit cost if the timing of inspections were organized for efficiency. <u>CHA Architecture is in touch with the town and is following up on that topic.</u></li> </ul>	



## Meeting Minutes

Topic	Agenda	Action
	<p>5. Next Meeting</p> <ul style="list-style-type: none"><li>▪ June 9th at 3 pm.</li><li>▪ Once construction begins, building committee meetings will be scheduled to align with construction meetings to the greatest extent possible.</li><li>▪ Reminder: Bid opening is June 3<sup>rd</sup> at 2 pm. <u>CHA will work with Meredith to set up a zoom call and get information on the school website.</u></li></ul>	
	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.