

The H.L. Turner Group Inc.

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AUBURN VILLAGE SCHOOL ADDITION & RENOVATION **Executive Team Meeting Minutes**

Meeting No. 2

Date: 4/12/2018

Job No. 3933

Meeting Location: AVS Conference Room

The following notes were taken during a meeting on Thursday 4/12/2018 at 10:00 am to review design and construction logistics of the Auburn Village School Addition and Renovation Project.

Attendees:

Dr. Phil Littlefield	SAU 15 Superintendent
Dr. Lori Collins	Principal Auburn Village School
Karen Lessard	SAU 15 Business Administrator
Alan Villeneuve	Auburn Village School Board Chairman
Janice Baker	Auburn Village School Board Vice Chairman
Scott Dube	Auburn Village School Director of Maintenance
Keith McBey	Bonnette, Page & Stone, President
Barrett Salta	Bonnette, Page & Stone, Project Manager
Barrett R. Salta	Bonnette, Page & Stone, Asst. Project Manager
Bill Hickey	Turner Group, Project Manager
Doug Proctor	Turner Group, Project Architect

I. NEW BUSINESS:

Action Req'd	Item No.	Description
SAU	1.1	PL requested contracts from TTG and BPS within a week. Design and project construction schedules shall be submitted with contracts. The SAU shall issue a Letter of Intent so the team may begin work. 4/12: Letter of Intent is pending the formation of the AVS Building Committee.
SAU	1.2	KL shall prepare bond submission for review by the School Board for the May meeting. 4/12: Bond application will be sent 4/13.
TTG	1.3	TTG shall request proposals for site survey of the proposed construction access road and the building addition footprint geotechnical survey. Proposals shall be submitted to the team for review. 4/12: TTG received proposals from Meridian for additional site survey. TTG will have

Meridian provide proposal for the North end of the school site as well. TTG also received 3 geotechnical proposals and shared with the SAU. The SAU asked TTG to approve contracts with site survey and geotechnical within budget to avoid delays.

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|-------------|------|--|
| BPS/TTG/SAU | 1.4 | AV & LC requested a plan from BPS for the relocation of the two portable classrooms that will be impacted by the construction area. AV commented they may be able to reuse or sell portables in the future. 4/12: BPS provided draft construction site plan, SAU asked for portable locations to be adjusted to provide better playground access. BPS will relocate propane tank from north corner of the school. TTG will review building separation requirements during construction. SAU will review parking plan options for faculty. |
| SAU | 1.5 | AV requested a schedule of milestones of design and construction for the school board to make them aware of the overall schedule items. 4/12: TTG issued design schedule subsequent to the meeting via email. This schedule was coordinated with the construction schedule. SAU reviewing. |
| BPS | 1.6 | SAU requested an updated copy of the construction and project budget for their use. 4/12: BPS will forward latest construction budget to KL for project budget coordination. |
| SAU | 1.7 | There was a discussion of if the school will serve as an emergency shelter in the future. Team will resolve during design. There are presently three buildings used for shelters in the town. 4/12: SAU reviewing need to coordinate with design. |
| SAU/TTG | 1.8 | LC shall develop room assignments for the addition. DP will provide floor plans to LC for use. 4/12: LC provided, DP reviewing. Programming meetings have been scheduled with the users on 4/19 & 4/20. LC will provide schedule. |
| TTG | 1.9 | PL would like to have an IT consultant on the team to correct some of the issues the school has been having. They noted that there has been fiber optic cable installed to the site. Kitchen and audio visual consultants may also be needed. Also cafeteria acoustic should be addressed. 4/12: TTG will develop list of consultants for review. |
| BPS | 1.10 | SD noted that there will be 21 summer programs on site this summer. Sports tryouts will be at the safety complex. 4/12: LC provided list of dates and room assignments to BPS for construction coordination. |



BPS	1.11	AV noted that all but two roofs should be replaced. The Gymnasium and the locker room roof were recently replaced. AV would like to have one of the simpler roofs replaced this summer. 4/12: AV requested the roofs on the north west wing be replaced this summer, membrane and shingle roofs. TTG to coordinate documentation.
TTG/BPS	1.12	SD would like to have the leach field brush cut when the construction access road is installed. 4/12: BPS will add to the site work, CLOSED.
TTG/BPS	1.13	SD noted that the septic pumps were recently replaced. 4/12: Noted, CLOSED.
TTG	1.14	PL asked for a team contact list to be issued. 4/12: DP will make corrections to the list and issue via email.
BPS	1.15	LC asked to visit other school administration offices and entrances. BPS will schedule visits to the Pelham schools. 4/12: BPS to coordinate visit.
SAU	1.16	AV would like to perform some renovation work this summer. DP requested a list of proposed projects soon so that documentation and construction requirements can be review to determine if the project is feasible. 4/12: Work identified for this summer is the electrical and window replacements in the four northwest classrooms, cupola repairs, and the roof work discussed in item 1.11.
TTG	1.17	Subsequent to the meeting the SAU requested TTG to provide and RFP for Owner's Project Manager so the SAU and the school board can evaluate if an OPM is required for the project. BH & DP volunteered to discuss with the school board if needed. 4/12: TTG developing proposals for OPM for the SAU to review.

II. NEW BUSINESS:

	2.1	TTG issued Executive and Programming meeting dates, CLOSED.
TTG	2.2	SD provided existing drawings with structural included. TTG will scan drawings and return to SAU with disk of PDFs.



III. END OF MEETING:

These minutes are an official communication between The Turner Group, the Contractor and the Owner. If you disagree in whole or in part, notify the Architect immediately. If communication is not received within one (1) week, we will assume agreement with these minutes.

Next Meeting: Thursday, 4/26/2018 at 10:00 A.M. in the AVS Conference Room.

Respectfully Submitted,

THE H.L. TURNER GROUP INC.



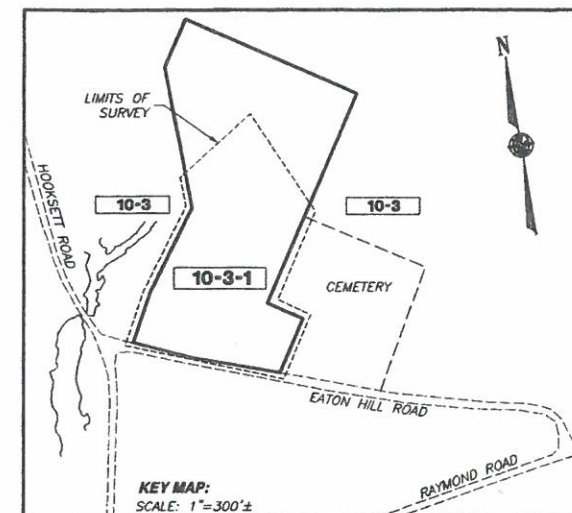
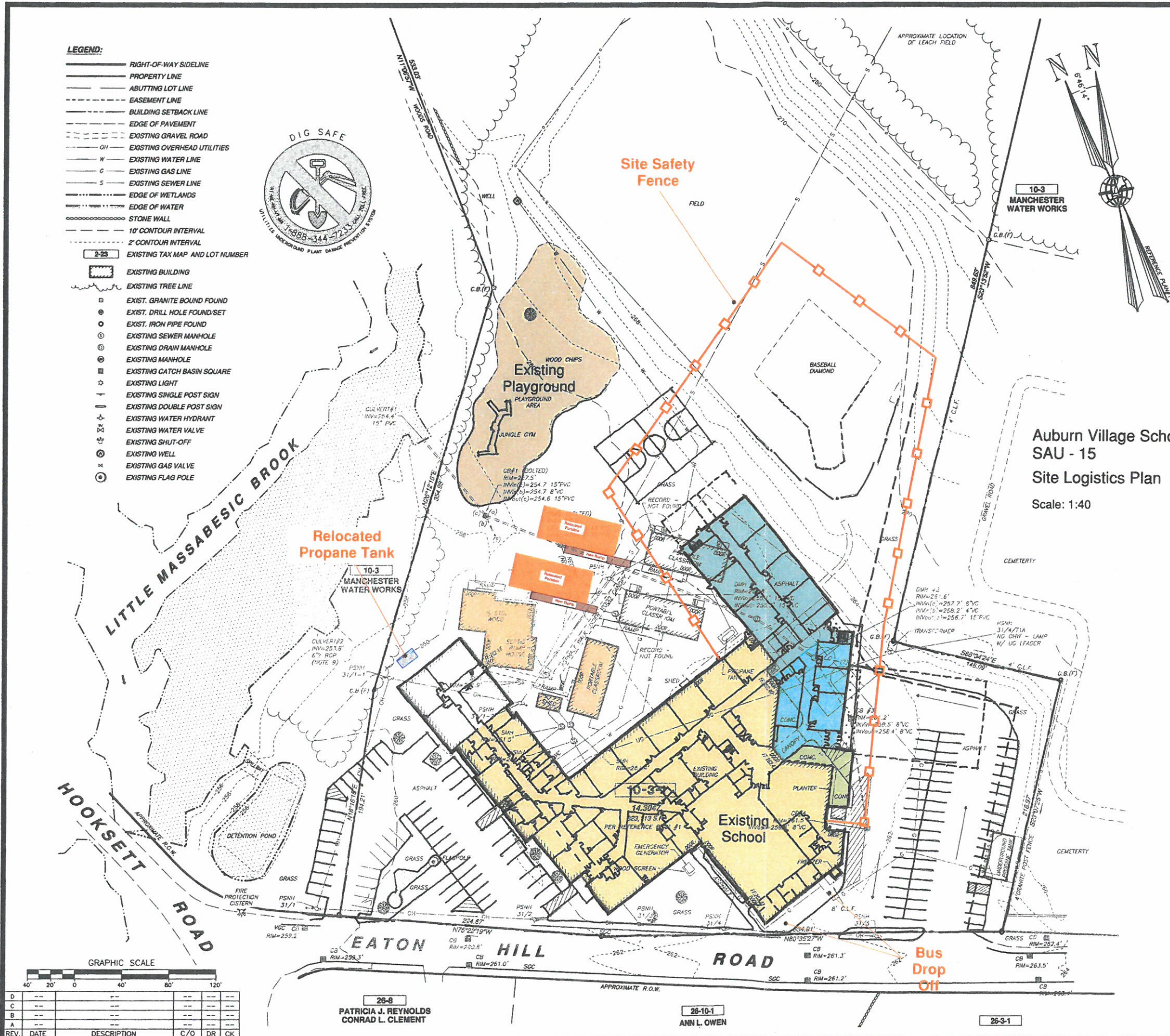
Doug Proctor, AIA, NCARB, LEED BD+C
Principal | | Senior Vice President of Architecture

RDP/sai

CC: Dan Hall, Turner Group, Architect
Barry Hoeg, Turner Group Architect
Eric Dinsmore, Turner Group Head of Production
Mark McLeod, TTG Civil Engineer
Steve Caulfield, TTG Mechanical Engineer
David Brown, TTG Mechanical Engineer
John Pierga, BLW Engineers, Electrical Engineer
Attendees
File

Enclosures: BPS Construction Site Plan dated 4/12/2018 (1 page)
BPS Construction Schedule dated 4/06/2018 (2 pages)
TTG Executive Meeting Schedule (1 page)
TTG Design Schedule dated 4/06/2018 (2pages)

- LEGEND:**
- RIGHT-OF-WAY SIDELINE
 - PROPERTY LINE
 - ABUTTING LOT LINE
 - EASEMENT LINE
 - BUILDING SETBACK LINE
 - EDGE OF PAVEMENT
 - EXISTING GRAVEL ROAD
 - OH- EXISTING OVERHEAD UTILITIES
 - W- EXISTING WATER LINE
 - G- EXISTING GAS LINE
 - S- EXISTING SEWER LINE
 - EDGE OF WETLANDS
 - EDGE OF WATER
 - STONE WALL
 - 10' CONTOUR INTERVAL
 - 2' CONTOUR INTERVAL
 - 2-25 EXISTING TAX MAP AND LOT NUMBER
 - EXISTING BUILDING
 - EXISTING TREE LINE
 - EXIST. GRANITE BOUND FOUND
 - EXIST. DRILL HOLE FOUND/SET
 - EXIST. IRON PIPE FOUND
 - EXISTING SEWER MANHOLE
 - EXISTING DRAIN MANHOLE
 - EXISTING MANHOLE
 - EXISTING CATCH BASIN SQUARE
 - EXISTING LIGHT
 - EXISTING SINGLE POST SIGN
 - EXISTING DOUBLE POST SIGN
 - EXISTING WATER HYDRANT
 - EXISTING WATER VALVE
 - EXISTING SHUT-OFF
 - EXISTING WELL
 - EXISTING GAS VALVE
 - EXISTING FLAG POLE



REFERENCE PLANS:

1. A SURVEY AND A PLAT OF A - SITE PLAN - PREPARED FOR - AUBURN SCHOOL DISTRICT - AND SITUATED IN THE TOWN OF - AUBURN, N.H. SCALE: 1"=50', DATED 8/21/2004. PREPARED BY RLS AND RECORDED AT R.C.R.D. AS PLAN NO. 31743.
2. LAND SOLD TO - AUBURN SCHOOL DISTRICT - BY MANCHESTER WATER WORKS SCALE: 1"=100', DATED 3/20/1985. PREPARED BY R.W.C. AND RECORDED AT R.C.R.C. AS PLAN NO. 13421.

NOTES:

1. THE PURPOSE OF THIS PLAN IS TO DEPICT THE EXISTING SITE CONDITIONS OF TAX LOT 10-3-1 AS OBSERVED IN JANUARY 2013.
2. THE OWNER OF RECORD:
LOT 10-3-1
TOWN OF AUBURN
P.O. BOX 309
AUBURN, NEW HAMPSHIRE 03002
RCRD VOL. 2316 PG. 1586
3. THIS PLAN IS PREPARED FROM A TOPOGRAPHIC SURVEY MADE BY THIS OFFICE JANUARY 16, 22, 23 AND 28, 2013 SUPPLEMENTED WITH PLANIMETRIC AND TOPOGRAPHIC DATA TAKEN FROM REFERENCE PLAN #1. THERE WAS CONSIDERABLE SNOW COVER AT THE TIME OF THE SURVEY, OBSCURING SITE FEATURES AND DETAIL.
4. THE BOUNDARY IS DEPICTED PER REFERENCE PLAN #1; NO BOUNDARY DETERMINATION HAS BEEN MADE BY THIS OFFICE.
5. WETLAND BOUNDARIES WERE DELINEATED BY SPENCER C. TATE, WETLAND APPRENTICE UNDER THE SUPERVISION OF TIMOTHY J. FERWERDA, C.W.S. IN JANUARY 2013, IN ACCORDANCE TO THE ARMY CORPS OF ENGINEERS WETLANDS DELINEATION MANUAL, TECHNICAL REPORT, 1-87-11.
6. TAX MAP LOT 10-3-1 IS NOT GRAPHICALLY LOCATED WITHIN THE 100 YEAR FLOOD ZONE, AS DEPICTED ON F.I.R.M. COMMUNITY PANEL NUMBER 33015C0165E, DATED MAY 17, 2005.
7. PROJECT DATUM IS NGVD 1928.
8. SITE IMPROVEMENTS, A PORTION OF THE PARKING LOT AND DRAINAGE IMPROVEMENTS, EXTEND OVER THE WESTERLY LOT LINE INTO LAND OF MANCHESTER WATER WORKS.
9. DRAIN CULVERT DRAINS FROM THE DIRECTION OF LOT 10-3-1 INTO LITTLE MASSABESIC BROOK, SOURCE IS UNKNOWN.
10. RECORD ROOF DRAIN CONNECTION - NO PIPE OBSERVED AT CB#2 HOWEVER COVER IS BOLTED DOWN LIMITING ACCESS TO THE STRUCTURE.
11. ALL UNDERGROUND SEWER, GAS, ELECTRIC AND WATER LINES DEPICTED ARE FROM RECORD DRAWINGS AND ARE APPROXIMATE.

EXISTING CONDITIONS TOPOGRAPHIC PLAN
PREPARED FOR:
THE H.L. TURNER GROUP INC.
AUBURN VILLAGE SCHOOL
TAX MAP 10 LOT 3-1
AUBURN, NEW HAMPSHIRE

SCALE: 1" = 40' FEBRUARY 5, 2013

ENGINEERS
LAND SURVEYORS
SCIENTISTS
LAND PLANNERS

MERIDIAN
Land Services, Inc.

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AUBURN, NEW HAMPSHIRE 03001
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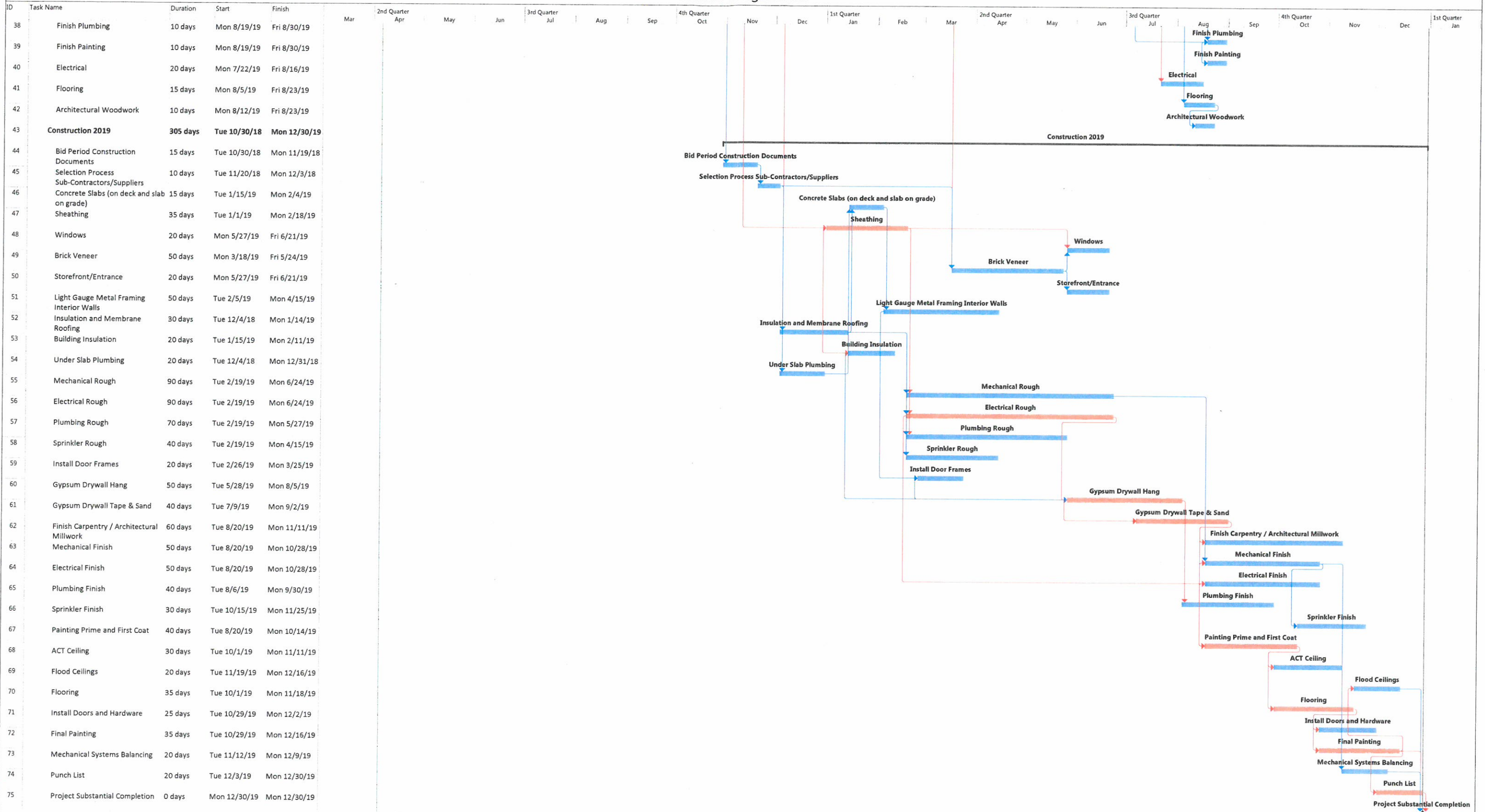
FILE: 9170T00.dwg PROJECT NO. 9107.00 SHEET NO. 1 OF 1

REV.	DATE	DESCRIPTION	C/O	DR	CK
D					
C					
B					
A					

Auburn Village School

ID	Task Name	Duration	Start	Finish
1	Auburn Village School	469 days	Wed 3/14/18	Mon 12/30/19
2	Design Team Schedule	174 days	Wed 3/14/18	Mon 11/12/18
3	Schematic Design	49 days	Wed 3/14/18	Mon 5/21/18
4	Design Development	30 days	Tue 5/22/18	Mon 7/2/18
5	Construction Drawings	55 days	Tue 7/3/18	Mon 9/17/18
6	Architectural Team SK's & RFI's	40 days	Tue 9/18/18	Mon 11/12/18
7	AOT State Permit Civil Drawings for Bidding	0 days	Mon 5/21/18	Mon 5/21/18
8	Early Release Structural Package	0 days	Mon 7/2/18	Mon 7/2/18
9	CD Drawings Release Date	0 days	Mon 9/17/18	Mon 9/17/18
10	BPS Pre-Construction	116 days	Mon 5/21/18	Mon 10/29/18
11	SD Budget	30 days	Tue 5/22/18	Mon 7/2/18
12	DD Budget	30 days	Tue 7/3/18	Mon 8/13/18
13	GMP Budget	30 days	Tue 9/18/18	Mon 10/29/18
14	Early Release Items	71 days	Mon 5/21/18	Mon 8/27/18
15	Bid Packages for Site Work	15 days	Mon 5/21/18	Fri 6/8/18
16	Bid Packages for Concrete Foundations, Structural Steel & Cold Form Framing	15 days	Tue 7/3/18	Mon 7/23/18
17	Early Release Site Contractors Selected	5 days	Mon 6/11/18	Fri 6/15/18
18	Early Release Site Contractor Submittals	15 days	Mon 6/18/18	Fri 7/6/18
19	Early Release Structural Contractors Selected	5 days	Tue 7/24/18	Mon 7/30/18
20	Early Release Structural Submittals	20 days	Tue 7/31/18	Mon 8/27/18
21	Construction Schedule	386 days	Fri 7/6/18	Mon 12/30/19
22	Construction Summer - Fall 2018	141 days	Fri 7/6/18	Mon 1/21/19
23	Site Work Begins	0 days	Fri 7/6/18	Fri 7/6/18
24	Relocate (2) Portable Classrooms, walkways & utilities	20 days	Mon 7/9/18	Fri 8/3/18
25	Site Work for Additions	25 days	Mon 7/23/18	Fri 8/24/18
26	Site Work for Access Road	45 days	Mon 7/9/18	Fri 9/7/18
27	Concrete Foundations	30 days	Tue 8/28/18	Mon 10/8/18
28	Structural Steel Fabrication	20 days	Tue 8/28/18	Mon 9/24/18
29	Structural Steel	40 days	Tue 10/9/18	Mon 12/3/18
30	Cold Form Metal Framing	50 days	Tue 11/13/18	Mon 1/21/19
31	Renovations Work - Summer 2018	50 days	Mon 6/24/19	Fri 8/30/19
32	Demolition	10 days	Mon 6/24/19	Fri 7/5/19
33	Rough Plumbing	15 days	Mon 7/8/19	Fri 7/26/19
34	Patch Concrete Floors	5 days	Mon 7/29/19	Fri 8/2/19
35	Rough Carpentry	20 days	Mon 6/24/19	Fri 7/19/19
36	Gypsum Drywall	20 days	Mon 7/8/19	Fri 8/2/19
37	Painting Prime and First Coat	10 days	Mon 8/5/19	Fri 8/16/19

Auburn Village School



Project: Hampstead
Date: Fri 4/6/18

Task

Split

Milestone

Summary

Project Summary

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

Deadline

Critical

Critical Split

Progress

Manual Progress

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AUBURN VILLAGE SCHOOL ADDITION & RENOVATION **Proposed Meeting Schedule**

Executive Meeting Dates

Thursday, April 12
Thursday, April 26
Thursday, May, 10
Thursday, May 24
Thursday, June 7
Thursday, June 21
Thursday, July 5
Thursday, August 2
Thursday, August 16
Thursday, August 30
Thursday, September 13
Thursday, September 27

Programming Meeting Dates

Thursday, April 19
Friday, April 20
Future TBD

AVS Building Survey Dates

Thursday, April 26
Friday, April 27

Summarized by:

THE H.L. TURNER GROUP INC.



Doug Proctor, AIA, NCARB, LEED BD+C
Principal || Senior Vice President of Architecture

AUBURN VILLAGE SCHOOL ADDITION & RENOVATION

Date: 4/06/2018

Job No. 3933

DRAFT DESIGN SCHEDULE

Schematic Design: April 2 to May 21, 2018 (7 Weeks)

1. Bi-Weekly meetings
2. Building Existing Conditions Survey (April 23 through 27)
3. Programming Meetings
4. Obtain consultant proposals (IT, AV, Kitchen, Interiors)
5. HVAC Programming Meetings
6. Facilities meetings
7. Complete Site Survey
8. Complete Site Soils and Infiltration Survey
9. Complete Geotechnical Survey
10. Meet with Auburn Building, Fire & Police Departments to review
11. Building Code Review
12. Develop State AOT submission
13. Finalize floor plan
14. Coordinate Structure and Selective Demolition
15. Develop schematic design

Schematic Design: May 21, 2018

1. Submit Schematic Design Documents to Project Team. Includes civil, structural, architectural, mechanical, plumbing & electrical.

AOT State Permit & Demolition Document Submission: May 21, 2018

1. Submit site construction documents to NHDES for review
2. Submit 100 % Civil Drawings and Specifications for bidding
3. Submit 50% Structural Drawings for review

Design Development Period: May 21 to July 2, 2018 (6 Weeks)

1. Bi-Weekly meetings
2. Programming Meetings as needed
3. Town Planning Board Submission
4. Meet with Auburn Building, Fire & Police Departments to review
5. Develop exterior elevation design
6. Develop building envelop design
7. Develop Structural design
8. Develop HVAC design
9. Develop Electrical Design

10. Develop technical specifications
11. Results of Site bids

Design Development & Structural Document Submission: July 2, 2018

1. Submit Design Development Documents to Project Team for review. Includes architectural, mechanical, plumbing & electrical.
2. Submit 100 % Structural Drawings and Specifications for bidding. Includes concrete, cold formed framing, roofing, sheathing and structural steel packages for bidding.

Construction Document Period: July 2 to September 17, 2018 (12 Weeks)

1. Bi-Weekly meetings
2. Programming Meetings as needed
3. Review state response to AOT submission
4. Finalize exterior elevation design
5. Finalize building envelop design
6. Finalize HVAC design
7. Finalize Electrical design
8. Finalize IT & AV design
9. Finalize interior design
10. Finalize Interior finishes
11. Finalize technical specification

Construction Document Submission: September 17, 2018

1. Submit Construction Drawings and Specifications for bidding. Includes architectural, mechanical, plumbing & electrical.

This is a draft living document for review by the executive project team and is intended to be revised and enhanced.

Prepared by:



Doug Proctor, AIA, NCARB, LEED BD+C
Principal | | Senior Vice President of Architecture

RDP/sai