

The H.L. Turner Group Inc.

27 Locke Road Concord, NH 03301 t: 603.228.1122 hlturner.com

AUBURN VILLAGE SCHOOL ADDITION & RENOVATION Executive Team Meeting Minutes

Meeting No. 3

Date: 4/30/2018

Job No. 3933

Meeting Location: AVS Conference Room

The following notes were taken during a meeting on Thursday 4/26/2018 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. 4/26: SAU attorney has reviewed and TTG has responded. KL to review response with Attorney. If approved letter of intent may not be necessary.
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. 4/26: Bond level debt or principal will be reviewed at May 3 rd meeting.

TTG	1.3	<p>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. AVS asked TTG to approve contracts with site survey and geotechnical within budget to avoid delays. 4/26: Meridian is scheduling visit, requested permission to survey on waterworks property. Geotech drilling was happening during meeting. KL requested copies of the contracts.</p>
BPS/SAU	1.4	<p>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, AVS 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. AVS will review parking plan options for faculty. 4/26: TTG stated all buildings on the site can be viewed as one building and no fire separation distance is required between buildings. BPS reviewed construction plan, AVS asked for fence between playground and upper field for protection. AVS parking review pending. BPS will revise plan.</p>
SAU	1.5	<p>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. AVS reviewing. 4/26: TTG to review schedule with BPS. Coordination of swing space will be key to the project phasing.</p>
BPS	1.6	<p>AVS 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. 4/26: In progress.</p>
SAU	1.7	<p>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. 4/26: AVS to review needs with town. Subsequent to meeting it was noted by Chief Gannon that the school is not a primary emergency shelter.</p>

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. 4/26: DP issued programming meeting minutes, shared LC room assignments, and reviewed the key items from the meetings and will provide a revised design for review.
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 acoustics should be addressed. 4/12: TTG will develop list of consultants for review. 4/26: TTG to research IT consultants. There was a discussion of state of the art classroom design, display and electronic video display and sources to assist with planning.
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. 4/26: CLOSED.
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 northwest wing be replaced this summer, membrane and shingle roofs. TTG to coordinate documentation. 4/26: In progress.
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. 4/26: CLOSED.
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. 4/26: BPS will provide contact to LC to schedule visit with Gary Dempsey.
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. 4/26: DP to develop work scope and schedule with BPS.
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 AVS to review. **4/26:** TTG providing three responses and interviews are scheduled next week.

TTG 2.2 SD provided existing drawings with structural included. TTG will scan drawings and return to SAU with disk of PDFs. **4/26:** TTG provided flash drives and returned existing drawings to Scott Dube, CLOSED.

II. NEW BUSINESS:

TTG 3.1 SD noted that the "Modulars" may make a good storage area. AVS reviewing.

TTG 3.2 AVS asked for a redefinition of agenda items for meetings. DP shall provide agenda format for review.

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, 5/11/2018 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 4/26/2018 (1 page)
AVS Room Assignment Photos dated 4/06/2018 (2pages)
TTG Revised Contact List dated 5/3/2018 (2 Pages)



LEGEND:

- RIGHT-OF-WAY SIDELINE
- PROPERTY LINE
- ABUTTING LOT LINE
- EASEMENT LINE
- BUILDING SETBACK LINE
- EDGE OF PAVEMENT
- EXISTING GRAVEL ROAD
- EXISTING OVERHEAD UTILITIES
- EXISTING WATER LINE
- EXISTING GAS LINE
- EXISTING SEWER LINE
- EDGE OF WETLANDS
- EDGE OF WATER
- STONE WALL
- 10' CONTOUR INTERVAL
- 2' CONTOUR INTERVAL
- 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



1-888-344-7233 (N.H. TEL. FREE)

UTLITIES UNDERGROUND PLANT DAMAGE PREVENTION SYSTEM

2-23

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

Site Safety Fence

Existing Playground

Relocated Propane Tank

Auburn Village School
SAU - 15
Site Logistics Plan
Scale: 1:40

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 6/21/2004, 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 308
AUBURN, NEW HAMPSHIRE 03032
RCRD VOL. 2916 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, Y-87-1.1.
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 3301SC0165E, DATED MAY 17, 2005.
7. PROJECT DATUM IS NGVD 1929.
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.

OFFICE: 31 OLD NASHUA ROAD, SUITE 2
AMHERST, NEW HAMPSHIRE 03031
MAILING: P.O. BOX 118
ADDRESS: MILFORD, NEW HAMPSHIRE 03055
TEL: 603-673-1441
FAX: 603-673-1584
MERIDIAN@MERIDIANLANDSERVICES.COM

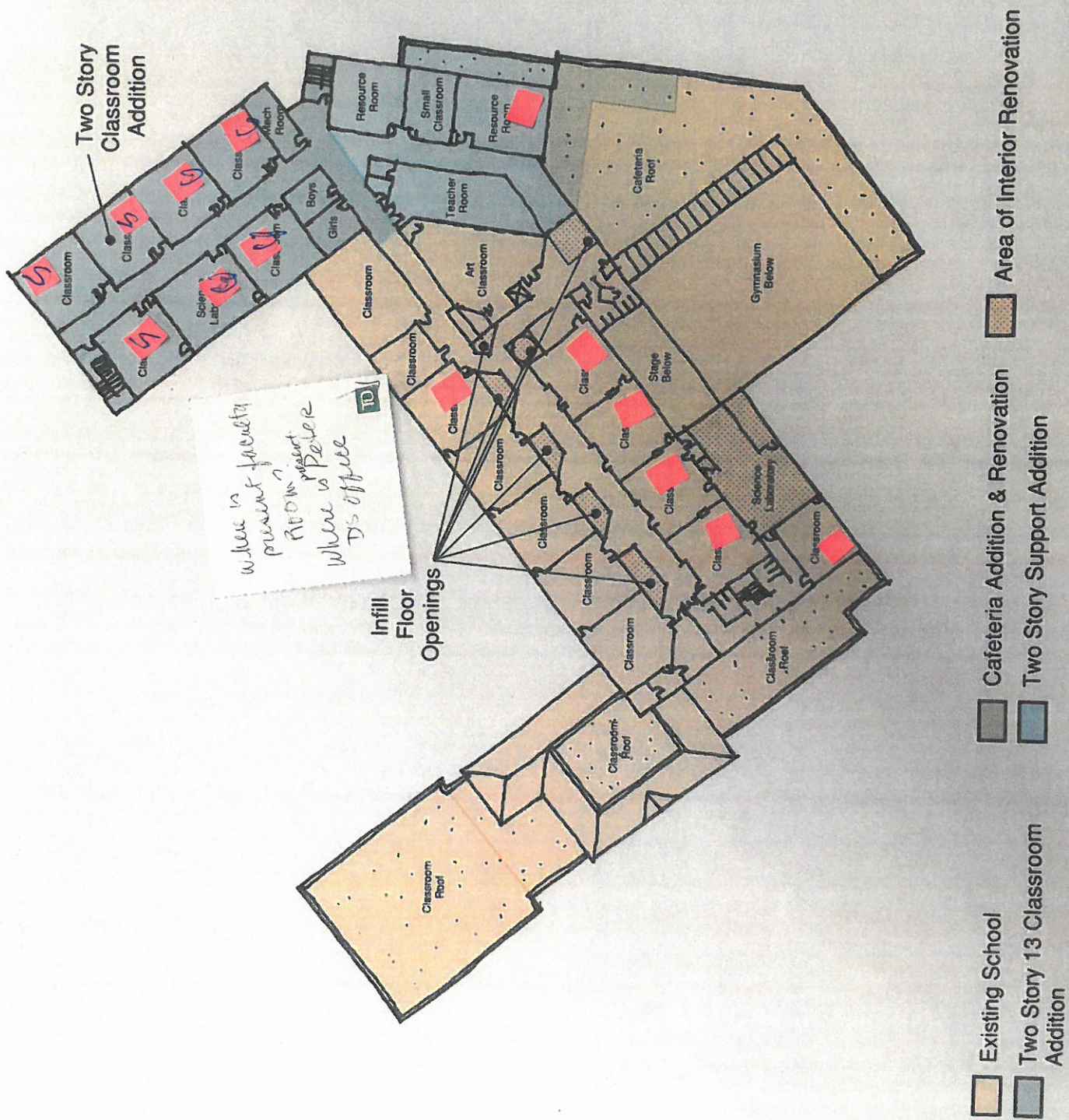
FILE:9170T00.dwg PROJECT NO. 9107.00 SHEET NO. 1 OF 1

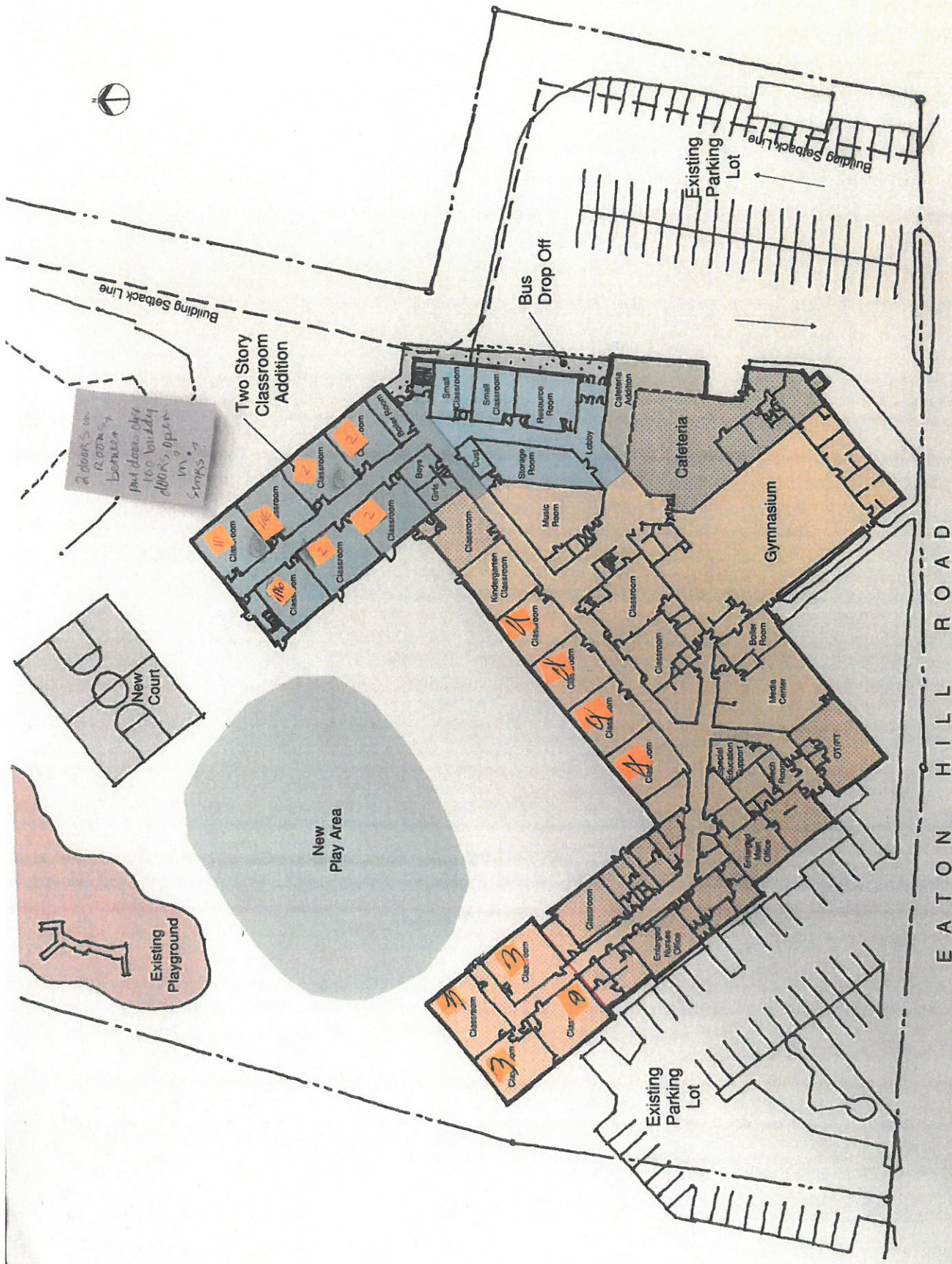
REV.	DATE	DESCRIPTION	C/O	DR	CK
D	--	--	--	--	--
C	--	--	--	--	--
B	--	--	--	--	--
A	--	--	--	--	--

26-9
PATRICIA J. REYNOLDS
CONRAD L. CLEMENT

26-10-1
ANN L. OWEN

26-3-1





2 doors in
rooms?
between?
put door in
100' building
door, open
in 9'
steps

- Existing School
- Two Story 13 Classroom Addition
- Cafeteria Addition & Renovation
- Two Story Support Addition
- Area of Interior Renovation
- New Paving Area
- Existing Playground
- New Play Areas

EATON HILL ROAD

SAU 15 - AUBURN VILLAGE SCHOOL

The H.L. Turner Group Inc.

27 Locke Road Concord, NH 03301 t: 603.228.1122 hlturner.com

AUBURN VILLAGE SCHOOL ADDITION & RENOVATION

Executive Team Contact List

5/03/2018

Dr. Phil Littlefield SAU 15 Superintendent
plittlefield@sau15.net
O:622-3731 M: 978-857-4131
90 Farmer Road Hooksett, NH 03106

Dr. Lori Collins Principal Auburn Village School
lori.collins@SAU15.net
O:483-2769 M: 493-6186
11 Eaton Hill Road, Auburn, NH 03032

Karen Lessard, SAU 15 Business Administrator
klessard@sau15.net
O:622-3731 x 11 M: 660-1815
90 Farmer Road Hooksett, NH 03106

Janice Baker, Auburn Village School Board Member
jbaker@sau15.net
M:438-4074
11 Eaton Hill Road, Auburn, NH 03032

Alan Villeneuve, Auburn Village School Board Member
alanv@sau15.net
M:235-0921
11 Eaton Hill Road, Auburn, NH 03032

Scott Dube, Auburn Village School Director of Maintenance
Scott.dube@SAU15.net
O:483-2769 M: 718-2030
11 Eaton Hill Road, Auburn, NH 03032

Keith McBey, Bonnette, Page & Stone, President
kmcbey@bpsnh.com
O:534-3411 M:455-6640
91 Bisson Ave, Laconia, NH 03246

Barrett Salta, Bonnette, Page & Stone, Project Manager
bsalta@bpsnh.com
O:534-3411 M:455-6646
91 Bisson Ave, Laconia, NH 03246

Barrett Ryan Salta, Bonnette, Page & Stone, Assistant Project Manager
BRSalta@bpsnh.com
O:534-3411 M:892-2269
91 Bisson Ave, Laconia, NH 03246

Bill Hickey, Turner Group, Project Manager, Structural Engineer
bhickey@hlturner.com
O: 228-1122 M: 340-0178
27 Locke Road, Concord, NH 03301

Mark McLeod, Turner Group, Civil Engineer
mmcleod@hlturner.com
O: 228-1122, M: 892-4698
27 Locke Road Concord, NH 03301

Doug Proctor, Turner Group, Project Architect
dproctor@hlturner.com
O: 228-1122, M: 738-6372
27 Locke Road Concord, NH 03301

Summarized by:

THE H.L. TURNER GROUP INC.



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