

The H.L. Turner Group Inc.

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

Meeting No. 4

Date: 5/12/2018

Job No. 3933

Meeting Location: AVS Conference Room

The following notes were taken during a meeting on Thursday 5/10/2018 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
Scott Dube	Auburn Village School Director of Maintenance
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. OLD BUSINESS:

Action Req'd	Item No.	Description
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Funding

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. 5/10 Level debt bonding was chosen, and bond application was submitted prior to the May 8 th deadline by KL.
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Contracts

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
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response with Attorney. If approved letter of intent may not be necessary. **5/10** SAU attorney reviewing.

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. 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. **5/10** BH reported that early information is that the geotech survey showed good bearing soils, final report is to be issued. The site survey is to begin 5/18.

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. **5/10:** DP has located IT consultant and will set up introductory meeting with team and consultant.

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 for next week. **5/10:** OPM has been selected and will be attending next executive meeting.

SAU 4.1 BPS was asked if lack of a contract will affect the progress of their work. BS responded that it would not.

Building Design Review

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. **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. **5/10** It was determined that the school is a secondary shelter for the town, 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. 5/10: LC will schedule meeting around June 18 and notify DP for visit.
SAU	3.1	SD noted that the “Modulars” may make a good storage area. AVS reviewing. 5/10 Decision pending.
TTG	4.2	DP presented two first floor plan options showing school grade locations and options for occupant connection between existing and proposed portions of the building. It was determined that the new corridor connection is preferred and four kindergarten classrooms will be needed. Plans were provide for review. DP will be developing the second floor based on the first floor comments and will visit LC to discuss.
TTG	4.3	Renovation of the locker rooms was discussed. DP will develop design for review based on the discussion.
TTG	4.4	DP will need to review existing and future required locker counts.
TTG	4.5	LC, DP & BH had lunch in the cafeteria to observe how the lunch seatings flow and operate. DP will develop suggestions to help improve space design to assist operation.
TTG	4.6	AV would like to see a sports field site design that incorporate additional school land. Fields should include Soccer, baseball, softball and lacrosse.

Budget, Schedule & Logistics

BPS/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, 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. 5/10 BS provided revised site construction layout.
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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. AVS reviewing. **4/26:** TTG to review schedule with BPS. Coordination of swing space will be important to the project phasing. **5/10** JB provide a list milestones for incorporation into the schedule. There was a detailed discussion of the AOT submission and the construction of the site access road. It was determined that goal is to completed access road by October 1. AOT submission shall be provided to State DES on July 15, BPS will bid work during state review period, and TTG will work to have a quick review of the AOT submission completed by DES. TTG will provide a preliminary of the site work to AV by June 1 for review meeting with Manchester Water Works.

BPS 1.6 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. **5/10** Most recent budget was provided SAU. Budget will not be updated until BPS has schematic design package to compare against the budget.

AVS/TTG 4.7 SD has been observing the parking lots and observed that there are regularly 10 to 12 empty parking spaces during the school day.

Design Meetings

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. **5/10** DP will be scheduling additional design meetings with HVAC, Plumbing, Electrical and Kitchen.

Summer Work

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. **5/10:** TTG reviewed all of the roofs on the southwest side of the building. It was determined not to work on the Third grade roof this summer due to the



new HVAC unit required, TTG will concentrate on other roofs and review the required unit availability.

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. 5/10: It was determined that the locker room renovations should be added to the possible work list.
TTG	3.2	AVS asked for a redefinition of agenda items for meetings. DP shall provide agenda format for review. 5/10: Completed, CLOSED

II. 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, 5/24/2018 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: Janice Baker, Auburn Village School Board Vice Chairman
Keith McBey, Bonnette, Page & Stone, President
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 5/9/2018 (1 page)
AVS Conceptual First Floor Options 1 & 2 dated 5/9/2018 (2 sheets)



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
- 2-23 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

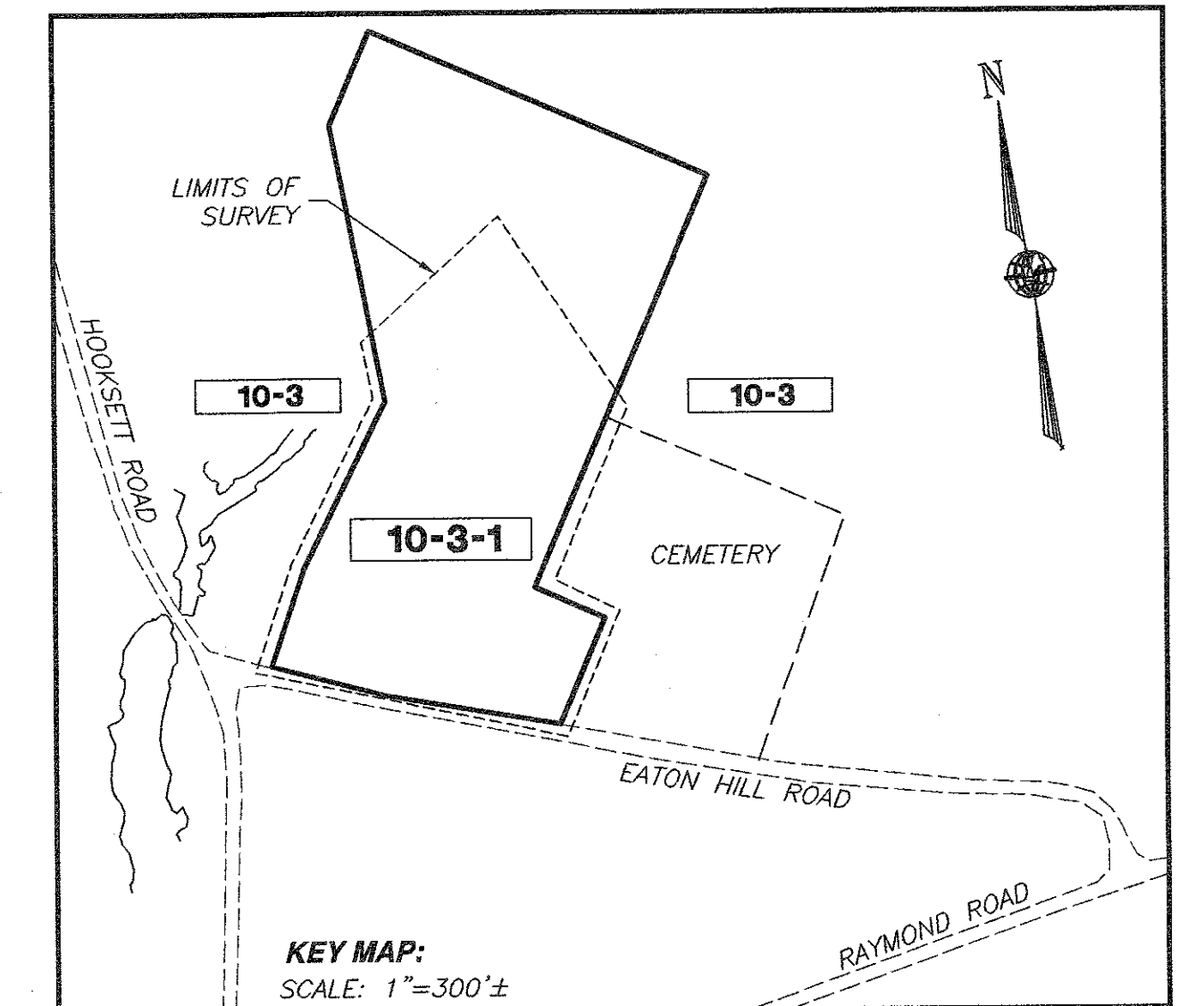


Site Safety Fence

Relocated Propane Tank

10-3 MANCHESTER WATER WORKS

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 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 03032
RCRD VOL. 2316 PG. 1586
 3. THIS PLAN IS PREPARED FROM A TOPOGRAPHIC SURVEY MADE BY THIS OFFICE JANUARY 16, 22, 23 AND 29, 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 33015C0185E, 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.

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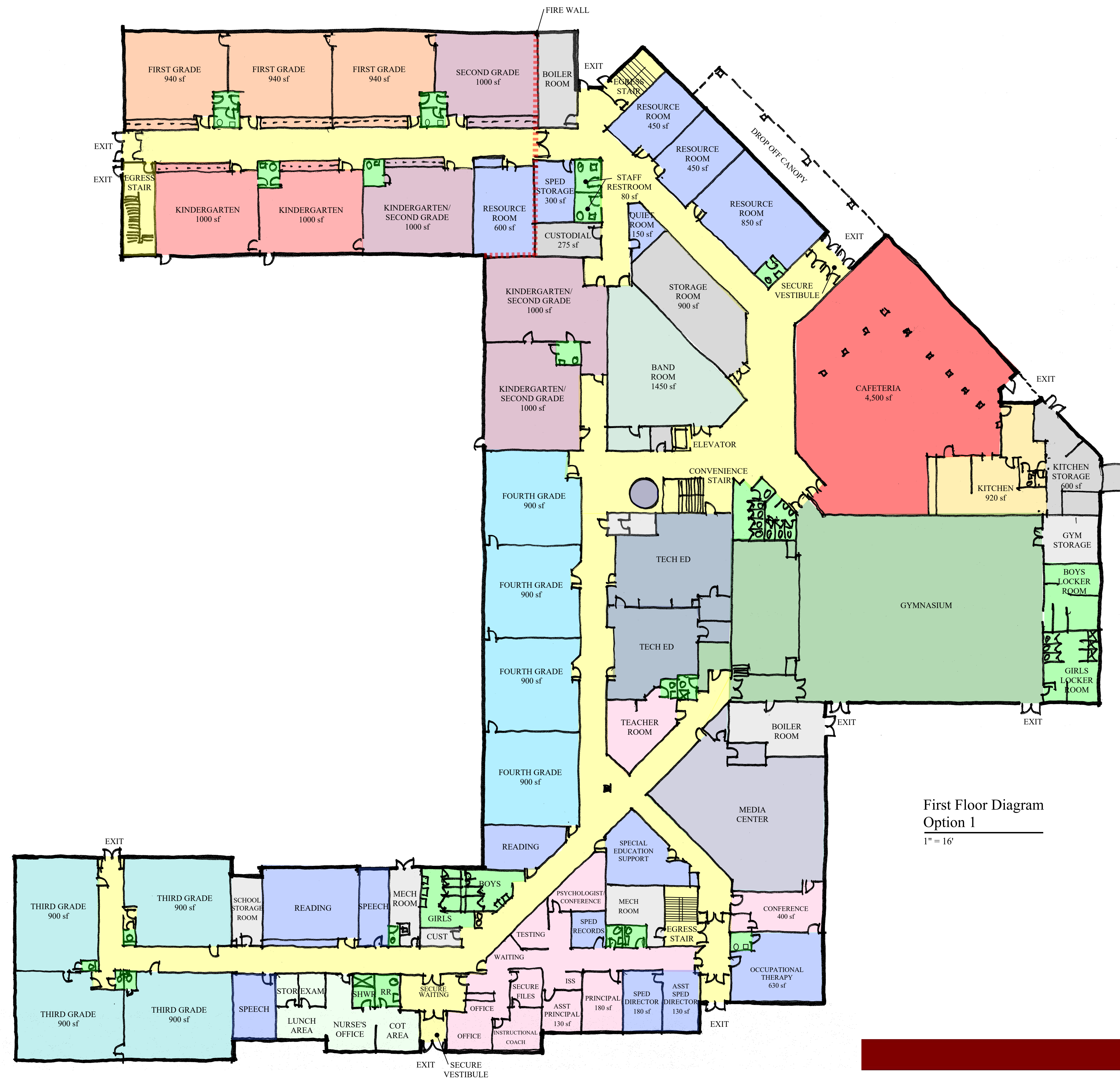
FILE: 9170T00.dwg PROJECT NO. 9107.00 SHEET NO. 1 OF 1

GRAPHIC SCALE				
40'	20'	0'	40'	80'
120'				
REV.	DATE	DESCRIPTION	C/O	DR
D				
C				
B				
A				

26-9
PATRICIA J. REYNOLDS
CONRAD L. CLEMENT

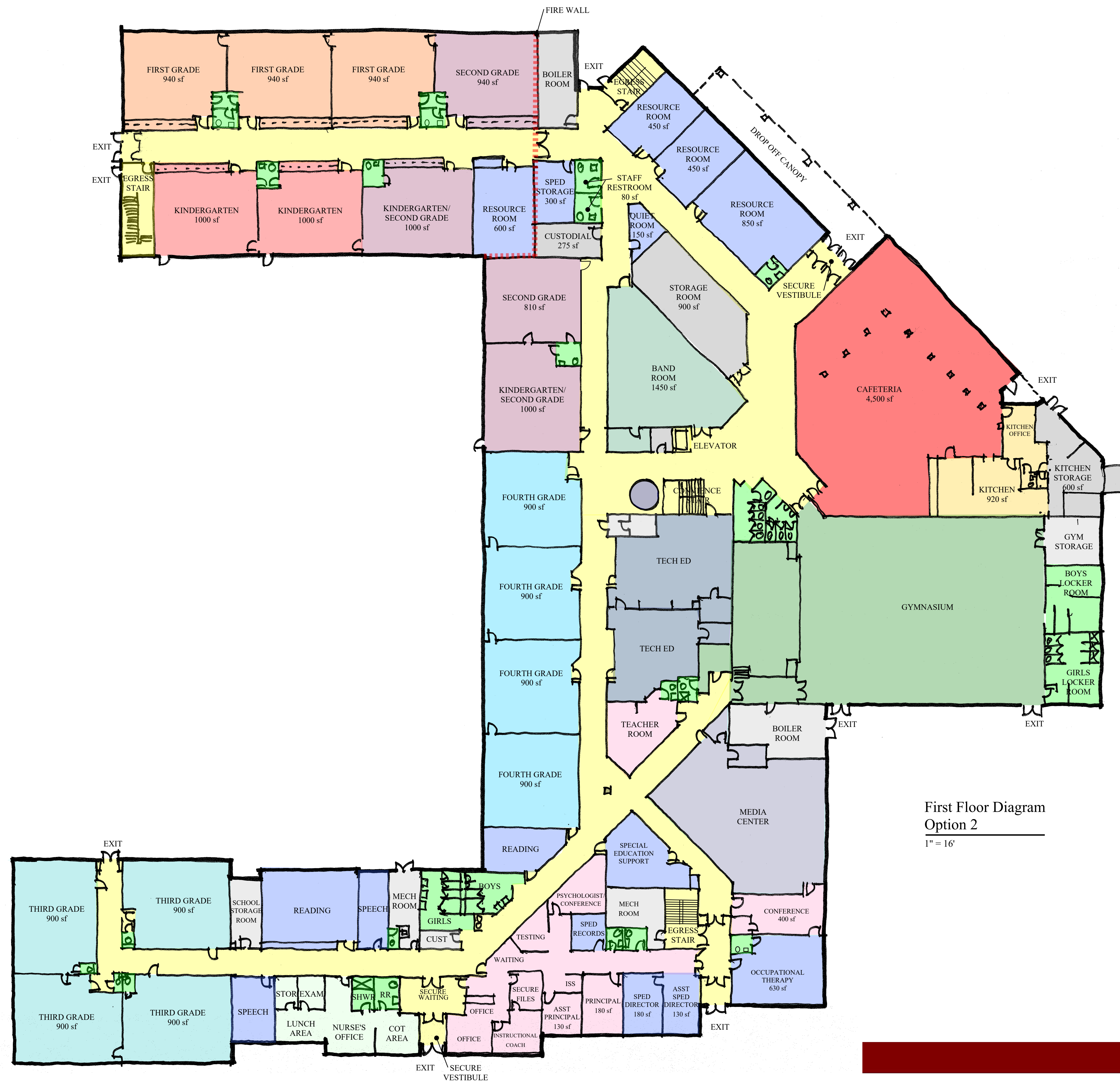
26-10-1
ANN L. OWEN

26-3-1



First Floor Diagram
Option 1
1" = 16'

Auburn Village School
Addition & Renovation
TTG 3933
5-09-2018



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