

The H.L. Turner Group Inc.

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

Meeting No. 5

Date: 5/26/2018

Job No. 3933

Meeting Location: AVS Conference Room

The following notes were taken during a meeting on Thursday 5/24/2018 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
Alan Villeneuve	Auburn Village School Board Chairman
Janice Baker	Auburn Village School Board Vice Chairman
Scott Dube	Auburn Village School Director of Maintenance
Marc Jobin	AVS Project Manager, Jobin Construction Consultants
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
Hayley Bryant	Turner Group, Marketing Coordinator
Doug Proctor	Turner Group, Project Architect

I. OLD BUSINESS:

Action

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. 5/24 In progress, PL commented that bond council has recommended policies that SAU will be following as procedure.
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Contracts

SAU/TTG

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. **5/10** SAU attorney reviewing. **5/24:** BH stated that TTG insurance is in agreement with SAU requested changes. Contract can be signed.

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. **5/24:** BH stated geotech report is complete and turned over hard copy at meeting, electronic copy was emailed. Survey worksheet is due to TTG from Meridian by 5/25.

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. **5/24:** DP to provide meeting schedule.

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. **5/24:** Marc Jobin of Jobin Construction Consultants has joined the team and was present at meeting, CLOSED.

SAU/BPS

4.1 BPS was asked if lack of a contract will affect the progress of their work. BS responded that it would not. **5/24:** KM commented that SAU attorney comments regarding subrogation will need to be discussed. PL approved KM contacting SAU attorney to work out.

Building Design Review

AVS	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. 5/24: Meeting being finalized.
SAU	3.1	SD noted that the “Modulars” may make a good storage area. AVS reviewing. 5/10 Decision pending. 5/24: 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. 5/24: DP presented Option 3 First & Second Floor Plan Diagrams. Additions to the plan requested were possible a PTA storage area. Shelving in the locker rooms, locker room structure should be reviewed. Existing Guidance office adjacent to Art room will be demolished and Guidance office will move into second floor kitchen space. There was a discussion about the corridor second floor slab infills. Review of 2009 International Existing Building Code requires the whole building be brought up to current building code “where the work area exceeds 50% of the aggregate area of the building. The second floor openings could be considered outside the work area.
TTG	4.3	Renovation of the locker rooms was discussed. DP will develop design for review based on the discussion. 5/24: DP presented locker room options with Option 3 First & Second Floor Plan Diagrams. Locker Room summer work package is being developed.



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| TTG | 4.4 | DP will need to review existing and future required locker counts. 5/24: Existing locker count is 200 lockers. LC requested an additional 200 lockers in the addition second floor corridor. |
| 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. 5/24: DP to develop design and schedule cafeteria meeting. |
| 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. 5/24: TTG to review once survey is received from Meridian. |

Budget, Schedule & Logistics

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| BPS | 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. 5/24: BS will add additional requested milestones after review of the SD package. |
| TTG | 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. 5/24: AV clarified MWW board meeting will be on 6/28, TTG will have preliminary info for review by 6/15 or before. |

TTG 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. **5/24:** DP noted that the submission of the SD package for 5/21 is behind schedule and will be submitted 5/25 or 5/29.

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. **5/24:** DP reviewed this item in the meeting for all.

Design Meetings

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. **5/24:** DP to schedule meetings. DP will also schedule meetings with Auburn Building Department and Fire Department.

Summer Work

TTG 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. **5/24:** DP noted the roof package will be released by 6/1. Hazardous Materials associated with the reroofing are a concern, BH will contact RPF Environmental to survey the roof for hazmats. AV would like the Third grade roof incorporated into the package. TTG will provide replacement unit spec for energy recovery unit for AVS to purchase directly for installation.

TTG 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. **5/24:** DP presented locker room options with Option 3 First & Second Floor Plan Diagrams. Locker Room summer work package is being developed. Window package for Third Grade wing was removed from the work schedule.

TTG 5.1 AV would like to have add alternates to provide gymnasium ventilation, replace the ceiling fans and repaint the space.

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, 6/07/2018 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: Karen Lessard, SAU 15 Business Administrator
 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
 John Pierga, BLW Engineers, Electrical Engineer
 Scott Daigneault, BLW Engineers, Electrical Engineer
 Attendees
 File

Enclosures: AVS Conceptual Options 3 Floor Plan Diagrams Options 3 dated 5/17/2018 (2 sheets)



