

The H.L. Turner Group Inc.

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AUBURN VILLAGE SCHOOL ADDITION & RENOVATION

Executive Team Meeting Minutes

Meeting No. 10

Date: 7/16/2018

Job No. 3933

Meeting Location: AVS Conference Room

The following notes were taken during a meeting on Thursday 7/12/2018 at 9:00 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 (via phone)
	Janice Baker	Auburn Village School Board Vice Chairman
	Scott Dube	Auburn Village School Director of Maintenance
	Marc Jobin	AVS Project Manager, Jobin Construction Consultants
	Barrett Salta	Bonnette, Page & Stone, Project Manager
	Barrett R. Salta	Bonnette, Page & Stone, Asst. Project Manager
	Larry Brown	Bonnette, Page & Stone, Project Superintendent
	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

TTG/ BPS	9.1	KL requested invoices be sent by the first Tuesday in the month so they can be reviewed at the school board meeting the following Tuesday. July 2018 invoices should be sent by 7/18. 7/12 All agreed, CLOSED.
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Contracts

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
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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. **6/07** DP proposed meeting with IT consultant and SAU 90 technology consultant at same time to review options. DP to schedule. **6/21** DP to schedule. **6/28** DP to schedule in mid-July. **7/05** In progress. **7/12** Meeting scheduled for 7/19 at 10:30 following executive 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. **6/07** In progress. **6/21** In progress. **6/28** In progress, BPS provided insurance certificate naming SAU as additionally insured subsequent to meeting. **7/05** Insurance certificate is linked to a contract which has not been executed, therefor SAU/AVS would like contract in place before portable classrooms are moved next week to reduce exposure. KL will get Primex to work out issues with contract. **7/12** BPS Insurance certificate and contract finalized, a few signatures let to preform, GMP will be an amendment to the contract, CLOSED.

Building Design Review

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. **6/07** DP review previous design decisions. DP instructed by AVS not to review atrium issues with code official at preliminary FD & BD meeting. Atrium opening infills are on hold for now. PTA storage proposed was deleted, PTA said does not need. **6/21** PTA Storage

removed. DP reviewed building elevations sketches and cafeteria renovation Option 1. All are in agreement with elevations and Cafeteria Plan. DP will meet with Cafeteria Manager to review. **6/28** DP and Cafeteria Manager met to review café plan, seating to be between 250 & 260 student, storage area for after school program to be provided. DP reviewed the Admin area Option 5, LC and staff prefers this option. **7/05** Middle school lab design reviewed, removal of chimney alternate in addition project. Membrane roofing shall be EPDM. Third grade classrooms reviewed, plan approved with relocated sink in southeast classroom west of door. **7/12** DP to provide revise entry to the maintenance office.

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| 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. 6/07 DP to provide base Locker Room layout to BS to review logistics. 6/21 DP reviewed the revised locker room plan to incorporate new main electrical room. DP will review with BLW this is best cost electrical room location and we are not limiting school for the future. SD having chase was reviewed for hazardous materials. AV wants work completed this summer. Flooring should be rubber or seamless. 6/28 Final locker room design being developed in the construction documents for bidding. AV requested dimmers switches be added to LED lighting. 7/05 DP reviewed changes to locker room layout due to climbing wall location, all agreed. Locker room wall finishes shall be epoxy paint on impact resistant GWB. Restroom finishes shall be impact resistant GWB with large format tile on wet wall and wall adjacent to toilet fixture. 7/12 DP incorporating revisions into final submission. |
| 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. 6/07 Locker count available is 168, need 200 in addition area. 6/21 Design revision in progress. 6/28 In progress. 7/05 In progress. 7/12 Revised design to be provided in DD submission. |
| 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. 6/07 DP to provide Cafeteria table layout to determine column or wall supports for café addition. 6/21 DP reviewed building elevations sketches and cafeteria renovation Option 1. All are in agreement with elevations and Cafeteria Plan. DP will meet with Cafeteria Manager to review plan. It was determined at meeting that |

250 to 260 is the maximum seating required for cafeteria. Storage for after school program should be added. **6/28** In progress. **7/05** In progress. **7/12** In progress.

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. **6/07** TTG overlaid proposed fields and rear access road over worksheets for review. TTG will condense field locations for review. Baseball outfield distance can be 285' to 300'. After meeting LC & DP reviewed idea of amphitheater in school center grounds, DP will develop design and review with group at next meeting. **6/21** DP reviewed amphitheater plan with team. DP to verify size of stage, AV would like stage to be all hardscape. The soccer field and softball field shall be in base bid. AV asked if softball field infield can serve as emergency vehicle turn around. Access road shall be gated at Fire Station end. **6/28** In progress. **7/05** In progress. Planning board meeting will be scheduled for presentation once site package is complete. **7/12** Meeting has been scheduled for August 1st.

TTG 7.1 AV asked if solar panels can be installed on the roof. TTG will review structural loading requirements. **6/28** In progress, BH clarified that the new roof will be able to support and is better oriented for solar gain. **7/05** BH reviewing. **7/12** Has been incorporated into Bid Package No1 submission, CLOSED.

Budget, Schedule & Logistics

BPS/TTG 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. **6/07** BPS presented revised construction schedule, see attached. AV stated classrooms need to be ready for 9/2019. **6/21** BPS presented revised construction schedule. Work on relocation of the portable classrooms has commenced. **6/28** In progress, site grading and

utility relocation is taking place, a lot of loam present on site. Reduced the size of the basketball court to 50' x 74'. Existing underground gas line around north end of building feeds portables and modular classrooms. Demolition has begun on the locker rooms. **7/05** In progress. **7/12** Mobilizing July 30th on the roof work, expected to take 3 weeks. Portable relocated, services to be completed. Locker room submission to be completed 7/12. BH to provide detail for tectum repair.

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. **6/07** Design in progress. **6/21** TTG provide 3 copies of plan to AV at meeting, AV to review with MWW. TTG meeting with NHDES on 6/21. AV has scheduled Conservation Commission meeting for TTG presentation of the project on 6/26 at 6:00 at Auburn Town Hall. **6/28** CC meeting took place, CC in agreement with project. AV will have AVS attorney draft agreement between AVS & MMW. **7/05** MMW awaiting site work package for review. **7/12** Submission to be completed 7/16.

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. **6/07** TTG issued SD package 5/30 for BPS review. **6/21** Design Development and Bid Package 1 are on schedule. **6/28** Design Development and Bid Package 1 are on schedule. **7/05** Design Development and Bid Package 1 are on schedule. **7/12** Design Development and Bid Package 1 are on schedule.

BPS	6.1	BS reviewed early construction phasing. Still in progress. 6/21 BPA reviewed summer 2018 phasing. Full phasing pending. 6/28 In progress. 7/05 In progress. 7/12 BS presented a phasing plan, revisions to be made to work areas.
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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. 6/07 BD & FD Meeting scheduled for 10:00 am 6/14 at Town Hall. DP proposed a meeting with IT Consultant and School Technology Consultant to start the technology conversation. 6/07 DP to schedule. 6/21 In progress. 6/28 In progress. 6/28 DP to schedule IT in mid-July. 7/05 DP to schedule IT in mid-July. DP contact SFMO for preliminary meeting, no response yet, will try different again. 7/12 IT meeting scheduled for 7/19 @ 10:30.
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TTG	8.3	DP to schedule meeting with State Fire Marshal's Office to review project as requested by Auburn BD & FD. 7/05 DP contact SFMO for preliminary meeting, no response yet, will try different again. 7/12 SFMO meeting scheduled for 7/23 @ 1:00 at SFMO office.
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TTG	10.1	DP to review security, phone system, clock system and PA systems vendors. AVS would like to review vendors to determine if they keep their existing suppliers.
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Summer 2018 Projects

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
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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. **6/07** TTG Early roof package for bidding. Mechanical consultant reviewing required roof top unit replacement. AV noted present long lead times of 19 weeks for roof top units. SD indicated roof cut info should be provided next week. **6/21** BPS noted they have roofing bids in and will make a recommendation next week. **6/28** BS will send roof bid tabulation and recommendation for review. **7/05** Roof package awarded to Twin Metals, AVS requested the cupola roof be switched to copper. **7/12** Copper roof sketch provided for pricing. Mobilizing July 30th on the roof work, expected to take 3 weeks.

TTG	1.16	<p>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. 6/07 DP to issue locker room work. DP to provide base Locker Room layout to BS to review logistics. 6/21 DP will provide revised locker room plan drawings for bidding, with early demo plan release. 6/28 TTG to provide construction documents week of 7/2. 7/05 Locker rooms are demolished. TTG provided architecture and structural revisions, MPE information to follow next week. 7/12 Locker room final package to be issued 7/12.</p>
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TTG	5.1	<p>AV would like to have add alternates to provide gymnasium ventilation, replace the ceiling fans and repaint the space. 6/07 Field work to become two alternates. Demo of Modulares alternate added also. 6/21 DP will provide revised locker room plan drawings for bidding, with early demo plan release. Additional alternates added were the dehumidification of the addition wing and renovation areas, and to provide heat tempering of outside air to the remaining existing ERV's. 6/28 No changes. 7/05 DP suggested that side basketball goals in the gymnasium would be and easy alternate and would free up space in the gym, AVS agreed. 7/12 Goals to be incorporated as alternate, CLOSED.</p>
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AVS	9.2	AVS would like a project sign. AVS will develop what they want on the sign and TTG will provide mock-up. 7/12 DP to develop design and review against town ordinance.
AVS	10.2	SD noted that the tile abatement is schedule for the week of the 7/23.

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, 7/19/2018 at 9:00 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

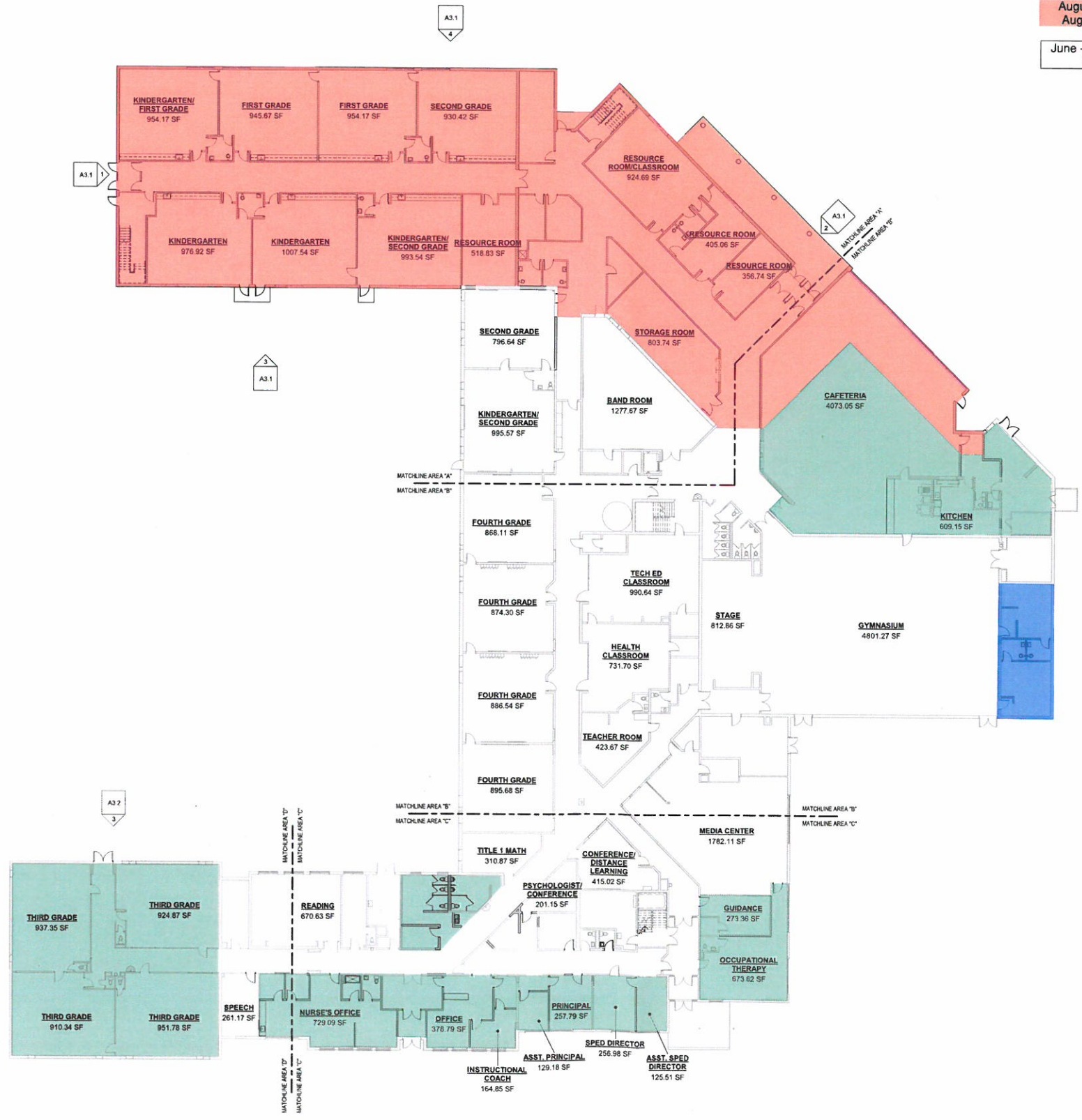
CC:

- Karen Lessard, SAU 15 Business Administrator
- 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 Catanzaro, BLW Engineers, Mechanical Engineer
- Andrew Wilkinson, BLW Engineers, Mechanical Engineer
- John Pierga, BLW Engineers, Electrical Engineer
- Scott Daigneault, BLW Engineers, Electrical Engineer
- Attendees
- File

Enclosures: BPS Phasing Plan Dated 7/12 (2 sheets)



Summer 2018
Summer 2019
August 2018 - August 2019
June - December 2019



- GENERAL FLOOR PLAN NOTES**
1. FINISH FLOOR ELEVATION = 1000'-0" ±. X = DISTANCE OF GRADE ABOVE FFE IN INCHES. Y = DISTANCE OF GRADE BELOW FFE IN INCHES. FINISH FLOOR ELEVATION OF BUILDING IS REFERENCED AS TOPOGRAPHIC DATUM ELEVATION TO 7.14'. AND IS MEASURED FROM THE TOP OF EXISTING FLOOR. SEE CIVIL DRAWINGS FOR ELEVATIONS BASED ON TOPOGRAPHIC DATUM.
 2. DO NOT SCALE DRAWINGS.
 3. THE CONTRACTOR SHALL PROVIDE BLOCKING FOR ALL MILLWORK, MECHANICAL, ELECTRICAL, PLUMBING FIXTURES AND ELECTRICAL DEVICES AS REQUIRED.
 4. ALL LUMBER IN DIRECT CONTACT WITH CONCRETE SHALL BE PRESSURE TREATED ON SHALL REVIEW PRIOR TO INSTALLATION. ANY CONFLICT OF ENGINEERING TRADE DEVICES (I.E. FIRE ALARM STRIKES) WITH ARCHITECTURAL DETAILS AND BRING THOSE DISCREPANCIES TO THE ARCHITECT FOR REVIEW.
 5. ALL DIMENSIONS ARE TO FACE OF STUD. FACE OF CONCRETE, FACE OF MASONRY OR CENTER OF OPENING, UNLESS NOTED.
 6. COORDINATE MISCELLANEOUS STEEL REQUIREMENTS FOR MOUNTING / HANGING OWNER SUPPLIED EQUIPMENT.
 7. BUILDER SHALL COORDINATE ALL ROUGH OPENING DIMENSIONS WITH FLASHING DETAILS.
 8. SEE SHEET A0.6 FOR PARTITION TYPES.

- CONSTRUCTION LEGEND**
- NEW CONSTRUCTION
 - EXISTING TO REMAIN
 - (X) - CONSTRUCTION NOTE SEE LEGEND BELOW
 - △ - MASONRY CONTROL JOINT
 - △ - BUILDING EXPANSION JOINT
 - △ - ROOF EXPANSION JOINT
- CONSTRUCTION NOTE LEGEND**
- ①

TURNER GROUP

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ARCHITECTS • ENGINEERS • BUILDING SCIENTISTS

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KEY PLAN:

PROJECT TITLE / ADDRESS:
SAU 15 - AUBURN VILLAGE SCHOOL
ADDITION/ RENOVATIONS

11 EATON HILL RD.
AUBURN, NH 03032

ISSUE:
SCHEMATIC DESIGN
05/25/2018

PROJ. NO.	REV.	DATE	BY	CHKD.
101	1	05/25/2018	HLT	HLT

SHEET TITLE:
FIRST FLOOR PLAN - OVERALL

A1.1

FIRST FLOOR - OVERALL
Scale: 1/16" = 1'-0"

11 EATON HILL RD. AUBURN, NH 03032
5/20/2018 2:13:05 PM

