

# The H.L. Turner Group Inc.

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

### **Meeting No. 18**

Date: 9/21/2018

Job No. 3933

Meeting Location: Auburn Public Safety Building Conference Room

The following notes were taken during a meeting on Thursday 9/20/2018 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	Auburn Village School Principal
	Alan Villeneuve	Auburn Village School Board Chair
	Janice Baker	Auburn Village School Vice Chair
	Scott Dube	Auburn Village School Director of Maintenance
	Marc Jobin	AVS Project Manager, Jobin Construction Consultants
	Carrie Rouleau-Cote	Auburn Building Official
	Capt. Jim Saulnier	Auburn Fire Inspector
	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**

Action Req'd	Item No.	Description
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#### **Funding**

#### **Contracts**

TTG	13.1	SAU requested BH to develop proposals for construction testing and building commissioning. <b>8/16</b> BH reported requests for proposals are in progress. <b>8/23</b> In progress. <b>8/30</b> In progress. <b>9/13</b> BH will send out proposals in the next 48 hours. <b>9/20</b> BH sent out Building inspection proposals, three responses have been provided to MJ. Goal is to have building inspector on board by 9/28. BH reviewing commissioning proposal and will send to MJ for review.
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## **Building Design Review**

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 1<sup>st</sup>. **7/19** Soccer field grading shall be sized for NH U-13 soccer requirements, but actual field size may be lined smaller. AVS prefers 4" asphalt and edge protection for basketball court and vehicles that may be on it. AV requested cheek walls for performance area be added to stage, name will be Dayna Brunelli Performance Center, 24 x 40 stage or 30 x 60. Stage shall be hardscaped. **7/26** Design in progress. **8/08** DP has put stage design on hold until after Bid Pack No2 is issued. **8/16** Pending Bid Pack No2 release. **8/23** Pending Bid Pack No2 release. **8/30** Pending Bid Pack No2 release. **9/13** Pending Bid Pack No2 release. **9/20** Pending Bid Pack No2 release.

## **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 30<sup>th</sup> on the roof work, expected to take 3 weeks. Portables relocated, services to be completed. Locker room submission to be completed 7/12. BH to provide detail for tectum repair. **7/19** Mobilizing July 30<sup>th</sup> on the roof work, expected to take 3 weeks. Portable relocation completed. Locker room submission complete, construction is on-going. AV requested a schedule a values for the portable and locker room work to be included in the overall schedule of values. **7/26** Mobilizing July 30<sup>th</sup> on the roof work, expected to take 3 weeks. Portable relocation completed. Locker room construction is on-going. AV requested a schedule a values for the portable and locker room work to be included in the overall schedule of values. **8/08** Value report in progress. Portables relocation work nearly complete. **8/16** Portable relocation work complete except for hold down installation. **8/23** Portable relocation complete, Locker and roof work ongoing and will be completed after school opening. Safety concerns were noted and will be addressed by BPS. **8/30** Portables are operational. Roofing is 95% complete and punch list is scheduled for 9/6. Lockers rooms (less the lockers) should be substantially complete 9/7. **9/13** Roofing is complete except for soffit vents. Locker rooms near completion, painting and locker installation left. **9/20** Firestone to review roofing to comment on punch list. Locker rooms to be reviewed after meeting and punch list issued.

TTG/BPS 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. **7/19** BH stated AOT submission was not complete, but will be submitted next week. The road on the MWW property is a separate submission and only requires a wetland crossing permit, which will be submitted this week and will have a response in 2-3 weeks from state. **7/26** DP stated AOT submission was not complete, but will be submitted next week. The road on the MWW property is a separate submission and only requires a wetland crossing permit, which will be submitted this week and will have a response in 2-3 weeks from state. AVS noted their displeasure with application not being submitted yet. AV asked BPS how they could pick up a month in the construction schedule, BS to review. **8/08** BH noted that the AOT submission has been submitted to the state. In cursory discussions it appears we will be able to begin the road work and building foundations prior to receiving AOT approval. TTG will meet NHDES to review. Also, TTG will make courtesy Auburn Planning Board presentation 8/15 at 7:00 pm. BH has requested Meridian Surveyors to stake out access road location. **8/16:** Meridian is scheduling visit. **8/23** Meridian has staked out the road location, the archeologist is on site developing their survey, working to complete by end of month. **8/30** Preliminary findings from archeologist *"... We completed the Phase IB testing along the access road yesterday and all testholes were negative. We found no evidence of archaeological resources and I'll recommend no further survey for this project component ... Once we completed the access road testing, we moved to the wooded area along the old road at the western project limits to the west of the existing soccer fields. We've thus collected three Pre-Contact Native American artifacts from two positive testholes out of 11 excavated in the area. We'll have more information once we complete the testing and can determine how the positive testholes relate to the current proposed impacts..."* Field works was scheduled to be completed on 8/30. **9/13** BH to provide additional information for archeologist to help determine selection of alternates. **9/20** BH reviewed the archeology cost options for no disturbance and installation of baseball field. BH will send simplified proposal. School board will review.

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. **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. **7/19** Bid package 1 was released on July 16<sup>th</sup>, Bid Package No2 DD submission was released on July 18<sup>th</sup>. BPS has set the Bid Package No 1 bid schedule as follows: Bids Due 8/8, Walk-thru 7/26 & Last day for bid questions 7/30. **7/26** TTG to provide Addendum to Bid Pack No1 by 8/3. Bid Pack No 2 will be submitted for bidding 9/17. **8/08** Bid Pack No1 Addendum No 1 was submitted on 8/7. BPS will receive bids on 8/8 and review the addendum changes with the three low bidders in each trade. **8/16:** DP issued Addendum No2 on 8/14. AVS requested Bid Pack No1 Bid results by 8/23 meeting. **8/23** BS is assembling bids and coordinating addendum items with bidders with goal of presenting next week. KM is reviewing the Design Development package for budget update. BPS to apply for Bid Pack No1 Building Permit. **8/30** BPS presented bid recommendations for Earthwork, Concrete Foundations, Structural Steel and Exterior Envelope Cold Formed Metal Framing. BPS to provide AVS updates on project expenses moving forward. **9/13** BPS presented Roofing Bid Recommendations, AVS to review. BPS presented DD Budget. Four classroom renovations shall become an alternate to identify associated cost, and then scope can be revised if needed. Scope of existing floor tile abatement will be reviewed. **9/20** Information coordinated in Bid Package No 2 addendum.

AVS/BPS	6.1	<p>BS reviewed early construction phasing. Still in progress. <b>6/21</b> BPA reviewed summer 2018 phasing. Full phasing pending. <b>6/28</b> In progress. <b>7/05</b> In progress. <b>7/12</b> BS presented a phasing plan, revisions to be made to work areas. <b>7/19</b> Revisions made to phasing plan, BS will share at next meeting. <b>7/26</b> Revisions made to phasing plan, BS will share at next meeting. <b>8/08</b> BS shared a revised construction site plan at the meeting, see attached. AVS requested a couple of storage units for storage of furniture. BPS will provide cost to AVS and determine location. <b>8/16:</b> SD &amp; BPS to coordinate storage unit location. <b>8/23</b> In progress. <b>8/30</b> In progress. <b>9/13</b> Storage unit cost in progress. BPS to request foundation permit early next week. LB will notify SD when construction fence will be moved. <b>9/20</b> CRC will review submitted information for issuance of partial permit. CRC requested confirmation of Shoreland Protection requirements. AV &amp; CRC requested review of septic field. DP will provide information. Dan Tatum of Stantec will be providing civil work inspection services for Town. Escrow account will be set up by town and funded by the project, pre-construction meeting</p>
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scheduled for 9/24. CRC noted that the state inspectors will be providing plumbing & electrical inspections.

### Design Meetings

AVS	1.8	<p>LC shall develop room assignments for the addition. DP will provide floor plans to LC for use. <b>4/12:</b> LC provided, DP reviewing. Programming meetings have been scheduled with the users on 4/19 &amp; 4/20. LC will provide schedule. <b>4/26:</b> 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. <b>5/10</b> DP will be scheduling additional design meetings with HVAC, Plumbing, Electrical and Kitchen. <b>5/24:</b> DP to schedule meetings. DP will also schedule meetings with Auburn Building Department and Fire Department. <b>6/07</b> BD &amp; 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. <b>6/07</b> DP to schedule. <b>6/21</b> In progress. <b>6/28</b> In progress. <b>6/28</b> DP to schedule IT in mid-July. <b>7/05</b> DP to schedule IT in mid-July. DP contact SFMO for preliminary meeting, no response yet, will try different again. <b>7/12</b> IT meeting scheduled for 7/19 @ 10:30. <b>7/19</b> DP had lab review meeting on 7/17, minutes to be shared with team. IT &amp; Technology meeting schedule for 7/19, minutes to be shared. <b>7/26</b> PL would like further research into classroom technology. DP noted that IT meeting key item was that the school backbone would be better served with fiber optic service, any future technology will require more and more data capacity. Future meetings to be determined. <b>8/08</b> Meeting was held with Axis Business, it was noted that fiber optic service is run to the building, but not connected. The school board will need to meet to determine if fiber service will be provided. Axis is providing a plan to upgrade internet service in the building. The electrical room provided in the addition is large enough to hold an IT rack as well. IT cabling contractors shall install IT cables in the addition, not electrical contractors. <b>8/16:</b> School Board voted to provide fiber optic service to the school. Dark fiber shall be provided to the addition IT closet. <b>8/23</b> Service is on and connections being completed. <b>8/30</b> Cabling to be bid by AVS/SAU. Pricing to be provided for both CAT 5 and 6 cable. <b>9/13</b> Team asked for data package to be bid in the next six weeks. Twin State Technologies would also like the opportunity to bid the data cabling. <b>9/20</b> Package in progress.</p>
	8.3	<p>DP to schedule meeting with State Fire Marshal's Office to review project as requested by Auburn BD &amp; FD. <b>7/05</b> DP contact SFMO for preliminary meeting, no response yet, will try different again. <b>7/12</b> SFMO meeting scheduled for 7/23 @ 1:00 at SFMO office. <b>7/19</b> DP has meeting with SFMO on 7/23 at 1:00. <b>7/26</b> DP reviewed SFMO meeting, major issue</p>

was the second floor occupancy and stair egress capacity, DP meeting with Auburn BD & FD to review. SFMO did suggest a dry hydrant to rear of school may be a coverage option, however the present school as design does meet coverage codes. **8/08** DP has requested a response on occupancy & stair egress capacity from SFMO & Auburn BD & FD. **8/16:** AV to review with Auburn BD & FD. **8/23** LB noted he heard that letter maybe coming this week, AV will review with FD. **8/30** Meeting tentatively scheduled for 10:30 AM on 9/6 at Auburn Town Hall. **9/13** ABD has tentatively agreed to the project being designed under the 2015 ICC and NFPA LSC. DP will provide written request. **9/20** DP provided stamped letter, CLOSED.

SAU/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. <b>7/19</b> DP to schedule, DP suggested we meet with Pelmac first to review security and what they can do for the project. <b>7/26</b> DP to meet with Pelmac and AVS. Cell phone proximity readers were discussed. <b>8/08</b> Meeting scheduled for 1:00 Tuesday 8/14 at the school to review addition construction and expansion of system. <b>8/16:</b> Security meeting minutes to be issued. It was determined at the meeting that SAU will contact Red Hill Security Consultants to review building security. <b>8/23</b> KL contacted Red Hill and awaiting a response. <b>8/30</b> In progress. <b>9/13</b> In progress. <b>9/20</b> Meeting scheduled for October.
TTG	14.2	There was a discussion of developing telephone package. SD will contact the school's vendor to schedule meeting. It was discussed new addition should be VOIP service. Amplifier may be incorporated to amplify cell phone service during power outage. <b>8/23</b> Phone system meeting schedule for 10:30, 8/23. <b>8/30</b> Discussion was held regarding the use of VOIP versus digital phone system. Phones in the current building are digital and are to remain. The new phones are proposed to be VOIP. Existing phone switch will allow for both digital and VOIP phones. Concern was raised about the phones being operational during a power outage. Phone system currently has a battery backup and is wired to the generator. <b>9/13</b> Phone meeting took place 8/23, Twin State is reviewing floor plans. <b>9/20</b> Twin State to receive Bid Pack No 2 for review.
TTG	16.1	LC provided update on design meetings with teachers. There was a great discussion and the attempt is being made to standardize the classrooms as much as possible. Low cabinets with a sink will be provided. Concern was raised about the awing windows and the ability to use those windows to evacuate the building. TTG to review alternates for first floor only. Due to height above grade, evacuating out of the second-floor windows could cause injury. TTG to provide color boards and material



recommendations. AVS does not want tegular ceiling tiles. **9/13** Color review meeting to be scheduled for the end of the month. **9/20** Schedule to be determined.

TTG 16.2 Discussion was held about providing the para-professionals and support staff a location to keep their personal items. LC has asked for a blank wall in the new teacher's room. TTG to review. **9/20** Provided in Bid Pack No 2, CLOSED.

TTG 16.3 High temperatures have resulted in a few rooms being extremely hot during the school day. The art room was very warm. TTG to add dehumidification to the art and vestibule as well as air conditioning to the media center to the alternate list. **9/13** Documentation will be provided via addendum to Bid Pack No2. **9/20** Documentation will be provided via addendum to Bid Pack No2.

#### **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 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 30<sup>th</sup> on the roof work, expected to take 3 weeks. **7/19** Copper roof change order provided. Mobilizing July 30<sup>th</sup> on the roof work, expected to take 3 weeks. **7/26** Mobilizing July 30<sup>th</sup> on the roof work, expected to take 3 weeks, protection fencing installed. **8/08** Reroofing construction is underway. **8/16:** Reroofing in





progress, working toward 8/24 completion. **8/23** Roof work ongoing and will be completed after school opening after hours. Safety concerns were noted and will be addressed by BPS. **8/30** Roofing 95% complete. Punch list for roofing is scheduled for 9/6. **9/13** Punch list review of summer roofing project was provided subsequent to the meeting. **9/20** Punch list review of summer locker room project was provided subsequent to the meeting.

BPS	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. <b>4/12:</b> 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. <b>4/26:</b> DP to develop work scope and schedule with BPS. <b>5/10:</b> It was determined that the locker room renovations should be added to the possible work list. <b>5/24:</b> DP presented locker room options with Option 3 First &amp; Second Floor Plan Diagrams. Locker Room summer work package is being developed. Window package for Third Grade wing was removed from the work schedule. <b>6/07</b> DP to issue locker room work. DP to provide base Locker Room layout to BS to review logistics. <b>6/21</b> DP will provide revised locker room plan drawings for bidding, with early demo plan release. <b>6/28</b> TTG to provide construction documents week of 7/2. <b>7/05</b> Locker rooms are demolished. TTG provided architecture and structural revisions, MPE information to follow next week. <b>7/12</b> Locker room final package to be issued 7/12. <b>7/19</b> Locker room final package issued 7/12. Construction status includes floor slab complete, metal framing to being next week. <b>7/26</b> Construction in progress. <b>8/08</b> Construction in progress, DP to provide final finishes and colors. <b>8/16:</b> Finishes provided; work in progress. SD noted that the ERV's should be place on local control temporarily until completion of the full project. <b>8/23</b> Locker room work ongoing and will be completed after school opening. Safety concerns were noted and will be addressed by BPS. <b>8/30</b> It was noted that all exterior doors shall be secured during school. <b>9/13</b> Locker room work nearly complete. <b>9/20</b> Locker room work nearly complete. School would like access ASAP.</p>
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AVS/BPS	15.2	<p>There was a discussion of temporary walk off mats at the cafeteria entrance during construction; BPS will purchase a stick on grip product to test on the floor. <b>8/30</b> To be installed after 9/11. <b>9/13</b> In progress, subsequent to the meeting, it was determined that a kitchen temporary office was needed to provide a temporary construction entrance. <b>9/20</b> Temporary entrance being installed. Team to review egress paths and proper signage and vehicular signage as well.</p>
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**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, 9/27/2018 at 9:00 A.M. in the Auburn Town Hall Public Meeting Room.**

Respectfully Submitted,

THE H.L. TURNER GROUP INC.



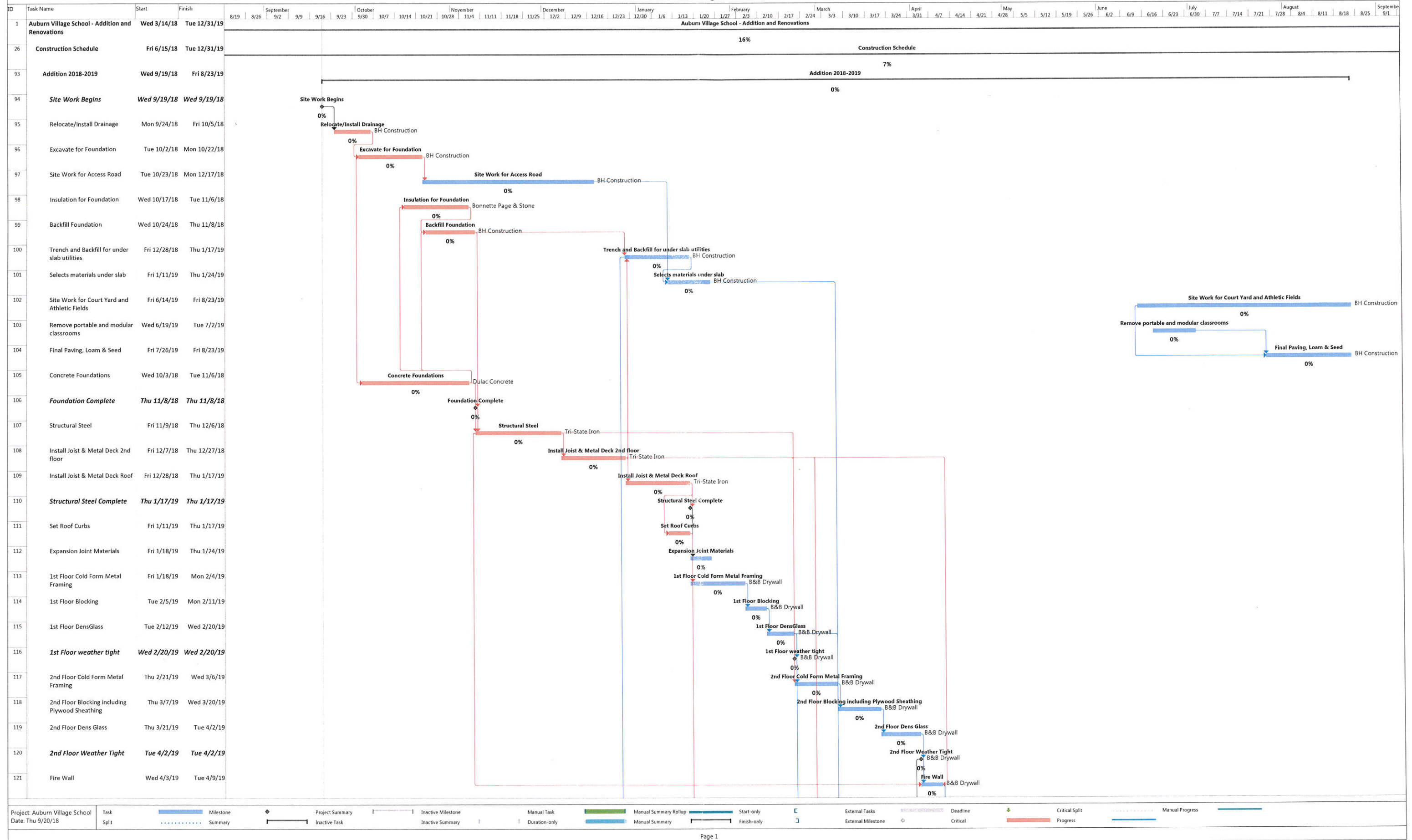
Doug Proctor, AIA, NCARB, LEED BD+C  
Principal || Senior Vice President of Architecture

RDP

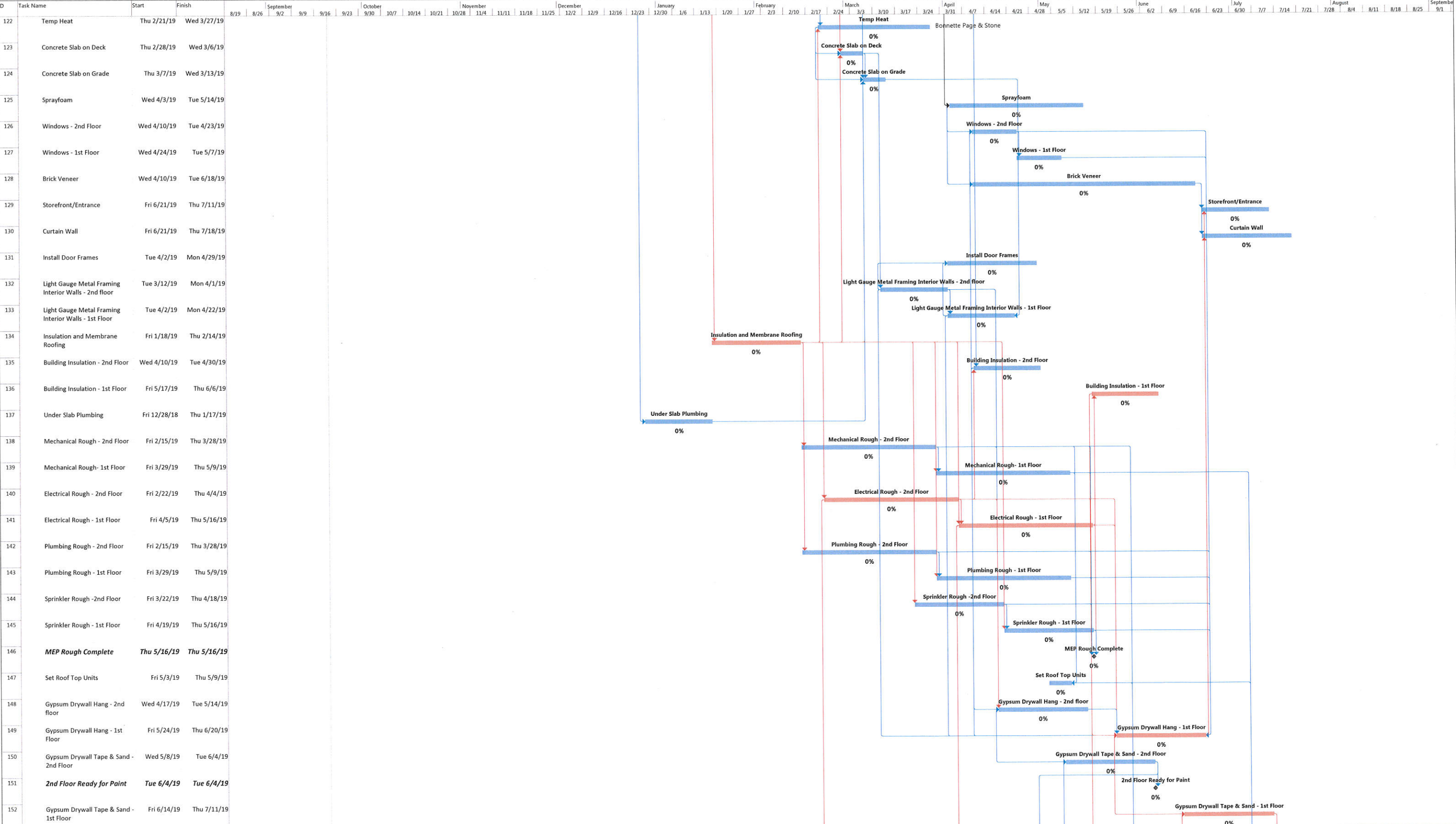
CC: Karen Lessard, SAU 15 Business Administrator  
Robert Strobel, Auburn Village School Technology Director  
Keith McBey, Bonnette, Page & Stone, President  
Dan Hall, Turner Group, Architect  
Barry Hoeg, Turner Group Architect  
Eric Dinsmore, Turner Group Head of Production  
Bob Carter, TTG Civil 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 Construction Schedule dated 9/20/2018 (3 Pages)

Auburn Village School



Auburn Village School





Auburn Village School

