



Meeting #1

Bonnette Page and Stone Corp.
91 Bisson Avenue
Laconia, New Hampshire 03246
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Project: 733 - Auburn Village School
11 Eaton Hill Road
Auburn, New Hampshire 03032

Executive Team Meeting Minutes Minutes

MEETING DATE: 10/04/2018 **MEETING TIME:** 9:00 AM - 11:00 AM Eastern Time (US & Canada)

MEETING LOCATION: Auburn Public Safety Building Conference Room

OVERVIEW:

NOTES:

ATTACHMENTS:

[Meeting 1 Schedule.pdf](#)

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
Jim Saulnier	Auburn Fire Department	Tel: (603) 483-8141	fireinspector@auburnnhfire.org	Present
Larry Brown	Bonnette, Page & Stone Corp	Tel: (603) 455-7568	lbrown@bpsnh.com	Present
Keith McBey	Bonnette, Page & Stone Corp	Tel: 603-524-3411 ext. 16	kmcbey@bpsnh.com	For Distribution Only
Barrett Salta	Bonnette, Page & Stone Corp	Tel: (603) 524-3411	bsalta@bpsnh.com	Present
Barrett Ryan Salta	Bonnette, Page & Stone Corp	Tel: (603) 524-3411	brsalta@bpsnh.com	Present
Marc Jobin	Jobin Construction Consultants, LLC	Tel: (603) 486-6400	mjobin@comcast.net	Present
Janice Baker	SAU15 - Auburn, Candia, Hooksett	Tel:	jbaker@sau15.net	Present
Dr. Lori Collins	SAU15 - Auburn, Candia, Hooksett	Tel: (603) 483-2769	lcollins@sau15.net	Present
Scott Dube	SAU15 - Auburn, Candia, Hooksett	Tel: (603) 483-2769	scott.dube@sau15.net	Present
Karen Lessard	SAU15 - Auburn, Candia, Hooksett	Tel: (603) 622-3731 ext. 11	klessard@sau15.net	Present
Dr. Phil Littlefield	SAU15 - Auburn, Candia, Hooksett	Tel: (603) 622-3731	plittlefield@sau15.net	Present
Alan Villeneuve	SAU15 - Auburn, Candia, Hooksett	Tel:	alanv@sau15.net	Present
Bill Hickey	The H.L. Turner Group Inc.	Tel: (603) 228-1122	bhickey@hlturner.com	Present

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.

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Doug Proctor	The H.L. Turner Group Inc.	Tel: (603) 228-1122	dproctor@hlturner.com	Absent
Carrie Rouleau-Cote	Town of Auburn	Tel:	bldginsp@townofauburnnh.com	Absent

Building Design

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Outdoor Stage Design	Doug Proctor (The H.L. Turner Group Inc.)			Open
<p>Description: DP to provide sketches for performance center.</p>						
1.2	1	Fire Department Request	Bill Hickey (The H.L. Turner Group Inc.)			Open
<p>Description: JS would like the following questions clarified</p> <ul style="list-style-type: none"> • Access Road - Temporary or Permanent? (Width of the road at 14 ft does not meet Fire Department code if this is a permanent road) • Access Roads proximately to the Safety buildings leach field, please confirm access road is not too close • Access Roads proximately to the Cemetery, please confirm access road is not too close • The fire department wants clarification and a review of access to the rear of the school <p>BH to clarify these questions.</p> <p>In addition, a separate meeting will be set up with the owner, fire department and HL Turner to review the access to the rear of the school</p>						

Budget

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Bid Package No 2 Bids	Doug Proctor (The H.L. Turner Group Inc.)			Open
<p>Description: Bid Package No 2 bids due 10/16, DP will schedule addendum for 10/10 release. Pre-Bid Scheduled for October 2 - 3:30 PM</p>						
<p>Official Documented Meeting Minutes: Pre-Bid turnout was quite good An Addendum will be sent out the week of October 8th</p>						
2.2	1	Roofing for Bid Pack No 1				Closed
<p>Description: BPS recommended Twin Metals as the Roofing successful bidder</p>						
<p>Official Documented Meeting Minutes: The owner accepted this recommendation BPS has issued a contract</p>						
2.3	1	Cabling				Open
<p>Description: Cabling to be bid by AVS/SAU. Pricing to be provided for both CAT 5 and 6 cable Team asked for data package to be bid in the next six weeks</p>						

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	Twin State Technologies would also like the opportunity to bid the data cabling
	Official Documented Meeting Minutes: Bob Strobel will attend next weeks meeting, to put a direction on the Cabling and equipment that will be required. This will also provide some clarification to questions raised by PL

Contracts						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Special Inspections				Open
Description: GSI was selected as the special inspector. BH stated commissioning RFP in progress.						
3.2	1	Stantec Inspections				Open
Description: Stantec has contracted with the town to provide sitework inspections, escrow account being set up with the SAU and the town to fund the inspections						
Official Documented Meeting Minutes: Owner will forward \$5,000 check to the town next as requested by Stantec for an escrow account						

Coordination						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Archaeologist Report	Bill Hickey (The H.L. Turner Group Inc.)			Open
Description: BH trying to schedule archeologist to review report with executive team and a clarification of discovered items.						
Official Documented Meeting Minutes: BH provided clarification and a partial list of items discovered by the archaeologist report AV requested clarification what impact moving the baseball field beyond the 75-foot radius the archaeologist would require additional investigations, BH to investigate The Board voted to proceed with the additional cost for the reburial, MJ to contact the archaeologist to proceed						
4.2	1	Access Road Tree Cutting	Barrett Salta (Bonnette, Page & Stone Corp)			Open
Description: Both the Waterworks and Stantec requires notification for the tree cutting at the access road.						

Design Meetings						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Security				Open
Description: Meeting scheduled for October 18 at 10:30 am.						
5.2	1	Phone System				Open

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	Description: Twin state can review BP 2 drawings for phone locations. Phones should have 911 capability from classrooms.					
5.3	1	Interiors and Materials				Open
	Description: Interiors and Materials review meeting tentatively scheduled for 10/11 @ 10:30 am.					

Schedule

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	SWPPP / NOI				Closed
	Description: SWPPP NOI to the EPA was filed on 9/23, two week review period set start of construction at 10/8					
6.2	1	Septic Inspections				Open
	Description: CRC requested the septic information, TTG working on septic investigation. CRC noted that the septic request for information will not hold up foundation permit.					
	Official Documented Meeting Minutes: CRC is still looking for closure to the following <ul style="list-style-type: none"> Existing septic system meets the requirements of the NHDES Shoreline protection rules do not impact the project, only in the event of the construction of the baseball field. BH to provide current email correspondence with the State to CRC					
6.3	1	Renovation 2019 Preliminary Schedule				Open
	Description: Renovation 2019 Schedule Milestone Considerations <ul style="list-style-type: none"> Relocation of Administration Area June 2019 - October 2019 Option to Close Kitchen May 31, 2019 - Provide Box Lunches? 					
	Official Documented Meeting Minutes: BS presented options for the renovation phasing and the associated impact to the administrative offices and the kitchen Owner at first glance thought this would all be obtainable, additional discussions to follow					

Punch List

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
7.1	1	Summer Roofing				Open
	Description: Awaiting Firestone review of roof punch list.					
7.2	1	Locker Rooms	Larry Brown (Bonnette, Page & Stone Corp)			Open
	Description: Locker rooms being used by students, LB working on punch list.					

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	<p>Official Documented Meeting Minutes: LB continues to work through punch list.</p> <p>Items that remain</p> <ul style="list-style-type: none"> • Install locker end panels • Install screen over roof intake • Install floor base • Relocate existing roof drain (work to take place upon re-roofing)
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Alternates

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
8.1	1	Alternates				Open

	<p>Description:</p> <ol style="list-style-type: none"> 1. Baseball Field 2. Amphitheater 3. Parking lot Sealing & Striping 4. Grass Pavers 5. Chimney Removal 6. Gymnasium Painting 7. Gymnasium HVAC 8. Gymnasium Ceiling Fans 9. Gymnasium Basketball Goals 10. Addressable Fire Alarm Devices 11. Classroom Renovations 12. Interior Hollow Metal Doors 					
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