

The H.L. Turner Group Inc.

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AUBURN VILLAGE SCHOOL ADDITION & RENOVATION Executive Team Meeting Minutes

Meeting No. 1

Date: 3/16/2018

Job No. 3933

Meeting Location: AVS Conference Room

The following notes were taken during a meeting on Friday 3/16/2018 at 10:00 am to begin 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 Member
Scott Dube	Auburn Village School Director of Maintenance
Keith McBey	Bonnette, Page & Stone, President
Barrett Salta	Bonnette, Page & Stone, Project Manager
Bill Hickey	Turner Group, Project Manager
Doug Proctor	Turner Group, Project Architect

I. NEW BUSINESS:

Action Req'd	Item No.	Description
TTG/BPS	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.
SAU	1.2	KL shall prepare bond submission for review by the School Board for the May meeting.
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.
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.

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.
BPS	1.6	SAU requested an updated copy of the construction and project budget for their use.
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.
SAU/TTG	1.8	LC shall develop room assignments for the addition. DP will provide floor plans to LC for use.
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 acoustic should be addressed.
BPS	1.10	SD noted that there will be 21 summer programs on site this summer. Sports tryouts will be at the safety complex.
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.
TTG/BPS	1.12	SD would like to have the leach field brush cut when the construction access road is installed.
TTG	1.13	SD noted that the septic pumps were recently replaced.
TTG	1.14	PL asked for a team contact list to be issued.
BPS	1.15	LC asked to visit other school administration offices and entrances. BPS will schedule visits to the Pelham schools.
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.
TTG	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.



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, 4/12/2018 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: 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: None