

**Auburn School District
School Improvement Committee
September 19, 2018**

Committee Members Present: Jess Edwards, Tom Gonyea, Alan Villeneuve, Diane Proulx, Melissa Prunier, Janice Baker, Jason Tyburski, Jim Headd and Bill Herman.

Also Present: Keith McBey and Barry Salta of Bonnette, Page & Stone (BPS)

Mr. Tyburski convened the meeting at 6:03 PM.

Mr. Goynea asked what the purpose of the committee would be. He felt the original charge to the committee was to work in an advisory role through potential design pieces for the renovation and addition project to be presented to the voters in March 2018, and to assist with communications in that effort to the public. With the voters' approval of the project in March, he felt the Committee has completed its charge. Mr. Tyburski indicated the School Board was interested in reconstituting the Committee to assist in providing information to the public as the project evolves through the 18-month construction effort. Mr. Goynea felt there has been good and informative articles in the Village Crier on the progress of the project. Mr. Tyburski indicated the Committee would regularly hear from BPS on the progress of the project and then could help the School Board and School District officials in contributing information to not only The Crier, but also to social media efforts and to other boards and groups throughout the Town they were individually involved in the same manner the previous public information effort for the project had been successfully handled.

Mr. Villeneuve indicated the two or three articles to date in The Crier had been done by Janice Baker and himself, but the School Board felt the Committee could become the communications arm for the School Board. Mr. Goynea asked what resources the School Board was providing to assist in this effort. Mr. Tyburski felt the main purpose of the committee was to provide two-way communications concerning the project – information to the School Board on what issues or concerns they may hear within the community, as well as information back out to the community concerning the project. He felt that was largely the basis for success for the passage of the bond article for the project in that it was felt to be a community lead project.

At the end of the discussion, it was generally felt that individual committee members would provide assistance to the level that they were able to do so.

Construction Project Update:

Keith McBey and Barry Salta of BPS reported the project was moving forward pretty well at the early stages. They indicated they had been able to get early release of

several Requests for Proposals for approximately six phases of work including site work, concrete, structural steel, and roofing. They indicated the costs have generally come in according to the estimated budget with the exception of the structural steel costs, which have been on the rise in recent weeks largely due to the recent tariffs imposed by the federal government. They indicated they were hopeful of starting excavation on the site for drainage work and the foundation for the addition on September 24th if they were able to pull a building permit by then. They indicated they were anticipating having all of the remaining sections of the project out to bid by the end of September. In addition, their crews were currently doing some prep work of materials so they would be ready to go before cold weather hits here.

Barry Salta in general outlined the following general project timeline of construction activity through the first of the year: Within four weeks they would be starting to close in the project area, with steel beginning to be erected by the first of November. This would be followed by the placement of the roof with the aim of being able to pour concrete floors shortly after the first of the year. It was noted once that point of the project is reached, most of the work turns to the inside and is less visible for progress being achieved. The overall goal is to have the addition completed in time for the opening of school in September 2019, which would then enable the School District to stop using the portable classrooms so they could be removed from the property, and the remainder of the property and project could be completed.

Communications Tools / Outlets:

Through conversation, committee members identified a number of outlets where project information should be shared fairly regularly. These included:

- Fix AVS web site
- Auburn Village Crier
- Auburn Village School newsletter
- Auburn Community Facebook page
- Auburn Front Porch Facebook page
- Union Leader
- Hooksett Banner

To provide a time-lapse vision of the project as it take shape, it was suggested an effort be made to take photos of the project site from the same location on perhaps a once a week basis. Some of the photography could be used in the communications efforts, in addition to providing a good chronology of the project. Jess Edwards volunteered to do that, and BPS members will mark a spot near the back stop / fence on the field that would be a good point for taking this type of photo. Mrs. Pruiner also indicated she will look at the possibility of having a student project for this as well.

Mr. Edwards suggested it might be a good idea to develop a punch list of the major 10 – 12 big phases of the project as a basis for communications efforts. He felt it could help in advising the public as to something accomplished and the next thing to look for over the life of the construction project. He thought in particular it could be the basis for monthly Crier articles.

Mrs. Baker agreed and felt they should be high level milestones that included a general “where the project stood financially” as it moves forward. She distributed an information sheet entitled “Auburn Village School Construction & Renovation Project” dated August 17, 2018 that provides some of the type of information Mr. Edwards was describing. She noted this was being utilized by the project Executive Committee but, with a little tweaking, may be the basis for the high level milestones being discussed.

Mr. Villeneuve noted the minutes of the weekly Executive Committee meetings are online for more detailed information on the progress of the construction project, but they may provide more information than the general public is interested in knowing.

It was also suggested the PTA may be a good resource for sharing information moving forward. Mr. Tyburski indicated the School Board members usually rotate attendance at PTA meetings, and they can be sure to share project updates as part of those meetings.

Adjourn:

Mr. Tyburski adjourned the committee meeting at 6:40 PM. Those present then were taken on a tour of work completed already in the area of the locker rooms and handicapped bathrooms, as well as work to be done in the area of the cafeteria and kitchen.

Auburn Village School Construction & Renovation Project

as of 8/17/2018

Financials & Contracts

Spending Authorization \$ 14,300,000

	(A)	(B)	(C)	(D)	(E)	(F)
Expense Groups	Value	Paid to Date	% Paid to Date	In-Process Invoices	% Committed to Date ((B+D)/A)	Balance (A-C-E)
Turner Group contract (architecture/design)	\$ 870,000	\$ 480,240	55%	\$ -	55%	\$ 389,760
Bonnette Page & Stone contract (construction management)	\$ 12,173,000	\$ 458,421	4%	\$ -	4%	\$ 11,714,579
Jobin Construction Consultants contract (owner's rep)	\$ 150,000	\$ 17,000	11%	\$ -	11%	\$ 133,000
Soft Costs (for products/services the School District secures directly)	\$ 1,107,000	\$ 24,417	2%	\$ -	2%	\$ 1,082,583
Total	\$ 14,300,000	\$ 980,078	7%	\$ -	2%	\$ 13,319,922

Timeline

High Level Phases

Timeframe

Details

Phase 1	Summer 2018	move portables, replace front roof, build locker rooms, plan for rear road
Phase 2	Fall 2018 - Summer 2019	construction of new classroom wing
Phase 3	Fall 2019 - Dec. 2019	renovation of existing building space

Milestone

Target Date

Trend

Comments

a. Front roof is replaced	August 2018		Roofing is complete
b. Addition is built and move-in ready	August 2019		Addition construction expected to commence September 2018
c. Cafeteria is renovated and ready to serve students	August 2019		
d. Front office/admin space is renovated and move-in ready	August 2019		
e. Nurse's office is renovated and move-in ready	August 2019		
f. All student bathrooms are renovated and ready for use			
g. Teacher bathrooms are renovated/built and ready for use			
h. All roofs needing replacement have been replaced			
i. All planned classrooms have been renovated			
j. Athletic fields are reclaimed and ready for use			
k. Parking lot is reclaimed and all planned spaces are available			