



Meeting #3

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

AVS Construction Meeting Minutes

MEETING DATE: 10/18/2018 **MEETING TIME:** 9:00 AM - 10:45 AM Eastern Time (US & Canada)

MEETING LOCATION: Auburn Public Safety Building Conference Room

OVERVIEW:

NOTES:

ATTACHMENTS:

[Meeting 3 Schedule.pdf](#)

ATTENDEES:

Name	Company	Phone Number	Email	Attendance
Jim Saulnier	Auburn Fire Department	Tel: (603) 483-8141	fireinspector@auburnnhfire.org	Present
Mike Williams	Auburn Fire Department	Tel: (603) 483-8141	mwilliams@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	Absent
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
Robert Strobel	SAU15 - Auburn, Candia, Hooksett	Tel: (603) 622-3731	rstrobel@sau15.net	Present
Alan Villeneuve	SAU15 - Auburn, Candia, Hooksett	Tel:	alanv@sau15.net	Present

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

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.)			On Hold
<p>Description: DP to provide sketches for performance center.</p>						
<p>Official Documented Meeting Minutes: DP provided a drawing for the outdoor stage for comment. All seemed pleased with the effort and AV and JB will utilize this to fundraise. No further information is required at this time</p>						
<p>Previous Meeting Minutes: 10/04/2018: (None)</p>						
1.2	1	Fire Department Request	Bill Hickey (The H.L. Turner Group Inc.), Doug Proctor (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>						
<p>Official Documented Meeting Minutes: AV - Informed JS that this will be a Temporary Road</p> <p>JS requested this in writing to the department, JB will forward a copy of the agreement with Manchester Water Works which describes this as a temporary road</p> <p>BS - Informed JS that the Safety building leach field set back to the proposed road is of a sufficient distance</p> <p>JS requested that Turner Group in writing to the department states that the access road meets code setback requirements to the safety buildings existing leach field</p>						

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<p>BS - Informed the a new layout has been provided to the survey company to move the road 25 ft away from the cemetery</p> <p>Closed</p> <p>DP - Suggested that the Fire department meeting be coordinated with HL Turners review of the drawings with CRC (Doug to coordinate)</p> <p>Meeting to occur at 1:30 PM on October 18, 2018</p> <p>DP - Noted that a ASI will be issued providing the Fire Department a Dry Hydrant to the rear of the building</p> <p>DP provided a sketch to the department for their review of a proposed dry fire line to the rear of the school. MW proposed that he would prefer vehicle access to the rear of the building in place of this dry fire line Design team to review and provide options</p>						
<p>Previous Meeting Minutes: 10/04/2018: AV - Informed JS that this will be a Temporary Road</p> <p>BS - Informed JS that the Safety building leach field set back to the proposed road is of a sufficient distance</p> <p>BS - Informed the a new layout has been provided to the survey company to move the road 25 ft away from the cemetery</p> <p>DP - Suggested that the Fire department meeting be coordinated with HL Turners review of the drawings with CRC (Doug to coordinate)</p> <p>DP - Noted that a ASI will be issued providing the Fire Department a Dry Hydrant to the rear of the building</p>						
1.3	2	Wet Area at Cemetery				Open
<p>Description: AV noted that the toe of slope between the AVS parking lot and the cemetery is always wet.</p> <p>HL Tuner to investigate if this can be addressed</p>						
<p>Official Documented Meeting Minutes: BS noted that an existing underdrain that appears to be from this area of concern was discovered during the installation of the new drainage. BPS will tie this line into the new drainage at a catch basin.</p> <p>CRC requested this change would be noted on an as-built, BS and LB confirmed this would be the case.</p>						
<p>Previous Meeting Minutes: 10/04/2018: (None)</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: Bis due on Friday 10/19/18</p>						
<p>Previous Meeting Minutes: 10/04/2018: (None)</p>						

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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 Twin State Technologies would also like the opportunity to bid the data cabling</p>						
<p>Official Documented Meeting Minutes: RS notes that Axis was hired and would provide a narrative for the network cabling and equipment. It was also noted that Axis was proposing 6 data location for each classroom, currently designed are 3 per classroom. AV, JB, and PL were concerned that this was an additional cost to the project and wanted Axis to provide additional information as to the need for these 3 additional data drops. The owner asked DP how many were provided at Hampton Academy, three drops per classroom were provided for this project. RS to have Axis at Thursdays meeting 10/26/18 to provide additional information for their proposed number of drops</p>						
<p>Previous Meeting Minutes: 10/04/2018: It was determined that Axis Systems will be hired buy the owner to provide a narrative for the project low voltage needs. This ti include the cabling requirements and a conformation of the proposed locations shown in the electrical package. The hardware requirements; racks, switches, WAP, etc. RS to have Axis contracted for this work by 10/18/18 Twin State will be providing the narrative for the telephone/communication system. Twin State needs to provide this information will be addressed after the Addendum #1 is issued</p>						

Contracts						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Special Inspections				Open
<p>Description: GSI was selected as the special inspector. BH stated commissioning RFP in progress.</p>						
<p>Official Documented Meeting Minutes: BH continues with the RFP of commissioning</p>						
<p>Previous Meeting Minutes: 10/04/2018: BH continues with the RFP of commissioning</p>						

Coordination						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Archaeologist Report	Bill Hickey (The H.L. Turner Group Inc.)			On Hold
<p>Description: BH trying to schedule archeologist to review report with executive team and a clarification of discovered items.</p>						
<p>Official Documented Meeting Minutes: RC provided information that moving the field would have no effect on the requirements for additional Archaeology testing and that in his experience the cost for this work generally increases exponentially. This greatly concerned AV, PL, and JB - This item will be put on hold until the school board can review their options. RC also noted during the septic system discussion that because the existing leach fields area has already been disturbed the requirements for Archaeology inspections is not required. So an option might be to construct the baseball field over the leach fields</p>						

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		<p>Previous Meeting Minutes: 10/04/2018: (None)</p>				
4.2	1	Access Road Tree Cutting	Barrett Salta (Bonnette, Page & Stone Corp)			Closed
<p>Description: Both the Waterworks and Stantec requires notification for the tree cutting at the access road.</p>						
<p>Official Documented Meeting Minutes: Tree cutting will be completed this week</p>						
<p>Previous Meeting Minutes: 10/04/2018: Tree cutting will begin on October 17th BPS to contract Stantec, AV to contact Manchester Water Works</p>						
4.3	2	School Coordination				Open
<p>Description: LC noted the following October 18 & 19 outside activities will need to be coordinated with BPS (Larry to coordinate) November 6th Voting Day careful coordination with the construction activities needs to be taken, LB has ordered additional signage. LC to have a coordination meeting with school, BPS and Town officials LB has informed the school that windows adjacent to the addition will need to be covered for safety reasons, LC asked for prior notification so she could notify the staff.</p>						
<p>Official Documented Meeting Minutes: No Coordination issues this week</p>						
<p>Previous Meeting Minutes: 10/04/2018: (None)</p>						
4.4	2	Project Roles				Closed
<p>Description: JB provided for the Team</p> <ul style="list-style-type: none"> • An outline of project roles for the AVS team members • A list of informational items that the Building Committee needs for confidence in the project. <p>Thank you Janice as this is helpful for all involved and has provided the roadmap for not only the types of information but the flow of information</p>						
<p>Official Documented Meeting Minutes: JB will provide and distribute a pdf of this effort</p>						
<p>Previous Meeting Minutes: 10/04/2018: (None)</p>						

Design Meetings

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5.1	1	Security				Open
Description: Meeting scheduled for October 18 at 10:30 am.						
Official Documented Meeting Minutes: This meeting needed to be rescheduled to October 25, 2018 at 10:30 AM						
Previous Meeting Minutes: 10/04/2018: (None)						
5.3	1	Interiors and Materials				Closed
Description: Interiors and Materials review meeting tentatively scheduled for 10/11 @ 10:30 am.						
Official Documented Meeting Minutes: DP reported this meeting went well with few changes. Changes were included in Bid Pack No2 Addendum No1						
Previous Meeting Minutes: 10/04/2018: (None)						

Schedule						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
6.2	1	Septic Investigation				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: RC reported that the NHDES was reviewing the septic system and if it is acceptable with the addition and changes to the school. CRC and AV had concerns that this was taking longer than they had hoped and that this item needed to be closed. CRC requires that all the changes to the school in the last 30 plus years including the current project needs to be reviewed by the NHDES and signed off on (in writing) and no changes to the septic system is required. RC to provide all information to the NHDES for review and comment						
Previous Meeting Minutes: 10/04/2018: NHDES Septic requirements to confirm existing system is sufficient upon completion of this project is underway Shoreline Permit Application was signed by PL at today meeting HL Turner to submit to the state						
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? 						
Previous Meeting Minutes: 10/04/2018:						

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	<p>BPS and KL met with Sarah today to review her questions and needs to facilitate BPS's request to close the Kitchen the end of May.</p> <p>The list is to have</p> <ul style="list-style-type: none"> • Reach in's for Freezers and refrigerators available foe use • Hand Washing Sink • Move Service line into cafeteria for staffs use. <p>BPS to provide a plan to meet Sarah's request</p>
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Punch List

No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
7.1	1	Summer Roofing				Open
<p>Description: Awaiting Firestone review of roof punch list.</p>						
<p>Official Documented Meeting Minutes: BS provided Firestone report (punch list) for warranty</p> <p>No mention of the blistering in the report, BS inquired and Twin Metals reported that this was of no concern to Firestone and was only cosmetic. BS, as well as the owner and Architect, noted that this is not acceptable and will need to be repaired.</p>						
<p>Previous Meeting Minutes: 10/04/2018: Firestone has visited the site and will issue a report, they have requested that the blistering be reviewed again before a final determination is made on how to proceed</p> <p>The owner requested the following of Twin Metals and Firestone</p> <ol style="list-style-type: none"> 1. Please provide a timeline for Firestone's final comments on the blistering 2. After Firestone has had a chance to review the blisters again and make final recommendation the owner wants the blisters cut out and repaired 						
7.2	1	Locker Rooms	Larry Brown (Bonnette, Page & Stone Corp)			Open
<p>Description: Locker rooms being used by students, LB working on punch list.</p>						
<p>Official Documented Meeting Minutes: Items that remain</p> <p>End Panels still on order Corner Guards on site and will be installed Roof drain relocation to be done when the roof is replaced</p> <p>SD and DP noted that the performance of the locker rooms floors is unacceptable DP has contacted the manufacturer for review and comment</p>						
<p>Previous Meeting Minutes: 10/04/2018: Items that remain</p> <ul style="list-style-type: none"> • Install locker end panels (on order) • 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 					
	<p>Previous Meeting Minutes: 10/04/2018: <i>(None)</i></p>					

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