



Meeting #4

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: 10/25/2018 **MEETING TIME:** 9:00 AM - 10:45 AM Eastern Time (US & Canada)

MEETING LOCATION: Auburn Public Safety Building Conference Room

OVERVIEW:

NOTES:

ATTACHMENTS:

[Meeting 4 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	Absent
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	Absent
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

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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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	Present
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	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.)			On Hold
<p>Description: DP to provide sketches for performance center.</p>						
<p>Official Documented Meeting Minutes: The outdoor stage is being modeled by HL Turner, DP will forward to AV next week AV wants BPS to provide an ICS for the proposed stage</p>						
<p>Previous Meeting Minutes: 10/18/2018: 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>						
1.2	1	Fire Department Request	Doug Proctor (The H.L. Turner Group Inc.), 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>						
<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 - Item Complete</p>						

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<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 - BH to provide this documentation to JS</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 for access path from the West side of the building</p>						
<p>Previous Meeting Minutes: 10/18/2018: 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> <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>						
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. HL Tuner to investigate if this can be addressed</p>						
<p>Previous Meeting Minutes: 10/18/2018: 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. CRC requested this change would be noted on an as-built, BS and LB confirmed this would be the case.</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>						

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Official Documented Meeting Minutes: Bid response we excellent - GMP review mid-November						
Previous Meeting Minutes: 10/18/2018: Bis due on Friday 10/19/18						
2.3	1	Cabling				Open
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						
Official Documented Meeting Minutes: BS to provide alternate pricing for 4 data locations per classroom Plus an add for an additional data location second-floor classroom ceiling and an additional data location rear of classroom second floor. Bob provided a quote from Axis to the owner for backbone equipment for the project for review and comment						
Previous Meeting Minutes: 10/18/2018: 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						

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.						
Official Documented Meeting Minutes: BH will have the commissioning RFP ready for review at the next construction meeting						
Previous Meeting Minutes: 10/18/2018: BH continues with the RFP of commissioning						

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
Description: BH trying to schedule archeologist to review report with executive team and a clarification of discovered items.						
Official Documented Meeting Minutes: DP will provide a proposed baseball field layout over the existing leach fields for review and comment at the next construction meeting						

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	<p>Previous Meeting Minutes: 10/18/2018: 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.</p> <p>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>					
4.3	2	School Coordination				Open
	<p>Description: LC noted the following</p> <p>October 18 & 19 outside activities will need to be coordinated with BPS (Larry to coordinate)</p> <p>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</p> <p>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: LB reported that all signage is ready for next Tuesdays voting day.</p> <p>No other issues were noted</p>					
	<p>Previous Meeting Minutes: 10/18/2018: No Coordination issues this week</p>					
4.4	4	AOT & Septic				Open
	<p>Description: Final AOT and Septic amendments will be submitted to the state this week</p>					

Design Meetings						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Security				Open
	<p>Description: Meeting scheduled for October 18 at 10:30 am.</p>					
	<p>Official Documented Meeting Minutes: John Harrington (Security Expert) attended the meeting and toured the school with SD. He will provide recommendations for security upgrades and will be a great source for the design team</p>					
	<p>Previous Meeting Minutes: 10/18/2018: This meeting needed to be rescheduled to October 25, 2018 at 10:30 AM</p>					
5.2	4	Construction Meeting				Open
	<p>Description: Next Construction Meeting will be 11/8/18</p>					

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Schedule						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
6.2	1	Septic Investigation				Open
<p>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.</p>						
<p>Official Documented Meeting Minutes: NHDES has provided their determination in writing that the existing system is sufficient for the current school with the proposed addition. It is necessary to apply for a septic permit for the new septic tank. DP will submit for a permit this week This information will be forwarded to CRC for comment if this meets the needs of the town.</p>						
<p>Previous Meeting Minutes: 10/18/2018: 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</p>						
6.3	1	Renovation 2019 Preliminary Schedule				Open
<p>Description: Renovation 2019 Schedule Milestone Considerations</p> <ul style="list-style-type: none"> Relocation of Administration Area June 2019 - October 2019 Option to Close Kitchen May 31, 2019 - Provide Box Lunches? 						
<p>Previous Meeting Minutes: 10/18/2018: (None)</p>						

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>Previous Meeting Minutes: 10/18/2018: BS provided Firestone report (punch list) for warranty 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>						
7.2	1	Locker Rooms	Larry Brown (Bonnette, Page & Stone Corp)			Open

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	<p>Description: Locker rooms being used by students, LB working on punch list.</p>
	<p>Previous Meeting Minutes: 10/18/2018: 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>

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 13. Alternate for Data Cabling 					
	<p>Previous Meeting Minutes: 10/18/2018: (None)</p>					

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