



# Meeting #5

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:** 11/08/2018 **MEETING TIME:** 9:30 AM - 11:30 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	Absent
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
David Geddes	Bonnette, Page & Stone Corp	Tel: (603) 524-3411	dgeddes@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

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Alan Villeneuve	SAU15 - Auburn, Candia, Hooksett	Tel:	alanv@sau15.net	Present
Robert Carter	The H.L. Turner Group Inc.	Tel: (603) 228-1122	rcarter@hlturner.com	Absent
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	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><b>Description:</b> DP to provide sketches for performance center.</p>						
<p><b>Previous Meeting Minutes:</b> <b>10/25/2018:</b> 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>						
1.2	1	Fire Department Request	Doug Proctor (The H.L. Turner Group Inc.), Bill Hickey (The H.L. Turner Group Inc.)			Open
<p><b>Description:</b> JS would like the following questions clarified</p> <ul style="list-style-type: none"> <li>• Access Road - Temporary or Permanent? (Width of the road at 14 ft does not meet Fire Department code if this is a permanent road)</li> <li>• Access Roads proximately to the Safety buildings leach field, please confirm access road is not too close</li> <li>• Access Roads proximately to the Cemetery, please confirm access road is not too close</li> <li>• The fire department wants clarification and a review of access to the rear of the school</li> </ul> <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><b>Official Documented Meeting Minutes:</b> BS - Informed JS that the Safety building leach field set back to the proposed road is of a sufficient distance 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><b>BH to provide this documentation to JS</b></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</p>						

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<p align="center"><b>Design team to review and provide options for access path from the West side of the building</b></p> <p>Permits could be required for shoreline</p>						
<p><b>Previous Meeting Minutes:</b>  <b>10/25/2018:</b>          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 -  <b>Item Complete</b></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 -  <b>BH to provide this documentation to JS</b></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  <b>Design team to review and provide options for access path from the West side of the building</b></p>						
1.3	2	Wet Area at Cemetery				Open
<p><b>Description:</b>          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><b>Official Documented Meeting Minutes:</b>          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>This may dry up this area</p>						
<p><b>Previous Meeting Minutes:</b>  <b>10/25/2018:</b> (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><b>Description:</b>          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><b>Official Documented Meeting Minutes:</b>          BPS to provide GMP review on Thursday 11/15/18</p>						
<p><b>Previous Meeting Minutes:</b>  <b>10/25/2018:</b>          Bid response we excellent - GMP review mid-November</p>						
2.3	1	Cabling				Open
<p><b>Description:</b>          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
	<b>Official Documented Meeting Minutes:</b> Bob has finalized RFP and bis request need to remain open for 30 days All proposals should be ready for review before the end of the year
	<b>Previous Meeting Minutes:</b> <b>10/25/2018:</b> 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

Contracts						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Special Inspections				Open
	<b>Description:</b> GSI was selected as the special inspector. BH stated commissioning RFP in progress.					
	<b>Official Documented Meeting Minutes:</b> BH will have the commissioning RFP ready for review at the next construction meeting  RFP was distributed to MJ for comment MJ looking for an intended bidders list					
	<b>Previous Meeting Minutes:</b> <b>10/25/2018:</b> BH will have the commissioning RFP ready for review at the next construction meeting					

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
	<b>Description:</b> BH trying to schedule archeologist to review report with executive team and a clarification of discovered items.					
	<b>Official Documented Meeting Minutes:</b> DP will provide a layout of the proposed baseball field located over the existing leach fields for next weeks meeting AV would like a confirmation that no archeology investigation will be required and if it is required a cost for this investigation should be provided					
	<b>Previous Meeting Minutes:</b> <b>10/25/2018:</b> DP will provide a proposed baseball field layout over the existing leach fields for review and comment at the next construction meeting					
4.3	2	School Coordination				Open
	<b>Official Documented Meeting Minutes:</b> No School coordination issues we noted by LC					

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	LB noted that when the shoreline protection permit is issued BPS will need to coordinate work the will need to be done within the playground area					
	<p><b>Previous Meeting Minutes:</b>  <b>10/25/2018:</b>            LB reported that all signage is ready for next Tuesdays voting day.</p> <p>No other issues were noted</p>					
4.4	4	AOT & Shorline				Open
	<p><b>Description:</b>            Final AOT and Septic amendments will be submitted to the state this week</p>					
	<p><b>Official Documented Meeting Minutes:</b>            Permits are still pending</p>					
	<p><b>Previous Meeting Minutes:</b>  <b>10/25/2018:</b> (None)</p>					
4.5	5	Coordination with Stantec				Open
	<p><b>Description:</b>            AV noted that the access road coordination with Stantec would be limited to erosion and wetland crossing.</p>					

Design Meetings						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Security				Open
	<p><b>Description:</b>            Meeting scheduled for October 18 at 10:30 am.</p>					
	<p><b>Official Documented Meeting Minutes:</b>            JH toured the school and will provide his recommendations to the school            DP forwarded drawings to JH for his use</p>					
	<p><b>Previous Meeting Minutes:</b>  <b>10/25/2018:</b>            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>					
5.2	4	Construction Meeting				Closed
	<p><b>Description:</b>            Next Construction Meeting will be 11/8/18</p>					
	<p><b>Previous Meeting Minutes:</b>  <b>10/25/2018:</b> (None)</p>					

Schedule						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
6.2	1	Septic Investigation				Open
	<p><b>Description:</b>            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>					

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<p><b>Official Documented Meeting Minutes:</b>          The team is awaiting final approvals from NHDES for the change to the septic system and the impact of the addition PL was concerned about the potential cost to the project from NHDES and a future failed leach field DP and BS explained that once we had the NHDES approval we will know the impact of cost. The team is hopeful of a simple NHDES approval and no cost outside of the GMP will be required          The longevity of the existing leach fields will, unfortunately, remain an unknown</p>						
<p><b>Previous Meeting Minutes:</b>  <b>10/25/2018:</b>          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>						
6.3	1	Renovation 2019 Preliminary Schedule				Open
<p><b>Description:</b>          Renovation 2019 Schedule Milestone Considerations</p> <ul style="list-style-type: none"> <li>• Relocation of Administration Area June 2019 - October 2019</li> <li>• Option to Close Kitchen May 31, 2019 - Provide Box Lunches?</li> </ul>						
<p><b>Previous Meeting Minutes:</b>  <b>10/25/2018:</b> <i>(None)</i></p>						

Punch List						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
7.1	1	Summer Roofing				Open
<p><b>Description:</b>          Awaiting Firestone review of roof punch list.</p>						
<p><b>Official Documented Meeting Minutes:</b>          Firestone punch list is complete           Twin Metals still need to address blistering</p>						
<p><b>Previous Meeting Minutes:</b>  <b>10/25/2018:</b> <i>(None)</i></p>						
7.2	1	Locker Rooms	Larry Brown ( <b>Bonnette, Page &amp; Stone Corp</b> )			Open
<p><b>Description:</b>          Locker rooms being used by students, LB working on punch list.</p>						
<p><b>Official Documented Meeting Minutes:</b>          Roof drain relocation to be done when the roof is replaced           SD and DP noted that the performance of the locker rooms floors is unacceptable          DP has contacted the manufacturer for review and comment</p>						

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	<p><b>Previous Meeting Minutes:</b>  <b>10/25/2018:</b> <i>(None)</i></p>
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Alternates						
No	Meeting Origin	Title	Assignment	Due Date	Priority	Status
8.1	1	Alternates				Open
	<p><b>Description:</b></p> <ol style="list-style-type: none"> <li>1. Baseball Field</li> <li>2. Amphitheater</li> <li>3. Parking lot Sealing &amp; Striping</li> <li>4. Grass Pavers</li> <li>5. Chimney Removal</li> <li>6. Gymnasium Painting</li> <li>7. Gymnasium HVAC</li> <li>8. Gymnasium Ceiling Fans</li> <li>9. Gymnasium Basketball Goals</li> <li>10. Addressable Fire Alarm Devices</li> <li>11. Classroom Renovations</li> <li>12. Interior Hollow Metal Doors</li> <li>13. Alternate for Data Cabling</li> </ol>					
	<p><b>Previous Meeting Minutes:</b>  <b>10/25/2018:</b> <i>(None)</i></p>					

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