

## HES Building Improvement Committee

Date: April 26, 2017

Present, Joe Boggio, Jim O'Malley, Jason Sisko, Al Putnam, Steve Fecto, Wayne Woolridge, James MacDonell, Jeana Woodbury, Deb Carrier, Kaylah Hemlow and Sean Lee

Also Present: Frank and Paul Marinace

Absent: Courtney Hodge, April Anderson arrived 7:31

1. **Call to Order:** Mr. O'Malley called the meeting to order at 6:30.
2. **Approval of Minutes:** For minutes of 3/30/2017. Frank Marinace pointed out in #6 the construction manager would be interviewed not put out for bid. Mr. Fecto made a motion to approve, Mr Boggio 2nded. Minutes approved with that point noted.
3. **Introduction of New Members;** New members were introduced. Jason Sisko parent and construction knowledge, Al Putnam, Maintenance Supervisor HSD, Jeana Woodbury School Board (replacing Sean Leary).
4. **Architect Presentation:** There was discussion on the Contract for the architects. It is a standard contract although it states that work will not go forward unless the state approves the money. There was discussion on having a Construction Manager or Clerk of the Works. The architects felt that a Construction Manager would look out for our interests. He/she would be paid by the architect not just working for themselves. This person would be responsible for keeping the project to budget and making sure all permits and testing are done. He/she would not be able to make and decisions to change the project, that would be done by the committee. The committee would be involved in the hiring of the Construction Manager. They felt we did not need both a Construction Manager and Clerk of the Works. That is a decision for the committee. Electricians, Engineers and other professional contractors are covered under the Architect agreement.

Schedule will come from architects (Proposed timeline was passed out)

They hire mechanical, electrical engineers, civil engineers, all consultants that have to do with the design of the building. This will need to be done soon.

There are three main parts Design team – Construction Manager - Owners (us).

Most of design work happens July – Jan. With the right Construction Manager and sub-contractors the actual building could be done in five months.

The timeline shows major tasks etc.

The timeline assumes July 1<sup>st</sup> for approval.

The timeline shows latest things can happen. If done sooner even better. Blue items for us, green for construction manager. Magenta for architects.

We hope to have some preliminary work done with the assumption we are going ahead. Everything hinges on the State committing the money.

Some research can be done ahead of time. No huge advantage to rushing the schedule. Surveyors and Geotechnical Engineers could work on establishing definite boundaries. With the preliminary work that was done no issues are expected. The Smith property has to stay more than 4 acres. Mark Stevens out of Canterbury NH was suggested to contact for the line survey. Mr. MacDonnel will talk to Mrs. Lynch, this needs to go to the planning board. They meet the 3<sup>rd</sup> week of the month and they need 15 days' notice. The sooner for better for this SVE was also suggested for surveying. They are also being looked at for site design.

There was discussion on the timeframe.

Key item state approves funding 7/1

The existing building and conditions will be documented and measured to redo drawings.

This will happen mostly during July and will work around any summer classes.

Near the end of July meet with staff for input. After some discussion it was decided that Mr. Boggio could call in some key people to meet with the architects.

More detailed designs will then be created. This will take approximately four months.

The Architects will then come up with a guaranteed maximum price.

Bids for sub-contractors to go out January (best option) or February.

Around November the construction manager will provide a list of recommendations for sub-contractors.

Construction should start in March of 2018.

Renovations will be middle of June to the end of August.

There was discussion on an option to pour the foundation this fall so work could begin sooner in the spring. There was some concern on how this could affect the budget if any changes in design were made. No decision was made.

Architects are very aware of deadlines, they commented it would be a nightmare for them to not have a school project done on time.

Mr. Lee asked if liquidated damages were part of the contract, they are not.

The architects confirmed they will be meeting with the local fire department and fire marshal early in the planning process.

Discussed summer camp, keeping kids safe with equipment around.

Discussed noise control for abutting properties.

Some form of a schedule should be put out to the public.

Solar project, hope to collaborate into the project. Discussed planning for it as far as roof load.

Recommendation needs to go to the school board on 5/10 to approve the contract.

Next meeting with architects should be 2 to 3 weeks after we have approval from the state.

Update architects after meeting on the 15<sup>th</sup>.

5. **Sub-committee Reports (as needed):**

- a. Public Relations – Mrs. Woodbury will join Mrs. Hemlow, Mrs. Anderson, and Mr. Fecto.
- b. Finance - 501C3 Compiling a list of potential supporters for the project. A letter will be drafted for once we know we have funding. There was discussion on 501c3 money affecting state money. The way it is worded the 501C3 would be an enhancement.
- c. Education - Joe, June original time line, K to 1 and specialists get together for ideas of what is needed.
- d. Facility Jason and Al, May 5<sup>th</sup> at 2:15

6. **Land Survey Discussion:** Surveyor will pin the corners. Joe will contact SVE for the survey. We will then need to go to the planning board to adjust the boundary lines. This is separate from the project. We will do the land swap regardless of whether construction happens.

7. **Non Public:** Motion made by Mr. MacDonnel and seconded by Mr. Fecto to go to NON Public RSA 91 A:3II © (d) at 8:03.

Out of NON Public RSA 91 A:3II ©(d) at 8:07

Into Non Public RSA 91 A:3 II ©(e) at 8:07

Out of Non Public RSA 91 A:3 II ©(d) at 8:10

8. **Other:** The Commissioner will be coming May 15<sup>th</sup> to tour the Elementary school. Architects will be updated with any information after this.

9. **Next Meeting Date:** Tentatively set for June 12<sup>th</sup> 6:00 pm SAU Conference Room.

10. **Adjournment:** Motion to adjourn by Mr. Fecto and seconded by Mr. MacDonnel. Meeting adjourned at 8:12