

Wahconah Building Meeting Minutes

February 17, 2009

Meeting called to order by Jim Huebner at 7:02

Present: Jim Huebner (chair), Susan Carroll-Lombardi, Jim Chivers, Rita Furlong, Bill Goddard, Jim Drawe, George Desmarais and John Cramer.

Motion made by member Drawe and seconded by member Furlong.

- To approve the minutes of the February 3, meeting.

Motion passed with two abstentions.

Jim Huebner reported that he provided an update at the 7 Towns Advisory Meeting on 2/5 and that there were no questions or comments.

Science Lab

- The members took the opportunity to tour the lab.
- Jim Huebner reported that construction was on schedule and that no change orders had been received although it was anticipated that some might be needed.
- The next meeting with the architect, general contractor, WBC and SABIC will take place at 8 am on Wednesday 2/18 in the lab to assure that it will be ready for SABIC on 2/19.
- It was determined that additional volunteers for Thursday and Friday to clean and paint would be welcome.
- A question about Paul Schroeder's role was raised; Jim Huebner stated that since Barry Architects was hired there really was no role for Paul - his presence would only be confusing - and so he has not been contacted. **Action item:** Jim said he would communicate to Paul.

Roof Repair

- Jim Huebner quoted from an e-mail from Marge Foster: "Seven skylights have been ordered and we anticipate installation this week."

High Speed Data Link

- Rick White, CBRSD Technology Coordinator, has received a new quote for equipment that was \$200 lower than the previous one: \$1212.32 against a committee approved amount not to exceed \$1,500. He will purchase as soon as he is satisfied that he has the best price/technology available.

Hall Lockers

- Jim Conro is working to get estimates; **Action item:** Bill Goddard will forward a list of contractors to Jim and Marge.

Funding

- Jim Huebner quoted from an e-mail from Marge Foster: “We received \$500,000 BAN financing on March 11.”

Project Tracking/Warrants

- George distributed a printout of the spreadsheet he is using to track approvals and expenditures; he reported that we are approximately \$25,000 over budget (not including contingency) to date.
- Marge’s e-mail stated that “We have set up separate project accounts in the district’s accounting software to enable reporting of budget vs. actual spending.”
- George and Marge will continue to work together on tracking and reporting tools.
- Marge also e-mailed that Justine Donovan has prepared separate warrants for the committee’s signature but she was unable to bring them to the committee. We will sign and work out a process at our next meeting.

RFS for Engineering

- George reported that, save for a few minor comments and corrections the RFS was complete but that the contract that needs to go with it needed work. **Action Item:** George will forward copies to Bill G., Jim D., and Marge; the RFS Subcommittee will meet Tuesday 2/24 in the Wahconah Library at 7.

OPM RFS

- Jim Huebner reported that we have had 20+/- requests for the RFP only three different firms were represented at the Wednesday 2/11 Q&A session at Wahconah. The last day for questions is 2/18 and all responses are due by 3/4. George Desmarais had requested a complete list of projects that should be included in the RFS for the Architect/Engineer.
- **Action Item:** George will forward a copy of the “screening sheet” to Marge.

Motion made by member Goddard and seconded by member Furlong

- To adjourn the meeting at 8:00 PM

Motion passed unanimously.

Meeting Adjourned

Next Meetings – Wahconah Building Committee –March 3 and March 17 in the WRHS Library 7-9:00 PM; Engineering RFS Sub-Committee February 24 in the WRHS Library at 7.