

## **Wahconah Building Meeting Minutes**

May 19, 2009

Meeting called to order by Jim Huebner at 7:00.

Present: Jim Huebner (chair), John Bantjes, Billie Henderson, Jim Chivers, George Desmarais, Bill Goddard, Jim Drawe, Jim Conro and Mike Daniels (Head Custodian WRHS).

Motion made by member Desmarais and seconded by member Chivers

- To approve the minutes of the May 5, 2009 meeting.

Motion passed with one abstention.

### **New Members**

- Mike Daniels, head custodian at Wahconah, respectfully declined to serve on the Building Committee, but volunteered to attend any meetings where he is needed.
- Marty Phillips, Assistant Principal, will join the Building Committee as a member soon.

### **Owner's Project Manager Negotiations**

- George Desmarais reported that the negotiation team had met with Cardinal Construction, Inc. to negotiate fees for the Owner's Project Manager services.
- The committee agreed with the terms that Cardinal Construction, Inc. proposed which included a 4 month plan of service for a total of \$43,760.
- The fee proposal listed project time and pay rates for the individuals who will work on the Wahconah project, 30 hours of grant writing services and \$2,500 for travel expenses.

Motion made by member Henderson and seconded by member Bantjes

- To approve a fee from Cardinal Construction, Inc. for Owner's Project Manager Services, not to exceed the amount of \$43,760.

Motion passed unanimously.

- This motion will be brought before the School Committee on May 28, so that the OPM can begin work, June 1, 2009.

- **Action item:** Jim Huebner will notify Cardinal Construction, Inc. of these dates, and that the building committee has accepted their fee proposal.
- The building committee discussed forming smaller subcommittees to oversee the “green Wahconah” and the “athletic facility” design projects, and decided that subcommittees should be formed after the designer/s is hired for the projects.
- Marge Foster, CBRSD Business Manager, will be in charge of all business communications with Cardinal Construction, Inc.
- George Desmarais reported that the large white drawings and the copies on CD are the original architectural drawings for Wahconah Regional High School. He also located a single copy of “as built” drawings.

### **Designer/Engineering Service Negotiations**

- The negotiation team had met with Reinhardt Associates to negotiate a fee for design services for 13 completion projects and 1 design project (entry way, parking lot, bus lane).
- They agreed upon \$64,000 for design services outlined in the contract, plus \$6,000 in reimbursable contingencies.
- The cost proposal was written and organized by phase, and additional service fees were outlined as \$120/hour for the primaries and all others at the estimated cost times 3.

Motion made by member Huebner and seconded by member Bantjes

- To approve a fee for Reinhardt Associates for Designer & Engineering Services, for \$64,000 with \$6,000 for reimbursable contingency expenses.

Motion passed unanimously.

- **Action item:** Billie Henderson will contact Marge Foster with the motions requiring SC approval for the May 28<sup>th</sup> meeting.
- **Action item:** Jim Huebner will contact Reinhardt Associates to update them on the progress of their contract and the possibility of a June 1, 2009 start date.

### **Science Lab**

- Jim Huebner reported that a small hole has developed in one of the new floor tiles in the science lab. Salco Construction is being contacted.
- There are 2 outstanding bills for the science lab project, for which we haven't received invoices and funds have been encumbered.
- The committee is still waiting for the final numbers on old chemical disposal.

### **Furniture, Fixtures & Equipment**

- Jim Conro reported that all of the furniture has been received and is currently in use.
- George Desmarais reported that there is still a warrant that the committee will need to sign relative to this project.

### **Hall Lockers**

- A fourth addendum was added to the bid package for the hall lockers to include the use of the existing top enclosure for the lockers, with the top enclosure being removed, painted to match the new lockers and reinstalled.
- Hall Locker bids are due on Thursday, May 21, 2009 at 3:00 PM.
- The committee discussed having a meeting next week to discuss the hall lockers only in an effort to expedite the project.
- Getting the lockers requires a 6 to 8 week lead time, and they should take 2 to 3 weeks to install.

### **Gym Floor**

- The committee reviewed and discussed 2 bids for refinishing the gym floor and 3 additional options.
- Option 1: removal of the old metal gymnastics tie downs and repairing the damaged boards and holes.
- Option 2: remove and replace the maple, baseboard, kick plate
- Option 3: remove, refinish and reinstall the maple, baseboard, kick plate
- The committee discussed different baseboard treatments, but decided that continuing the process with either Option 2 or 3 was best and necessary.
- The continued discussion about this project was to New Business.

### **Outdoor Track**

- The bid package for this project went out as a complete resurfacing of the track.
- The building committee had only budgeted for repairs and re-engineering of the lines for the track, so this project will have to be rebid.

### **Change Orders**

- Jim Drawe reported that Reinhardt Associates has been requested to submit a change order process as their first task on the job.

### **Project Tracking**

- Committee members signed Warrant # 2007-45 (Final payment to Barry Architects for \$800-Science Lab Project)

Motion made by member Desmarais and seconded by member Chivers

- To approve payment of \$192.64 to *The Daily Hampshire Gazette* for a bid advertisement for the hall locker project.

Motion passed unanimously.

**New Business**

- Hall Locker bids are due Thursday, May 21, 2009 and therefore the Building Committee will meet, Tuesday, May 26, 2009 at 6:30 for ½ hour to discuss and award the bid.

Motion made by member Drawe and seconded by member Bantjes

- To award the bid for the gym floor refinishing including Options 1 & 2 to Sand Man Floor Sanders for the amount of \$18,910 for the primary service, \$840 Option 1 and \$5,400 for Option 2.

Motion passed unanimously after adjourning and reconvening in the gym to look at the project.

Motion made by member Huebner and seconded by member Conro

- To adjourn the meeting in the gym at 8:35PM

Motion passed unanimously.

Meeting Adjourned.

**Next Meeting** – Wahconah Building Committee –June 2, 2009– WRHS Library 7:00-9:00 PM

(A 30 minute meeting will be held May 26, 2009 at 6:30 in the WRHS Library to review the Hall Locker bids)