

## **Wahconah Building Meeting Minutes**

**August 19, 2008**

Meeting called to order by Jim Huebner at 7:00

**Present:** Jim Huebner (chair), John Bantjes (vice-chair), Susan Carroll-Lombardi, Rita Furlong, George Desmarais, Jim Drawe, Jim Chivers, Billie Henderson and Bill Goddard

### **Members of the Audience & Subcommittees:**

Rick White, Paul Schroeder, Kay Klem, Shawn Therrian, Cecilia Shay and Rick Wagner

Motion made by member Drawe and seconded by member Huebner

- To approve the minutes of the August 12, 2008 meeting.

Motion passed with one abstention.

Jim Huebner introduced Paul Schroeder, Manager of Energy Studies for the Lower Pioneer Valley Educational Collaborative, who will be coordinating the science lab project bids and work.

### **High Speed Data Link Update**

- Rick White distributed a packet of information which included: 2 quotes for the networking equipment needed for the project, 1 email and 1 letter from the Dalton Conservation Commission, approving the project, specifications for the installation of the fiber optic cable between Nessacus and Wahconah and an aerial map to show the potential path of the cable.

Motion made by member Huebner and seconded by member Drawe

- To purchase 4 long haul GBIC (networking equipment) for up to \$1,500 for the High Speed Data Link project.

Motion passed unanimously.

Motion made by member Goddard and seconded by member Drawe

- To install a spare 2-3" conduit in the trench that is dug for the fiber optic cable.

Motion passed unanimously.

- There was discussion as to what might be the optimum depth and location for the trench between Nessacus and Wahconah. Both the current “fiber optic cable need” and future “spare conduit needs” were considered.

### **Electrical repair – Auditorium**

- George Desmarais had done another “walk through” with an electrician and is waiting for quotes from all of them.

### **Science Lab Sub-Committee**

- Jim Chivers and Shawn Therrian explained the division of purchasing and work responsibilities between the building committee (general contractor) and SABIC (Share to Gain Grant).

Motion made by member Huebner and seconded by member Desmarais

- To have Paul Schroeder act as the “general contractor” for the science lab project.

Motion passed unanimously.

- Paul Schroeder had been hired by the committee to write a bid package for a general contractor and to oversee the project to completion; however, given the size of the project and the fact that some of the project is to be done through a “Share to Gain Grant”, he suggested that he could best serve the building committee in the capacity of a general contractor.
- The SABIC Share to Gain greenhouse project is underway. The project is estimated to cost \$5,800 in donated & purchased materials from SABIC.
- Action item: Jim Conro will need to solicit a building permit for the greenhouse project. Kay Klem and Billie Henderson will get the necessary information from SABIC for Jim Conro and the Dalton Building Inspector, Richard Haupt, for this permit.
- Action item: Shawn Therrian will get Paul Schroeder the specifications for all of the new furniture and equipment that will be installed in the science lab.

### **OPM (Owner’s Project Manager) Subcommittee**

- Jim Drawe had written a RFS (request for service) for an OPM to manage all of the building committee’s projects with the exception of the science lab and the high speed data link projects.
- There was much discussion about the scope of responsibility of an OPM.

- It was suggested that each bid for a project might contain the following: terms and conditions, specifications and a statement of work. For those projects that require specifications in the bid and/or are estimated to cost more than \$25,000, an engineer/architect must write those specifications for the bids.
- The minutes from the July 7, 2008 building meeting were cited, and the decision had been made to hire an OPM for the oversight of the 2 large engineering projects: "green Wahconah" and athletic facilities. The minutes showed that the committee agreed to hire a separate person/firm to write the engineering specifications for all of the other projects.
- The committee agreed to continue the OPM discussion at the next meeting, August 26.
- Action item – Jim Huebner will contact engineering firms seeking information the necessary procedures for hiring an engineering firm for the remaining \$1.2 million in projects.
- Action item – Jim Drawe and possibly others will work to modify the RFS for the OPM to include the 2 large engineering projects only.

### **Auditorium Seating, FFE & ADA Grant**

- Jim Huebner reported that Jan Huebner and Tom & Linda Callahan will head the fundraising committee for the refurbishing of the auditorium seating. He asked that suggestions for other committee members be directed to Jan or the Callahans. Jeff Moody was recommended as a potential committee member.
- Jim Drawe reported that the lift for the auditorium stage would require specifications (engineering) so that 2 layers of grant requests would be necessary for that project.

### **Future Meeting Dates**

- August 19
- August 26
- September 2
- September 16

All meetings are from 7:00-9:00 PM in the Wahconah Library.

Motion made by member Huebner and seconded by member Goddard

- To adjourn the meeting.

Motion passed unanimously.

Meeting adjourned at 9:15 PM.