

## Wahconah Building Meeting Minutes

August 26, 2008

Meeting called to order by Jim Huebner at 7:00

**Present:** Jim Huebner (chair), Susan Carroll-Lombardi, Rita Furlong, George Desmarais, Jim Drawe, Jim Chivers, Billie Henderson, Bill Goddard, Marge Foster, Jim Conro and Donna Harlan

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

Shawn Therrian

Motion made by member Drawe and seconded by member Huebner

- To approve the minutes of the August 19, 2008 meeting.

Motion passed with three abstentions. (Foster, Harlan and Conro)

### **Science Lab**

- Paul Schroeder and Jim Huebner had spoken with the building inspector and learned that he will need drawings to issue and building permit for the science lab.
- **Action item:** Jim Huebner will speak with Paul Schroeder about the order in which we go out for bids for the various aspects of the science lab project.

Motion made by member Huebner and seconded by member Drawe

- To purchase \$14,741.96 of science lab furniture/equipment that was quoted by the Sargent-Welch company.

Motion passed unanimously.

- **Action item:** Marge Foster will continue to pursue final bond approval for the building committee's purchases and projects. She anticipates this approval within the next week.

### **Auditorium Electrical**

- George Desmarais has done a walk through with 3 electricians and is currently waiting for quotes. One electrician has been asked to submit a second quote because the project changed slightly after his first quote was issued.

- **Action item:** When an electrician is hired, George Desmarais will ask them to order the control cables for the stage lighting. (2 cables at approximately \$140 each)

### **Auditorium seating**

- It was decided that seed money for the auditorium seating fundraising effort could not be provided by the building committee.
- **Action item:** Jim Conro will try to locate auditorium seating that has already been removed from the auditorium to provide the company with an easily accessible sample to refurbish.

### **Furniture Fixtures and Equipment**

- Jim Conro reported that 3 of the 4 approved purchase orders had been placed. He is holding the purchase order for the 17 CAD/Drafting tables and 17 drafting chairs until the teacher for that class can do a final verification of the order. The following orders have been placed:
- *W.B. Mason - 660 student desks, 188 student chairs, 6 folding tables, 32 science tables w/resin tops, 2 folding cafeteria tables, 20 double pedestal teacher's desks, 8 teacher's arm chairs and 6 4-drawer file cabinets (\$98,540.14) approved amount \$100,000*
- *3 maple top work benches and 20 oak stools for use in the shop (\$4,830.08) approved amount \$5,600*
- *10 replacement cafeteria table tops, 48 replacement cafeteria stool tops, 10 sewing tables, 6 adjustable armless chairs and 10 folding table arm chairs (\$3,659.49) approved amount \$4,200*
- **Action item:** Marge Foster and Jim Conro will coordinate and research removal and disposal options for the old fixtures and furniture, as some new furniture is scheduled to arrive as early as the last week of September.
- **Action item:** Jim Conro or Marty Phillips will follow up with a contact from PHS who called the school earlier this summer inquiring about the possible acquisition of old desks.

### **General Information**

- **Action item:** Marge Foster reported that the building committee, being appointed by the school committee, may have final authority to approve spending. She will confirm this through further research, as it would expedite many of the projects.
- Jim Drawe reported that there will be an Alternative Energy Program highlighting Geo-Thermal in Cummington, in November 2008 – more information later.

### **Roof Repairs**

- Marge Foster reported that 1 skylight had been replaced in the gymnasium. The company that the district had requested to do testing in order to assess any water damage under the roof lining has never returned to do the work.
- It was suggested that we contact the company that originally installed the roof and that holds the 20 year warranty. There was some discussion about how warranties can be somewhat limited by any “post installation” work that has been done on the roof.

### **OPM/Engineering Support**

- Jim Drawe distributed a handout that he had created to define the roles of a project manager, clerk of the works, architect/engineer and the owners/building committee for the committee to reference during discussion.
- Bill Goddard stated that the Wahconah Building projects are considered “controlled construction”, and therefore, architectural/engineering drawings are necessary to issue building permits and to solicit bids for most of the projects.
- There was much discussion about which projects should be under the purview of an architect/engineer and/or Owner’s Project Manager.

Member Huebner moved and member Drawe seconded the motion

- To create a RFS for an architect/engineering firm to write specifications and create drawings for the completion projects, excluding the science lab modernization and equipment, auditorium wiring, outdoor track and the FF&E purchases, and for the Bus lane, Parking lot, Entryway engineering and design project.

Motion passed unanimously.

- It was suggested that the building committee be careful to include all of the aspects of the Bus lane, Parking lot Entryway project in the RFS.
- **Action item:** George Desmarais, Jim Huebner and Jim Drawe will collaborate in crafting the RFS for the architect/engineer.

Member Drawe moved and member Henderson seconded the motion

- To create a RFS for an Owner’s Project Manager (OPM) for the Fitness/Athletic Facilities Project and for the Green Wahconah Project.

Motion passed unanimously.

- **Action item:** Jim Drawe will review the time line for hiring both the OPM and the engineer/architect.

- **Action item:** Marge Foster will review the district's standard contract terms and conditions and compare them to the contract draft that was written by Jim Drawe and the OPM subcommittee.
- **Action item:** Donna Harlan will try to get a MSBA (Massachusetts School Building Authority) model contract of design.

### **New Business**

- **Action item:** Billie Henderson will contact Robert Powell to get a "statement of work" for the outdoor track project.
- **Action item:** George Desmarais will update and make adjustments to the cost tracking document to reflect the regrouping of all engineering into one line item.

### **Future meeting dates:**

Building Committee – Sept. 2 and Sept. 16 – 7:00 PM – Wahconah Library

OPM Subcommittee – Sept. 2 – 6:00 PM Wahconah Library

Science Lab Subcommittee – Sept. 9 – 6:30 PM Wahconah Library (may change to Sept. 2)

Member Furlong moved and member Huebner seconded the motion

- To adjourn the meeting at 8:50 PM.

Motion passed unanimously.

Meeting adjourned.