

JOINT BUILDING COMMITTEE-MAPLE WOOD PROJECT

Date: February 20, 2019

Time: 4:00 p.m. start

Present: Councilor Marty Pepin, Councilor Marty Dumont, School Board Member Mark Richardson, School Board Member Tom McCallion, Asst. Superintendent Lori Lane, Business Administrator Katie Krauss, Karl Ingoldsby, Facilities Director, Cris Solomon, Architect from Samyn-D'Elia Architects, Brian Gehris, Milestone Construction

Pepin called the meeting to order at 4:00 PM.

Clerk of the Works Update: Pepin stated that we need to review the Clerk of the Works applications. He stated that he had not been in favor of a Clerk of the Works so he will go along with whatever choice the other members of the committee make. Richardson stated that he is curious about Colin Robertson because you look through his resume and you see so many names that you know with past experience with the City. Pepin stated that he sat on the JBC for Idlehurst and he was very good there. He stated that he documented everything that was done. He stated that he cannot say anything bad about him. He stated that he does have a lot of experience with schools. He stated that because of the past experience with us, and I do not know the other candidates, he thought that he was great. Richardson stated that the other one he found interesting was Paul Davidson. He stated that the one that talked about doing up to thirty projects at one time, I would not be sure of. Krauss stated that he seemed like he was more of a company. Ingoldsby stated that he may have multiple people working at once for him. Gehris stated that it sounds more like a company. He stated that if you have one Clerk running the whole job, he will know everything start to finish vs. a company who sends a Clerk out to check on things and it is a different person each time. He stated that they actually have not had a Clerk on their sites/jobs in years. Solomon stated that Ingoldsby may be able to do it but the issue would be if you have time to manage it. He stated that if it was a brand new school and you still had the district to run then you probably would need a Clerk. Ingoldsby stated that he could probably do this but he wants to know what the expectation of him would be. He stated that it is not like he will be there testing the concrete. Gehris stated that it is more of an interface for logistics. He stated that it used to be the Clerks responsibility for the testing but we have third party testing which is mandated by inspections. He stated that they just need someone for a couple hours to stop by the site and check in with the Super once a day. Solomon stated that they just need a point person. Gehris stated that there will be weekly meetings and we would give you a list of things you need to chase down. He stated that 90% of this is done by email now. He stated that it just depends if you want to spend the money for that person or put the value of that money into the project. Lane stated that a lot of it is how they choose to make decisions. She stated that what she learned last time, after Solomon bailed on us, was that the communications piece was huge but a lot was the internal communication about decisions that needed to be made. She stated that she does not want to make decisions that fly in the face of the JBC. Gehris stated that this is going to be daily access and making sure that the logistical things are done. He stated that Ingoldsby would be the point person. Solomon stated that Ingoldsby will be getting a lot of paperwork. Gehris stated that submittals will be coming in. He stated that we do not want to get hung up because Ingoldsby got hung up and did not see the emails. Ingoldsby stated that casework and measurements are a big item and that is going to be all on you. He asked if he is going to have to go over and double measure? He stated that he had been on projects where the architect's measurements were wrong. Gehris stated that they

would double check things and the shop drawings would be field verified. He stated that you might get some pictures of the millwork but it will all be the general design. He stated that they will send somebody out to field measure before they finalize the design. Pepin stated that he would ask now whether we wanted to move forward with a Clerk of the Works? He asked if they want to go with a Clerk of the Works or not? Mccallion stated that they all communicate really well. He stated that it will make things a bit easier if we go with no Clerk of the Works. He stated that Ingoldsby needed to keep in mind that it may expand into a bigger project. Dumont stated that Ingoldsby has demonstrated his capabilities rapidly since coming on board and this is not a large job. Dumont stated that he does not see a need to pay someone else. Dumont made a motion seconded by McCallion to not hire a Clerk of the Works and to have Ingoldsby function as such. VOTE: motion passed, unanimously. Ingoldsby stated that there is a school board policy that says you do need to hire a Clerk of the Works. Lane stated that she will follow up on that as they did not have one for the CTC.

Performance Construction Contract Update: Lane stated that the Performance Construction Contract was approved at the Board Meeting on Monday night. She stated that they are going to move forward with that lease. She stated that Davey has done a great job and there have been many conversations with the City and we are all on the same page. She stated that Krauss got the OK to adjust the budget on Monday night. She stated the energy line went down and the lease line was granted. She stated that once they get to the end, then they will know how much they have to lease.

Project Update: Solomon stated that the past week they had met with the Fire Department and Police Department. He stated that in those discussions there was a lot of talk about how the main entry is going to work. He stated that they made a change, per their recommendations. He stated that the two doors to the right would be locked at the start of the day. He stated that this was so kids cannot come up and let people in. He stated that they have separated the entry vestibule from the student vestibule. He stated you will come in and meet with the receptionist and then you leave or they allow you to come into the office area. He stated that the receptionist will have a buzzer to allow you to come into the space. He stated that there was concern that you might know that you will have a contentious meeting with a parent so if someone is in the office area that you are uncomfortable with there will be a buzzer to lock down the doors from the office into the main building and you can set a timer on those doors. He stated there will be a third button which will be a panic button. He stated they did not want to lock the doors into the office from the hallways as faculty will need to use those. He stated that if a meeting is not going well we want to be able to lock the doors and escort the parent out. He stated that the doors will have magnetic controls on them. He stated that plan wise, they made a few changes by switching the conference room adjacent to the corridor rather than the principal's office. He stated that they cleaned up the printing/workroom area. He stated that they need a fire rated cabinet for the washer and dryer. He stated that they are working on the budget now. He stated that by next week we should have an overall project cost. We will be meeting with Davey at Milestone's office to see whose scope is whose. He stated that once they get the budget finalized and the scope of work decided we will get the final construction designs completed in about two weeks and be ready to start construction. Ingoldsby stated they had gotten the soil samples on Saturday and everything was right around ten feet deep for ledge. He stated that they did eight different tests. He stated that they said everything looked good and there should be no problems. He stated they will send a preliminary report by email. Solomon stated that they can send the preliminary report and then cancel their work as that is all we need. Ingoldsby stated that he has been told that the oil tank is no longer in existence. He stated that where it was is an existing gas line now. He stated that one of his custodians who

was on the fire department has seen the paperwork that it has been removed. Solomon stated that is \$20,000.00 in the budget that we can use elsewhere. Ingoldsby stated that they installed the gas line in 1999 when they added on the kindergarten wing. He stated they could not find the plastic septic lines but he found a plan that shows these. Solomon stated that they have had the first round of meetings on the interiors and finishes. Dumont stated that they had a new plan of colors and logos presented to the at City Council Meeting last night. Solomon stated that they will have a signage package. He asked if there was a new signage package for the City? Krauss asked if this new plan was on the website? Solomon stated it seems silly. Lane stated that it's not. Solomon stated that we will need to know what it is. Pepin asked Gehris if he was all set so far. Gehris stated that Solomon has given him everything he needs so far. He stated that the biggest thing is to get the mechanical scope. Lane stated that she knows they still need to finalize the contracts. Gehris stated that Lemay just got back from being out of the office for a week. He stated that he will find out where we are in the contract. He stated there has been some back and forth with suggested changes. Lane asked when this group needs to meet again? Solomon stated that once things are out to bid, then we will have the GMP and then it will pick up. He stated that final bid documents will be complete in about two weeks. Gehris stated that it will then be three to four weeks before he gets the GMP. The next meeting of the JBC was scheduled for March 28, 2019 at 4:00 at the SAU.

Melinda Sullivan
JBC Recording Secretary