



DORE & WHITTIER ARCHITECTS, INC.

MEETING MINUTES

DATE OF MEETING: 8 March 2010
PROJECT: Charlotte Central School
PROJECT NO.: 07-537
SUBJECT: Construction Committee Meeting #4 - held at 1PM in the Tech. Ed. Room
ATTENDING:

ARCHITECTS
PROJECT MANAGERS

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Bob Mason (BM)	Chittenden East SU
Lynne Jaunich (LJ)	CCS Board Member
Dan Luce (DL)	CCS Board Member
Tom Barden (TB)	Barden Inspection-Clerk
Sam Pugliese (SP)	Community Member
Lynn Kennedy (LK)	CCS Faculty/Staff
Dave Leblanc (DL)	CCS Faculty/Staff
Jeff Davis (JD)	DEW Construction
Tim Heinlein (TH)	DEW Construction
Lee P. Dore (LD)	Dore & Whittier Architects (DWA)
Joseph Petrarca (JP)	Dore & Whittier Architects (DWA)

1. Programmatic Changes

- a. DWA met with DL & LK in advance of a CCS staff input meeting to discuss potential programmatic changes within the existing building and in the new addition. One goal during these discussions was to attempt to minimize temporary moving expenses and transitions of staff/students.
- b. DWA delivered and presented a completed Schematic Design (SD) set of documents which had the comments of the meeting with DL and LK integrated.
- c. DWA met with staff/teachers on March 5th to present plans and gather feedback. DWA presented the drawings as noted in the SD set. A few suggested changes were proposed in the upper guidance suite to eliminate the dividing wall between "classroom" space and office space and to move the suite to the north of the addition so it is more adjacent to the central hallway. DWA informed staff that with this relocation, providing natural daylighting (windows) to this space would not be possible. Staff felt the location was more important than the windows. This move would relocate two storage areas and a conference room. DWA proceeding with this change.
- d. On the first floor the Lower Guidance area was shown with a dividing wall (initially for code purposes) similar to the Upper Guidance. – Staff reported that they would prefer the dividing wall be removed if possible. DWA investigating code implication and if feasible the dividing wall will be removed on future plans. It was also requested that exterior door to this space currently shown be removed. DWA will remove the door.
- e. Another item on the first floor was the Speech/Lang suite. It was noted that three staff members utilize this office space. Staff suggested that the suite be reorganized so that

there was direct access to the two testing rooms that are adjacent to the office space. DWA to review and rework this area to conform to suggested layout.

- f. On the second floor several staff members discussed the location of the two grades 3/4 classrooms as being too remote from the rest of the 3/4 group. DWA examined these issues and discussed with staff the many variables that led to this layout. While it is understood that it would be preferred to locate this grade grouping directly adjacent to each other their current location is result of various code and budget constraints and there is not a perfect solution. Post meeting note: After the meeting DWA reviewed this issue again and remains convinced that there isn't a solution that would allow us to keep our needed construction type by code and the correct mix of occupant loads in the new building as well as retaining appropriate code driven issues of having K-1st graders located on the first floor.
- g. On the Second floor, staff noted that there was no need for a separate reception area in the Sped office/Co-Principal suite. It was desirable to get natural light to co-principal office, rearrange, eliminate reception area and open up secretary's space. DWA will make changes and integrate into the next progress set. LK/DL will share the updates with staff.
- h. In the existing building on the second floor the Tech Ed. space (1996 building) should be divided and made into Teacher Planning room to more effectively and efficiently utilize this space. This change which will include new partition walls and moving a few doors and DWA noted that this scope of work is NOT in the current construction budget but is in the budget for relocation budget for emptying the 1949 building during construction. This space will be utilized as a temporary classroom space or the 2010-2011 school year and while making the changes for the temporary use, integration of the changes for the permanent use can be made alleviating future expense.
- i. BM requested additional storage space in new basement area, just south of existing Boiler Room. DWA will review and if feasible and within budget will make the requested changes after review with DEW Construction on costs.

2. Exterior Features

- a. The SD set indicates a covered walkway and porch added to protect from snow shedding from the pitched roof over the addition. All in attendance liked the usefulness and aesthetic of this. DWA and DEW noted that this item was not planned for currently in the budget. DWA will continue design and identify this as an Alternate for bid purposes. Otherwise if it proves that the project cannot afford this we will shift walkway away from building and add canopy above south exit door.
- b. DWA discussed that adding a masonry base to the building would be a good addition for durability at grade and resist damage from rain/snow/maintenance equipment. Again, not in budget so DWA will identify as an Alternate.

3. Electrical Transformer

- a. Currently the transformer is located to east of 1949 building; the existing transformer is in a poor location. With the new pitched roof and valley above, snow loads will increase and potentially shed directly near or on the transformer. Additionally, grading work needs to be changed in this area to provide positive drainage away from the building and the transformer prevents this to some degree.
- b. Omega Electrical (potential sub for DEW) is working to provide an approximate cost for relocation of the transformer.

- c. This package would include relocation, new concrete vault (required by Green Mt Power (GMP)), new primary lines, new secondary lines, and likely new electrical panel in main electrical room.
- d. This work is not in the budget, but it makes sense to consider this now. Omega will provide DL/CCS a price.
- e. It is possible to do the Project without relocating the transformer. A protective roof could be built over it and new grade could be contorted to work around the transformer.
- f. DL asked about possibility of pole-mounted transformer in lieu of existing pad-mounted. *[Post meeting follow-up: DWA electrical consultant says that new primary would still need to be purchased (and installed in the air running over the 1996/1969 building) and new pole added at rear of building and new secondary, etc. Does not appear to be a cost-savings.]*

4. Overall Design & Construction Milestone Schedule

- a. DWA presented a draft milestone schedule for discussion and input. The schedule identified two additional estimates to be provided by DEW. Completion of Design Development (DD) phase and another during the Construction Document (CD) phase.
- b. The draft schedule calls for pricing at 90% CDs. It was felt that a pricing check at 60% CDs would be more useful and afford more response time if some items are over budget. DWA will make this change
- c. After discussion, it appears more appropriate to have sub bids due on a Tuesday rather than Friday as indicated in the draft schedule. DWA will change to the new date for sub bids due as May 24th
- d. There was a lot of discussion surrounding the last day the building would be occupied and when it would be available to DEW to start construction activities. Owner move-out: may change, due to external forces like snow days etc. however. it was agreed that start of construction activities (abatement first) will be Monday June 21st

5. Hazardous Materials Abatement

- a. AHERA three year update report is on file (identifies suspect materials) but apparently no testing/sampling has been undertaken and sent to lab.
- b. Need actual testing/lab reports so abatement contractor can accurately price the waste stream.
- c. DWA noted a line item budget for Design/Specifications related to abatement scope. It is preferred that all abatement items for design, testing and actual abatement activities be direct owner contracts. DWA and DEW will assist in coordination of these activities.
- d. DEW noted that there is a \$30K allowance for abatement in construction budget and should be verified by Owner's future abatement consultant.
- e. Construction budget does not have any provision for testing this should be in owner incidental line item budget.
- f. Discussion related to whether any abatement may occur partially during school vacation(s) and then resume at official start of construction. Since testing not complete yet and State permit has 30 day notification window this would not be feasible.
- g. DWA will assist BM in developing a proposal and contract from ATC Associates to be the hazardous materials consultant for the project to prepare a separate bid package for abatement and all other necessary items to accomplish this scope of work
- h. Abatement starts June 21st. Appears to be about two weeks in duration. Demolition would start subsequently on or around July 5, 2010

6. Soil Borings/Geotechnical Report

- a. DWA indicated it was necessary to confirm soil bearing capacity for structural design due to comments made by previous civil engineer (Hamlin) and the sequencing of overall construction for the school building.
- b. DWA, on behalf of the District, has solicited a price proposal to complete borings in the location of the new addition. This cost is proposed as a not to exceed fee of \$4000
- c. This is represented in Project Budget as part of Owner's Miscellaneous Items
- d. DWA asked Construction Committee for authority to authorize borings. A motion was made to proceed for the not to exceed cost of \$4000 for the borings/geotech report. Motion seconded and was passed unanimously.

7. Site Accessibility Plan

- a. The purpose of this plan is to coordinate site traffic control, paths of construction vehicles, student fire drills, staging areas, etc.
- b. Fence envisioned from corner of building to Quonset hut. Contractor entry at South of Quonset hut.
- c. TB suggested that Tony Papa/DEW work up a set of drawings for DEW's construction needs. TH/DEW agreed. This will be prepared for the next meeting

8. Owner approval to proceed to Design Development (DD) phase

- a. Establishes completion and acceptance of Schematic Design (SD) phase
- b. BM noted that by accepting the SD set of documents this would allow DWA to proceed but also that any changes to the approved plans (except as noted in these minutes) would require additional funds to complete. In general, design changes become more expensive as the design nears completion
- c. A motion was made to accept DWA's SD set as presented and with noted programmatic changes and corresponding layout changes and authorized DWA to proceed to the next design phase – Design Development.

9. Contract Status

- a. DWA will work with BM to finalize Architect's contract this week
- b. March 17th projected date to finalize CM contract
- c. Owner's Project Budget meeting to occur March 10th

10. Meeting Minutes and Next Meeting Date

- a. Construction Committee Meeting (#3) minutes from 8 February 2010 were unanimously approved.
- b. Next Meeting date will be March 22, 2010 at 1PM.

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes. After 10 days, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.

Charlotte Central School
DW Project No. 07-537
Meeting Minutes #4
8 March 2010

Sincerely,

DORE & WHITTIER ARCHITECTS, INC.
Architects ▪ Project Managers

Joseph Petrarca
Job Captain

c: Attendees, A/E team, File