



## MEETING MINUTES

**DATE OF MEETING:** 08 February 2010  
**PROJECT:** Charlotte Central School  
**PROJECT NO.:** 07-537  
**SUBJECT:** Construction Committee Meeting  
**ATTENDEES:** 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  
Al Frey (AF) DEW Construction  
Lee P. Dore (LD) Dore & Whittier Architects (DWA)  
Joseph Petrarca (JP) Dore & Whittier Architects (DWA)

ARCHITECTS  
PROJECT MANAGERS

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### Charlotte Central School Construction Committee Meeting

1. Update on project status
  - Mtg. with J Benard/DFS at school: JB/DFS generally OK with existing facility with some noted exceptions. Reno project would require sprinkler, new would not. New may require "high-challenge" firewall, and reno would not. Review of basics of high-challenge firewall.
  - D&W provided sketch and narrative to DEW for New Project having "h-c" firewall and another option without. DEW provided pricing on both.
  - Current costs based on above info:
  - Worst case (hc firewall): \$2,072,732 Hard Construction Cost, \$2,863,712 Project Cost
  - Best Case (no hc firewall): \$2,029,236 Hard Construction cost, \$2,817,802 Project cost
  - Preliminary Project Budget has been \$2,800,000
  - It was discussed that even though this preliminary estimate is slightly over budget, the goal will be to reduce this back within budget without reducing the owner's contingency amount.
2. Discussion of community responses to current new bldg option
  - BM: Easier management of Owner's contingency with new
  - DL: Operations and staff use easier with new (no split level stairs)
  - LD: Best value for taxpayers
  - Methods of informing community were discussed
3. Preliminary Project Schedule
  - Anticipated School Board Notification to Proceed: 2010.02.16
  - Lynn Kennedy meet with D&W re: Program Updates: 2010.02.19
  - Design starts: 2010.02.19
  - CDs complete: 2010.04.30
  - Bid Process/3 weeks 2010.05.21
  - Established GMP: 2010.05.28

- Last day bldg occupied/Start construction: 2010.06.21
  - Construction completion: 2011.05
- AF: recommend team establish Alternates as soon as possible.  
AF: Construction will not start until all building occupants are gone  
AF: Trailers, then salvaging, then abatement. D&W work with DL/CCS to establish items to be salvaged.
4. Construction committee voted to recommend the new construction option to School Board
  5. Meeting Minutes 2010.01.25 approved without comment
  6. Contracts:
    - Clerk of Works- contract executed.
    - Architect-under legal review.
    - CM-Attorney has AIA 133 for comment-pending
  7. Next Meetings:
    - 2010.02.16 6:30PM School Board Meeting
    - **2010.03.08 1:00 PM Next Construction Committee Mtg**
    - 2010.02.19 11:30AM Lynn K meet with D&W re: Program Update

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.

Sincerely,

**DORE & WHITTIER ARCHITECTS, INC.**  
Architects ■ Project Managers

Rani Philip  
Project Manager

c: Construction Committee (**for distribution**)  
LPD, JP, File

Attachments:  
Agenda dated Jan. 25, 2010