

9/27/16

AVS Facilities Committee Meeting Minutes

Appleton Village School Library

Present: Peter Beckett, Scott Wiley, Mitchell Pendleton, Heather Wyman, Jason Gushee and Dianne Helprin

The minutes from the 9/20/16 meeting were approved.

The agenda was adjusted to add Public Forum/slideshow presentation

Action Between Meetings: At the school committee meeting on 9/26/16, Jason Gushee was voted in as a full member of the Facilities Committee.

We reviewed the minutes from last week's meeting.

We discussed the unresolved paving situation. There was no spec on the paving in the spec book, just drawings.

The application for Revolving Renovation Funds for further roof repairs was too involved to complete by the deadline.

We discussed all change orders. Jason noted that the spec book overrides change orders and the prints.

We discussed the invoice Mitch sent Bowman for the cut wires to the boiler. We want to be sure that we are also charging for Mitch's time to diagnose the problem.

We discussed what final completion means and when we can expect it. The contract references an August 26th completion date. Mitch D. mentioned Friday, September 23rd as a tentative date for final completion. We should receive redline or as built drawings and all owner's manuals upon final completion as well as signed specs. Some owner's manuals were dropped off with Marty in the office, and there are plans and specs in the filing cabinet in the PE storage closet, but we are not sure they are signed or complete.

Jason asked whether or not there is an arbitration clause in Allied's contract. There is in Bowman's contract.

We discussed whether or not we can hold a 5% retainage on all one year warranty items. We are holding a 5% retainage from Bowman.

We received a \$500.00 rebate from Efficiency Maine for the LED lights. Heather will ask Susan where it will be added to the budget. The committee recommends putting it in one of the facilities maintenance lines. Did we get a rebate for the heat pump in the office? Heather will ask Susan to follow up with Mitch on this.

We discussed the school committee's idea of a Public Forum/slideshow presentation about the renovations in conjunction with parent teacher conferences on October 20th. It was noted that parents don't all show up at the same time for conferences, and that having once made the trip to school for a conference, parents would not want to come back for a presentation. It was suggested that the 20th was not a good date if we wanted to get a lot of parents there. We discussed the idea of having a running loop of project photos projected onto a large screen in the gym throughout the day instead.

Dianne will schedule a meeting with Blaine and Mitch D. from Cordjia to discuss our lingering concerns.

Peter will put together a list of items we would like to discuss and send it around to the group for comment prior to the meeting with Cordjia.

Dianne will get a list from Gail in the central office of all payments that have been made to date to contractors/engineers, etc.

Heather will email Cordjia's preventative maintenance contract, the engineering contract with Allied and the owner's rep contract with Cordjia to the group, as well as the bid specs for bid packages #1 & # 2 and the drawings. She will also send the latest budget overview from Mitch.

Minutes taken by Heather Wyman