

Joint Building Committee Meeting

November 16, 2015

SAU 56 Conference Room

4:00 pm

1. **Call to Order:** Bolduc called the meeting to order and the following members were present: Bolduc, Gibson and Messier. Also present was Andy Lucier, Jeni Mosca, Marie D'Agostino, Ingrid Nichols, Chris Salomon, Sharon Lampros, Katelyn Carrington, Joe Campbell, and Ken Holmes. Absent: Marty Dumont and Lori Lane
2. **Approval Of Minutes:** A motion made by Messier seconded by Gibson to approve the minutes from November 2nd 2015. VOTE: Motion passed, unanimously.
3. **Timeline Move:** Supt. Mosca stated that in front of you is the timeline as we displace people and this will be presented to the CTC and high school staff tomorrow. She stated that page three of the handout shows where people are going to be moving:
 - **Auto-Current Location**
 - **Building Trades- Teaching/Welding Area**
 - **Broadcasting- Upstairs CTC Conference Room**
 - **Culinary- Current location, expanding into CTC office area, removing the ceiling**
 - **Digital Media- moving to room 2100, empty computer lab area across from partnership**
 - **Engineering- Topper Tots/current teaching classroom**
 - **Marketing- Engineering classroom**
 - **Medical Assisting- Partnership Classroom**
 - **Performance Arts- Building Trades**
 - **Teaching Multiple levels- Digital media area**

She stated that this will be the first time that staff will get the opportunity to see this. She stated that the bottom slide is the timeline. She stated that the renovation will be in phases. The pre-phase work is what we are currently working on. She stated that they are working on relocating the partnership program and are waiting on the cost and then they will bring it to the Building, Grounds and Transportation Committee. She stated that phase one will begin during February vacation. She stated that the administration area will be relocated as follows:

- Secretary- Athletic Trainers office (near the library)
- Guidance- Guidance Conference Room
- Dean of Operations/CTC- Concession stand next to the café
- Files will be kept in the girls locker room office
- Broadcasting will relocate back to the "new" computer lab in library
- 2nd floor CTC conference room will be closed
- Topper Tots will be relocated
- Teaching multiple levels relocated
- Room 2100 will be closed

Gibson asked with everyone spread out do you foresee any issues with communication. Supt. Mosca stated no, they have thought long and hard about where to put people and they will just ask everyone to be flexible from March-June. Gibson asked if the files in the girl's locker room will be locked. Supt. Mosca stated yes. She stated that phase II will begin May 20th and we are still figuring out all the logistics. She stated that they want folks to understand that their lab time will be done by May 20th and classes will be "done" in their current locations for the following classes:

- Auto
- Building Trades
- Digital Media
- Marketing

- Engineering
- Culinary

She stated that they have some options and they haven't nailed it all down yet but they hope to by January. Bolduc asked if there are any temporary installations that we need to make or any extra expenses. Supt. Mosca stated no, they won't teach the way they are now. She stated that they are asking folks to be creative and asking people to be flexible as we get creative. She stated that they will have a meeting tomorrow to roll out to the CTC staff first and then the high school staff so everyone has the same message.

4. Review Design/Drawing: Salomon stated that they have done some refinement on the overall plans. He stated that they will produce the design development level drawings and will be sending them to North Branch tomorrow in order for them to give us a more detailed cost estimate. He stated that they have looked at the plumbing counts and reduced the amount of toilets. He stated that they met with a kitchen designer to look at the culinary space to get some better pricing. He stated that building trades has been the biggest shift the last time we had a couple of options and they met with the advisory and they don't have a defined objective of what they are doing so they felt they should leave it open and don't make it defined. Messier stated that the door at the end was taken out. Salomon stated yes it is an open space. Gibson stated that so they will not have any large projects. Salomon stated that no long trailers but they didn't see that they wanted space for that. Lampros asked how long the overhead door is. Salomon stated 16 feet wide so you can still do a decent size project. He stated that they updated the engineering and recaptured the end of the hallway for storage space for that program. Messier asked about egress. Salomon stated that they will come out the new paved area. He stated that they have been working with hardware consultants on replacing outside doors and hardware. He stated that they will only be keeping the entrance doors as they were replaced two years ago and they will have all new overhead doors with insulated doors. He stated that they will keep all classroom doors and add all new hardware. He stated that on the second floor they have further developed the classrooms and refined the broadcasting area with a direct connection to the theatre space. He stated that they also did some further refinement on the medical assisting program with the simulated doctor's office and classroom space and nurse's station. He stated that they are working with a structural engineer on how to reframe the canopy space. He stated that they will be sending this out to North Branch to get pricing. Messier stated that will this be the actual price not to exceed. Campbell stated no, there will be one more piece after this but this will give us a pretty good idea. Holmes stated that the price before was based on a schematic design and then it will get realer and as the drawings become specific and then it gets the final with the construction documents.

5. Other: Supt. Mosca stated that we have been doing the binder review and the DOE was here last Thursday and Friday so the educational side continues to move forward and the DOE will be coming back again in December and then January and February. Nichols stated that there will be a report to follow for the mechanical, electrical, and plumbing from the engineer. Bolduc asked if they will attend one of the meetings. Nichols stated yes, for the cost meeting. Supt. Mosca stated that they had asked for extra drawings to display for the parent teacher conferences and one at the SAU office and possibly at city hall. Messier asked who the engineers were. Nichols stated Allied Engineering. Campbell stated that they will be going out to subcontractors and they like to share the list in case they wanted to add or veto any. Messier asked if they prequalify them. Campbell stated yes they prequalify them. Messier stated that he would like to try to keep them local. Holmes stated that occasionally the sub has familiarity with the building that they are not aware of. Bolduc stated that he likes to be careful with the low bidder because you don't always get the good quality. Campbell stated that if you provide names of people we will still vet them out and get references. Bolduc asked if Allied Engineering works with Banwell or North Branch. Nichols stated they work with us. She stated that the drawings are getting forwarded on Wednesday, they are 50% through the design and

this is the temp check to make sure they are still on budget but their stuff isn't fully cooked yet but she is giving it to Andy to look at. Lucier stated that they have been here a ton. D'Agostino stated that she has been working with Banwell, North Branch and the attorney on the North Branch contract and something came out of the discussion that she wants to bring to their attention. She stated that in the RFP the retainage is required at 10% of the project and North Branch has requested to reduce to 5% and they are looking for direction. She stated that sometimes it has been written at 10% and once the project is completed to 50% they will drop the retainage to 5%. She stated that they believe it should be the JBC making that decision and then we can move forward with that contract. Messier stated that he would like to see past history of maintaining 5% so we can do the due diligence. Holmes stated that things have changed in the last 18 months and they will be competing to get sub-contractors and even our state projects are at 5% retainage and they haven't seen 10% in a number of years. He stated that most projects are 5% from the get go but there have been some that are 10% until halfway through and then down to 5% by the end of the job. He stated that our recommendation is that we want to have qualified subs to bid this job and that is why we're recommending that. Supt. Mosca stated that by December 14th we hope folks can make a decision. Messier stated that he could vote tonight. Gibson stated that he doesn't have any problem. Nichols stated that historically they would do 10% until the project is 50% complete and then it is 5%. Bolduc stated that he would like to wait until the next meeting because it is new to me. Gibson stated that this is not a big deal for me. A motion made by Messier seconded by Gibson to start at 10% retainage until 50% of the project is complete and then it drops to 5%. VOTE: motion passed, unanimously.

6. Next Meeting Dates: Supt. Mosca stated that she is wondering if we need the November 30th meeting, the next important meeting is December 14th. Gibson asked if there is any likelihood of anything popping up. He would rather have it booked and cancel if needed. Bolduc stated that we will leave it for now and then cancel it.

7. Adjournment: A motion made by Gibson seconded by Messier to adjourn. VOTE: Motion passed, unanimously. Meeting adjourned at 4:30pm.

Katie Krauss
JBC Recording Secretary

Pending Board Approval