

Joint Building Committee (JBC) Meeting for the Maple Wood School Project

Date: February 21, 2020

Time: 8 AM start

Present: Councilor Marty Pepin, Councilor Marty Dumont, School Board Member Tom McCallion, Facilities Director Karl Ingoldsby, Superintendent Robert Gadomski, Assistant Superintendent Lori Lane, Business Administrator Katie Krauss, Brian Gehris and Dave Baer from Milestone Construction, Cris Salomon and Josh Riley from Samyn-D'Elia Architects, and Maple Wood Principal Devin McNelly. Steve Gagnon from Back Bay Networks of NH (BBNNH) joined the meeting at 9:03 AM.

Absent: School Board Member Gerri Cannon

Pepin called the meeting to order at 8:00 AM. A motion to accept the meeting minutes from the January 21, 2020 JBC meeting was made by Dumont. Seconded by McCallion. VOTE: Motion passed, unanimously.

Project Update – Maple Wood School Project, Phase 2:

Salomon review the progress that has been made on the Maple Wood project to finalize the plans for the music room addition, as well as the kitchen, library and rest room renovations.

Salomon said that the bathrooms that will be added in the hallway near the music room have been flipped to the other side of the hallway because there is an existing support pole that would be costly to relocate. The new location seems to make the most sense. The bathrooms about the music storage room so there is not be an issue with sound inside the music room.

In the music room itself, Salomon said that the teachers did not see the need to have double doors that went from the music room into the multi-purpose room so that door was eliminated. A wall will replace this with a place for the teacher desks and additional counter/table top space. There is a large carpeted area in the activity area and there will be moveable bleachers/risers for the musicians.

Salomon said that he met with representatives from Café Services to review the plans for the kitchen renovation. The food prep area is all new space and was expanded as some walls were eliminated. Some doors are being removed and walls will be put up instead, which will create more wall space. There will be a new serving line created that will come into the renovated kitchen space – now students are served outside of the kitchen because of the kitchen's small size. Gadomski asked about the refrigeration and freezer. Salomon said that they are portable units that will be moved into the food prep area. There is no plan to replace these units. The new dishwasher will go in the existing space, but where the space is being opened up, there will be room for a dishwasher that will meet the needs of the school. Ingoldsby asked whether the new equipment, which will include the dishwasher, serving line, oven and warmer will be coordinated by Milestone or the district. Lane stated that it made sense to have Milestone coordinate this. Gehris and Baer agreed. There is a lot of coordination that comes with kitchen equipment so it makes sense to have this as part of Milestone's contract.

Salomon talked about the existing bathrooms that are scheduled to be renovated. The bathrooms in the classroom “wings” of the school will receive minimal renovations as the partitions were replaced just a few years ago. There will be new faucets, flooring, lighting, ceilings, sink guards and the rooms will be painted. The bathrooms near the kitchen will have more extensive renovations which will include all of the above as well as new partitions and reconfiguration of the entrance so the existing entrance doors can be eliminated; this is commonly done now.

Regarding the library, Salomon said that there have been meetings with the media specialist to further refine the new layout. There is now a circulation desk, shelves for student book “browsing”, locking storage for the computer carts in the media specialist’s office space, flexible tables and seating, a presentation space and a creation/“maker” space. Ingoldsby asked if the new shelving would be millwork or furniture that is purchased. Salomon said that he felt that the computer counter, all book shelving, the circulation desk, storage in the maker space area, and the soft seating that will have book shelves on one side will all be millwork and will be included in the GMP. The other furniture will be the tables and chairs and will be the district’s responsibility to order. McNelly asked whether the door to the speech room was necessary. After discussion, Salomon said that the door could be removed which would create additional wall space for shelving. McNelly asked whether the current carpet in the office spaces was staying or being replaced. Salomon said that the plan was to keep what was currently there, but the discussion by the group was that the carpet in the offices needed to be replaced. Gadomski asked about whether the lighting will be upgraded or not. Ingoldsby said that some aspects of a lighting upgrade were done last summer, but the current lights are not dimmable. Gehris said that they can price out the upgrade and then the JBC can decide if they would like to do this or not.

Gehris said that the plan is to start construction on the music room addition in April.

Project Update – Somersworth Middle School Elevator Project

Pepin informed the JBC that the City Council approved a bond at their meeting on February 18, 2020 for the related costs of replacing the elevator at Somersworth Middle School (SMS). McCallion explained that this project has been on the District’s Capital Improvement Plan list for some time so it is exciting that this project will now move forward. Gadomski said that the project has been under the oversight of the Buildings & Grounds Committee. When the idea of a possible bond for the project was discussed, the project was brought to the School Board for consideration, was then reviewed by the Joint Commission of the City Council and School Board, and then was referred to the City Finance Committee for financial consideration. The Finance Committee recommended to the full City Council that a bond, not to exceed \$650,000 be approved to replace the elevator. As Pepin stated, the City Council gave its unanimous approval at Tuesday night’s City Council meeting. Dumont said that also at the 2/18/2020 City Council meeting, Mayor Hilliard appointed this JBC with its current membership to also oversee the SMS Elevator project. Pepin said that there had been some discussion throughout the bond approval process as to whether or not the school district would need to go back out for construction management services for this project. However, as he explained, the Request for Qualifications document that Milestone responded to in December 2018 and was then subsequently hired, contained the elevator project as a possible scope of work, should the funding become available. With the City Council’s approval, the school district can now move forward with this project.

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Salomon reviewed the plan for the elevator. The current elevator shaft is not large enough for the new elevator so a new shaft will need to be constructed. After review, it was determined that the new shaft will be constructed near the current elevator by renovating existing storage spaces on both floors. It is likely that the old elevator will still need to be in place until the new construction and installation is complete. Once the old elevator can be removed, the plan is to create new storage spaces on both floors.

Lane said that she, Ingoldsby and Gagnon (BBNNH) looked at the storage closets last week. The school's phone system, cell phone repeater as well as the school's servers are located in these storage areas. After today's JBC meeting, Milestone, Samyn-D'Elia, BBNNH, and school district staff will be going to SMS to look at the storage areas to determine the best course of action. The school's administration has already been told that phone and internet services will not be available in the building during construction so offices and summer programs will need to be relocated. Those conversations have already started.

Lane said that the school year is currently scheduled to end on Friday, June 19th, a full week later than had been originally planned for. On the other end, the 2020-21 school year is start to begin on Wednesday, August 26, 2020. The first three days are for staff and the students will return on Monday, August 31st. McCallion said that timing is crucial so we need to make sure that we plan accordingly. Baer said that he will have a construction schedule put together to determine how much of the project can be completed in nine weeks. He will reach out once he has this completed which he anticipates having done in the next two weeks.

Ingoldsby said that although SMS has had all known asbestos removed, he has arranged for testing of the proposed construction area to make sure there is no asbestos there. He also mentioned that the district is also looking into performance contracting upgrades at SMS which will include lighting, a possible roof replacement, new boilers and any necessary HVAC replacements. It will be a very busy building this summer and coordination will be key to completing all of these projects.

Gehris said that the lead time for ordering elevators is between 25-36 weeks so he will reach out ASAP to possible vendors to start the process. He asked when the shop drawings would be completed.

Salomon said the drawings will be done in March.

Project Budget Update – Maple Wood School Project, Phase 2

Lane distributed a copy of the Phase 2 budget. There have not been any changes since the last JBC meeting. Krauss asked, based on today's discussion, whether the owner's Furnishing & Equipment line for kitchen equipment should be adjusted and moved up to the Construction Costs since Milestone will be purchasing this equipment as part of the GMP. All agreed. The amount will moved and the adjustment will be reflected in the next budget.

Gehris asked when the construction drawings would be done. Salomon confirmed that it will be no later than March 6th. Because the state funding is contingent on the state fire marshal's office approval, the drawings need to be completed as soon as possible so they can be submitted for approval. Lane and Krauss reminded the group that because the state funding was added to the general operating budget, the first payment of \$669,000 is all that can be expended between now and June 30, 2020.

Project Budget Update – SMS Elevator Project

Lane distributed the budget for the elevator project. Nothing has changed to date from what was presented during the bond approval process. Krauss suggested that a statement be added to the budget document stating that the project cannot exceed \$650,000. This is the amount of the approved bond so the project needs to stay within this amount. When the budget is distributed at the next meeting, that statement will be added.

Salomon said that it might make sense to put the expense for the geotechnical surveying under the GMP. As that scope becomes clear in the coming weeks, that decision will be made before the GMP is finalized.

Lane asked about the current contract with Milestone and what adjustments need to be made so that we can move forward with both projects. Gehris said that his office will prepare change orders to the current contract for both projects. Krauss said that it will be important to keep the invoicing for the two projects separate because their funding sources are completely separate. Gehris said that it would not be a problem to do that.

Next Meeting: Thursday, March 26, 2020, 8 AM, SAU Office Conference Room

Adjournment: A motion was made by Dumont, seconded by McCallion to adjourn. VOTE: motion passed, unanimously. Meeting adjourned at 9:16 AM.

Respectfully submitted,

*Lori Lane
Assistant Superintendent*