

**Keene Middle School Building Committee**  
**193 Maple Avenue, Keene, NH**  
**Meeting of Wednesday, October 5, 2011 1:00 P.M.**

Committee Members Present:

Elizabeth Coppola, Co-Chair, Bill Gurney, Neil Donegan, Gary Lafreniere, John Harper, Tom Remillard, Dotty Frazier and Richard Beard

Others in Attendance:

Frank Marinace of Marinace Architects, Carl Panza , Keene School Board member, Bill Sudsbury, Clerk-of-the-Works and Abby Spegman, media

Ms. Coppola called the meeting to order at 1:10p.m.

1. Approve Minutes of August 24, 2011

Mr. Donegan moved and Mr. Gurney seconded that the minutes of August 24, 2011 be approved. The vote on the motion was unanimous with one abstention (Ms. Coppola).

2. Budget Update

Mr. Marinace presented a budget report titled “New Keene Middle School Update 10-5-11” and reviewed it with the Committee.

The current General Project Contingency balance is \$1,150,418

Changes from the previous budget report included a \$20,000 allowance for pending change orders. Furniture & Equipment (F&E) contracts to-date totaled \$1,459,865 with an additional \$32,000 reserved for a trash compactor. Mr. Marinace stated that most of the \$1,520,000 budgeted for F&E would likely be expended.

Discussion ensued relative to a \$50,000 allowance for outdoor bleachers with the merits of permanent versus portable units reviewed. The consensus of the Committee was that permanent bleachers holding 250 people at an estimated cost of \$100,000 plus portable bleachers holding 150 people at an estimated cost of \$25,000 be purchased. The additional \$75,000 over the \$50,000 allowance would come from General Project Contingency.

Funding for security cameras was reviewed. Mr. Remillard estimated that the cost for a system including approximately fifty cameras installed would be \$28,500. As this expenditure would likely cause the overall budget line of \$100,000 for Telephone/Intercom & Security Camera System to be exceeded, any difference would need to come from General Project Contingency.

Mr. Marinace went on to point out areas of the budget impacted by the extended construction period due to delays with the general contractor. Additional architect and engineering services and commissioning agent costs were outlined. Mr. Gurney suggested that there may be a need for an additional extension of Mr. Sudsbury’s contract as well.

Mr. Marinace stated that he had moved \$100,000 from the Life Cycle Cost Upgrades line to Contingency, lowering that balance from \$200,000 to \$100,000. This change was due to limited remaining possibilities for upgrades as the overall project winds down.

Regarding the budget for the SAU#29 building, Mr. Marinace reported that the Change Orders line had increased from \$38,168 to \$41,337. Mr. Gurney asked if funding had been included for shelving for basement storage which was estimated at \$8,760. Mr. Remillard estimated that a conveyor device to move boxes from the main floor to the basement would be an additional \$4,000. Mr. Marinace stated that the most-likely source of funding for these purchases might come from savings either in the Equipment or Moving Expense lines. Mr. Remillard will provide additional cost estimate information at the next Committee meeting.

3. Commissioning Agent's Request

Mr. Marinace stated that the Commissioning Agent was being paid for his direct expenses and was tracking his additional time required – all due to scheduling delays with the general contractor.

4. Clerk-of-the-Works Report

Mr. Sudsbury reported that the grading on the ballfields was in progress and that MacMillin was working on the athletic storage shed. Considerable discussion ensued relative to delays with the planting of grass and the resulting problems with the availability of the fields for use in the future.

Mr. Sudsbury further reported that, due to the serious accident that had occurred recently with the auditorium construction, it would be impossible to determine a completion date until OSHA had agreed to a new staging plan with MacMillin. Progress continues to be made on punch list items throughout the building.

5. Project Schedule Update

Covered under #4.

6. Recognition/Dedication

E-mail records will be searched by Mr. Harper and Ms. Coppola for previous dedication language thought to be appropriate and brought back to the next meeting.

7. Outdoor Bleachers

Covered under #2.

8. Informational Brochure

Members were generally satisfied with a brochure used at the public showing two weeks earlier. Mr. Donegan suggested that a glossier brochure be used for the official open house. Mr. Gurney will work with the Communicators Group to design such a brochure.

9. Other

The next meeting of the Committee is scheduled for Wednesday, November 2 at 1:00 p.m. at 193 Maple Avenue.

Mr. Remillard distributed a list entitled “Additional Purchases, Keene Middle School/SAU Project, October 5, 2011” and reviewed it with the Committee. The consensus of the Committee was that items 3, 4 & 10 were the only items not already approved for purchase. Mr. Donegan moved and Mr. Harper seconded that items 3 (Change Custodial Sinks - \$4,800), 4 (Additional Plantings in Front Retention Ponds - \$5,000) & 10 (Fuel Tank for Bio-fuel- \$1,150) be approved for purchase. The vote on the motion was unanimous.

Regarding signs in front of Jonathan Daniels and the SAU building, Mr. Marinace will work with Jutras Company on a design for appropriate signage.

Mr. Marinace stated that MacMillin had made an inquiry regarding the status of their requested additional funds for the project. It was agreed that this item would be put on the agenda for the next meeting. The intent of the Committee is to make a recommendation to the Keene Board of Education regarding this item. The Board of Education will then make the final determination.

The meeting adjourned at 2:30 p.m.

John R. Harper  
Business Administrator