

## MEETING MINUTES

# DRAFT

Project: Brighton Area School – 2012 Bond Projects

Location: BECC Board Room

Date & Time: April 30, 2014 3:00 pm

Re: Building & Site Committee Meeting

### **Attendees:**

Dr. Greg Gray - BAS  
Bill Trombley – BAS  
Brian Jessie - BM  
Dennis Smith - Auch

Nick Fiani - BAS  
Tracy Taylor – t2  
T.J. O'Connor - SHW

### **Meeting Minutes:**

- 1) Technology Update
  - a) Schedule
    - i. BM emailed a copy of the schedule to all everyone on the meeting invite. If there are questions contact Brian Jessie to address.
  - b) Structured cabling
    - i. Demolition is complete at all four elementary buildings.
    - ii. New cabling has been rough pulled at Spencer Elementary, and is currently underway at Hilton Elementary. Starting Monday the crew will be moving to Hornung and will be completing Hawkins immediately following.
    - iii. The BECC building will be starting demolition of the lower level in roughly 2 weeks and new cabling will be installed in that area as well.
  - c) Classroom AV
    - i. All of the major equipment is in (projectors, interactive boards, and sound systems) and is being staged at the High School currently. Installation will



- be starting July 14<sup>th</sup>. Each building will take approximately a week to complete.
- d) New Phone System
    - i. New phone equipment has all been delivered to the vendor and they are currently working on off-site configuration. The phone servers that go in at each building are planned to be installed in roughly 2 weeks, with handsets being placed around the district in the weeks following.
    - ii. Planned cut over date is August 15<sup>th</sup>.
  - e) IP Video System
    - i. Servers are in place in the BECC head end, and set top boxes have been installed at the 3 buildings that were completed last year.
    - ii. Safari Montage is scheduled to come back in August to complete the install and conduct training.
- 2) FFE
- a) Tracy shared the status of equipment that was ordered from list of approved FFE for all of the buildings. The outstanding orders are for the high school office furniture which will be ordered next year and the Hilton technology stations. There was discussion regarding providing stations at all elementary schools and potentially at the HS. Ultimately it was decided to use Hilton as a pilot school and determine the best option for all buildings, whether that be fixed height or adjustable height. Tracy outlined the schedule for deliveries and confirmed mid-August as a delivery date for Home Ec appliances. Tracy requested that the contract for FFE and finishes be extended. The district agreed.
  - b) Dennis reviewed the pool bids. For comparison the bond document listed \$14,858,000 for the scope of work bid. The DD estimate budgeted is \$14,567,980. Bid total is \$14,556,643, which includes some 2<sup>nd</sup> bidders where there is concern about the first low bidder's number. Some contractors have been interviewed to confirm they are low qualified bidders. There have been some bidders that had errors in their bid and have withdrawn them, including masonry and concrete foundations. The concrete bid scope does include the helical piles allowance and the steel bid includes the new roof structure above the existing west area of the project. All post bid interviews and as many contract recommendations as can be completed will be presented to the Board on July 14<sup>th</sup>.
  - c) The alternate for the climbing walls priced options for (2) or (4) walls. The committee recommends installing (2) and prepping the pool for (4). All alternates will be reviewed and evaluated for acceptance after all contracts have been awarded and project budget checked.
  - d) Greg noted that the new mechanical unit that will serve the fitness center should be screened from view.



## 3) Construction Update:

### Hornung & Spencer

- e) Light fixtures are being installed in new grid at Spencer and existing grid at Hornung.
- f) All holes in drywall walls are being patched prior to painting, which will commence next week.
- g) Electrical switchgear is being fabricated. Delivery will be 2<sup>nd</sup> or 3<sup>rd</sup> week of July. A three day shutdown will be required for installation.

### High School

- a) The overflow at Lake Leith has been fixed.
- b) Ball fields at east campus are being overseeded and fertilized. Weeds will be killed later after grass is established. DTE has some utility work to be completed at the property line at this area and requires access from high school side.
- c) Tennis court gates still need to be secured by the district. Locks will be purchased to install in hasps on the gates. The pins on the gates are scraping the pavement. These will be patched after the gates are secured.
- d) Sandblasting of the stadium retaining wall is in progress. Finish samples will be provided next week and it was recommended that the color chosen match the north end retaining wall which will not sandblasted and remain as is.
- e) It was recommended to provide a continuous control joint in the center of the sidewalk slabs at the stadium to reduce random cracking. Slabs are slated to be replaced in the coming weeks.
- f) Greg requested that the benches installed at the raised circle that will be demolished for the pool addition be reinstalled around the lake to replace the existing which are in poor condition.
- g) The site plan for the pool addition should be reviewed to see if the trees to the northwest of the BCPA can be preserved.
- h) The northwest stadium parking lot will be crack filled and sealed this summer. The light poles salvaged from Maltby will be installed in the parking lots next week to replace the corroded poles.

### Maltby

- a) There is a broken storm drain to the south of the building that is being replaced and as a result the concrete curbs will be replaced prior to the mill and cap of the asphalt in this area.
- b) It was noted that the flag pole will be replaced in a new location. The existing pole could be turned over to the district if desired.



- c) The excavation contractor will provide a quote to level the paly fields on the west side of the site. The district furnished a plan for the field layouts and will coordinate next week with Auch.
- d) There will be no power poles installed in the main office area when the new furniture is installed. Power will be through the work stations connected at wall locations. This will require relocation of the data outlets.
- e) Health room C204m and toilet rooms C206 & C207 shall have vinyl composition tile (VCT) installed. The tile shall run into the central office area outside C207. Auch to get pricing from the tile contractor to install VCT over skim coating of the existing ceramic tile in C207 or to remove the ceramic and install the VCT.

#### Hawkins

- a) Carpeting replacement is well underway. The resilient flooring is complete in the cafeteria.
- b) Prep for building pad in progress with foundations to be installed next week.

#### Scranton

- a) Lockers have been painted.
- 4) Flooring replacement at BECC will have to be included in next summer's work. It is too late to get material in time to install this summer. The rubber flooring in the corridor could be bid together with the high school.
- 5) The updates to the interior scoreboards at the high school should be done this summer. Auch to coordinate with contract to get it completed before fall.

The above represents the items discussed and conclusions reached. If there are any required clarifications please contact the undersigned.

T.J. O'Connor, AIA, LEED® AP BC+D  
Associate | Project Manager

Distribution: Meeting attendees, SHW project file

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