

Hanover High School Building Committee Meeting Minutes

PROJECT: New Hanover High School
LOCATION: Dr. Nash's Conference Room

MEETING DATE: Nov 9, 2009

ATTENDEES: (*Absent in Italics*)

<u>Bldg. Cmte:</u> - Chris Martin	- Kerry Harrison	- <i>Jeanne McCloskey</i>
- Dr. Kristine Nash	- Ed Lee	- Suzanne Brady
- Dr. Tom Raab	- Paul Nimeskern	
- Les Molyneaux	- Al Kuhn	
- Jim Hoey	- Steve Devine	
<u>PMA:</u> - Chris Simmler		
- <i>Chris Carroll</i>	<u>Town</u> – Dan Pallotta	<u>Callahan</u> – Steve Carley
<u>HMFH</u> - <i>George Metzger</i>		
- Lori Cowles		
- <i>John Nunnari</i>		

Call to Order: 7:00 pm

Vote to approve previous meeting minutes: Motion was made by Suzanne to approve the previous meeting minutes, Paul seconded the motion, all voted and approved the minutes.

Executive session entered into at 7:04pm to discussion legal issues, with the intent of returning to open session.
 Returned to Open Session 7:48pm

General/Misc. Items

Item	Responsible	Due	Notes
11-09:01	Hanover	12/7/09	Color Subcommittee: A sub committee for color selection was establish and will be comprised of Chris Martin, Kerry Harrison, Paul Nimeskern, Dr. Nash, and Jeanne McCloskey. First meeting will be on 11/23/09 at Dr. Nash's office at 7pm. They will report back to the building committee on progress/issues.
11-09:02		Record	Batting Cage Netting: HMFH explained that if the cmte desired this scope that it would be part of the FF&E budget. HMFH reminded all that the interference the net would cause to volleyball and basketball. The cmte believed that that interference is part of the game and was worth it to install the netting. Item closed.
11-09:03		Record	Multi Purpose Room: It was explained that Les is chairman of a Community Access and Media Committee that will address AV needs for the high school. Les will update the committee as needed. Item closed.
11-09:04	Hanover/HMFH	12/7/09	Furniture Kick off meeting: A mini kickoff meeting will be planned by the school to review basic furniture needs.
11-09:05	Hanover	12/7/09	Warema Shade Sample: HMFH provide the school a sample of the shade specified in the specification, to be installed by the school for the committee to review.
10-19:03		Record	Cori Procedures: Update 11/09/09: Site authority rests with the school committee. CORI procedures being adhered to as originally planned with PMA assisting on site. Item closed.
08-17:03		Record	Commissioning Agent: Update 10/19/09: MSBA indicated that Horizons has been selected as Hanover's commissioning agent. Horizons to meet with PMA/HMFH and MSBA to kick off services. Update 11/09/09: PMA reviewed the key points from the meeting and indicated it appears that this effort is really going to assist Hanover in the start-up/operation of their facility. Item closed.

Schedule

Item	Responsible	Due	Notes
12-15:01	PMA	12/1/09	Project Schedule: Update 101/09/09: Callahan reviewed scopes they have been working on – footings/walls/interior columns/piers/anchor bolts; site clearing completed, site sub grade operations on-going, utility work will be starting.

Construction Drawings

Item	Responsible	Due	Notes
11-09:06		Record	Seat Wall Area: HMFH reviewed how the potential third gym bay (future scope) will impact the access route of fire equipment by narrowing it down to 12 foot wide path versus the 18 foot required. HMFH presented alternate ideas for access of equipment if the third bay was built. Item closed.
06-29:03	HMFH	12/1/09	Irrigation Wells: Update 11/09/09: HMFH explained that 2 potential well locations have been identified and will be provided to Callahan so well installation work can be coordinated.

Budget/Invoices:

Item	Responsible	Due	Notes
		Record	Invoice: The following invoices were presented and processed: PMA - \$34,799.51 PMA Clerk - \$5,265 HMFH - \$36,949.50 Legal - \$5,779.40 Callahan Pay Rec #1 - \$782,616.65* pending receipt of all required documentation to be verified by PMA
09-28:04	Hanover/PMA	12/1/09	Master Project Budget Review: Update 10/19/09: PMA met with the MSBA briefly to review procedures as to how the PFA will be modified. MSBA requested estimating/cost information from PMA. MSBA could provide to insight into how they would modify the PFA. Update 11/09/09: Effort on hold until bid protest resolved.

A motion was made by Dr. Nash to adjourn the meeting, second by Al. All approved.

Meeting Adjourned: 8:53 pm

Next meeting will take place on Dec 7th, 2009 at 7:00 PM at Dr. Nash's Office

PMA Construction Services assumes, to the best of our knowledge, that the above content of these Meeting Minutes depict all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

Prepared By: PMA Construction Services

Signed: Chris Simmler

Date: 11/13/09