

# Hanover High School Building Committee Meeting Minutes

**PROJECT:**     **New Hanover High School**  
**LOCATION:**    **Town Hall**

**MEETING DATE:** **Dec 7, 2009**

**ATTENDEES:** *(Absent in Italics)*

---

<u>Bldg. Cmte:</u> - Chris Martin - Dr. Kristine Nash - Dr. Tom Raab - Les Molyneaux - <i>Jim Hoey</i>	- Kerry Harrison - Ed Lee - Paul Nimeskern - Al Kuhn - Steve Devine	- Jeanne McCloskey - Suzanne Brady
--	---	---------------------------------------

PMA:     - Chris Simmler  
               - *Chris Carroll*

HMFH    - George Metzger  
               - Lori Cowles  
               - *John Nunnari*

Town – *Dan Pallotta*      Callahan – *Steve Carley*

**Call to Order:** 7:01 pm

Suzanne Brady made a motion to accept the Executive Session set of minutes. Les seconded. All approved.

A motion was made by Les to approve the meeting minutes from 11/9/09. Suzanne seconded. All approved.

**General/Misc. Items**

Item	Responsible	Due	Notes
12-07:01	HMFH/Hanover	12/14/09	<b>Color Selection Process:</b> HMFH reviewed a high level process describing how colors are ultimately selected, and provided examples from other projects. HMFH indicated that the effort involved by a sub committee will probably be 1x per month with some meetings taking place at HMFH's office in Cambridge, with results and recommendations reported to the monthly BC meeting. The process will begin with HMFH making a presentation of several color approaches and then with the BC's approval of one approach, proceeding with the more detailed selections by the subcommittee, again with reports back to the full committee. Members of the sub-committee must commit to attendance at each meeting. The Chairman requested that those thinking of volunteering for this small sub-committee and the level of effort required, come prepared to the next bldg cmte meeting ready to volunteer.
12-07:02	Hanover	12/14/09	<b>Project Stop Work Order:</b> The Chairman reviewed recent legal proceedings and indicated that there has been an appeal (on the Town's and Callahan's request) scheduled for tomorrow (Dec 8 <sup>th</sup> ) at 2pm in Boston. The Chairman will update all on the appeal and when a decision may be forthcoming.
12-07:03	Hanover	12/31/09	<b>Letter from Student:</b> Maggie McCloskey (a 4 <sup>th</sup> grader) wrote a letter to the Building Committee which was read aloud by the Chairman. The subject was on the trees that were cut in the field and will they be replaced? It was discussed that perhaps HMFH could provide the landscape board to the school for display and/or present to the class the planting plan.
12-07:04	Hanover	12/14/09	<b>Posting Legal Filings On-Line:</b> The committee agreed that all filed legal documents should be put on the web site for review by the public. Suzanne indicated she would provide this to Steve for posting.

11-09:01		Record	<b>Color Subcommittee:</b> A sub committee for color selection was established 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. <b>Update 12/7/09:</b> This item closed. New item added to address colors.
11-09:04	Hanover/HMFH	12/31/09	<b>Furniture Kick off meeting:</b> A mini kickoff meeting will be planned by the school to review basic furniture needs. <b>Update 12/7/07:</b> On-going
11-09:05	Hanover	12/31/09	<b>Warema Shade Sample:</b> HMFH provide the school a sample of the shade specified in the specification, to be installed by the school for the committee to review. <b>Update 12/7/09:</b> HMFH provided additional hardware to the school for the installation of the shades.

#### Schedule

Item	Responsible	Due	Notes
12-15.01	PMA	12/14/09	<b>Project Schedule: Update 11/09/09:</b> 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. <b>Update 12/7/09:</b> As of November 20 <sup>th</sup> the project has been shut down by court order. A Stop Work order was issued by the owner. Callahan made safe the site and all left. No work has taken place since while legal proceedings are under way.

#### Construction Drawings

Item	Responsible	Due	Notes
06-29:03	HMFH	12/31/09	<b>Irrigation Wells: Update 11/09/09:</b> HMFH explained that 2 potential well locations have been identified and will be provided to Callahan so well installation work can be coordinated. <b>Update 12/07/09:</b> On hold pending court appeal.

#### Budget/Invoices:

Item	Responsible	Due	Notes
		Record	<b>Invoice:</b> The following invoices were presented and processed: PMA/Clerk & Testing - \$40,693.72 HMFH - \$36,779.25 HMFH Reimbr. - \$6,608.58
09-28:04	Hanover/PMA	12/14/09	<b>Master Project Budget Review: Update 11/09/09:</b> Effort on hold until bid protest resolved. <b>Update 12/7/09:</b> On-going.

A motion was made by Paul to adjourn the meeting, second by Kerry. All approved.

**Meeting Adjourned:** 8:5 pm

**Next meeting will TENTATIVELY take place on Dec 14th, 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:** 12/08/09