

Keene Middle School Building Committee
34 West Street, Keene, NH
Meeting of Wednesday, January 20, 2010 10:00 A.M.

Committee Members Present:

Elizabeth Coppola, Co-Chair, , Chris Coates, Co-Chair (arrived 10:29 – departed 11:15), Neil Donegan, Dorothy Frazier, William Gurney, John Harper, Gary Lafreniere, Tom Remillard and Richard Beard

Guests Present:

Frank and Paul Marinace of Marinace Architects, Keene School District Attorney John Wrigley and James Phippard of Brickstone Masons.

Ms. Coppola called the meeting to order at 10:06 a.m.

1. Approve Minutes of December 16, 2009

Mr. Donegan moved and Mr. Gurney seconded that the minutes of December 16, 2009 be approved. The vote on the motion was unanimous.

2. Status of Historic Study of Keene Middle School

Mr. Phippard reported that the Preservation Company had been retained to conduct this study. The consultant had reviewed the plans of the building, taken appropriate photos and was in the process of doing additional research. No decision has been made yet in terms of determining the eligibility of KMS as a historic building.

Frank Marinace commented that this study will not hold up the bidding of the new construction by general contractors but will impact obtaining of the necessary wetlands permit. He cautioned that the School District needs to be careful regarding signing a contract with a general contractor before the permit is obtained.

3. Status of Maple Avenue Archaeological Study

Mr. Phippard stated that this study was more important than the historical study of the existing Middle School in terms of obtaining a wetlands permit. He outlined that the Army Corps of Engineers was directly handling the wetlands permit and, based on his conversations with their representative, he was optimistic that the permit would be issued in time for the scheduled start of construction. This process would likely result in a memorandum of agreement (MOA) between the Corps of Engineers and the District stating that the project would have an unavoidable impact on the wetlands and outlining what steps needed to occur. Assuming that a satisfactory MOA could be agreed to, Mr. Phippard felt that the

wetlands permit could be issued by the end of February. Frank Marinace cautioned that this timing was critical, as the District is scheduled to sign a contract with the winning bidder by the end of February and delays could result in the school not being completed in time for the opening of the 2011/12 school year as planned.

Phase 2 of the archaeological investigation is scheduled to continue with Dr. Goodby digging additional test pits in April. If additional findings are discovered, further test holes will likely be required.

4. Clerk of the Works Update

Mr. Harper informed the Committee that the School Board had approved their recommendation regarding an individual to fill this position. He was presently in the process of negotiating a contract with that person so that he would be able to start April 1.

Mr. Harper raised the issue, based on his conversation with the proposed clerk, the time necessary for his services might exceed the eighteen months originally allowed for the position. After discussion, it was agreed that the clerk would be hired on an eighteen-month contract basis and additional needs would be assessed later in the project.

5. Status of Easements Required

Attorney Wrigley recommended that Mr. Phippard be employed to work with District officials regarding necessary easements required for the project. Frank and Paul Marinace strongly urged District officials to pursue a resolution with the City of Keene regarding the Dinsmoor Woods easement immediately, as delays might impact the Maple Avenue reconstruction timeline. Mr. Gurney moved and Mr. Donegan seconded, that Mr. Phippard be hired to assist with the easement process and other related projects. The vote on the motion was unanimous.

6. Status of Off-Site Sidewalk Work

This topic was covered under the discussion and motion that took place in item #5 above.

7. Bid Schedule and Procedure

Frank Marinace reviewed the upcoming bid schedule and procedure. On February 2, bids from general contractors will be due at the Superintendent's office by 2:00 p.m. They will not be opened at that time but would be placed in a safe at Attorney Wrigley's office.

By February 4 at 10:00 a.m. the general contractors would supply lists of the sub-contractors on which their bids were based. The general contractors' bids would be opened publicly at that time resulting in identification of the "apparent low bidder" for the project. The Building Committee would then compare bids to the project budget and look at various alternates that would impact the eventual final price. A review of subcontractors would occur with the Committee making decisions as to alternative subcontractors that might be selected (from the base bid) and the cost implications of those decisions. A final decision would then be made for presentation to the School Board on February 9 for its decision.

Discussion ensued relative to objections raised by certain subcontractors regarding providing performance bonds for their work related to the project. Frank Marinace stated that qualified contractors should be able to obtain performance bonds and that the District should question using contractors who could not obtain a bond.

8. Other

Mr. Beard inquired as to whether issues raised by Commissioning Agent Bill Root regarding various aspects of the project had been addressed. Paul Marinace stated that Mr. Root's concerns had all been resolved.

It was agreed that the next meeting of the Committee would be scheduled on February 4, 2010 at 10:00 a.m. at SAU#29.

The meeting adjourned at 11:52 a.m.

John R. Harper
Business Administrator