School Board Committee: Capital Facilities

Date: February 16, 2011

Committee Members Present: Jack Dunn, Chair, Tara Reardon, Clint Cogswell

Other board members present: Kass Ardinger, Jennifer Patterson, Eric Williams

Administration: Chris Rath, Matt Cashman

Agenda: Construction Management of the Elementary School Projects

The meeting began at 5:30 p.m.

Capital Facilities chair Jack Dunn briefly described one agenda item, a detailed review of the construction management plan for the elementary school consolidation project.

1) Mr. Dunn opened the meeting by explaining the importance for the community to understand how the Board was going to manage the construction of the elementary school project. Mr. Cashman, the District “Owner’s Project Manager” (OPM) began with an organizational chart detailing the roles of board members, administrators, HMFH Architects, Harvey Construction and the clerks of the works. Mr. Cashman explained the overall management of the project, and provided the committee the names of each site’s team members. He explained the construction management software, AEC-Sync, and showed a live example of how RFIs and submittals are tracked on each of the projects. He also explained that weekly job site meetings are held on a rotating basis at each site, and that monthly Capital Facilities Committee meetings will be held to provide updates, schedules and financial status of the projects.

2) Mr. Dunn and Mr. Cashman explained that the Board’s website www.concordk5project.com will have live cameras set up for each site and that schedules, financial data, daily pictures and “Twitter” information from Cashman’s Corner are available to the public. Mr. Jack Dunn stated that there will be approximately 300-500 bricks available to anyone wishing to have a memento from Kimball School.

The committee adjourned at 5:50 p.m. (motioned by Mr. Dunn, seconded by Mr. Cogswell).

Respectfully submitted,

Jack Dunn, Chair
Matt Cashman, Recorder