

# Sanborn Regional School District

## Facilities Committee Minutes

Sanborn Regional High School, 17 Danville Road, Kingston, NH

December 4, 2019 – 3:45 PM

*Committee: Jim Baker, Larry Heath, Jaime Fitzpatrick, Steve Riley, Matt Angell*

### **Attendees:**

Jim Baker, Committee Chair

Jamie Fitzpatrick, Committee Member

Matt Angell, Business Administrator

### **Call to Order:**

Committee meeting began at 3:44 PM

### **Review of Minutes:** [November 6, 2019](#)

Jamie Fitzpatrick moved to approve the minutes, Jim Baker second, all in favor.

### **Response to Open Items:**

None

### **October Monthly Reports:**

#### [Trust & Revolving Funds Balance Summary - October](#)

Matt Angell reported no significant changes to the fund balances, but briefly reviewed the Windows upgrade with relation to moving from Windows 7 to Windows 10.

### **Select Architectural Services for Board Approval:**

Matt Angell discussed the 3 architects being considered (CMK Architects, Cowan Goodreau Architects, and Samyn-D'Elia Architects; all highlighted below) and felt that any of the 3 would be a good fit for the district's needs. Matt reviewed the new numbers supplied by the 3 vendors being considered (highlighted below). Based on the efficiency to project fee, Cowan Goodreau Architects would be the highest at 7.24%, CMK Architects at 7%, and Samyn-D'Elia Architects (SDA) at 5.8%. He noted that SDA & Cowan Goodreau only provided 1 project each, while CMK provided 3 projects to compare. Jim Baker stated he had more projects from SDA and Cowan Goodreau. Jim Baker felt that CMK did not address specifically the district's needs for this project, however he felt they have substantial experience. Matt Angell discussed Jim Baker and Jamie Fitzpatrick's criteria for each architect. Jim Baker liked that SDA is a 10 person firm, but was concerned that they only listed 1 civil and 1 mechanical firm that they work with and he is mainly concerned with "bottlenecks" during the project. He also felt that their letter of reference was good. Jim's only concern with Cowan Goodreau was that it's a smaller firm (4-person) and, again, is worried about "bottlenecks". Jamie Fitzpatrick was concerned that SDA might be more concerned with expensive designs, rather than functionality. He thought they might work more on large, expensive,

high-visibility projects, which is not exactly what the district is looking for with this project. Jamie appreciated the simple organizational chart of CMK and their statement that though design is important, so is budget. Jamie didn't have a lot of notes on Cowan Goudreau as he felt they were fairly straightforward with who they are and what they will be providing. Jim Baker suggested Matt give each of the firms the different projects and ask them to provide a timeline to make sure that they can fulfill the district's needs. Matt Angell let the committee know that he has spoken with each firm within the last 2 weeks and each is eager to begin working with the district upon award of the project. **Jamie Fitzpatrick motioned to designate CMK as the architect of record for the district for the next 2 years, Jim Baker second, all in favor.**

[Banwell Architects](#)

[CMK Architects](#)

[Cowan Goudreau Architects](#)

[Dennis Mire - The Architects](#)

[Lavallee Brensinger Architects](#)

[Market Square Architects](#)

[PortOne Architects](#)

[RWH Architects](#)

[Samyn-D'Elia Architects](#)

**Public Comments:**

None

**Jim Baker motioned to adjourn at 4:03 PM, Jamie Fitzpatrick second, all in favor.**