

PROJECT TITLE: Hardman Farm Restoration**MEETING DATE:** 3/17/2008**LOCATION:** LAS office**SUBJECT:** Kick Off Meeting

DID ATTEND	INITIALS	ATTENDEE NAME	COMPANY NAME
Y	BH	Buddy Harrison	Department of Natural Resources
Y		Dave Whitlock	EMC Engineers
Y	DF	David Freeman	Department of Natural Resources
Y		David Ramsey	Lord Aeck Sargent
Y	DG	Doug Gray	EMC Engineers
Y		Frankie Mewborn	Department of Natural Resources
Y		Jihan Stanford	Lord Aeck Sargent
Y	JR	Joe Riley	Georgia State Finance & Investment
Y	JE	John Erbele	Department of Natural Resources
Y	JA	Julie Arnold	Lord Aeck Sargent
Y		Robert Wanderman	Lord Aeck Sargent
Y	SM	Sean Moxley	Garbutt Construction Company

ITEM	STATUS	STARTED	DUE	BALL IN COURT
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00001 NEW

3/17/08: Sean Moxley distributed a project directory to everyone at the meeting and everyone introduce themselves. Sean stated if there were any changes that needed to be made in the directory to please advise him. Sean Moxley asked if the project number was DNR-71. David Freeman confirmed that the project number was correct. Sean also requested the project site address. John Erbele stated that he would get this information and forward it to the team.

00002 NEW

3/17/08: There was a general discussion about the project schedule. Sean Moxley handed out copies of the schedule created on February 13th. Sean stated that we would update the schedule to reflect our current position and would re-send it to the team.

00003 NEW

3/17/08: Susan Turner gave a description of the condition assessment and design status. Susan stated she has met with most of the consultants on site. She stated that the finishes consultant was currently doing their lab-analysis. Susan stated that the structural consultant is currently doing load calculations to see how many visitors can be safely in the building at one time. She said she should have this information fairly soon.

00004 NEW

3/17/08: There was a discussion about the existing electrical system in the building. John Erbele with D.N.R stated that they believe the current electrical system was installed around 1910 or 1911. John also stated that the date of construction was 1870.

00005 NEW

3/17/08: There was a discussion about the site survey and the scope of work to be provided. It was noticed that the surveyors performed laser scanning while at the site. John Erbele asked if a 3-D model of the site could be done. Susan stated that she was not sure but she would look into this.

00006 NEW

3/17/08: Robert Wanderman stated he thought it might be helpful to incorporate potential sitework into the project to gain LEED credits. David Freeman stated the site design for the project had already been contracted with The Jaeger Company and they were currently working on the design. David Freeman stated that Jaeger has the contract for the brick store visitor center and also the road that will enter the new parking lot. There was a discussion that there needed to be coordination between this contract and the site contract with Jaeger to make sure that the two contracts cover the full scope of the project. David stated we will need to clarify where the utility lines will end for this project and start for the other project and potentially add some fire hydrants in the scope. It was decided that we would talk in further detail as the project went along.

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00007	NEW			
<p>3/17/08: David Freeman stated that he had reviewed the LEED checklist and felt comfortable that we could get certified or obtain a possible silver rating on this project. Some specific items he mentioned were capturing the rainwater and potentially using it for drinking water for the cattle across the street in the pasture.</p>				
00008	NEW			
<p>3/17/08: John Erbele stated there is a 12 inch water main across Highway 17 that is fairly new and stated this is where the water service will be coming from. He stated we can contact White County Water Authority for information and the point of contact is Gary Howe.</p>				
00009	NEW			
<p>3/17/08: John Erbele suggested adding a fence to the front of the project and possibly around the house to deter people from walking into the house from Hwy 17. It was decided that this will be discussed in further detail at a later meeting.</p>				
00010	NEW			
<p>3/17/08: There was a discussion about the septic system for the building. It was discussed that the best potential location for the septic system was the in the field next to the house and Doug with EMC stated they would proceed this way. It was noted that the old septic system was in the front of the house off to the left out past the existing fountain.</p>				
00011	NEW			
<p>3/17/08: There was a discussion about the location of the lift for ADA accessibility. A few options were discussed and it was stated that it would be best if the lift was not visible from the "Old Unicoi Turnpike" side of the house. There was also a discussion about the entry point into the house itself. Susan said their first thoughts were that the closed in area at the rear porch will be removed and the entry will be in that general area since this was done after the period of interpretation. Frankie suggested we look at the least intrusive approach and felt this was a good idea.</p>				
00012	NEW			
<p>3/17/08: There was a discussion about of the location of the restrooms. David stated it was originally thought that the restrooms would be in the old smoke house. Susan stated they envisioned that this could possibly be in the old warming kitchen in the house, which the team agreed could be the best approach. There was also a discussion about this being an old butler pantry which DNR will like to keep. Susan said they would be looking into options on this area and Frankie and David stated that they would like to take the least intrusive approach. David said one unisex restroom would be adequate and they did not intend to redo the plumbing in the entire house.</p>				
00013	NEW			
<p>3/17/08: There was a discussion between David Freeman and Doug with EMC Engineers about options for the HVAC system. One option mentioned was a geothermal system. Doug stated they will be looking at different options and that a geothermal system was an option but not the baseline.</p>				
00014	NEW			
<p>3/17/08: Joe Riley asked when construction would start on the project. There was a discussion about how the contract was set up and Sean stated we currently only have the design and estimating for the schematic phase in the contract. It was discussed that after the current contract was complete and if we are in budget there would be another two months (approx. 9 weeks) of design work before construction would start. It was also discussed that we could look into potential component change orders to start some of the scope early. David stated that if there are budget issues we could look into potential options like doing first floor renovations and leaving the second floor as is.</p>				
00015	NEW			
<p>3/17/08: Susan asked if we needed to bring HPD in on the project. David Freeman stated that HPD was already aware of the project and that Bill Hover was working with them early in the process. David didn't feel it was a necessity to bring HPD in now unless we had some drastic changes in design.</p>				
00016	NEW			
<p>3/17/08: Susan asked about the reviewing authority on this project. Joe Riley stated that Ron Kern with the State Fire Marshall's office would be reviewing the project. Joe said he could set up a review meeting with Ron if needed. Susan said that she would advise on this.</p>				

Garbutt Construction Company

MEETING MINUTES

No. 0001

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00017	NEW			
3/17/08: There was a discussion about the old plumbing fixtures in the house. It was discussed that we would try to use parts from the fixtures to have one fixture downstairs that was functional for interpretation. Susan said that LAS would look into this.				
00018	NEW			
3/17/08: Julie Arnold with LAS asked about existing photos of the house. John Erbele stated they have a good bit of photos that he would be forwarding but he would also ask the family if they have any early photos that could be used.				
00019	NEW			
3/17/08: Buddy Harrison said that John Erbele would be the point of contact for any site visits. John should be notified when anyone needs to visit the house.				
00020	NEW			
3/17/08: There was a discussion about when the next meeting would be held. It was decided the next meeting is going to be held at 11:00 am on Monday March 24th at LAS's office. LAS would have an outline of the design narrative to start walking through and also we would walk through the LEED check list.				

Prepared By: Garbutt Construction Company

Signed: _____
Sean Moxley

Dated: 3/19/2008