



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Woodman Park School Library
Meeting Date: **Thursday, September 18, 2008**
Meeting Time: **5:00 pm**

MEETING # 58

- A. CALL TO ORDER:** A meeting of the Woodman Park Elementary School Addition & Renovations and SAU Retrofit Joint Building Committee was called to order on Thursday, September 18, 2008 at 5:00 p.m. at the Woodman Park School Library.
- B. ROLL CALL:** Present were Carolyn Mebert, Co-Chair, Karen Weston, Doris Grady, Mark Geuther and Ray Bardwell. Also present were John O'Connor, Superintendent; Laurie Verville, Business Administrator; Michael Bliss, Clerk of the Works; Patrick Boodey, Principal, WPS; Gary Goudreau, Goudreau & Associates; and Keith McBey, BPS. Absent was Catherine Cheney.
- C. Approval of Meeting Minutes:** Ms. Mebert asked if there were any questions or comments. Hearing none, Ray Bardwell moved, Mark Geuther seconded approval of meeting minutes for August 28, 2008. An oral **VOTE PASSED: 5/0**

Woodman Park Elementary School:

- D. Approve emails and content to accept quote from Cantwell Excavating for Sidewalk Expansion & Improvements: Amount \$6,660.00:** Mark Geuther moved, Ray Bardwell seconded to approve the emails and content from Cantwell Excavating. A roll call **VOTE PASSED: 5/0**
- E. Financial Report – Woodman Park School:** Ms. Verville read into record after all obligations including tonight's encumbrance to Cantwell for \$6,660 and the consideration of the \$50,000 being held for additional contingencies the total available budget remaining as of September 18, 2008 is \$57,005.16. Mr. Bardwell asked what the rounded numbers were with the \$50,000 in contingency monies and the rebate from PSNH; Ms. Verville said after approving everything this evening with the \$30,000 from PSNH and \$50,000 the total amount is \$129,690.40 Ray Bardwell moved, Mark Geuther seconded to accept the CIP Financial Report. An oral **VOTE PASSED: 5/0**
- F. Approval of Payments:**
- Tri-State Curb, Inc.-Reset Vertical Curbing Invoice Amount \$1,506.00: Mr. Bliss said this is not new money, but was agreed upon at the last meeting to pay and then negotiate with Cyn Environmental. Mr. Bardwell asked if we would get any monies back; Mr. Goudreau said we should get all monies back. Ms. Verville said she submitted the invoice to Cyn and asked for a response and she hasn't received any. Ms. Mebert asked if they were any place different than the last time; Ms. Verville said they weren't but stated Cyn has been put on legal notice. Mr. Bliss said there was an additional invoice coming from Tri-State Curb for repairs to the sidewalk. Ms. Verville said she would do another follow-up because she asked if they received any paving invoice to let her know. Ray Bardwell moved, Karen Weston seconded payment to Tri-State Curb, Inc. in the amount of \$1,506.00. A roll call **VOTE PASSED: 5/0**
 - New England Barricade Co. – Signage for Parking Access. Invoice Amount: \$130.54: Ms. Verville said this was for additional signs needed and they proceeded to get done around the start of school. Mr. Bliss said the invoice was for 2 signs. He stated that Cathy Faure and he requested 1-way signs and in speaking with Mr. Boodey, he wanted caution – children



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crossing signs and that is what this invoice is for. Mr. Boodey said they reused some of their signs and Cathy got some of the signs from the city because they were extras. He's not sure if they are on loan or not. Ms. Mebert asked if all signs needed were currently in place; Mr. Bliss said they were. Ray Bardwell moved, Karen Weston seconded approval of payment to New England Barricade Co. in the amount of \$130.54.

- c. Bonnette, Page & Stone, Application #16 (Phase 2/3) dated 8/31/08 for \$442,197 (\$442,197 less retainage of \$21,508.40; amount being paid \$420,688.60: Ms. Verville asked Mr. Goudreau if he has had a chance to review the application; Mr. Goudreau stated he received it yesterday and has not reviewed the application. Mr. Bliss said he hasn't had a chance to review the application either. Karen Weston motioned to table payment until approved by Mr. Goudreau & Mr. Bliss; Ray Bardwell seconded. An oral **VOTE PASSED: 5/0** Mr. McBey asked if the committee was willing to approve the payment by email vote once Mr. Goudreau & Mr. Bliss okayed the application. The committee members did not have a problem with an email vote as long as it was on the next agenda for a formal vote.
- d. Bonnette, Page & Stone, Invoice dated 9/15/08 fir \$78,932.00: Ms. Verville said this was 50% of the shared encumbrance for the generator; the other half was received from FEMA that the fire department filled out the paperwork for. Ms. Weston asked if Ms. Verville received the money; Ms. Verville said they have and it is on the city side. Ms. Weston asked if they had to go through the city for approval to release the money; Ms. Verville said it was grant monies and does not have to go through the approval. Ms. Mebert said this money was set aside specifically for the generator and it couldn't be appropriated for anything else. Mark Geuther moved, Ray Bardwell seconded approval of payment in the amount of \$78,932.

G. Other Approvals:

- a. Guardrail estimate from Cantwell Excavating – Amount \$4,700.00: Mr. Bliss said the estimate is for the upper parking lot adjacent to the playground. He said teachers have mentioned concerns with cars that could go over the small embankment and into the playground. Mr. Bliss said he asked Cantwell for a quote. Ms. Mebert asked if it was in the obligations; Ms. Verville said it wasn't. Mr. Bliss said the price per foot is in line with the amount the fire department got for the new station. He said it was only a gentle slope to the playground but if a car came out of gear or someone backing out accidentally put it into drive it could be catastrophic. Ms. Mebert asked if the guardrails really hold cars back; Mr. Boodey said they work amazingly well. Mark Geuther moved, Ray Bardwell seconded to put in the guardrails in the amount of \$4,700.00. A roll call **VOTE PASSED: 5/0**
- b. Gymnasium Matting estimate from Anderson Company – Amount \$978.58: Ms. Verville said they want to order two 4' x 20' mats that are industrial strength mats. Ms. Mebert asked about the rest of the mats on the quote; Ms. Verville said Unicco is responsible to replace mats and she is looking for action on the shaded area only. Mr. Geuther asked if the mats were for the tile area going into the gym; Ms. Verville said that was correct. Ray Bardwell moved, Karen Weston seconded approval to expend \$978.58 for mats. A roll call **VOTE PASSED: 5/0**



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H. Michael Bliss – Clerk Report: Mr. Bliss said the window clips in the existing building are deteriorating and the other day one of the windows caught fingers of one of the teachers who had to have 6 stitches. He's called NH Glass who installed the windows in 1999, which had issues back then. Eric Cooper estimates there are 70 sets that aren't balanced. When he finally spoke with Bill Purdy he stated Joanne Eaton had been after him to install retrofit balances and they were going to try one window to see how it worked, but it was never done and he misplaced the balance. He has since found it and they are going to install it in one of the administration windows. Ms. Mebert asked how many windows they are looking at; Mr. Bliss said in the old building they were looking at 180-200. Ms. Mebert asked what the cost of the kit was; Mr. McBey said it's \$150.00 per unit. Dr. O'Connor said there are other issues. When Dennis Bentley was principal at WPS there were complaints of difficulty lifting many of the windows. Also Joanne was on them to replace some of the windows they called "fish tanks" because so much water would build up between the panes of glass. St. Thomas Aquinas H.S. also had NH Glass replace their windows and had problems with them that he believes were eventually fixed. Dr. O'Connor said he's sure the warranty on installation has gone past, but was wondering if there was any warranty for the windows themselves. Ms. Mebert asked if we have enough documentation to go after the company to replace the windows; Mr. McBey said he doesn't believe there is any documentation or if there was where it would be. Ms. Verville said the last time she checked the manufacturer had a rep in Maryland and North Carolina. Dr. O'Connor stated we may have documentation of injuries caused by the windows over the years. Ms. Mebert asked if he could get back to them with any documentation. Mr. McBey said the committee has paid BPS quite a bit of money to clean and adjust a lot of the windows and said there is no happy medium. Either it's easy to put the window up but difficult to put the window down or vice versa. Ms. Mebert asked how wide the windows were; Mr. Goudreau said they were wider than they are tall. Mr. Geuther said we should have the free one installed and see what happens. Ms. Weston said there's still a design issue with the retrofit. Mr. Bliss said another issue was there used to be a unit in front of the windows and teachers had problems opening and closing the windows and would ask him if he could help; he usually had not problems. Mr. Geuther said there is still a pattern of problems from the time they were installed. Dr. O'Connor said he would have more information for the next meeting. Mr. Bliss said where the retrofit is free from NH Glass; he doesn't feel there are any obligations to purchase the balances from them. Ms. Mebert asked who made the windows; Mr. McBey said it was Lietex. Mr. Goudreau said to move forward we want to know what the warranty is. Mr. Bliss said he asked Bill for the warranty information but he has not gotten back to him with any information.

Mr. Boodey stated the bus drivers are happy with the loop and there's no back up. Mr. Bliss said the striping was done by a person for Cantwell, but he hasn't seen an invoice yet. Mr. Geuther asked about the Do Not Enter sign down by Mr. Bliss's trailer and said he believes it's facing the wrong direction. He stated driving down into the lower parking lot it looks like its saying not to enter by that direction.

I. Bonnette, Page & Stone – Progress Report: Mr. McBey said the trades are winding down with finishing the punch lists, clean-up and run down things. Big deals happening now are getting the generator up and running and the boiler is being fired up tomorrow. He said he looked into the cost of metal versus aluminum for with window walls and it would cost for 2 windows and both sides of



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the well \$21,874.00 for a horizontal panel and a custom cap. Mr. Bardwell asked about stucco as an alternative; Mr. McBey said there'd still be the same issue of water getting through on the other side. Ms. Mebert asked about sandblasting; Mr. Goudreau said it will take you down to the cement but it will start to degrade over time. Once the sheen is off the cement it starts degrading. Ms. Weston asked how long it would take; Mr. Goudreau said over time. Water will get into any holes or cracks and will freeze and thaw over time causing water vapors which cause blistering. Mr. Bliss said \$21,000 buys a lot of refinishing. Mr. Boodey said there is only one room that has classes in it and it's not all day, the other rooms aren't used on a regular basis if that makes a decision any easier. Dr. O'Connor asked if the drains were screened in each well; Mr. McBey said not yet. Dr. O'Connor said several weeks ago there was a lot of water in the boiler room and asked if he could get a report next week on what was done to seal the walls and product used. Mr. McBey said the water in the room was because they had an open trench; Dr. O'Connor said he heard water was coming out of the walls and a pipe that might have connected to the old boiler. He then asked if the sump pump was tied into the generator; Mr. McBey said it was and said it is also a double staged pump.

Mr. McBey said he had a couple of items he needed to bring before the committee for approval. The first was a couple of rooms that need an intercom call switch. When the other call switches were added it ate up all the space in the current system. They are working on an expansion card and as things change they can add call switches as needed. The cost for the expansion card is \$2,353. Ms. Mebert asked how many rooms were left with no intercom; Mr. Goudreau said it's typically offices, but some of the rooms' stations were added. A decision was made to have offices use phones. Ms. Mebert asked in order to get the call stations this card was needed or it might not be needed. Mr. Boodey said students know if they need help they can hit the call button and someone will answer. He also stated that Mr. Bliss and he nit picked on who was getting a call button. Right now the school has minimum students; however, if they redistrict in the future this allows room for expansion and he believes the card will be used in the future. Mr. McBey said there are also several rooms now being used for needs other than originally intended and Mr. Boodey needs phones in these rooms, which includes jacks, testing, etc for a total cost of \$1,963. The total in change proposal he is asking for tonight is \$4,316. Mr. Boodey said grade levels used to have phone numbers assigned to them and currently the numbers are still active but there is no phone attached to the numbers and the learning center will need a phone. He's being as frugal as he can be, but these are needed in these rooms. Ms. Verville said she's gone over the list with Mr. Boodey & Mr. Bliss on where they want phone to be placed. Ms. Mebert said this is a learning experience for future project; when you have the walls open and are running wires, make sure every room is wired for phones and computers just in case. Mr. Geuther said he had a question on Mr. McBey saying they're getting tight on contingency monies. Mr. McBey said he's playing it close because there are some subs that aren't as good on billing in a timely manner as others and he wants to make sure all invoices are in. Ms. Weston said she has had a couple of people ask her when the project will be done; Mr. McBey said they are looking at mid October at this time. Mr. Geuther said one thing to think about is they are on schedule. Ms. Grady said when they were originally looking over the bids, everyone else said it was going to be a 3-year project and BPS was the only one coming in to finish under 3 years and they are on target. Mr. Boodey said the other thing is during all this time there has been no impact on child services and feels it's important for the public to know that.



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(RECORD NOTE: Dr. O'Connor left at 5:45 p.m. for a previous engagement.) Mr. Goudreau said they are still on schedule and that is with adding the generator to the scope. Still have contractors and box at the school, but they haven't disrupted any school business. Mr. Bardwell asked about an open house. Mr. Boodey said he has 2 different needs for the open house. One is for former employees who want to see the school in action and then the general public who can't make it during school hours. He also mentioned wanting to put the time capsule back and wants the students involved. He would like to do the grand opening about mid November. Mr. Bardwell said he was scheduled to leave for Florida on November 4th, but could delay if necessary. Ms. Grady said at the last meeting during the tour of the school they discussed the stage curtain and asked where that was; Mr. McBey said he hasn't heard from the company yet and will call and get an email out to everyone about the cost. Ms. Grady then asked about the floor covering for the gym floor and asked where that stood. Ms. Verville said it was left with the school district to go out to bid with a statement that it was subject to JBC approval. Mr. Boodey mentioned he has his open house next week and was hoping the mat would be in before then because the chairs do not have rubber on the feet and could damage the floor. Ms. Weston asked if they could borrow the mat they used at the McConnell Center when Senator Obama was there last week. Mr. Geuther asked if they could check with rental companies to see if they had something they could use for the open house. Ray Bardwell motioned, Doris Grady seconded to go out to bid for a floor mat with the statement, "Subject to JBC approval." A roll call **VOTE PASSED: 5/0**

- J. Other:** Ms. Weston said the update on the scoreboard was she took a picture of the score board at the McConnell Center and when she saw the Pepsi sales rep, he said he was looking into it with his boss. He mentioned the elementary schools only sell water and she told him Janetos sells a lot of water from them. She asked him to go back to his boss and tell him it's either going to be a Pepsi or Coke sign. Then said even if they only sell water in the school, if they see the Pepsi sign when they go home and want something to drink, they will think of Pepsi. She said when she sees the Coke rep if she hasn't heard anything from Pepsi she was going to say the same thing. Mr. Boodey said he'll believe it when he sees it.

Mr. Geuther asked about going out to bid for new chairs. Mr. Boodey said most of the chairs are housed at WPS but are used all over the city for events. Ms. Verville said Dr. O'Connor and she talked about this a few weeks ago. Dr. O'Connor has vendors in mind and is asking the committee if they want her to proceed with the bid. Mark Geuther motioned, Ray Bardwell seconded approval to proceed with going out to bid. An oral **VOTE PASSED: 5/0**

Ms. Grady asked about the lighting on the stage; Mr. Bliss said they are going in now. Ms. Grady then asked about the additional furniture needed. Mr. Boodey said he is in negotiation with his staff; he doesn't want to buy too much of 1 thing. Ms. Grady said they should wait on the wish list items until other things are settled. Mr. Bardwell said they need to go out to bid and then prioritize. Ms. Grady said in order to save the gym floor the mats should be top priority. Ms. Verville said she will come back with numbers. Ms. Mebert said they should wait until the dust settles to see what's needed.



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SAU Office:

K. CIP Financial Report – SAU Office: Ms. Verville read into record the total available budget remaining as of September 18, 2008 is \$30,438.38. Ms. Verville also stated that after further discussion between Dr. O'Connor and her; they are not going to come back to the committee for a second copier. Mark Geuther moved, Ray Bardwell seconded approval of the CIP Financial Report. An oral **VOTE PASSED: 5/0**

L. Approval of Payments:

- a. City Seal and School Logo Signage estimate from Sigh Effects – Amount \$680.00: Ms. Verville explained they were looking for approval to put the green wave logo in the reception area and the City seal and green wave logo in the stairwell. Mark Geuther moved, Ray Bardwell seconded approval of City seal and school logo signage. A roll call **VOTE PASSED: 5/0**
- b. Final billing for network cabling due Graybar – Amount \$1,283.88: Ms. Verville said she asked Chris Roberge to write why the invoice is outstanding and has attached it to the invoice. This material was used at the SAU office and no where else. She also said Tom Kelly took the product at the high school to show students what to do. Mark Geuther moved, Ray Bardwell seconded approval of payment to Graybar in the amount of \$1,283.88. A roll call **VOTE PASSED: 5/0**

M. Other Approvals:

- a. Furniture estimate from Goodwin's for Special Education Office – Amount \$1,220.00: Ms. Verville explained the SPED director only got a desk and table for her office and is currently using second hand pieces and she would like her to have new furniture for her office. She also stated the furniture is being sold at 48% reduction. Ray Bardwell moved, Karen Weston seconded approval to order furniture in the amount of \$1,220. A roll call **VOTE PASSED: 5/0**

N. Other Business:

- a. Re-examine security camera needs in SAU Office: Ms. Mebert asked why they were revisiting the security system. Ms. Verville said they do have an obligation to Seacoast Security but as an after thought, they're not sure if they are getting a price of apples-to-apples. Ms. Mebert said they were told the cameras at Seacoast had higher resolution cameras versus Burns. Ms. Verville said Dr. O'Connor wanted to make sure they weren't over buying and was wondering if they needed everything. Ms. Mebert said they started with a lesser system and perceived there was a need for more security, now we're not in need of more security. Ms. Verville said where no one really knows much about cameras; she and Dr. O'Connor didn't know if they were over buying. Ms. Weston asked about the third floor; Ms. Verville said security would come out of franchise fees. Ms. Weston said the set up was for a camera in both stair ways and looking at the elevator. She also said you don't need a high resolution to ID a person. Mr. Bardwell asked why we were writing the specs he suggested going to Burns to write the specs and then go out to bid with the same information. Mr. Goudreau said Howard Systems has written specs for him when doing



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police departments and they were very helpful. Mr. Geuther said the initial was for design/build which is what Burns did. Former facilities manager decided going to Seacoast and they got a price that was lower and we don't know if that is good or bad. Brought up that no one knew quality of system; design build approach is different to get apples to apples. He also mentioned that Howard Systems is the same as Burns & Seacoast. Mr. Bardwell suggested going to the manufacturer for specs. Ms. Weston said they need to make sure the cameras we get are able to freeze a picture at normal speed and still have it clear enough to make out who the person is. Mr. Bardwell asked what Dover PD is doing; Ms. Verville said they use Fortress. Ms. Mebert asked Ms. Verville to call the Hampton School District to ask about Seacoast. Ms. Verville said she will talk with Bob Berry. Ms. Verville said if it's the desire of the committee to continue with the security, she will contact other companies for quotes. Mr. Goudreau asked if they were putting in just cameras or an intrusion system as well. Ms. Grady said there are stored records and some sort of security is needed. Ms. Verville said there are only 2 sets of steel doors so one camera for each end. Ms. Weston asked about silent alarms to the PD; Ms. Verville said the building has sprinklers and does feel it's necessary. Mr. Geuther said they should get 2 or 3 additional prices and have a demonstration of the equipment; Mr. Bardwell said have someone from the SAU go and look at the systems and come back with a report.

- O. Schedule next JBC Meeting:** The next JBC meeting is scheduled for Thursday, October 2, 2008 at 5:00 p.m. at the Superintendent's conference room.
- P. Adjournment:** Mark Geuther moved, Ray Bardwell seconded to adjourn the JBC meeting at 6:40 p.m. An oral **VOTE PASSED: 5/0**

Respectfully submitted,

Carolyn Mebert/pb

Carolyn Mebert, Joint Building Committee, Co-Chair
Joint Building Committee
CM/pb