

**GES Phase II Addition & Renovation Joint Building Committee**  
**Meeting #2**  
**February 2, 2006**  
**Dover, New Hampshire 03820**

**A. CALL TO ORDER:** A meeting of the GES Phase II Addition and Renovations Joint Building Committee was called to order on Thursday, February 2, 2006 at 5:07 p.m. at Garrison Elementary School's Library.

**B. ROLL CALL:** Present were Carolyn Mebert, Doris Grady, Jason Hindle, and Catherine Cheney. Also present were Laurie Verville, Business Manager; John O'Connor, Superintendent; Anna Parrill, Principal of Garrison Elementary School; Joanne Eaton, Facilities Manager; Phil Casey, Clerk of the Works; Gary Goudreau, Goudreau & Associates; Jennifer Beloin, Beloin Construction; and Marcus Weisgerber, Foster's.

**C. APPROVAL OF MEETING MINUTES:**

AMENDMENT: Under Section H, second to the last paragraph, Mr. Goudreau stated that the wording was incorrect regarding the condenser units. It should have read: He mentioned that the original shop drawing showed a Train condenser unit that was at 244 amps and we looked into a McQuay unit, which is at 184 amps; however, we went with the lower priced condenser unit, Train, which is 244 amps. Also in the same paragraph is: Mr. Goudreau mentioned that it might cycle on and off less frequently.

Carolyn Mebert moved and Doris Grady seconded approval of the January 5, 2006 meeting minutes.

An oral **VOTE PASSED: 4 – 0**

**D. REVIEW OF E-MAIL EXPENDITURES:** Laurie Verville stated that there were no comments outlined in the attached e-mails because they were self-explanatory. After receiving yes votes back from all members of the committee, Ms. Verville spoke with Jennifer Beloin on the changes to go ahead with the items listed in the e-mails; the expenditures are already considered in the financial report.

Mr. Casey mentioned that the roof repair has been completed; however, they are finding that there is one little leak above the administration office that they are having trouble locating. Murphy has been called back to see if they can find the leak. It seems to be dripping between the two roofs, but they are having problems locating it because it only drips occasionally.

Doris Grady moved and Carolyn Mebert seconded approval of the expenditures for the roof repair, gym lines, plumbing line, data lines and upgrade of breaker.

An oral **VOTE PASSED: 4 – 0**

**E. CIP BALANCE:** Laurie Verville reported the following balances in the CIP Account as of January 30, 2006.

Expenditures to date: \$ 729,917.39

Obligations to date: \$ 1,394,640.06

GES: After expenditures, change orders that have been approved, and obligations reported to date, the remaining balance is \$ 25,442.55

Carolyn Mebert moved and Doris Grady seconded to accept the Financial Report.

An oral **VOTE PASSED: 4 – 0**

**F. PAYMENT OF BILLS:**

Ms. Verville stated that these bills coincide with what we have under obligated monies for Goudreau & Associates Architects. The total for both invoices is \$7969.50; however, Ms. Verville asked Mr. Goudreau if there would be any other expenditure regarding any design changes. Mr. Goudreau stated that this is the last group of plans, unless there are any other additions or major changes being made.

Catherine Cheney moved and Doris Grady seconded the following payments

- a. Goudreau & Associates Architects invoice #2005.01-07 dated January 9, 2006 for \$7,182.00
- b. Goudreau & Associates Architects invoice #2005.01-08 dated January 9, 2006 for \$787.50

A roll call **VOTE PASSED: 4 – 0**

Ms. Verville stated that the next bill is a progress payment and has already been encumbered. However, she did ask Mr. Casey how much further they needed to go. Mr. Casey mentioned that the heads in the teacher's room and off the corridor and out to the new gym still needs to be completed. Ms. Verville stated that the finance was on track and at this time, there are no change orders.

- c. John L Carter Sprinkler Co., Inc. invoice #3554 dated January 24, 2006 for \$2,285.00

A roll call **VOTE PASSED: 4 – 0**

Ms. Verville asked Ms. Beloin if the attachments of Ray Martineau Electrical and Palmer & Sicard were clarifications for payment application #4. Ms. Beloin stated that it was backup paperwork for the application of payment. Ms. Verville also mentioned that there were corrections made on page 3 of the application. Ms. Verville discussed the changes with Mr. Goudreau and they were then discussed with Ms. Beloin who was ok with the corrections.

- d. Beloin Construction Appl #4 dated January 26, 2006 for \$253,460.00

A roll call **VOTE PASSED: 4 – 0**

**G. PHASE II UPDATE:** Ms. Verville asked Mr. Casey to give a progress report on Phase II. Mr. Casey mentioned that the work was going along faster and they were getting more done. However, there was a slight problem encountered and is currently being corrected at no charge. The masons were working so fast that they went too high on the steps off of the gym by a block making it higher than the lower wall.

**H.** The inspector for the steel was out and noticed a few discrepancies; he will be back after the corrections have been made. Mr. Casey mentioned that Glen, the foreman, caught that there was no stiffness on the steel and Mr. Goudreau was phoned. Mr. Casey mentioned that the steel goes through several steps, all handled by different people/companies and if one person misses a step and is not caught, there will be problems. Ms. Beloin mentioned that the problems the inspector had noted would be taken care of.

Mr. Hindle asked what the time line is at this time. Ms. Beloin mentioned that they were approximately 4 weeks behind schedule on the whole project. Part is due to the electrical panels and having no electricity in the new administration office, which then delays the work to be done in the new nurse's and guidance counselor offices. Also, with poor or no lighting the sub-contractors are complaining because they are not able to work as fast getting their work done. Ms. Verville asked if they have taken delivery of the panels; Ms. Beloin stated that they have taken delivery of some of the panels and believes that there is one more they are waiting for. Mr. Hindle asked if there were any surprises in the future that would affect the \$25,442.55; Ms. Beloin did not see any. Mr. Hindle mentioned that it appears that the completion of the project will not be until sometime in April. Mr. Hindle asked if it was possible to have a tour of the building at our next meeting; Ms. Beloin stated that it would not be a problem.

Mr. Casey stated that he received a quote for the two sinks and that it came in much higher than originally thought. Ms. Beloin asked if these sinks were from Phase I construction and not Phase II, which Mr. Casey stated that it was from Phase I. These are the sinks for the music room and OT/PT room and the quote he received came in at \$1,600 and we had originally budgeted for \$900. Ms. Verville mentioned that we did have

\$1,600 remaining from Phase I and could be used towards the sinks; however, Mr. Casey stated that he would like to contest the cost.

Mr. Casey then asked about the alarm system in the new gym; did we want a separate keypad from the rest of the school. Ms. Eaton stated that she did not want to have two separate codes; at the High School there is no alarm in the gym, the doors are mag locked. She does not want to see access given to the rest of the school during the weekends and is concerned that with two separate codes, if people leave the gym area and head out into the school section, the alarm system would be set off and she would be called every time the alarm went off. Mr. Casey mentioned that he checked with the other schools and they do not have separate systems. Ms. Cheney asked if it would be better to have one master code for both alarms and if the alarm is turned off in the gym area, they should not have access to the rest of the school. Dr. O'Connor asked what is currently in place. Mr. Goudreau stated that there are locks on all doors and if anyone left the gym heading towards the new wing, there is a set of doors that leads to the outside and a little further down the ramp to the new wing is a set of doors that are locked. Once they are outside, they are not able to re-enter the building. Ms. Cheney asked if it was really necessary to have two keypads. Both Ms. Eaton and Ms. Verville did not feel it was necessary; however, Dr. O'Connor felt that it would be necessary due to the fact that, unlike the High School, there is poor lighting in the back of Garrison and students hang out after dark, sometimes all night, and there could be after hour problems. Mr. Goudreau stated that there could be two zones set up and have only one access code. Ms. Verville asked if this would be an additional cost; Mr. Casey mentioned that it wouldn't be because they are already installed.

- I. WPS FINANCIALS:** Ms. Verville stated that Woodman Park received an appropriation of \$150,000 for the conceptual design. To date, after expenditures and obligations, there is a remaining total of \$79,492.31 available. The second page of the CIP report for Woodman Park shows an appropriation amount of \$9,000,000.00 for 2007 and to date no monies have been expended. Mr. Goudreau wanted to clarify that the renovations for the SAU office was not included in the \$9,000,000, to which Ms. Verville confirmed.

Carolyn Mebert moved and Doris Grady seconded to accept the Financial Statements for Woodman Park.

An oral **VOTE PASSED: 4 – 0**

- J. REVIEW CLERK OF THE WORKS BID RESULTS:** Ms. Verville discussed the process she went through before going out to bid for a Clerk of the Works for the Woodman Park School project. She had spoken with several administrators throughout the State and she also spoke with people from Construction Summary about experienced people to contact for the Clerk of the Works position. A total of five contacts received a bid proposal packet and of the five we received two responses. First respondent was James VanValkenburgh who submitted a cost of \$35.00 per hour along with reimbursables for travel, copies, and phone charges. The second respondent was John Stowell who submitted a cost of \$48.00 per hour with no request for reimbursables. Ms. Mebert asked if we had an estimate for the number of hours on the project. Ms. Verville stated that it would be a part-time position going to a full-time position at approximately 30 hours a week; however, it needs to be re-examined. Ms. Grady stated that she just did a rough estimate on how much it would cost for the Clerk of the Works and came up with \$220,000 to \$249,000 for the project at 40 hours a week and knows that there is not enough money in the budget for that cost. She also was on the committee for the Middle School, which turned out to be a very expensive job. Ms. Verville asked Mr. Goudreau if it would be possible to have the Clerk of the Works working 4 hours a day communicating by mobile phone or e-mail. Mr. Goudreau stated that for the new addition, there is certain paperwork that does not have to be completed at the site and there would be some days that he would have to be on site either more or less than 4 hours a day. However, for the renovation of the school, the hours could exceed 20 hours a week due to not knowing what hidden items the construction crews will run into.

Ms. Verville suggested an alternative to not act on the two bids that we received and instead submit an employment ad with the number of hours specified. They would be employed for the three years of the project but would not receive any benefits. Dr. O'Connor asked if there would be any breaks between projects; Mr. Goudreau stated that there should be a break between the first and second phase where classrooms will have to

be relocated for the renovations. Dr. O'Connor asked if it would be more feasible to go with three shorter-term contractors in place of hiring an employee. Ms. Verville stated that she would like to solicit for employment and advertise as an hourly position at a rate of \$25.00 per hour with no benefits. After reviewing the applications, candidates will be chosen for an interview, and as part of the interviewing process, a detailed explanation of what the job will entail will be discussed.

Mr. Hindle asked what the plan would be on the advertising. Ms. Verville stated that she will run an ad next week and will have it run for approximately 3-5 days with a deadline for applications approximately 10 days after the advertisement. After looking at a calendar the following dates were discussed: The ad will be run from February 9<sup>th</sup> through February 12<sup>th</sup> with a deadline of Tuesday, February 21<sup>st</sup> to receive applications. Mr. Hindle suggested that the committee meet in a non-public session on Thursday, February 23<sup>rd</sup> to review the applications received. Ms. Verville stated that prior to the 23<sup>rd</sup> she would keep everyone informed on the number of applications received. Ms. Verville stated that advertising will be done through Foster's, Portsmouth Herald, the school district's website, and Construction Summary.

**NON-PUBLIC meeting** on Thursday, February 23, 2006 at 5:00 p.m. at the Superintendent's office.

**K. OTHER OBLIGATIONS FOR WPS:** Ms. Verville stated that she had none at this time.

**L. NEXT MEETING:** The next meeting for the JBC is scheduled for Thursday, March 9, 2006 at 6:00 p.m. at Garrison Elementary School in the "new" library.

**M. ADJOURNMENT:** Carolyn Mebert moved and Doris Grady seconded adjournment of the JBC Committee at 5:50 p.m. A roll call **VOTE PASSED: 4 – 0.**

Respectfully submitted,

Jason Hindle, Chair  
Join Building Committee  
JH/pb