

**GES Phase II and WPS Addition & Renovation Joint Building Committee
Meeting #19
January 11, 2007
Dover, New Hampshire 03820**

A. CALL TO ORDER: A meeting of the WPS Addition and Renovations Joint Building Committee was called to order on Thursday, January 11, 2007 at 5:02 p.m. in Superintendent's office.

B. ROLL CALL: Present were Jason Hindle, Catherine Cheney, Carolyn Mebert, Doris Grady, and Raymond Bardwell. Mark Geuther arrived at 5:10 p.m. Also present were John O'Connor, Superintendent; Laurie Verville, Business Manager (Ms. Verville departed at 5:30 p.m.); Joanne Eaton, Facilities Manager; Patrick Boodey, Principal of WPS; Michael Bliss, Clerk of the Works; Steve Silver, Goudreau & Associates; Keith McBey, Bonnette, Page & Stone (BPS); and Steve Silver, Goudreau & Associates.

C. APPROVAL OF MEETING MINUTES: Raymond Bardwell noted he was not present at the December 14th meeting and minutes should be updated to reflect this.

Raymond Bardwell moved, Catherine Cheney seconded, approval of meeting minutes of December 14, 2006 and December 28, 2006 as revised. An oral **VOTE PASSED: 5/0**

D. CIP BALANCE:

Ms. Verville reported the balance of the FY 2006 CIP account as of January 7, 2007 is \$79,492.31; which remains unchanged.

Ms. Verville reported the balance for the FY 2007 CIP account as of January 7, 2007, and after deducting the 2 recent votes in the amounts of \$2,500 and \$3,900, the remaining balance is \$3,278,603.06.

Mr. Hindle asked if there were any questions or comments regarding the CIP reports. Hearing none, Mr. Hindle asked for a motion of approval.

Catherine Cheney moved, Raymond Bardwell seconded, approval of the CIP Financial Report. An oral **VOTE PASSED: 5/0**

E. PAYMENT OF BILLS:

Mr. Hindle read the following payments into record:

- a. John Turner Consulting Inc. Invoice #06-212-008 dated 12/8/06 for \$949.00
- b. John Turner Consulting Inc. Invoice #06-212-009 dated 12/20/06 for \$762.00.

Mr. Hindle asked if there were any questions or comments. Hearing none, Mr. Hindle asked for a motion. Catherine Cheney moved, Raymond Bardwell seconded, payment to John Turner Consulting Inc. in the amount of \$1,711.00. A roll call **VOTE PASSED: 5/0**

- c. Goudreau & Associates Invoice #2006.02-10 dated 1/4/07 for \$87,249.00

Mr. Hindle asked if there were any questions or comments. Hearing none, Mr. Hindle asked for a motion. Catherine Cheney moved, Raymond Bardwell seconded, payment to Goudreau & Associates in the amount of \$87,249.00. A roll call **VOTE PASSED: 5/0**

(Record Note: Mark Geuther arrived at 5:10 p.m.)

- d. Bonnette, Page & Stone App. #5 dated 12/31/06 for \$626,619.00

Mr. McBey of Bonnette, Page, & Stone brought the original, notarized application with him for approval. Board members were previously provided with a copy of the application. Ms. Verville asked Mr. Bliss if he had had an opportunity to review the application. Mr. Bliss stated that he had. Ms. Verville asked Mr. McBey to be sure to submit future applications, with Gary Goudreau's signature, to her office at least 4 days prior to JBC meetings. Mr. McBey indicated he would do that. Mr. Geuther asked if the gross amount of the application was being approved. Ms. Verville stated the request was to expend the gross amount, \$626,619.00, less 10% that will be placed in retainage. Ms. Verville stated there was \$107,326.40 being held in retainage as of January 7, 2007. As the project nears completion, requests for release of retainage will come before the JBC. In the future, Ms. Verville stated she would indicate the amount of retainage for the record.

Mr. Hindle asked if they, (Mr. Bliss & Mr. Goudreau), both concurred on the application; both said yes. Mr. Hindle asked if there were any other questions or comments. Hearing none, Mr. Hindle asked for a motion. Catherine Cheney moved, Raymond Bardwell seconded, payment to Bonnette, Page and Stone in the amount of \$626,619.00. A roll call **VOTE PASSED: 6/0**

F. OTHER INVOICES:

Mr. Hindle read the following payments into record:

- a. Goudreau & Associates Invoice #2006.02-12 dated 1/4/07 for \$8,440.00

Carolyn Mebert moved for the purpose of discussion, there was no second, to pay Goudreau & Associates invoice in the amount of \$8,440.00.

Mr. Bardwell questioned the reason for this bill. He stated, in his work, "if I have to make ten revisions, I do it as part of the scope of my work." Mr. Silver noted the \$8,440.00 charged reduced the overall budget by \$250,000. Mr. Geuther asked for an explanation of the scope of the work done. Mr. Silver stated the changes caused by the elimination of the SAU from Woodman Park School necessitated redesign including the return of the cafeteria to its original placement, reduce the amount of demolition, elimination of wing demolition. Ms. Grady noted she was having trouble with the invoice. She stated she wished Mr. Goudreau had said, "People, you know your making changes is going to cost you money?" The Superintendent agreed that everyone was uncomfortable with payment of and disappointed to have received this bill. He suggested that, since the bill was in response to moving the SAU and, since we are looking to bond money for the McConnell Center, perhaps the invoice could be transferred for payment under the McConnell Center JBC project, if that were legal. Mr. Hindle stated it was not and could not be done. Mr. Silver explained the charges could have been avoided if the District had made its decision on the SAU earlier. Because the engineers plans were signed-off last year, and they went ahead and scheduled based on those plans. Then, they were told to stop all work for a five-week period.

Doris Grady moved, Catherine Cheney seconded, to table payment of the invoice for further discussion with Gary Goudreau. An oral **VOTE PASSED 6/0**.

- b. Goudreau & Associated Invoice #2006.02-11 dated 1/4/07 for \$2,750.00

Mr. Bliss asked if this invoice was the one that would be partially reimbursed by Northern Utilities. Ms. Verville stated it was, pending the installation of energy efficient equipment.

Ms. Grady noted the project shown on the invoice was for Woodman Park Elementary School – Energy Modeling & Analysis (Phases 1, 2 &3). She asked that "3" be deleted since there would no longer be a phase 3 to the project. Ms. Verville stated the 2nd phase was considered to be the first wing, and the 3rd phase was considered to be the second wing. Ms. Grady suggested deleting references to all phases. Mr. Hindle stated the change could be made and the reason noted in the record.

Raymond Bardwell moved, Catherine Cheney seconded, to pay Goudreau & Associates in the amount of \$2,750.00 A roll call **VOTE PASSED 6/0**.

c. Treasurer, State of N.H. – NH-DES Wetland Bureau Dredge/Fill Permit for \$290.00

Ms. Verville stated that in order to proceed with the dredge and fill permit for the parking lot off Silver Street, a permit, costing \$290.00, needs to be submitted to the state. She added that John Scott would also be providing information to her tomorrow to get the application moving along. Mr. Bardwell asked if the application was ready to go. Ms. Verville stated it was not, but the fee needs to be sent with the application. Mr. Bardwell asked if the JBC would need to go back to the Conservation Committee regarding the waiver of land. Ms. Verville stated they would.

Raymond Bardwell moved, Catherine Cheney seconded, to pay the State of New Hampshire Department of Environmental Services permit fee in the amount of \$290.00. A roll call **VOTE PASSED 6/0**.

G. OTHER:

a. Approve notes from Tour of Cafeteria & Kitchen relative to Scope & Financial Obligations

Ms. Verville provided committee members with the Architect's Report of Meeting Minutes prepared by Steve Silver. She then asked committee members to refer to item VIIa, Page 1 of 2 in their agenda packets. She noted that Mark Covell from Food Services intends to expend \$35,000 to cover new stove, convection oven, repairs to dishwasher, refrigeration compressor, serving tables, and a fire suppression system. Mr. Bardwell stated that the \$30,000 figure was where they were at the last meeting. Mr. Silver stated the cafeteria director met with them after that meeting. Ms. Mebert asked what was not included in the \$35,000. Mr. Silver stated the fire suppression system was included in the \$30,000 so that will be broken out. Ms. Grady asked for a total approximate cost. Mr. Silver stated at this time the cost is approximately \$30,000 for work associated with the upgrade of a grease hood, ductwork and extinguishing system. All other work recently discussed on plumbing and electrical modifications needs to be priced out by BPS before the complete cost is known. Mr. Bardwell asked how much the engineering and architecture services would be and whether we paid a percentage rate. Mr. Silver stated the A/E fee for the project is based on a percentage of the cost of construction. When the kitchen renovation work gets added to the scope, the A/E fee will be adjusted accordingly to cover the design work. There will be no separate hourly fees charged for this work. Ms. Mebert asked whether what they were discussing is necessary to get the kitchen to code. Mr. Silver stated it was.

Raymond Bardwell moved, Catherine Cheney seconded, to accept the report. An oral **VOTE PASSED 6/0**.

Ms. Grady expressed her concern that she was "finding all sort of figures thrown at us tonight. How much is the total cost? Where are we taking the money from? I want to know what I can say to the community. 'We're going to do the kitchen; it costs this much money', not, 'I don't know what it costs.' I want some figures." Ms. Mebert noted the JBC was only accepting the minutes at this point. Mr. Bardwell agreed with Ms. Grady. "I'd like to see we're adding or subtracting from a certain figure." Mr. McBey stated the committee would be looking at those figures later tonight.

b. Approve Course of Action for Warranty on Cafeteria Flooring to be installed Over Existing Flooring:

Mr. McBey explained he was carrying funds in the budget assuming the flooring is going over what is there and carrying a percentage to cover 'bad spots.' Ms. Mebert asked if the floor is covering cement and was told that was correct/. Ms. Grady noted, "All of this bad stuff was supposed to be pulled up already. I don't want to see somebody have to come along and pull it up. We're spending big money. We should do the job right or not at all." Mr. Bliss stated all asbestos was removed in 1994 but much of the mastic was left. The contractor ran out of time and could not finish before September of that school year. The decision was made by the Facilities Director at that time, and some mastic was left, although he did not know exactly where. Ms. Mebert noted that Mr. McBey has experience in these areas and asked his opinion. Mr. McBey stated he would rely on the floor manufacturer and if he is willing to warranty the floor for one year if it is installed on top of the existing floor, he would do that. Mr. Bardwell noted A&E Flooring stated, "...as long as the base tile is solid and not hollow sounding, there should not be a warranty issue." Mr. McBey stated, "If there's something horribly wrong, we'll know within a year." Mr. Bliss stated a rough estimate from RPF to abate the asbestos mastic would be approximately \$90 to \$100K. He added that in RPF's view, as long as you can encapsulate the mastic, that's the way to go. Ms. Grady asked if that could be put in writing. Mr. Bliss stated he thought that

could be done. Ms. McBey noted if, and when, another Board wants to remove the floor, it would cost even more for the extra layer. Mr. Geuther stated his opinion that the question should be, “Should we address the asbestos now? I have no problem going over it now.” Mr. Boodey asked if it was throughout the entire building, or just the cafeteria. He was advised it is throughout the entire building. Ms. Cheney asked, besides the cost (\$100K) how it would affect the construction schedule? Mr. McBey stated it would take a good part of the summer for the abatement.

Catherine Cheney moved, Raymond Bardwell seconded, to approve laying the new floor over the existing mastic. An oral **VOTE PASSED 5/1 (Grady opposed)**.

H. CONSTRUCTION SCHEDULE PROVIDED BY BONNETTE, PAGE, & STONE: Mr. McBey provided members with an updated construction schedule. He stated phase I (the addition) was going well and he is anticipating an end-of-May completion. He noted that might move into June and he would provide a monthly update.

I. PROGRESS REPORT BY BONNETTE, PAGE & STONE: Mr. McBey provided members with an updated Design Development Budget and reviewed the following projections with the JBC:

Total Renovation Budget:	\$ 6,139,337
Boiler Replacement Allowance	\$ 125,000
Adjusted Renovation Budget	\$ 6,264,337
Phase I Addition & Reroof	\$ 4,934,000
Projected Construction Cost Budget	\$11,198,337

Next, he reviewed “soft-costs”:

Administrative Costs	\$ 410,000
A & E	\$ 770,975
Pre-construction Services for CM	\$ 10,300
Construction Costs:	
Phase I	\$4,934,000
Phases 2 & 3	\$6,264,337
Other & Miscellaneous (5%)	\$ 315,000
Total Master Cost Schedule (including soft costs)	\$12,704,612

Mr. Bardwell asked if the figures given were “backed-up” by subcontractors. Ms. McBey stated they were. Mr. Bardwell asked whether they could go out to bid now with plans and specifications. Mr. Silver stated documents would be ready to go to bid in the first week of February. Mr. McBey said he used the existing plans and specifications and got “spot” bids based on these preliminary plans. Mr. Bardwell noted, if the boilers were removed from the project and no contingencies were found, it would save \$400,000 of the budget. There was a brief discussion regarding the condition of the boilers and members concurred the boilers must be done.

Mr. McBey then asked JBC members to review areas he had highlighted in the Design Development Budget for clarification. Mr. Hindle stated the JBC would review item by item and delete what they felt was unnecessary at this time. If there is money left over, the item could be added back in to the project.

- Allowance of \$10,000 to assist staff in final cleaning. After a brief discussion, Catherine Cheney moved, Carolyn Mebert seconded, to delete this item from the budget. An oral **VOTE PASSED 4/2 (Grady and Geuther opposed)**.
- Sitework - \$19,750 (This was scaled back from the original scope of work at \$100,000) Mr. McBey requested the JBC review each of the items listed under site work for points of clarification. Subsequent to review, the JBC concurred this item was to be left as is.
- Masonry – Includes ground face block infill at the locker cavities – The JBC concurred this item was to be left as is.

- Steel – New rails at balcony and rails at stair 1 & 2 serving balcony – both in gym. This is a code issue. The JBC concurred this item was to be left as is.
- Library Storage Room – double load freestanding units – Mr. McBey noted \$40,000 is being carried in the budget for this item. Because this is simply a storage area, perhaps plywood or pre-fab shelving could be used instead. Mr. Silver agreed – material would not even be in the mid-range of cost. He added this might also be moved to FF&E costs. Dr. O'Connor asked if anyone knew someone at Home Depot who could get storage shelving at a “deal.” Ms. Cheney agreed and suggested everyone keep an eye out for suitable storage materials at a low cost. Upon completion of discussion, Raymond Bardwell moved, Catherine Cheney seconded, to delete this item from the budget. An oral **VOTE PASSED 5/1 (Geuther opposed)**.
- Plastic Laminate Cap at low exterior wall – Mr. McBey stated this was to treat the top of the low wall being place around the room perimeter. This would provide a cap from the window across for a one-foot shelf. Mr. McBey stated he felt wood would be a better product and would cost half as much. (\$20,000 to \$10,000). Ray Bardwell moved, Catherine Cheney seconded, to switch from plastic laminate to wood. An oral **VOTE PASSED 6/0**.
- Metal Roofing & Siding – Mr. McBey wanted to point out that canopy roofs are figured as flat membrane and as such, no money has been carried. Existing materials will be stripped, repaired, new fascia and soffit installed only.
- Hollow Metal Doors and Frames – Mr. McBey wanted to clarify this item included new doors and hardware installed in existing frames.
- Special Doors – Kitchen counter shutter and security shutters were added as a result of cafeteria changes. The JBC concurred this item was to be left as is.
- Aluminum Storefront – Mr. McBey wanted to point our the door out 3 & 4 were eliminated per Steve Silver’s scope document dated 1/8/07.
- Gypsum Board Assemblies – Includes soffit to hide duct (not shown on drawings but discussed with design team). The JBC concurred this item was to be left as is.
- Visual Display Boards - based on 32 feet of visual display per classroom, cost is \$33,000. Mr. Geuther questioned whether this item was included in the FF&E budget. Dr. O'Connor will clarify with Ms. Verville. **(RECORD NOTE: Ms. Verville recommends pulling it and adding it to the FFE)**
- Specialties – No funds are carried for projection screens
- Entrance Mats – No entrance mats have been carried
- Appliances – assumes that the existing appliance will be reused in break rooms
- New wheelchair lift carried at stage – Mr. Silver noted this is an ADA Federal code compliance issue. Ms. Verville advised she will research applying for CDBG money to fund this item.
- Mechanical – Included allowance to replace existing boilers. The JBC concurred this item was to be left as is.
- Budget includes a contingency of \$40,000 for unseen demolition

The last items reviewed were costs for interior renovations Mr. McBey explained the January 11, 2007 costs revisions shown in his handout are based on clarifications being made and the receipt of hard bids. (RECORD NOTE: The cost breakdowns are shown in Section 3 of the Design Development Budget presented by Bonnette, Page, and Stone Corporation).

Mr. Hindle asked when the documents would be prepared to go to bid. Mr. Bardwell asked if the JBC should bet “harder numbers” before going before the City Council. Mr. Hindle stated his belief that the City Council would have a greater respect for the JBC if they took the time and paid due diligence to present real dollars and not estimates. Mr. McBey stated his were “serious numbers” and noted it is difficult to get serious numbers from sub-contractors if the project is not funded. Mr. Hindle asked if the bids Mr. McBey had solicited were good for a 14-30 day period only. Mr. McBey stated that was correct. Mr. Hindle stated his desire to go before the Council within those 30 days to get funding. He added that soft costs still need to be reviewed by the Superintendent and Business Manager prior to submission. Mr. McBey added the figures do not include FF&E’s and that his budget was to “get to the ball park.” Mr. Bardwell asked what happens if there is money left over at the completion of the project. Mr. Hindle stated the JBC would decide where to spend the money and the funds would not go back to the Council.

Ms. Cheney noted the figures had been revised three times and asked Mr. McBey if he felt confident. Mr. McBey stated he felt VERY confident the project could be delivered for the \$12+ million. "I urge you to give it a try – proceed and go to bid with Council approval." Mr. Hindle noted this City Council is very fiscally minded and the JBC needs to feel confident to be providing the best figure possible. Dr. O'Connor stated he would defer to Mr. Hindle's opinion because "He has an ear to the Council and if he says hold off, I would agree, knowing we can't take months." He suggested Ms. Verville look at the soft costs and a meeting be scheduled next week to discuss.

Mr. Hindle asked JBC members if they could meet next week after the hard cost numbers are figured and proceed from there. Mr. Geuther asked Mr. McBey if he would be confident enough with his figures to sign a GMP this evening. Mr. McBey stated ht was "awful close to being confident." Dr. O'Connor asked Mr. McBey when he could get the GMP's signed. Mr. McBey stated he could review it with his company and get back to the Superintendent tomorrow. They need to discuss the scope of the work and that "involves trust."

Mr. Hindle asked JBC members if they would be available next Thursday, January 18th, at 5:00 p.m. to meet in the SAU noting that Mr. Bardwell will be in Florida and need to communicate by phone. All members agreed to meet January 18th.

Patrick Boodey asked what date he could give when parents asked him when the project would be finished. Mr. McBey stated they hoped to have the project complete for the opening of school in the fall of 2008.

Mr. Silver stated he brought window casing samples, had chosen the closest to the existing windows, and asked if JBC members wanted the samples to take to the site. The consensus was they did not and approved the sample chosen by Mr. Silver.

- J. NEXT MEETING:** The next meeting for the JBC is scheduled for January 18, 2007 at 5:00 p.m. in the Superintendent's office.
- K. ADJOURNMENT:** Raymond Bardwell moved, Catherine Cheney seconded, adjournment of the JBC Committee at 7:05 p.m. An oral **VOTE PASSED 6/0**.

Respectfully submitted,

Jason Hindle, Chair
Joint Building Committee
JH/kgb