

**Woodman Park Elementary School Addition & Renovations and SAU Retrofit
Joint Building Committee
Meeting #29
June 7, 2007**

- 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, June 7, 2007 at 5:00 p.m. at the Superintendent's Office.
- B. ROLL CALL:** Present were Jason Hindle, Catherine Cheney, Carolyn Mebert, Doris Grady, Mark Geuther and Ray Bardwell. Also present were John O'Connor, Superintendent; Laurie Verville, Business Manager; Steve Silver, Goudreau & Associates; Keith McBey, BPS; and Michael Bliss, Clerk of the Works.

SAU Office Renovations:

- C. APPROVAL OF MEETING MINUTES:** Mr. Hindle asked if there were any questions or comments. Hearing none, Mr. Hindle asked for a motion of approval.

Catherine Cheney moved, Doris Grady seconded, approval of meeting minutes for May 31, 2007. An oral **VOTE PASSED: 6/0:**

- D. DISCUSSION OF FLOOR PLAN:** Mr. Silver began with the original plan (A1.01) that was included in the original bid packet. The original plan shows entering the conference room (#016) through the workroom, where the second scheme (A1.01A) has the entrance from a corridor. However, the new corridor reduces the size of the copy room. The upper corner, rooms 13 & 14, are turned to the right side, which increases the size of the two offices. Everything else stayed the same. Mr. Bardwell asked if everything has been looked at and asked if there is a need for all the conference rooms shown. Mr. Bardwell then asked if the receptionist could be moved and possibly move the copy machines into the hallway without much disruption. Mr. Silver stated he needs check with the lease because a lot of the space is common space. Dr. O'Connor mentioned the current SPED and curriculum offices have a conference room that is used frequently and are still needed. Ms. Verville stated she is questioning the location of the receptionist (#23) and how that person is being left out, away from everyone else. Dr. O'Connor mentioned that location was chosen because most people coming to the SAU office would use the elevator and would not know where to go once they got off. Mr. Bardwell asked if the receptionist could be moved back to utilize the copier space. Dr. O'Connor said the wall to the right coming up from the stairs has two water fountains, which lessens the space to place a desk on the opposite wall. Ms. Grady then asked how are people to get to the superintendent's office. Dr. O'Connor said they would need to see the executive assistant. Mr. Bliss asked about having one conference room for SPED and the business manager. Ms. Verville said there is a need for her to have a separate conference room because of private and confidential matters between employees and herself, the H.R. person, or payroll person. Dr. O'Connor asked if she needed another door. Ms. Verville said she would rather not because that could be space for a file cabinet. Dr. O'Connor mentioned taking out the wall in the SPED office. He also mentioned the other conference rooms would have a sign-up sheet for use by other groups. Ms. Mebert verified that there are a total of three conference rooms; Dr. O'Connor said there are two rooms that are small and one large room for the curriculum office.

Mr. Silver continued with scheme A1.01B stating the move of the superintendent's conference room to the outside wall and then having a glass wall to allow sunlight in for the executive assistant. This also allows for a direct connection to the copy room. Dr. O'Connor asked how wide the conference room was in scheme A1.01B; Mr. Silver stated it is 215 sf making it approximately 14' wide. Mr. Bardwell asked if that was going to be large enough and if there was a better layout. Dr. O'Connor mentioned he liked the idea of the window scheme for the conference room, but it doesn't seem to be as elaborate. He

asked if there was a way to somehow make it wider and longer. Mr. Silver asked how many people he would have at any given time in the conference room. Dr. O'Connor said approximately 12 or more people. Mr. Silver said the width works; the issue will be the length. Dr. O'Connor asked if on A1.01A if the conference room could be flipped with the executive assistant space. Mr. Bliss mentioned there wouldn't be room for another desk; Mr. Silver said it would allow for only two desks. Dr. O'Connor said only two desks were needed. Ms. Verville asked Dr. O'Connor is his intention was to have the H.R. person in closer proximity to him; he stated he did want the H.R. person closer to him. Ms. Verville stated she liked the idea of the conference room with natural light; however, in that location you lose the walk over space into the next office. Dr. O'Connor suggested flipping the conference room to the SPED side. Mr. Hindle asked if the School Board meetings were going to be televised from the conference room in his office. Dr. O'Connor said there is going to be a conference room somewhere in the building that has the capability to televise meeting. He said this way they can have the non-public session and only have to walk within the building instead of walking across the street.

Mr. Hindle asked if anyone has considered the SAU storage space being fire proofed. He is aware the district has a fire proof safe in City Hall, but did not know if it has been looked into at the McConnell Center. Dr. O'Connor stated he thought the district would still have access to the safe in City Hall. Ms. Verville stated at some point we should be looking into an electronic web-based system for storage. Mr. Hindle said he doesn't know what Mike has in mind and stated the committee needs to have this in the back of their mind. Dr. O'Connor mentioned he didn't anticipate fireproofing, he expected the school district would be able to continue to use the safe at City Hall. This is an expense that was not looked into.

Mr. Silver continued with scheme A1.01C stating the conference room size increased, which also reduces the size of the superintendent's office; however, it is slightly different in configuration. Scheme A1.01D shows diagonal walls on the end offices and the center of the floor remains the same. Mr. Silver asked if there were any comments on the plans. Ms. Cheney asked about the storage space for curriculum. Dr. O'Connor said they chose that room because the ceilings are high; they go up 12'-15' and a brick wall runs along the backside of the storage room. Curriculum has a lot of materials they have to keep per grade level per subject, which takes a lot of space. Dr. O'Connor then mentioned Ms. Mebert was going to check with Home Depot about their shelving units to see if they would be willing to donate or sell them at a low cost. Ms. Mebert stated she phoned the Newington/Portsmouth store and stated requests are not done locally, everything is done out of the corporate office. She then asked what the weight limit was on the floor because of the heavy-duty shelving and all the curriculum materials would the floor hold. Dr. O'Connor stated it should hold and said a detailed plan had been done. He then mentioned the other storage area has a concrete floor.

Ms. Verville asked to go back to the reception area and stated that person would be working alongside people and with her. Ms. Verville asked if she could reverse her location to where SPED is currently set up. This would allow for someone to cover the reception area if that person had to step away. She then asked about the SPED work group area and asked if that was for the counselors. Dr. O'Connor said that space was for the support staff. Ms. Cheney then mentioned if Ms. Verville moved to the other end of the building the superintendent's conference room could go back to where it was designed. Ms. Grady mentioned if the rooms were switched the conference room would be smaller and asked what if it was completely removed to give Ms. Verville more office space. Ms. Verville said she needed the conference room for meetings and for personnel to look at their files in private. Mr. Silver then asked if everyone thought the copy room was large enough. Dr. O'Connor said it was. He also said it needs to be a workroom for people to have the room to lay projects being worked on. Mr. Silver then asked if it was ok to enter from the corridor side versus the main hallway. Dr. O'Connor stated he did not see a problem with the door location. Dr. O'Connor said at one point there was a discussion about the curriculum area and all the meetings they have during the summer and after hours. He asked Mr. Silver and Mr. McBey if there was any way a drain could be put in that area for a sink; could a drain go where the water fountains were. Mr. Hindle said the whole building was gutted and those pipes were taken out. Mr. McBey said even with no drain, a system to pump the water up into the ceiling space and over

to the bathrooms could be set up. He also said it shouldn't be much money. Mr. Hindle asked if there would be a refrigerator. Mr. Silver said the break room would have a refrigerator. Ms. Mebert asked if the break room would have everything it needs. Dr. O'Connor said it is too small; however, off of curriculum there will be a refrigerator and microwave. Ms. Verville then asked about moving the curriculum space over to where she was and move SPED to where curriculum was. Ms. Verville said she had another thought on the reception area and asked about putting in a laminate countertop for fingerprinting and move the reception desk to the foyer. Dr. O'Connor said if the reception desk were moved, the water fountains would have to be removed to meet code on space. Mr. Silver said he would do a layout to see if it would work. Mr. Geuther then asked if the elevators were set up to be locked out during off hours. Mr. Silver said it did and it also has an extra stop for the bridge that was supposed to connect to the library. Ms. Verville asked for a refresh as to why curriculum storage is placed where it is. Dr. O'Connor said it was the windows; Mr. Silver said it was the modular of windows in that space. Mr. Bliss said they looked at placing the storage room where the conference room is set up, but it didn't work. He also said they changed to double doors in the corridor versus a single door in the hallway. Mr. Bliss said it looks like there is a little miss alignment; something does not look right. Ms. Grady went back to the reception area and stated it will be a high traffic no that there are three other offices moving over. She feels it will be more difficult for the receptionist to get work done. Mr. Geuther stated with more people, it also increases the need for a receptionist. Mr. Geuther then asked about the space between the curriculum work group and the hallway to the copy room/conference room; Mr. Silver said it was an existing masonry shaft that can't be used. Mr. Geuther mentioned there would be a lot of people to see others and there will be a need for a waiting room/area. Dr. O'Connor mentioned on being placed out front and his office will have a waiting area.

Mr. Silver stated if PDF files were ok with everyone, he would do two additional schemes on what was discussed tonight and send it to Peggy Barrett to send to everyone for their review. He mentioned he could have the schemes completed by mid next week.

- E. **DISCUSSION ON SCOPE OF WORK:** Ms. Verville asked Mr. McBey if he looked at what was revised, what would the timeline be on the work. Mr. McBey said he is currently working with the mechanical and electrical people. He believes it will all take place in the next month to six weeks for the schematics with the electrical and mechanical included to be done and he'd be ready to go. Dr. O'Connor asked what he thought the completion time would be. Mr. McBey said two to three months after the architectural design is completed. Dr. O'Connor said we were looking at four to six months from today; Mr. McBey said that sounded about right. Mr. Bardwell asked about the ceiling and light fixtures. Mr. McBey said this project is a different contract from what they have with WPS. This is a design/build where a certain drawing is going to cost this amount. An example is if he brought in samples for the ceiling and if the committee and staff did not like it, he would have to come back with something else at the same cost or very close to it.

Mr. Bardwell mentioned the finishes are supposed to be in keeping with the McConnell Center, what is the base line. Dr. O'Connor said the base line was discussed and agreed on at \$304,000; however, he said he is concerned that it will be end of the line quality. Mr. McBey said he doesn't have low-end items for this project and said he will be coming in soon with the finishes. Ms. Grady asked about when the bid went out did it specify the quality wanted for the amount or did it say build for "x" amount. Mr. Geuther said he didn't think the bid did say the quality but did mention in keeping with the McConnell Center. Mr. Silver did state the lighting would be nicer than what is in City Hall. Mr. Bardwell mentioned the need to have the specifics on materials. Mr. McBey said he would have the process for the materials for the next meeting. Dr. O'Connor said the architect is to keep as much of the trim as possible and either duplicate the trim or take pieces from other areas that won't be using it and he wants to keep the chalkboards.

Mr. Hindle asked if there was anything else. Ms. Grady asked if he has heard anything on the roof. Mr. Hindle said he had not. He said he would notify committee members when he has heard something.

- F. OTHER:** Mr. Silver asked if he could discuss WPS quickly regarding the infill colors for where the lockers were. He mentioned the choice made was “Sunset Gold” to match the flooring and the paint already on the walls around where the lockers were. Dr. O’Connor asked if they were keeping the same color scheme throughout the building; Mr. Silver said they were and wanted to choose a color that would not bring attention to the area; they wanted it to blend in. Mr. Bardwell said he liked the granite color. Dr. O’Connor asked if the decision had to be made tonight. Mr. Silver said it didn’t; however, there is a lead-time in order to get the materials on time. Mr. Bliss told the committee to remember the glazed block, it is similar to gold. Mr. Silver said it would never disappear, but could get close to the color. Ms. Cheney asked if this was for the wall and lockers. Mr. Silver said the lockers are not in and this will be the “fill” for where the lockers were. Ms. Cheney asked if the committee could go and see the samples at the school. Mr. Hindle mentioned if they go to the school, they need to remember the lead-time that is needed. Ms. Verville mentioned there is a 10:00 a.m. construction meeting tomorrow. Mr. Hindle asked if there were two committee members available to go to the school tomorrow. Mr. Bardwell and Ms. Cheney said they were available and willing to go and look at the colors. Ms. Verville said she would meet both of them at 9:45 a.m. outside the principal’s office at WPS.
- G. NEXT JBC MEETING:** The next JBC meeting is scheduled for Thursday, June 21, 2007 at 5:00 p.m. at the Superintendent’s office. Discussions will be for Woodman Park and the SAU office.
- H. ADJOURNMENT:** Ray Bardwell moved, Mark Geuther seconded, adjournment of the JBC Committee at 6:05 p.m. An oral **VOTE PASSED: 5/0**

Respectfully submitted,

Jason Hindle/pb

Jason Hindle, Chair
Joint Building Committee
JH/pb