

**Woodman Park Elementary School Addition & Renovations and SAU Retrofit
Joint Building Committee
Meeting #31
June 28, 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 28, 2007 at 5:00 p.m. in the Superintendent's Office.
- B. ROLL CALL:** Present were Catherine Cheney, Carolyn Mebert, Doris Grady, Mark Geuther, and Ray Bardwell. Absent was Jason Hindle. Also present were Laurie Verville, Business Manager; Patrick Boodey, Principal @ WPS; Steve Silver, Goudreau & Associates; Keith McBey, BPS; and Michael Bliss, Clerk of the Works.
- C. APPROVAL OF MEETING MINUTES:** Ms. Cheney asked if there were any questions or comments. Hearing none, Ms. Cheney asked for a motion. Carolyn Mebert moved, Doris Grady seconded, approval of meeting minutes for June 21, 2007. An oral **VOTE PASSED: 5/0**

Woodman Park Elementary School:

- D. APPOINTMENT OF JBC MEMBERSHIP:** Ms. Cheney asked for a motion. Ms. Mebert motioned to welcome Doris Grady back to the JBC; Ray Bardwell seconded. An oral **VOTE PASSED 5/0**.
- E. DISCUSSION OF RPF ASSOCIATES – IAQ TABLES FOR WPS:** Ms. Mebert asked what IAQ stood for. Mr. Bliss said it was, "Indoor Air Quality." Ms. Mebert said one area of the report showed an overload and asked if that meant the room was overloaded with spores. Mr. Bliss said where he hasn't seen the write-up from RPF on the breakdown of the numbers; he hesitates to explain what this report is saying. Ms. Mebert asked Mr. Boodey when RPF was at the school talking with staff, what did they say. Mr. Boodey said RPF told everyone it wasn't untypical for readings to be up and down. RPF also stated any of the following could change the readings: any documents/books being stored for a length of time and then being moved, movement of ceiling tiles, plants (water, roots & flowers), or items like the Serenity rock in the library. Mr. Boodey also mentioned if the numbers stated there were dangerous to staff and students, RPF would have contacted Mr. Bliss. Mr. Bliss said the boiler room shows a high reading because welding was being done at the time of testing. Ms. Mebert said she looked up Aspergillus/Penicilium and said it is a mold that grows on paper. Those numbers would be high if teachers started packing for the summer/move. Mr. Bliss said the testing in the existing building was done before any packing began. If testing were done today, the readings would be a lot different than these numbers. Mr. Bardwell asked Mr. Bliss if the critical areas were going to cause a problem. Mr. Bliss said without the report it would be hard to say. Ms. Verville mentioned she did receive the report just the other day and RPF gave recommendations for the district, which should be discussed at the next scheduled JBC meeting. Ms. Verville also mentioned the Superintendent mentioned establishing air quality testing on a quarterly basis starting in September. She said she would get an estimate from RPF; however, the Superintendent was looking for the JBC's approval. Ms. Mebert asked Mr. Boodey if there were any more complaints from staff or students since the testing began. Mr. Boodey stated he has not heard of any respiratory issues regarding students; however, there are some staff members who claim they get a reaction when entering a particular room. Ms. Cheney asked for a motion. Ray Bardwell moved, Carolyn Mebert seconded, to accept the report as data and place it on file. An oral **VOTE PASSED 5/0**.
- F. DISCUSSION OF WORK SCHEDULE – GROUND FLOOR "C" WING & GYMNASIUM:** Mr. McBey handed out an updated schedule for everyone's review. He mentioned the easy part in Phase II was going to be the "A" wing. However, this summer they are working on the "C" wing and gymnasium. He mentioned that by the start of school the ground level of "C" wing will be up and running; however, the mechanical would be in place but not running. The gym will also be left clean and in a condition to be

occupied by State standards. He stated BPS would continue working on the gym during breaks. Mr. Bardwell asked, as clarification the gym will be functional by the time school begins in late August. Mr. McBey said it would be functional but suggested having a sign stating renovations in progress. Mr. McBey continued stating the ductwork will be in place in the kitchen; however, will not be running until the gym is completed. Mr. Bliss mentioned the ductwork for the café would be where the current air exchange is for the gym and the air exchange is needed at this time until the gym has been completed. The current exhaust system in the café will still be operating during the school year. Carolyn Mebert asked if the café would be fully functional by the start of the school year. Mr. McBey said the flooring will be patched; hood will be in place but not working. Ms. Verville said all new equipment would be in place ready to serve the students. Mr. Bliss mentioned they have spoken with the fire department about the ductwork and told them the existing hood would still be in place and operational and they were ok with it. Ms. Cheney asked for a motion. Carolyn Mebert moved, Ray Bardwell seconded to accept the time schedule. An oral **VOTE PASSED 5/0**.

G. FINANCIAL REPORTS: Ms. Verville reported as of June 28, 2007 the total appropriation for FY 2007 has a subtotal of \$58,857.18; plus the monies moved from 2006, earmarked for contingency, to the 2007 worksheet for a total of \$138,349.49 remaining. Ray Bardwell moved, Carolyn Mebert seconded, to accept the financial report. An oral **VOTE PASSED 5/0**.

H. PAYMENT OF BILLS:

- a. Bonnette, Page & Stone, App #10 for Phase I dated 5/31/07 for \$572,687.60 (no retainage): Ms. Verville stated both Mr. Goudreau and Mr. Bliss have looked over the application and approved it. Ray Bardwell moved, Carolyn Mebert seconded payment to BPS in the amount of \$572,687.60. A roll call **VOTE PASSED: 5/0**
- b. Bonnette, Page & Stone, App #1 for Phase II/III dated 5/31/07 for \$86,895.00 (\$86,895.00 less retainage of \$4,344.75; amount being paid \$82,550.25): Ms. Verville again stated Mr. Bliss and Mr. Goudreau have seen the application and approved the work completed to date. Ms. Verville also mentioned a 5% retainage of \$4,344.75 was withheld leaving a payment to BPS in the amount of \$82,550.25. Carolyn Mebert moved, Ray Bardwell seconded payment to BPS in the amount of \$82,550.25. A roll call **VOTE PASSED: 5/0**
- c. William C Huff Moving & Storage, Invoice #2645 dated 6/19/07 for \$2,302.80: Ms. Verville stated this is for total payment due for work completed on June 12th & 18th. The committee previously approved this and monies have been encumbered. Ms. Verville also mentioned the cost came in less than what was encumbered so there will be several hundred dollars going back into the CIP balance. Carolyn Mebert moved, Ray Bardwell seconded payment to William C. Huff Moving & Storage in the amount of \$2,302.80. A roll call **VOTE PASSED: 5/0**

I. OTHER: Ms. Verville mentioned the company "I'm The Cheapest Movers" being at WPS Monday and Tuesday packing and moving items. She said they arrived early and worked late to get the work completed. However, They did have to work extra hours on Wednesday. Mr. Bliss stated they were finished moving items yesterday for an additional 5 hours. Mr. Bliss also mentioned he had spoken with the owner who stated the original quote given was for 24 hours and said he is looking at a total of 1 hour over the time quoted. Ms. Verville said she wanted to make the committee members aware there may be additional monies due to I'm the Cheapest Movers for the overtime on Wednesday.

Mr. Bardwell mentioned the Dredge & Fill permit and stated he was not happy with person who said this area has always been a wetlands area. He said the Dover Conservation had stated at previous meetings that this area was not originally wetlands. Mr. Geuther said it didn't become wetlands until after the bus loop/lower-parking area was put in.

Mr. Silver took out the updated schematics for the balcony guardrails in the gym. He stated the existing rails don't meet code and has a couple designs for the committee's approval. The first and third versions

show the railing at 30" going up to 36" near the stairs, which gives the most sight line to the court for the first few rows; code requirements are 36" at stairways. The second version is leaving the railing height at 36" straight across, which makes it a little more difficult to see the court, however, it gives the best safety/protection for smaller children. Mr. Boodey mentioned the lines on the court are going to be shifted and doesn't know if there would be a problem with the sight line. Ms. Mebert stated she liked the idea of additional protection. Mr. Bardwell asked what the change in height would cost; Mr. McBey stated there shouldn't be a difference. Mr. Geuther asked how the railing was being attached. Mr. McBey said the current railing is welded to an imbedded steel plate. Mr. Geuther asked if there was a cost savings; Mr. McBey said there is no cost savings because there is very little change in the amount of work that has to be performed. Mr. Silver also mentioned that the vertical support railings were going to be closer together, which means that we are looking at more materials than the original design. Ms. Cheney asked for a motion. Carolyn Mebert moved, Ray Bardwell seconded to have the railings set at 36" straight across the balcony. An oral **VOTE PASSED: 5/0**

Ms. Verville stated she received information recently from Northern Utilities regarding a \$27,000 incentive. She stated they require information on the post installation and an invoice from BPS. Ms. Verville asked Mr. McBey if the \$27,000 included the design; Mr. McBey said it was for the system only and not the design. Doris Grady moved, Carolyn Mebert seconded placing the information on file. An oral **VOTE PASSED: 5/0**

SAU Office:

- J. UPDATE ON ROOF REPAIRS & INDEPENDENT STUDY:** Ms. Verville stated she saw the City Manger today on another matter but was told patch repairs were being done today and tomorrow on the roof and that he was still waiting on the report. Ms. Mebert asked if there was any action the JBC could take. Ms. Grady mentioned the committee needs an answer in order to move forward. Mr. Geuther mentioned the report was not commissioned until after the April rains and not approved by the Council until mid/late May. She also mentioned she asked Councilor DeDe a question at the last meeting and he stated the leaks were due to several reasons. Ms. Grady said she trusts what Mr. Bliss has to say on what needs to be done on the roof and asked if the JBC could get a roofer and not wait for the report. Ms. Cheney cautioned members on what steps need to be taken. The committee cannot get a roofer, it has to go through the Council. Mr. Bardwell asked Mr. McBey what his timeline was from the bid opening. Mr. McBey said he could hold for 60 days from the day the bid was opened. Mr. Bardwell asked if the documents have been signed yet; Mr. McBey stated they haven't and are waiting for the officer's to sign. Mr. Bardwell asked if the committee could suggest putting a stop to the project and go to the School Board. Ms. Cheney said the committee could ask one of the Councilor's to put something on the agenda; however, if a vote by the council needs to take place, information would be needed by a certain date. Ms. Mebert said as a member of the JBC, she'll call Steve Burns to see where the report is and if she could get a copy for the Committee. She also asked if the committee could get an independent company to come and look at the roof; many companies will give a free estimate. Mr. McBey stated Ms. Mebert has a good point that anyone can look at the roof. Mr. McBey said he could have 2 roofing companies look at the roof and asked if Mr. Bliss would be available to over to the McConnell Center with the companies. Mr. Bliss said it would not be a problem. Ms. Cheney suggested submitting to the City Council Mr. Bliss's report and the information from the 2 roofing companies. Ms. Grady mentioned the roof was done over 20 years ago and it's the same roof and is not new to leaking. Ms. Cheney asked if the reports could be put together for the next meeting. Ms. Mebert mentioned she would have information for the July 9th School Board meeting. Mr. Bardwell asked if Ms. Mebert would call Ms. Verville and advise her what was discussed so Ms. Verville can share the information with everyone via e-mail; Ms. Verville said that would not be a problem.
- K. FINANCIAL REPORT:** Ms. Verville reported the total budget available as of June 28, 2007 is \$499,105.66. Carolyn Mebert moved, Doris Grady seconded, to accept the financial report. An oral **VOTE PASSED 5/0.**

- L. **REVISED FLOORPLANS:** Steve Silver, Architect, presented revised plan (A1.01H1) and stated he made a slight revision to the plan by adding a wall to separate work groups in the business manager's office. Mr. Bardwell asked if he had considered moving the receptionist back to the lobby area if it doesn't mess with emergency codes and take out the small portion of wall. Mr. Silver said one plan had a small reception area in that section; however, there needs to be 3' clearance to work behind the desk. He also stated the superintendent did not want to have that area cluttered. Ms. Verville said this was the primary entrance to the SAU and it needs to be clutter free. She said the plan does not do visual justice to what is planned for the reception area. She also mentioned either entry will be able to have a clear view of the reception area. She then said they were looking into having a directory to place on the wall so people will know where the offices are located. Mr. Bardwell asked if that small section of wall could still be removed to make viewing easier. Mr. Silver said he would need to see what is above the small section of wall. Ms. Verville said if it could be removed it would give more space for deliveries off the elevator, it breaks down the barrier between the two sections and give more visual coverage. Ms. Cheney asked about coverage when the receptionist steps away from the desk. Ms. Verville stated one of the reasons for moving her office to its current location is coverage of the reception area. Ms. Verville then asked what the cost would be for a transom in the solid wall in her office because she would like the other work group to have natural lighting. Ms. Mebert asked if the transom would be fixed glass; Mr. McBey said there are some nice Brosco units that could match the trim throughout the office. Mr. McBey said he would look at different operating units and make a proposal at the next meeting. Mr. Silver asked if solid doors were wanted; Ms. Verville said for her office and the conference room. Mr. Bardwell asked about the level of quality; Mr. McBey said the level of quality for products was discussed at last weeks meeting. Ms. Mebert stated this should be left open until we know what exactly will be happening. Carolyn Mebert moved, Ray Bardwell seconded approval of current plan and to leave the flexibility on the demolition to open up the wall to the reception area. An oral **VOTE PASSED: 4/1** (Doris Grady Opposed).
- M. **OTHER:** Ms. Grady asked if anything more was said about removing the SAU's records from the vault. Ms. Mebert mentioned Superintendent O'Connor said he wasn't going to move the records out of the vault. Ms. Verville said awhile back in a discussion with Gary Bannon, Director of Dover Rec, he mentioned the school district could use the attic space to store records. Ms. Mebert asked what was underneath to hold the weight of storage boxes; Ms. Verville said there weren't any reinforcements to hold the weight of the records we have to keep. She also said there is a danger climbing a ladder to get to the attic with or without carrying a box and feels it's a hazard. She mentioned a proposal she is working on to take on space for free on the floor below that has not been rented out. Ms. Mebert said or the records stay in the vault at City Hall. Mr. Bardwell asked what the ramifications were on storage area. Ms. Verville said there are several record retentions that need to be kept. There are financials and student records that have to be kept for an indefinite amount of time and the best way would be electronic storage. However, the district does not have the \$60,000-\$70,000 for electronic storage, which would greatly reduce the need for storage space.
- N. **NEXT JBC MEETING:** The next JBC meeting is scheduled for Thursday, July 19, 2007 at 5:00 p.m. in the Superintendent's office.
- O. **ADJOURNMENT:** Doris Grady moved, Carolyn Mebert seconded, adjournment of the JBC Committee at 6:20 p.m. An oral **VOTE PASSED: 5/0**

Respectfully submitted,

Jason Hindle/pb

Jason Hindle, Chair
Joint Building Committee
JH/pb