

**Woodman Park Elementary School Addition & Renovations and SAU Retrofit
Joint Building Committee
Meeting #32
July 19, 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, July 19, 2007 at 5:04 p.m. in 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 Laurie Verville, Business Manager; Patrick Boodey, Principal @ WPS; John Gamache, Facilities Manager; Gary Goudreau, Goudreau & Associates; and Keith McBey, BPS. Absent were John O'Connor, Superintendent and Michael Bliss, Clerk of the Works.
- C. APPROVAL OF MEETING MINUTES:** Mr. Hindle asked if there were any questions or comments. Ms. Verville stated the last paragraph in section "I" regarding the rebate from Northern Utilities should read \$26,000 and not \$27,000; she stated that was her error. Mr. Hindle stated there were two references in the paragraph. Mr. Bardwell then mentioned in section "I" the statement should be as follows: Arthur Bettencourt said, "This area was not formerly a wet area. Students used to play there." Catherine Cheney moved, Doris Grady seconded, approval of meeting minutes for June 28, 2007. An oral **VOTE PASSED: 4/0**

Woodman Park Elementary School:

- D. PROPOSALS FOR APPROVAL:** Ms. Verville mentioned Mr. Bliss generated a quote from RMS Electric because the school district doesn't own the conduit for telecommunications. RMS also won the bid to be the general contractor for the school district this year and has worked for the district for many years. Ms. Verville also mentioned Mr. Bliss contacted Great Bay Communications for a quote; however, he has not received anything at this time. She suggested tabling this until the quote is received for a comparison. Mr. Bardwell asked if this was included in the original proposal from BPS. Ms. Verville stated this was outside of BPS's proposal. Mr. Bardwell asked if it was in the original quote; Mr. Goudreau mentioned this was the first time he's seen this information. Doris Grady moved; Carolyn Mebert seconded tabling further discussion until the quote from Great Bay Communications is received. An oral **VOTE PASSED 5/0**.
- E. FINANCIAL REPORTS:** Ms. Verville reported as of July 19, 2007 after all change orders and GMP documents 1 & 2, the total appropriation for FY 2007 is \$25,406.58. Plus the monies moved from 2006, earmarked for contingency for a total of \$104,898.89 remaining. Mr. Bardwell asked if this was all the monies available to finish the project. Ms. Verville stated previously she spoke of the impact fees of approximately \$400,000 and at the end of May the project was seeking \$310,000. Ms. Verville mentioned she went to the finance office and found the proper channel is through the planning board. Mr. Hindle mentioned this is the first time he remembers having to request monies from impact fees and suggested contacting the finance direct to find out how the resolution is written.

Ms. Verville stated she was not sure how Northern Utilities would payout the \$26,000 rebate. She asked if the committee wanted the \$26,000 applied directly to the project when. Mr. Bardwell asked Mr. McBey what he is looking into for monies. Mr. McBey said there is \$200,000 on his side and that Mr. Kimball was working on the contingency to run a log. Mr. McBey then asked Mr. Goudreau's thoughts on if the project runs into some problems, they begin with the design bid contingency monies before using the owners. Mr. Goudreau said his understanding on how it works is if there was something that was not on the drawings and it is something the owner needs; then it is taken from the owner's monies. However, if it were something a sub-contractor missed and needs to be in the project then it would come from BPS's contingency. Mr. Bardwell said there have been talks about updates on line item costs from the beginning

of the project, yet it has not been done on a regular basis. Mr. McBey said phase 2 & 3 they will run into more issues where a line item breakdown will be important. Phase 1 there would only be minor issues where it is a new section and did not think it would be as important. Mr. McBey said a work log for phase 2 & 3 has been started with 6 items already listed. Ms. Verville asked about the galvanized grating stating it has already been encumbered. Ms. Mebert said she thought the old grates were being salvaged. Mr. McBey said currently it is down to \$1,700 for the grates; however, Mr. Bliss is still working on it and believes it might end up being a wash. Mr. McBey then mentioned the new kitchen equipment and stated that during the consult with Goudreau & Associates they were told the electrical needed to be updated. He stated the committee would be receiving a line item breakdown for Phases 2 & 3 bi-weekly. Catherine Cheney moved, Carolyn Mebert seconded, to accept the financial report. An oral **VOTE PASSED 6/0**.

F. PAYMENT OF BILLS:

- a. I'm the Cheapest Movers, Invoice dated 6/28/07 for \$5,500: Mr. Hindle mentioned the invoice shows 2 projects on it and the committee only needs to look at the one for \$5,500. He then asked if they were pleased with the work. Mr. Boodey and Mr. Gamache said they did a great job and the manager on-site was working just as hard as everyone else. Mr. Boodey also said 2 people were fired on the spot because the excuses given were "unbelievable." He said they all worked very hard and did not stop working, except for lunch, from the time they arrived until they left. Catherine Cheney moved, Carolyn Mebert seconded payment to I'm the Cheapest Movers in the amount of \$5,500.00. A roll call **VOTE PASSED: 6/0**
- b. School Specialty, Invoice #68022624 dated 6/26/07 for \$3,567.96: Ms. Grady asked if these were for teachers or students. Ms. Verville said the furniture bid was done back in April and these are the new chairs for the teachers. Mr. Boodey said there will be 2 teachers per room and said he chose the lowest bid price he found. He also mentioned again he looked through the different catalogs and all the chairs looked the same and probably were all made in the same factory, they just have the different companies names on them. He said the teachers usually sit in a student chair, which is difficult for some to get in and out of because they are so low to the floor. Ms. Verville said even though the existing building is being renovated, the classrooms still need to be outfitted in the new addition. Catherine Cheney moved, Ray Bardwell seconded payment to School Specialty in the amount of \$3,567.96. A roll call **VOTE PASSED: 5/0**
- c. School Furnishings Inc. Invoice dated 21017 dated 6/18/07 for \$8,520.30: Ms. Verville said the installation fee of \$600 is being removed from the invoice because the custodians put all the bins together. The correct amount being paid is \$7,920.30. Catherine Cheney moved, Ray Bardwell seconded payment to School Furnishings in the amount of \$7,920.30. A roll call **VOTE PASSED: 6/0**
- d. Bonnette, Page & Stone, App #11-Phase 1 dated 6/30/07 for \$451,392.30 (no retainage): Catherine Cheney moved, Doris Grady seconded payment to BPS in the amount of \$451,392.30. A roll call **VOTE PASSED: 6/0**
- e. Bonnette, Page & Stone, App #2-Phase 2 & 3 dated 6/30/07 for \$444,478.58 less retainage of \$21,450.55 for amount being paid \$423,028.03: Mr. Geuther mentioned there were no signatures on the invoices. Ms. Verville said she had just received the originals with all signatures and that both Mr. Bliss and Mr. Goudreau reviewed the application and everything was in order. Catherine Cheney moved, Carolyn Mebert seconded payment to BPS in the amount of \$444,478.58. A roll call **VOTE PASSED: 6/0**

- G. ACCEPTANCE LETTER FROM NORTHERN UTILITIES - \$26,000 REBATE:** Ms. Verville said the letter from Northern Utilities is included because she has to sign-off on the letter to acknowledge the rebate. She also mentioned she needs to check with Derek Buchler on how and when payment would be made. Ms. Verville then asked members if they wanted the \$26,000 to be used to offset construction or be placed in capital contingency for items down the road. Mr. Hindle stated that would be a school board

issue. Ms. Mebert said off the top, she feels it would be better to use on construction than setting up another fund. Mr. Goudreau asked Ms. Verville how past PSNH rebates on light bulbs were handled. Ms. Verville noted they were put towards the construction. Ms. Verville mentioned any monies left over in the capital fund would be turned over to the school board. Mr. Bardwell said putting the monies towards the construction would be the clean and clearest way of doing it. Mr. Hindle asked Ms. Verville if she was looking for a motion from the council; Ms. Verville said she was. Mr. Bardwell asked if this needed to go before the school board; Ms. Mebert said it didn't. Ms. Grady asked what if the JBC needed to use the money; Ms. Verville said it was their money. Ray Bardwell moved and Catherine Cheney seconded approval to sign off on the rebate and use monies toward construction. A roll call **VOTE PASSED: 6/0**

H. LETTER DATED 7/5/07 TO N.H. DEPT. OF ENVIRONMENTAL SERVICES FROM RFS: Ms. Verville mentioned this letter was in response to the last meeting. Ms. Verville also mentioned Mr. Bliss or herself have not heard a response from NHDES and said she will have Mr. Bliss look into it further when he returns on July 24th. She also said she was not sure how long it takes to receive a response. Mr. Bardwell said NHDES has to sign off after everything has been submitted within 45 days. Mr. Hindle asked if it was 45 days from June 12th or July 5th. Mr. Gamache stated it might be as of July 5th where the June 12th letter was requesting additional information, but is not sure. Ms. Verville said she also wasn't sure. Mr. Hindle stated placing the letter on file.

I. E-MAIL FROM CLERK OF THE WORKS DATED 7/11/07 REGARDING ADDITIONAL ELECTRICAL WORK IN KITCHEN: Ms. Verville stated at the last construction meeting, it was discovered that additional electrical work is needed in the kitchen due to the new equipment. An additional \$2,231 is needed to upgrade the kitchen that needs to be done. She mentioned the equipment is scheduled to be installed August 6th–11th and the electrical needs to be completed before then. Mr. Hindle mentioned the last paragraph of the e-mail and asked if the plumbing inspector was going to be involved. Mr. McBey said he is not actually going to be involved; however, they did want to make him aware of the changes in the kitchen to make sure it was ok and the inspector said he was ok with the changes. Mr. Boodey said they met over the kitchen and said the inspector saw the kitchen and will do a complete inspection when it is done. Mr. Hindle asked if action was needed on the additional monies. Ms. Verville said yes and the numbers were solid. Ms. Mebert asked what needed to be done. Mr. McBey said the electrical would go under the slab for, at no additional cost. He also said there is no special collar just straight electrical. Catherine Cheney moved, Carolyn Mebert seconded the cost of \$2,231 to upgrade the electrical work in the kitchen. A roll call **VOTE PASSED: 6/0**

J. OTHER: Mr. Goudreau said there was previous discussion regarding the CMU blocks with glaze. He said the bottom blocks are 6" x 8" or 6" x 10" and are different than the blocks at the top and the members voted to go with the ground-faced block. However, BPS believes after pulling out the lockers that they can remove the glazed block piers and put cement blocks in to match the top blocks, leaving the 6" high glazed blocks at the bottom. He also feels going from ground faced to concrete blocks in these areas can save money. The reason this was not brought up before is because GAA thought the piers had to remain for structural reasons. Now they feel they can pull out the piers by shoring up the area and pulling them out. He also mentioned from an esthetic/architectural standpoint it wouldn't be as busy. Ms. Mebert asked how much could be saved; Mr. Goudreau said around \$5,600 on materials. Mr. Hindle then asked about the issue with the black- boards. Mr. Goudreau said 35-chalk boards/tack boards were removed and there is no plaster behind any of them. Ms. Mebert asked if you could see into another room; Mr. Goudreau said you couldn't. He said they pulled off 4' x 8' areas that have no sheetrock or plaster. Mr. Boodey said the boards jutted out from the walls and there was no way to tell there was nothing behind them. Mr. Goudreau said there is a difference of 5/8" to 3/4" and nothing is flush. Mr. Bardwell asked what the cost would be; Mr. McBey said he is waiting on proposals. Mr. Bardwell asked what his gut feeling was; Mr. McBey said a wild guess would be around \$10,000. Mr. Goudreau said they are also working on a credit for the rubber base boards because the glazed CMU blocks would remain at the bottom of the wall. Mr. Geuther asked if both wings were considered; Mr. Goudreau said they were. Ms. Grady said her concern is about the money; however, it can't be left as it is. Catherine Cheney motioned to have CMU versus

ground-faced blocks placed in the locker openings, Carolyn Mebert seconded. An oral **VOTE PASSED:**
6/0

Ms. Mebert said she had a question on the blackboards and if they were salvaged. Mr. McBey said he would have to check, but believes they were thrown out. Mr. Goudreau said if it wasn't on the salvage list, it wasn't kept. He said they received a list from Joanne Eaton at the beginning of the project. Ms. Mebert then asked if it was a plain wall, no woodwork involved. Mr. Goudreau stated that was correct.

Mr. Hindle asked if they could review the color schemes for the other rooms. Mr. Goudreau pulled out the examples Steve Silver put together. Mr. Goudreau said for phases 2 & 3 the core area (art, music, and conference room) colors were not chosen and a decision has to be made so BPS can have the painters start on Monday, July 23rd. Mr. Goudreau said the ground floor corridors/bathrooms are the same colors as phase 1; however, he said there could be a lot of blue. Ms. Mebert asked if the art room could be a yellow. Mr. Goudreau then asked if the music and instrument room should be the same color; everyone thought that was fine. The final decision for the ground level was the greens for the offices and conference room; yellows for the café and art room and the lighter blues for the music/instrument rooms. Mr. Goudreau then pulled out the scheme for the main office area. Mr. Boodey said he likes the color choices; however, Maria Roulliard asked that the colors be dark rather than light for the walls. Mr. Boodey said he likes the colors but doesn't want it too dark; Mr. Goudreau suggested the color "Haven" for the wall color and the lighter color for the trim. Everyone seemed fine with those choices. Mr. Goudreau said he didn't believe it was reflected anywhere, but part of the rug in the main office will be removed and VCT will be put down in its place, as requested by staff due to ease of cleaning when students become sick.

Mr. Hindle then asked about the issue with the roof in the gym. Mr. McBey stated the gym lead abatement is having an issue with a small section where the angles come to the bottom cord. The company's people are having trouble abating between the angles because the space is only 4"- 5" deep and no one is able to fit in and abate the area. He mentioned Tim Burke was in touch with Roger Francoeur who suggested encapsulating the area in backer rod and sealing the area. Mr. Bardwell asked about sandblasting the areas. Mr. Goudreau said he's not sure there is a nozzle small enough to fit this area. Mr. McBey mentioned he wasn't sure they would be able to reach it all. He mentioned the best thing to do is put the backer rod up around the area and seal it in. Mr. Goudreau said it is an area where there is no wide temperature swing or light to degrade the materials and it wouldn't be seen from the floor; which they are relying on. Ms. Verville asked to get something in writing from Roger and Allen Mercer that this is all right to do.

Mr. Boodey then said he wanted to tell the members about a recent find during demolition. He mentioned a gentleman who looks like a modern day version of John Henry and all he does is swing a 20 lb. sledgehammer all day. He said the other day he was going to town on the walls when he noticed a wood structure. Tim Burke and he pulled out the structure and Mr. Boodey thinks it's the missing phone booth. He said it looks like a booth from the 1930's and that there is writing on the back portion that reads, "Refurnished 2/5/48." He believes it was made into a closet at one point and said the corner seats and phone are missing. However, the light switch toggle is still in tact and you can see where the light fixture was updated back in the '60's possibly. He said they haven't been able to find the door or brass plaque. Mr. Boodey mentioned it is currently sitting in the hallway if anyone would like to see it. He is also asking for the JBC's consent to call the Woodman Institute to see if they would be interested in the piece. Mr. Bardwell asked about giving it to the children's museum as a teaching tool and a piece of history. Mr. Hindle mentioned about 3 weeks ago his father mentioned if the phone booth was found he would be interested in it and they are going to look at it tomorrow if Mr. Boodey was going to be there; Mr. Boodey said he would be.

Ms. Verville mentioned item #5 on the contingency log regarding the 2 rooms on the second floor having the ceilings sealed off and painted. Mr. Goudreau said the rooms were in the "B" wing and wouldn't be renovated until next year. Where one of the rooms was a room teachers were complaining about, they thought the best fix for now would be to remove the ceiling and have the strips of sheet rock cleaned and paint it white with a Kilz product to prevent bleed through. He hopes this will make the teacher feel more

comfortable having something done about the ceiling issue. Ms. Verville confirmed the tests in this room have come back negative on mold; Mr. Goudreau said that was true. Mr. Boodey also mentioned since the roof was replaced, they have not seen any leaks. Ray Bardwell moved, Catherine Cheney seconded CO #2 for \$500.00 to fix the ceiling in the 2 rooms. A roll call **VOTE PASSED: 6/0**

SAU Office:

K. E-MAILS: Follow-up from Mike Joyal, City Manager: Mr. Bardwell said his concern in his e-mail was the wording of, “Specifications for eventual replacement.” Mr. Bardwell stated it sounds like he is not planning on replacing the roof any time soon. Ms. Mebert asked what happened with Advanced Roofing. Mr. Hindle said he mentioned the McConnell Center roof and the library during discussions to expend \$750,000 for flooding. However, he was either not heard or it was left out of the expenditure request. Ms. Mebert said that after the last meeting she phoned Advanced Roofing and they stated the proposal would be going out that Friday to Mr. Joyal. Mr. Hindle said the City paid \$2,300 for immediate repair of the roof.

Mr. McBey said Mr. Bliss, John Murphy from Eastern Exteriors and he went on the roof and said he could see a lot of stained sheathing tiles “coming to life.” He also said he finds it disturbing that during a major re-roof on a building they did not do the dormers, crickets, valleys, and other areas behind the chimneys. Cooper flashing looks new but there are areas where you can see caulking was done and other areas where it is failing. Ms. Grady said the “fix” was done 2–3 weeks ago. Ms. Grady also said she has heard people saying the roof was re-done in the late ‘80’s when it was actually done in 1981. Mr. McBey asked if anything was done after 1981. Ms. Verville thought something was done in 1989; Mr. Hindle said work was done on the back section of building, not the older section. Ms. Grady then asked how the committee can get pass Mr. Joyal. She also said she read Doug DeDe’s resolution and had to reread it because it doesn’t say anything. Mr. McBey mentioned seeing an ad for a roof survey. Ms. Grady said she thought the survey was asked for back in April. Mr. Bardwell asked Mr. McBey if he looked at the back roof; Mr. McBey said they looked at the front roof only. Mr. McBey also mentioned there was no obvious leaking point, but they are coming in after a \$2,300 roof patch. He also said Mr. Bliss said it hasn’t seen any signs of leaks since the patch. Mr. Hindle said he could speak on behalf of the JBC and state the JBC will not sign off any monies until the roof is properly fixed. Mr. Hindle asked Ms. Verville to draft a letter from the JBC and they will present it at the next City Council meeting along with a copy of Mr. Bliss’s report. Mr. Bardwell mentioned we are “running out” on time for the bids. Ms. Cheney motioned for Mr. Bliss’s report, the letter from Eastern Exterior and the letter from the JBC go before the City Council. Mr. Geuther stated the letter from Easter Exterior may go against us because it states, “The shingles in those areas appear to be several years older. You have plans to spend \$300,000-\$400,000 in renovations under a roof that probably has probably 3 to 5 years of life left in it.” Mr. Geuther said that they are not saying the roof needs to be replaced. Several members pointed out the last paragraph states, “We would recommend re-roofing prior to increasing our investment in the building.” Mr. McBey mentioned there are 2 sections that looked 5–10 apart on wear. Mr. Goudreau said if Ms. Grady is accurate on the replacement being completed in 1981, those shingles exceed the 20-year life. Ms. Verville said she would draft a letter and e-mail it to all members on Monday if that was ok. Mr. Hindle stated that would be fine if they have the e-mail on Monday and the information is ready for Wednesday’s meeting; Ms. Verville said that would not be a problem. Ray Bardwell moved, Doris Grady seconded to draft a letter to the City Council and attach the report from Michael Bliss and the letter from Eastern Exterior for Wednesday’s meeting. Mr. Hindle stated he would read it into record at the meeting. An oral **VOTE PASSED: 6/0**

L. FINANCIAL REPORT: Ms. Verville reported the total budget available as of July 19, 2007 is \$485,649.41. Catherine Cheney moved, Carolyn Mebert seconded, to accept the financial report. An oral **VOTE PASSED 6/0.**

M. OTHER: Ms. Grady stated at the last meeting the school department was ordered out of the vault in City Hall and stated Dr. O’Connor asked Mr. Joyal for another room on another floor at the McConnell Center for records that can’t be destroyed, which will be an added cost. Mr. Hindle said 2-3 months ago plans

were coming out, he had asked Mr. Joyal if the SAU could keep the vault and he said, "No." A couple of weeks later Mr. Joyal was told the cost to add firewalls and he stated the SAU could keep the vault for "awhile." Mr. Geuther asked if it is for school use only; Ms. Verville stated it was. Mr. Geuther asked where the City's records are kept; Mr. Hindle stated there are a total of 18 safes, 5 of which are in the police department, and the remaining are throughout City Hall. Ms. Mebert asked about making a proposal to the City Council or Mr. Joyal that the SAU is given additional monies to create the appropriate storage space or make arrangements to keep the safe in City Hall. Mr. Geuther stated efficiency wise he would think it would be better to keep the records near the office. Ms. Mebert suggested holding off on the vault until we know what is happening with the roof.

Mr. Goudreau handed out the newest floor plan for the SAU office. He stated the only change made was to the reception area. It shows the reception desk turned and a part of the wall near the elevator removed to place a door to the lobby. He stated they realized there could be a problem if someone got off the elevator on the wrong floor if the elevator was not locked to the fourth floor. Not only could they walk around, but if there was an emergency the elevator would be called back down to the main level and shut off leaving the person stuck on the fourth floor because there would have no access to the lobby and the stairs. Ms. Cheney asked if they were looking at putting a glassed wall at the reception desk. Mr. Goudreau said some arrangement could be made. Mr. Bardwell mentioned he would still like to see the receptionist in the hall/lobby area to greet people. Ms. Verville mentioned Mr. Silver and she looked at the space and there is not enough room. She also said it is exposing the receptionist to traffic all around her. Ms. Cheney asked about pocket doors; Mr. Goudreau said the walls are masonry so pocket doors would not work. However, He stated a glass wall could go in where you just needed to pull it shut at night. He stated the area that is open next to the reception desk is for easier access to the hallway for the handicapped. Ms. Mebert asked if the break room and bathrooms were common space. Mr. Goudreau said the bathrooms, electrical closets, and hallways are typically common space. Mr. Geuther stated then where the reception desk is going the district is picking up more square footage because it is common space. Mr. Goudreau stated the need for clarification on the common space before making any other changes. He then asked if the curriculum storage closet needed to be that big; Ms. Verville stated it's actually shy of what is really needed. Ms. Verville also mentioned she would contact Mr. Krans regarding the common space and let everyone know about the reception area.

N. NEXT JBC MEETING: The next JBC meeting is scheduled for Thursday, August 2, 2007 at 5:00 p.m. in the Superintendent's office.

O. ADJOURNMENT: All moved adjournment of the JBC Committee at 7:15 p.m. An oral **VOTE PASSED: 6/0**

Respectfully submitted,

Jason Hindle/pb

Jason Hindle, Chair
Joint Building Committee
JH/pb