

**Woodman Park Elementary School Addition & Renovations and SAU Retrofit  
Joint Building Committee  
Meeting #35  
September 13, 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, September 13, 2007 at 5:03 p.m. at the Superintendent's office.
- B. ROLL CALL:** Present were Jason Hindle, Catherine Cheney, Doris Grady, Carolyn Mebert, Mark Geuther, and Ray Bardwell. Also present were John O'Connor, Superintendent; Laurie Verville, Business Manager; John Gamache, Facilities Manager; Michael Bliss, Clerk of the Works; Patrick Boodey, Principal, WPS; Steve Silver, Goudreau & Associates; Keith McBey, BPS, and Mike Joyal, Dover City Manager. Absent was Gary Goudreau, Goudreau & Associates.
- C. APPROVAL OF MEETING MINUTES:** Mr. Hindle asked if there were any questions or comments. Hearing none, Carolyn Mebert moved, Catherine Cheney seconded, approval of meeting minutes for August 16, 2007. An oral **VOTE PASSED: 6/0**

**SAU Office:**

- D. DISCUSSION WITH MIKE JOYAL, CITY MANAGER:** Mr. Hindle asked Mike Joyal for an update on the roof at the McConnell Center. Mr. Joyal stated the roof was damaged during the wind-storm back in April where some shingles were ripped off and it has since been patched. They also checked the flashing around the chimneys to make sure they were all right. He stated Advanced Roof Management has been hired to work on the specs for replacing the roof. They started two weeks ago assembling as much information from all document on the roof, along with prior bid documents, warranties, and information Ms. Verville provided. Mr. Joyal stated they would be contacting the materials manufacturer on the flat roof sections to see if the warranties can be extended. On Tuesday, September 18<sup>th</sup> Advanced Roofing will be inspecting the roof decking to see if any damage has been done. He hopes in the next couple of weeks they will have the specs completed to go out to bid for a roofing contractor. As soon as the bids have been opened, he will bring it in front of the City Council for approval. Mr. Bardwell asked Mr. Joyal if his primary concern was with the front pitched section of the building. Mr. Joyal stated it was; however, the two flat roofs will be inspected to make sure there are no problem areas. He also mentioned Green Bean Café recently installed a ventilation system, which the roof had to be cut and he would like it inspected to make sure it was installed properly. He also mentioned repairs to the flat roof sections will be done as needed. Mr. Bardwell asked what he thought the timeline would be. Mr. Joyal said once he has the specs, it would go out to bid to get prices and available substantial costs. Mr. Bardwell asked if he had an idea on when the bid opening would be because the City Council approved him to go out and award the bid. Mr. Joyal said he will have site visits for the bidders to look at the job, but does not have a definite schedule; however, he is looking at possibly having bids back mid to late October where he'll have answers for the report. Ms. Grady asked if he thought the \$250,000 would cover the replacement and asked if he was looking at doing just the roof on the 1904 building or is he looking at doing all three roofs. Mr. Joyal said the main building he is expecting all shingles to be replaced and the flat sections they will be looking into extending the warranties. Ms. Grady asked if he thought the \$250,000 would cover everything he was talking about. Mr. Joyal said he believes it should because he is only looking at inspections of the rubber membrane on the flat roofs and adding any issues that might arise from the inspection. Ms. Grady asked if the bids are due back the end of October, would they be able to work on the roof in November or would it be too late? Mr. Joyal said he couldn't answer that question. Mr. Joyal said the roof itself doesn't leak, the damage was done to the shingles; however, if another major windstorm comes in, more damage could be done, which could be more costly and raise questions on where the additional funding will come from. Ms. Grady mentioned back when LaSalle Architect did the project back in the 1990's they went into the attic area and stated they could see sky, which is in the minutes. She asked why this wasn't addressed back then. Mr. Joyal stated he couldn't answer, but recently Advanced Roofing and he were in the attic and did not see anything to show leaking. The construction manager came back with a reduced cost and stated the

roof was ok and the only problem was missing shingles, which were replaced. Ms. Grady mentioned about a month ago, Mr. McBey, Mr. Bliss and an independent roofing contractor went up on the roof and saw a few small issues. Mr. McBey said when he went on the roof he couldn't see where any shingles were missing.

Mr. Bardwell asked when the engineer comes back with his report, what are the thoughts on going with a longer life roof like metal. He asked Mr. Joyal if he thought he could sell it based on financials because it will get costly replacing shingles every 25-30 years. Mr. Joyal said the cost value of 25-year shingles versus 50 years of another material could possibly work. However, he is also sensitive about the historical value of the building and is not sure how a metal roof would look. He said he would mention this on Tuesday to Advanced Roofing and ask it be placed in the bid as an option. Mr. Joyal then said he received a letter from Mr. Hindle and asked that once a roofing company is on board, will the JBC start the renovations at McConnell and what the time line might be. He mentioned they need the space the SAU office is currently occupying before they can begin any renovations at City Hall. Ms. Verville stated Bonnette, Page & Stone had talked about a 12-week time frame. Mr. Joyal mentioned he would provide the specs to Mr. Hindle once they are written and he can share it with the other members of the committee. He also mentioned he would be willing to meet with the JBC again before they start on replacing the roof. Ms. Grady asked if this company was the same one that looked at the High School roof and asked what the priority was going to be. Mr. Joyal said the company has been doing research with information on record for the roofs, they have also been up on the roof and on Tuesday, they will be going on the roof to do some "digging" to see what the decking looks like. Ms. Grady said all the years she was in that building on that floor, the roof had been patched many times; however, one of the teachers had 5 pails constantly running during the winter because water was coming down through the light fixtures. Mr. Joyal said he's glad she mentioned some of it was during the winter because since Martini had done the patch on the roof, there have been no leaks so he is wondering if the water coming in back then was due to ice damns. This is why they are checking into the decking to make sure there is no damage caused by ice damns or other moisture issues. Mr. Joyal told committee members he is moving as quickly as he can to make sure it is done right. Mr. Hindle asked if there were any other questions for Mr. Joyal and if Mr. Joyal had any further questions for the members. There were none. Mr. Joyal departed the meeting.

**E. FINANCIAL REPORT:** Ms. Verville reported the total budget available as of September 13, 2007 is \$485,649.41. Ray Bardwell moved, Carolyn Mebert seconded, to accept the financial report. An oral **VOTE PASSED: 6/0**

**F. OTHER:** Mr. Bardwell asked the members if they were comfortable with what Mr. Joyal had to say and asked how would this affect BPS and Goudreau & Associates. Ms. Mebert mentioned the last time they heard they were contracting on the roof was 3 months ago and nothing was done. Mr. Bardwell said it sounded as if Mr. Joyal said he was committed to the end of October. Mr. Hindle said with something of this nature, it has to go for a public meeting and that is why Mr. Joyal is bringing it back in front of the City Council. Mr. Geuther asked what the public hearing was for. Mr. Hindle said money is involved so it needs to go in front of the public for expenditures and mentioned they need to make sure it is on the October agenda giving sufficient time for public comment; that's assuming the bids are received the second week of October. Mr. Bardwell then asked if they go with a metal roof, could it go right over the existing shingles. Mr. McBey said going with a metal roof you are looking at more money for clips, etc. He then mentioned there is a new high performance shingles that are guaranteed for 50 years plus and simulate slate tiles. Mr. Hindle then mentioned he wasn't sure why Mr. Joyal discussed City Hall because there is nothing immediate on this area and is not scheduled for another year. Ms. Cheney said they should expect the bid on the October agenda. Mr. Hindle said even though the City Council gave Mr. Joyal "cart blanche," they still need to have a public meeting to record the monies being spent. Mr. Hindle said where he was not here for the last meeting; he wanted to make sure he understood what the committee members were looking for from Mr. Joyal. He asked if they were only waiting for a signed contract from the roofers or were they looking for the work to begin on the roof before giving the ok to BPS to start. Mr. Bardwell said they were looking for just a signed contract with a start date. Mr. McBey said he has some concerns and that he doesn't want to be a nuisance, but would the members object for Goudreau & Associates and B.P.S. to continue with their end so that when they can finally start working, they will not be further behind. Mr. Bardwell mentioned where it's a design/build, he doesn't want to spend the money on the

electrical, mechanical work and realize the SAU office is not moving over to the McConnell Center. Mr. Hindle stated he doesn't foresee the SAU not moving; it's just a matter of when. Mr. Hindle asked if Mr. McBey could have figures at the next JBC meeting and by then the committee should know more on the agreement.

### **Woodman Park Elementary School:**

**G. LETTER FROM PARENT CONCERNING AIR QUALITY TESTING:** Ms. Grady said she had trouble with the letter where it is quoting a Jessica Shaw. Ms. Mebert stated it is the person's ex-spouse. Dr. O'Connor mentioned he contacted the AG's office stating he hasn't heard of this person and the number the letter was being faxed from is Colorado. He said the AG's office would make note of this. Mr. Boodey said this was never brought to the school's attention. Mr. Hindle asked how many times this child went home sick; Mr. Boodey said he looked up the absenteeism in the computer for the time period of April 19<sup>th</sup> on and this child did not go home on any of those days. Mr. Boodey also mentioned they actually had higher attendance during that time. Dr. O'Connor said the way the letter was written it sounds like B.P.S. hired their own people to do the testing. He mentioned he also told the AG's office the company that did the testing was hired from outside of the contractor and he was told they would make note of that also. Ms. Mebert asked Mr. Boodey if Emma's mother had ever contacted the school or him; Mr. Boodey said she hadn't. Mr. Hindle then asked if Emma's mother knows about the letter; Dr. O'Connor said she probably did, but can't confirm this. Doris Grady motioned, Ray Bardwell seconded to put the letter on file along with all the other information on testing.

An oral **VOTE PASSED 6/0**

**H. E-MAILS – Results of Sept. 4<sup>th</sup> & 5<sup>th</sup>:** Mr. Bliss said he received a fax from RPF with the preliminary results from last Tuesday; however, he forgot the information back at WPS. He did write the following information down to share with members. He said Allan Mercier from RPF states, "Based on preliminary review of the sample data, the indoor air quality at the school meets all available standards and would overall be considered acceptable. As far as the airborne fungal spores, concentrations in areas tested are consistent with or well below those found in the outside control sample. All in all, we found no areas of concern. Mr. Gamache asked if this letter should be placed on file. Catherine Cheney moved, Doris Grady seconded for the preliminary report from RPF be placed on file. An oral **VOTE PASSED: 6/0**

**I. DISCUSSION ON RECAPTURING 7 PARKING SPACES AT THE SITE – Letter from RFS Engineering to Dori Wiggin at NHDES:** Ms. Verville said she e-mailed the letter and scanned documents during the first week of September; where she did not hear back from anyone, she believed the JBC accepted the plans. Ms. Cheney asked if we were recapturing the 7 spaces. Mr. Bliss said they have not been recaptured at this time. The committee voted to get this portion done with an overview and then work on finding the 7 spaces. Mr. Bardwell mentioned this plan shows the spaces are not impacting the wetlands; Mr. Bliss said a portion is still impacting the wetlands. Mr. Bardwell asked Ms. Verville if she could follow up with Dori Wiggin; Ms. Verville asked Mr. Bliss if he would do so where he has been dealing with them. Ray Bardwell moved, Carolyn Mebert seconded to accept the design as shown. An oral **VOTE PASSED: 6/0**

**J. SCHOOL IMPACT FEES:** Mr. Hindle stated the City Council approved the impact fees at the August 1, 2007 meeting. Ms. Grady stated there were several members that were against approving this request. Mr. Hindle said Harvey, Dean, and Dennis were concerned with the depletion of the school's monies where there are other projects happening at the different schools. Ms. Verville said the impact fees are for infrastructure use only and the other projects are not infrastructure. Mr. Hindle said he believes they wanted to make it known to the School Board and Superintendent on how to use the impact fees. Dr. O'Connor said he believes the reason for the comment was they believe the WPS project is already \$3M over budget and asking for this additional money puts the project that much more over budget. Mr. Hindle mentioned Dennis saw the request on the agenda and thought we were looking for additional monies but remembered information was provided earlier from Ms. Verville and Ms. Cheney that this was coming, he was then ok with the request. Ms. Cheney said there is a tax cap on new development. Mr. Hindle said many of the new construction are asking for a waiver on the school impact fees and the waivers are being approved leaving little to no monies increasing the impact fees for the schools. Ms. Verville mentioned

when she began the process she projected there would be \$600,000 available in impact fees and found out that wasn't the case. She stated she has never received any records from the City; she only receives money figures. Mr. Hindle asked if she received any breakdown of potential versus actual; Ms. Verville said she has never received any of those reports.

**K. FINANCIAL REPORT:** Ms. Verville reported the total budget available as of September 13, 2007 after expenditures is \$16,604.40. Add the new impact fees for a total of \$398,604.40. Catherine Cheney moved, Mark Geuther seconded, to accept the financial report.  
An oral **VOTE PASSED: 6/0**

**L. PAYMENT OF BILLS:**

- a. EnviroVantage, Inc. Invoice #3176 dated 7/31/07 for \$42,700.00: Mr. Geuther asked if this was one we have to come back on for more work to be done. Mr. Bliss stated it was. He stated once the ceiling comes down and the ductwork is removed, there is a very small area to reach from below. Mr. Bardwell asked if Mr. Bliss thought they would be able to do this work for the remaining \$4,000; Mr. Bliss said it shouldn't be a problem. Mr. Hindle asked if there were any other questions or comments. Hearing none, Mr. Hindle asked for a motion of approval. Catherine Cheney moved, Carolyn Mebert seconded, payment to EnviroVantage, Inc. in the amount of \$42,700. A roll call **VOTE PASSED: 6/0**
- b. Air Quality Experts Invoice #073107 dated 7/31/07 for \$95,700.00: Ms. Grady just mentioned how people see the new building going up and don't realize what costs are involved during renovations. Mr. Geuther asked where the work on this was done; Mr. Bliss said it was the "C" wing on the ground floor and "A" wing on all three floors. Mr. Bardwell asked if this included the trenches; Mr. Bliss said that was a separate piece and rate with additional clean up for clearances. Mr. Hindle asked if there were any other questions or comments. Hearing none, Mr. Hindle asked for a motion. Catherine Cheney moved, Carolyn Mebert seconded, payment to Air Quality Experts in the amount of \$95,700. A roll call **VOTE PASSED: 6/0**
- c. Air Quality Experts Invoice #081607 dated 8/24/07 for \$5,800.00: Mr. Hindle asked if there were any questions or comments. Hearing none, Mr. Hindle asked for a motion. Catherine Cheney moved, Ray Bardwell seconded, payment to Air Quality Experts in the amount of \$5,800. A roll call **VOTE PASSED: 6/0**
- d. Michael Bliss, Direct Payment dated 9/6/07 for \$75.00: Mr. Hindle asked if there were any questions or comments. Hearing none, Mr. Hindle asked for a motion. Carolyn Mebert moved, Catherine Cheney seconded, payment to Air Quality Experts in the amount of \$5,800. A roll call **VOTE PASSED: 6/0**
- e. Creative Office Pavilion Invoice #64133-0 dated 8/30/07 for \$17,847.72: Ms. Verville asked before a vote is taken for approval, she wanted to ask Mr. Boodey if all the furniture is in good shape. Mr. Boodey said he has one chair in his office that was damaged and he's waiting for a replacement. Ms. Verville asked if he has been going through Sandra; Mr. Boodey said he doesn't remember the name of the person he's been dealing with. He said earlier he had to swap out 7 chairs because he didn't like the condition they came in and there were no problems. This chair came in by itself and the chair had a chip and crack in the seat. He mentioned the swap was good last time and expects it to be good this time. Mr. Hindle asked if there were any other questions or comments. Hearing none, Mr. Hindle asked for a motion. Catherine Cheney moved, Mark Geuther seconded, payment to Creative Office Pavilion in the amount of \$17,847.72. A roll call **VOTE PASSED: 6/0**

**M. MICHAEL BLISS – CLERK REPORT:** Mr. Bliss stated the last few weeks before school began was a little hectic with trying get complete the wiring for the start of school and the bathrooms in the gym. He said a lot of work has been done in wing "A" and they are set up to finish on time. Mr. Bliss mentioned Mr. Boodey and he met last week on things they felt needed to be brought up-to-date. First item is the new intercom system that has been set up with the new entry door from Phase 1. The system has a few overrides, which is interfering with the intercom system. If someone is using the intercom to contact a classroom and someone is trying to buzz into the building, it will cut off the person speaking to the classroom. Mr. Boodey mentioned it is very disruptive with only 1 set up and he can't see all three doors hooked up. He also mentioned he was trying to get a message to a student today and was cut off when

someone buzzed to get into the building. He said it took awhile to make sure the student got the full message. He said he checked with the other schools to see what system they have and they all have a separate system with monitors for the security doors and a separate system for the intercom. Mr. Bliss asked if it was ok to look into a different system. Mr. Bardwell asked about a card system for entry into the building; Mr. Boodey said there are still the parents and volunteers that need to be let in. Mr. Bliss said he raised the issue with the engineers and they stated the system was programmable. He was told by a tech that another wire is needed for the Phase 1 door in order to separate it. Mr. Boodey said this is an issue that is difficult to explain to parents and that is only one of three doors, which isn't the primary door.

Mr. Hindle asked what the other areas of concern were. Mr. Bliss said there is a storeroom with windows that Mr. Boodey would like to use as a classroom; Mr. Boodey mentioned the new storeroom next to this room is huge and doesn't feel both rooms are necessary for storage. Mr. Bliss said the library does not have a call switch to call the main office. Mr. Boodey asked if the custodial office could shift back to current. He mentioned there is an office with two entrances, one going into the classroom and one to the corridor. Original plans showed the door to the corridor being removed to make an office for the art room. Mr. Boodey said he would like to keep the room as an office and does not feel the art teacher needs a separate office. Mr. Bliss said they sat down to look at the plans and said he would like to have call switches in all rooms. They found there is a need for an additional 30 call switches, 17 speakers, and 9 rooms with no clocks. Mr. Geuther asked how a call switch could be missed in the library. Mr. Bliss said it wasn't on the plans. Mr. Silver said when this started they were told if this was something they wanted to convert storage rooms to a usable room, they need to look at a ventilation system going in among other things. This is not something you can just switch over. Ms. Cheney asked if it was only a total of three rooms they were looking at changing. Mr. Bliss said not all the areas they are looking at were originally a storage room.

Mr. Boodey then mentioned placing a speaker in the larger storage room(s) because there are times people are in the room and if there were an emergency, they would never hear the announcement. He also mentioned these are items that unless you are in a school setting, the importance of these items might not get passed along. Mr. Bliss said they have made a list of the rooms and conference rooms they are looking to have these items added. Mr. Hindle asked Mr. Silver if this was the first time hearing this; Mr. Silver said it was. Mr. Hindle asked if Mr. Bliss and Mr. Boodey could get together with Mr. Silver before the next meeting to go over the items on the list. Ms. Cheney asked Mr. McBey if he could add drops to these areas. Mr. McBey said currently in the "A" wing the metal studs are being finished so it would be easy to add drops where needed versus waiting until the walls are up and cutting holes in the walls and running lines. If the committee didn't want to spend the money at this time to place all items in, plates could be put in leaving the space available for future use. He mentioned he would also need the design work. He said putting in just drops at the locations is not a big deal; however, he asked if anyone knows if the system can handle the additional rooms. Mr. Hindle asked if they could work together to coordinate getting this done. Mr. McBey said he would work with Mr. Boodey, Mr. Bliss and Goudreau & Associates for the location of the drops. Ms. Cheney mentioned she has noticed drops with ties to add later, is that possible. Mr. McBey said they can go back on single spaces, not 30 spots, but it can't be done cheaper than right now. Mr. Geuther then said he didn't want Mr. Silver's comment to get lost regarding the store room being changed over to a "workable room" and that if this is done, ventilation will need to be put into that room at an additional cost. Ms. Cheney asked about the clocks and if they were all wired in the school. Mr. Boodey said because of the age of the building, there are a lot of clocks that are battery operated and he would like to see all clocks in the school hard wired and all will have the same time so teachers are not late in picking their students up from specials or recesses.

Mr. Geuther moved, Ray Bardwell seconded to place drops in "A" wing. An oral **VOTE PASSED: 6/0**

Mr. Hindle asked Mr. Boodey for an update on the first day of school. Mr. Boodey said everyone loves the beautiful new addition, (parents, teachers and students). They are ironing out the bugs knew things would not be 100% perfect. He said there were some problems with the phone system, which has been fixed and doors that are still being worked on. He also mentioned he can't wait for the open house and parents to go into the gym because with the new lighting it makes the gym look brand new. Dr. O'Connor asked Mr. Boodey if he thinks there is a possible need for temporary signs showing people how to get to different

areas of the building. Mr. Gamache said there is a directory in the foyer. Mr. Boodey said the first day teachers returned they handed out maps with the teachers names and locations because so many have moved that no one knew where anyone was. Mr. Geuther asked to get the doors to operate properly, is there a cost on how to make it work. Mr. Boodey said one person told him to put all items on the phone system and he said he wants the phones to remain phones, the intercom system to be just that and the security of the doors to be on a different system. Mr. Hindle asked if we could get a cost estimate for the changes. Ms. Mebert mentioned someone said the system could be reprogrammed, can't that be done instead. Dr. O'Connor said there is still the problem when someone using the intercom and a person pushes the button to come into the building; the person talking gets cut off. Mr. Geuther asked if the committee could get prices on changes. Mr. McBey said he would look into it.

**N. BONNETTE, PAGE & STONE – PROGRESS REPORT:** Mr. McBey said they have pulled out of the “C” wing at the start of the school year. There are still a couple of issues in the café that are being worked on. In the “A” wing they are finishing up with the metal stud framing. The electrical inspector is expected by the end of next week to look over what has been completed to date and once they are given the ok from him, the dry wall will go up. The electrical, mechanical, and sprinkler are on schedule for the “A” wing. Mr. Bardwell asked about the tunnel; Mr. Bliss said he believes the leaks or at least the big leak that was abated has been fixed. However, they won't know for certain until the system is fired up. Mr. Bardwell asked if the system could be pressurized to check for leaks. Mr. Bliss said it couldn't be done. Mr. McBey said Mr. Gamache and he talked to someone who said he could pinpoint leaks within a foot of where it is. He suggested if there are signs of leaks when the system starts running again, possibly using this person to try and pinpoint the leaks. He said the gentleman swears his technique works. Mr. McBey said this was just a suggestion.

**O. OTHER:**

a. **Discussion on Cornerstone-Time Capsule:** Mr. Boodey said B.P.S. took out the wall where they believe the cornerstone time capsule is located. They were told the time capsule was a cooper/metal container, but he does not know what it looks like or its actual size. He said they needed to do more research before actually punching into the corner. Mr. Hindle said the capsule placed at the McConnell Center was a 10” metal container and when it was pulled out it was rusted and filled with water from years of rain. There were papers from the period that were taken apart and dried out and amazingly the papers were in good condition. The capsule and contents are currently at the museum. He also said he believes what is in the WPS capsule is the names of School Board and City Council members along with the names of the schools that closed in the area and moved to WPS. He asked if anyone was going to contact the woman who was a child in the original picture. Mr. Boodey stated he was in contact with her, but wanted to wait to see how to get to the capsule before contacting everyone.

**P. NEXT JBC MEETING:** The next JBC meeting is scheduled for Thursday, September 27, 2007 at 5:00 p.m. in the library at Woodman Park Elementary School.

**Q. ADJOURNMENT:** Ray Bardwell moved, Catherine Cheney seconded adjournment of the JBC at 6:40 p.m. An oral **VOTE PASSED: 6/0**

Respectfully submitted,

*Jason Hindle/pb*

Jason Hindle, Chair  
Joint Building Committee  
JH/pb