

**Woodman Park Elementary School Addition & Renovations and SAU Retrofit
Joint Building Committee
Meeting #36
September 27, 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 27, 2007 at 5:02 p.m. at the Superintendent's office.
- B. ROLL CALL:** Present were Jason Hindle, Catherine Cheney, Doris Grady, Carolyn Mebert, 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; Gary Goudreau, Goudreau & Associates; Keith McBey, BPS, and Ted Lempka, Rist, Frost & Shumway (RFS). Absent was Mark Geuther.
- C. APPROVAL OF MEETING MINUTES:** Mr. Hindle asked if there were any questions or comments. Hearing none, Carolyn Mebert moved, Ray Bardwell seconded, approval of meeting minutes for September 13, 2007. An oral **VOTE PASSED: 5/0**

Woodman Park Elementary School:

- D. E-MAILS: John L. Scott – Wetlands Update:** Mr. Hindle asked if there were any questions regarding the correspondence. Ms. Verville said she received an invoice from RFS today for \$1,000 in additional costs and apologized for not having a copy of the invoice to share with everyone this evening. Mr. Bardwell said he thought the committee placed a cap of \$2,500 to RFS for work on the wetlands. Ms. Verville said the committee did approve \$2,500 and the \$1,000 is for additional costs that have not been approved. Mr. Bardwell then asked why we are going back for a redesign where it was ok in the beginning before he suggested going through this process. Ms. Verville stated she would pose this question to Mr. Scott. Mr. Hindle asked if there were any other questions or comments. Hearing none, Mr. Hindle stated this would be placed on file.
- E. REPORT FROM RPF: FOLLOW-UP AIR QUALITY TESTING SURVEY:** Ms. Verville said she would like Mr. Bliss to talk about the survey. Mr. Bliss said he received a quick fax summary on the September 4th testing and had shared parts of it at the last meeting; this is the full report from RPF. Ms. Verville stated in the middle of page 4 they report that even though there are no further actions required at this time, they recommend periodic inspections of areas in and around the areas of concern. They also suggested monitoring and maintaining horizontal surfaces as free of dust and debris buildup, especially those adjacent to the ongoing construction activities. Also, the use of vacuums with high efficiency particulate air (HEPA) filters is recommended to assist in reducing particulate loading and residual fungal spore concentrations. Ms. Mebert asked if the vacuums currently use HEPA filters. Mr. Gamache said all vacuums have HEPA filters in all schools in the district and they are of the highest quality available.
- F. FINANCIAL REPORT:** Ms. Verville reported the total budget available as of September 27, 2007 excluding contingency monies is \$398,604.40. The total available after including the 2005 contingency monies is \$478,096.71. Mr. Bardwell asked if there were any questions on where the budget currently stood. Ms. Verville said she could not recall the last report she received from Mr. McBey. Mr. McBey said for Phase 1 only there is approximately \$50,000 remaining. He also mentioned October 31st is their year end and he will know better at that time, but it looks like there is \$50,000. Mr. Bardwell asked how confident he was with that figure; Mr. McBey said he was pretty confident. Mr. McBey also said they have carried the \$30,000 contingency monies giving the project around \$20,000 in savings. Ray Bardwell moved, Catherine Cheney seconded, to accept the financial report. An oral **VOTE PASSED: 5/0**
- G. PAYMENT OF BILLS:**
- a. Bonnette, Page & Stone, App #4 – Phase II & III dated 8/31/07 for \$554,436.20 (554,436.20 less retainage of \$26,482.50. Amount being paid is \$527,953.70). 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 Bonnette, Page & Stone in the amount of \$554,436.20. A roll call **VOTE PASSED: 5/0**

- b. Michael Bliss, Direct Payment dated 9/18/07 for \$42.74. Mr. Hindle asked if there were any questions or comments. Hearing none, Mr. Hindle asked for a motion. Ray Bardwell moved, Catherine Cheney seconded payment to Michael Bliss in the amount of \$42.74. A roll call **VOTE PASSED: 5/0**
- c. School Furnishings, Inc. Inv #SWO 21312 dated 9/19/07 for \$145.20 (replacement of damaged kidney table). Mr. Hindle asked if there were any questions or comments. Ms. Grady asked if this was monies held on the original invoice; Ms. Verville said it was. Mr. Hindle asked for a motion. Catherine Cheney moved, Doris Grady seconded payment to School Furnishings in the amount of \$145.20. A roll call **VOTE PASSED: 5/0**

H. MICHAEL BLISS – CLARK REPORT: Mr. Bliss said there were some concerns with the intercom system at the last meeting and today there were a couple of techs looking at the system. He said there are a couple of rooms that need to be rewired because they were not working, but the other problem has been corrected. He mentioned the call switch in the library can not be done at this time; it will have to be an “extra”. He mentioned Ms. Rouillard and Mr. Boodey have a couple of layout changes they would like to make to the reception area to best suit their needs. He said they are waiting on the sketches with the changes. There was an issue with the control lines that need to be fixed. Mr. Bliss said the cost will be picked up by the contractor or subs. He mentioned the “A” wing might improve on the time schedule, but defers that to Mr. McBey.

I. BONNETTE, PAGE & STONE – PROGRESS REPORT: Mr. McBey said the on-site progress is moving along. The electrical inspector, who he though would be in last week to look at the work completed, wasn’t because the work is not at that point yet. He is hoping the inspector will be in next week and once that is done, the sheet rock can go up. He mentioned the electrical and mechanical work is going well and believes the “A” wing will be completed before the February time line.

- a. **Pricing for Additional Electrical & Communication Work:** Mr. McBey said he spoke with Consolidated Electric and said he was given a price of \$20,100 for 30 call switches, 9 clocks, 17 speakers and 2 additional drop lines. He mentioned he forwarded this information to Ms. Verville late this afternoon. He also said they would need to go through RFS to make sure everything is ok with the upgrades and everything gets placed in the walls. Mr. Bardwell asked if the price included everything, even wall repairs. Mr. McBey said a new wall is not a big deal; the concern is if they have to cut into the existing blocks. Mr. Hindle asked if Mr. McBey could have the proposal by the next meeting; Mr. McBey said that wouldn’t be a problem. Ms. Grady asked what the cost was; Mr. McBey said it was \$20,100. Ms. Grady asked if this was additional monies the committee was not planning on. Mr. McBey said that was correct. Mr. Bardwell asked if the monies could come from the \$50,000. Mr. McBey said the monies could come from a multiple of areas and does not feel that is going to be a problem. Ms. Grady asked why this happened and asked if it wasn’t planned right. Mr. Goudreau said at the beginning of the process there was a fair amount of time talking about parameters, which was carried through to Phase 2 & 3. He mentioned he thought they were working with the most cost effective means because he knew there were money constraints from the beginning. He also mentioned he worked with the meeting notes from the original design process and thought this system was what was agreed on. Mr. Goudreau said the designers did not make the suggestion and said he would rely on what Mr. Lempka. Mr. Goudreau said their thought was the call switches were not necessary in every room because the phones were going to double as the intercom where ever possible. Mr. Lempka said the design intent was to provide call switches in classrooms and offices would have an upgraded phone system intergraded with speakers. He has used these systems in other schools and thought they could use the same approach and the additional requests for call switches and speakers are for larger rooms. He said there would be additional costs because a separate line would need to be run. Mr. Bardwell mentioned Mr. Boodey was saying during general broadcast if someone was buzzing to enter the school he would be cut off. Mr. Goudreau and Mr. Bliss both stated that was a separate issue and has been solved. Mr. Boodey mentioned he wants the phones to be phones, intercom to be an intercom, etc. He said he would like to be able to hit one button and know every place with a

potential to have staff and students in it is receiving the message. Mr. Lempka said a general page would automatically go to the phones that are set up with the speaker system. Mr. Bardwell then asked Dr. O'Connor if he thought we could ever come to a situation where we would need to use a swipe card to enter the schools. Dr. O'Connor said he could see it happening with faculty sometime in the future. Mr. Bardwell asked why not run the lines now while the walls and ceilings are available. Mr. Boodey said there are a few staff members (custodians) with keys who usually unlock the building in the morning. Mr. Boodey said there are areas being used as small group instruction spaces that were not designed as offices and don't have a call switch or speaker in them. He also doesn't see a vast number of phones in the school. Mr. Silver said these areas have been roughed in for the phones and are not in place yet. Mr. Goudreau said the phones would also allow the person paging the room to have a personal conversation without the rest of the office/classroom hearing it. Mr. Lempka said the interfacing would be taking place soon. Mr. Boodey said the current phone system does not allow for this type of system. Ms. Verville said if this was the way they wanted to go, she has to look at the budget. If the phones are going to be rented, this would be something she would need to incorporate into the budget, which is already stretched thin. She asked if they could look at fixed cost on the intercom system and not leasing the phones. Mr. Lempka stated the stationing cable is already in place; Mr. Boodey said he was told that it is not the same line from the pole to what is in the building. Ms. Grady said she is hearing a lot of questions and concerns and asked before they make a decision, could Mr. McBey and Mr. Goudreau sit with Mr. Boodey and go over what he wants and then write up a cost sheet for the committee. Mr. Silver said Mr. Bliss and Mr. Boodey already went room by room and came up with the numbers for switches, speakers, etc. Dr. O'Connor asked how many phone jacks there were; Mr. Silver said a total of 19. Ms. Cheney said if Mr. Boodey is more comfortable in having the intercom system versus the phones, then that is what they should go with. Mr. Hindle stated they were not voting at this time. Mr. McBey said while they were still roughing in wing "A", it would pay to have Mr. Boodey talk with the IT person on what he wants. Dr. O'Connor asked if the Bayring rep could come in and go over the cost of purchasing versus leasing the phones. Mr. Bardwell asked if someone from Bayring could come to the next meeting; Ms. Verville said she would talk with them and get information on the two options. Mr. Bliss mentioned all phones in the building would need to be replaced, not just the designated 19 rooms. Mr. Bardwell said if they receive a favorable report and the money is there and it is practical; he said the phones should be purchased now.

- b. **Discussion of Additional Circuit in Cafeteria:** Mr. McBey said this was a simple enough item and explained the circuits were for the current vending machines in the café. He said they would put the circuits in to what Mr. Boodey and Mr. Bliss wants and the cost would come out of his contingency plan. Mr. Boodey said there are two vending machines in the café; however, the outlets are also used during special events for cooking, a small refrigerator unit, etc. Mr. Bardwell asked if it should be increased to four to make sure there is enough. Mr. McBey said currently one circuit would be plenty, but he wanted to put two in.

J. OTHER: Ms. Cheney stated she saw Ms. Verville and Chris Parker regarding the waivers for the school impact fees and was told the only two ways it can be waived by the State is building housing for people ages 62 and above and if an applicant gives land to the City. However, there is no real policy set forward and therefore really can't report actual monies available.

Mr. Hindle asked if Mr. Boodey could give an update on how things are at the school since the last meeting. Mr. Boodey said what has been done so far is beautiful; everyone loves the new wing. Everything he has heard to date has been very positive. He also mentioned he has been working with Laura Horan, WPS librarian, on finding more information about the capsule. Mr. Boodey said he would like to wait in contacting everyone until he can learn more about the capsule. He said now that the school is quieting down and getting into the swing of daily life, he will have some time to look into this more. He stated open house would start at 7:00 p.m. and everyone is welcome to stay and tour the building. Mr. Hindle asked if the students were as excited about the changes as faculty and parents; Mr. Boodey said they were. He said everyone is also very happy about the gym and he is amazed at how bright it is. Last year he used an LCD projector and had no problems showing the slides; however, this year the lights are so bright they may not be able to see the slides with the lights on. Ms. Mebert said she noticed on the air quality report that the air temp in the new wing was between 82° - 83° and asked if this was causing problems. Mr.

Boodey said the sun beats down on the bricks all day and then you have the all glass stairwells that will cause any building to get warm. He believes the temperatures are accurate and aren't causing any more problems than any other part of the school during extreme temperatures.

SAU Office:

K. E-MAILS – McConnell Center Time Frame Clarification: Mr. Hindle stated he met with Mr. Joyal on the McConnell Center time frame and said at the last meeting Mr. Joyal stated he was looking at late October on the bid results and notifying the City Council. He also mentioned Mr. Joyal added the information on the metal roof as an alternate to the bid. Ms. Grady said she has heard “rumors” around Dover that \$250,000 would not be enough to do the roof. Mr. Hindle said this is the first time he has heard the \$250,000 won't be enough. Ms. Verville asked if the documents for this bid had been released to roofing contractors yet. Mr. Hindle said he wasn't sure; however, when he spoke with Mr. Joyal after the last meeting, Mr. Joyal said he is seeing a consulting company who was writing the bid specs and then it would go out to bid. Ms. Verville mentioned she hasn't seen it on the website as of today. Mr. Hindle said he would check with Mr. Joyal again.

Mr. Bardwell asked if we are going to have Mr. McBey move ahead with the mechanical work. Mr. McBey handed paperwork out to everyone and stated the exposure, if the committee moved ahead on the McConnell Center and the SAU office didn't move, would be \$22,464. If he did not proceed, the current exposure cost is \$14,040. He asked if the committee members felt comfortable enough to move ahead. Mr. Bardwell asked if they were liable today for the \$14,040 and then it would be an additional \$22,000 if they moved ahead. Mr. McBey said the \$14,040 is for work completed to date and it was included in the \$22,000. Mr. Hindle asked if the committee felt comfortable enough to have BPS and Goudreau & Associates proceed. Dr. O'Connor said he feels they can proceed with the work and said any delays could cost more and feels we have an obligation to the community to keep costs down if possible. Mr. Bardwell asked about the letter sent to Mr. Joyal stating we would not proceed until we had a signed document from a roofing contractor. He asked if the committee could receive weekly updates from Mr. Joyal on where the project was at. Mr. Hindle said the committee can request the information, but where the City Council gave him the power to hire someone, he's not sure if we would receive weekly updates. Ms. Grady asked if he could be told we want a copy of the contract. Dr. O'Connor said he would be willing to talk with Mr. Joyal; Mr. Hindle said he would talk to him on behalf of the committee and e-mail everyone any updated information he has.

Mr. Bardwell motioned to have Bonnette, Page & Stone to proceed with the mechanical work, Carolyn Mebert seconded. A roll call **VOTE PASSED: 5/0**

L. FINANCIAL REPORT: Ms. Verville reported the total budget available as of September 13, 2007 is \$485,649.41. Catherine Cheney moved, Mark Geuther seconded, to accept the financial report. An oral **VOTE PASSED: 6/0**

M. OTHER: Nothing further was discussed.

N. NEXT JBC MEETING: The next JBC meeting is scheduled for Thursday, October 11, 2007 at 5:00 p.m. in the library at Woodman Park Elementary School.

O. ADJOURNMENT: Ray Bardwell moved, Catherine Cheney seconded adjournment of the JBC at 5:50 p.m. An oral **VOTE PASSED: 6/0**

Respectfully submitted,

Jason Hindle/pb

Jason Hindle, Chair
Joint Building Committee
JH/pb