

**Woodman Park Elementary School Addition & Renovations and SAU Retrofit
Joint Building Committee
Meeting #41
November 15, 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, November 15, 2007 at 5:10 p.m. at the SAU 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.
- C. APPROVAL OF MEETING MINUTES:** Ms. Cheney asked if there were any questions or comments. Hearing none, Carolyn Mebert moved, Doris Grady seconded approval of meeting minutes for October 25, 2007. An oral **VOTE PASSED: 4/0**

Woodman Park Elementary School:

- D. Resolution: Final Acceptance of Garrison Elementary School Construction:** Ms. Verville stated Phase II of the GES project was never officially closed by the JBC. There is a total of \$19,111.18 that was not expended in the project. Attached is a copy of the resolution she drew up to close the project to move the remaining monies back to the School Board. Mr. Hindle said the law for any remaining monies from a new school being built has to be brought to the City Council; however, the definition is a little gray on additions and renovations. He said the JBC back in 2000 brought a resolution to the City Council for the middle school and has been doing so ever since as a courtesy. Mr. Bardwell moved to adopt the resolution and have it brought before the City Council; Carolyn Mebert seconded. Mr. Bardwell asked if they were now asking to expend funds to pave an area over at GES for parking and asked where the plan was for the parking. Ms. Verville said it was discussed at length during Phase I & II of the project to put a parking space off of Garrison Road. She said the preliminary work was done by Mr. Lynch. Mr. Bardwell asked what the total budget for the area was. Ms. Verville said it would be the monies mentioned above and there is a facilities fund with a total balance at this time of \$73,000. Mr. Bardwell asked what the projected cost was; Ms. Verville said \$90,000. She said they would need to ask the School Board to expend monies from both areas. Ms. Verville said monies remaining from a project have traditionally gone back to the School Board. Mr. Bardwell said he believes Rochester turns their monies over to the City Council and city general funds. Mr. Hindle asked if he thought it was their JBC that turned the money over to the City Council; Mr. Bardwell said he believed so. Ms. Verville said they do things a little differently in Rochester; Dover does not handle monies the same way as Rochester. Mr. Hindle said the goal of the JBC is to expend as much as they can to the project. Ms. Cheney asked where the \$73,000 came from; Ms. Verville said from gate receipts and rental monies. Mr. Bardwell motioned to amend the previous motion to say the \$19,111.18 is to be used to pave a parking lot at Garrison Elementary School, Carolyn Mebert seconded the motion. An oral **VOTE PASSED: 6/0**
- E. Discussion on Developments on Wetlands & Parking Spaces w/Tom Fargo:** Ms. Verville said two meetings ago the committee questioned whether to invite Mr. Fargo to a meeting to discuss the parking situation. Ms. Cheney said she thought it was decided to leave the parking as it is and not move forward. Mr. Hindle said this matter was closed; further discussions were not necessary.
- F. Discussion on E-Mail: From Steve Silver dated 10/30/07 on Stage Theatrical Lighting:** Ms. Hindle said he e-mailed Ms. Verville regarding his contacting Priscilla Barton, of the Garrison City Players, on assistance with updating the stage lighting so it could possibly be used for more income. He said Ms. Barton informed him around 20 years ago a consultant looked at WPS on upgrading the lighting. She said she would get him the name of the consultant, but he has not heard from her with that information. He said he went ahead on asking for assistance with the lighting because he was looking at the stage as another avenue to rent out space for small theatrical companies. Mr. Bardwell asked if this was something the district needed; Mr. Hindle said currently

there is the high school, the middle school, in a sense, and the City Hall auditorium. Dr. O'Connor said he thought the City Hall space was going away. Mr. Hindle said there's a debate about that. Ms. Mebert asked if it was just a matter of lighting or is there more a theatrical company would need behind the stage. She asked if there were a lot of requests to rent the auditorium; Ms. Verville said Dover competes with Marshwood because they have air conditioning, but there are groups that rent space at the high school on a regular basis and there are others that may rent just once, but it is used frequently. Ms. Verville asked at what point does the school own to bring the electrical up to code; is it at the switch or somewhere else. Mr. Silver said the switches are off the panel and everything is being removed with a new panel being put back into place at the stage; the school doesn't own from the box up to the stage. Mr. Bardwell asked if it was only an upgrade from the panel to the switch to the lights and asked how much this would cost. Mr. McBey said he just got the figures this afternoon and the cost is \$2,836.72 for materials and labor. However, his engineer suggests upgrading to a high output which will allow for upgrades to the stage lighting now and to be built off of in the future. This would cost \$6,757.00 and includes the \$2,836.72. Ms. Mebert asked what was happening with the area before this. Mr. Silver said it was just general lighting and is sometimes used as a classroom. Mr. Boodey said it won't be if he can help it. He also said the school holds other events on the stage throughout the year and would like to see it as a multi-functional area. Mr. Bardwell asked what was needed to make the area multi-functional. Mr. Bardwell asked what's included for that amount; Mr. McBey said its basic stage lighting that can be built off of as needed. He said at a previous site, which was a high school; they spent \$60,000 to upgrade the stage lighting. However, he recommends at the elementary level you start with the basics and build off of it if needed. Ms. Grady asked if this was something that needed to be decided on tonight or if it could wait to the end of the project when the committee would know more about monies available. Mr. Hindle said he wanted to bring it up now and leave it on a "back burner" for future discussion. Ms. Verville said she put this on the agenda to acknowledge Mr. Silver's e-mail. Ms. Cheney asked if they were going to put wires to that area; Mr. McBey said the electrical wiring has to be brought up to code anyways. Mr. Boodey then asked Mr. McBey if they could have a discussion before they remove the bars for the screen; Mr. McBey said that would be fine.

G. FINANCIAL REPORT: Ms. Verville reported the total budget available as of November 15, 2007 and includes contingency monies from the prior year; the total remaining is \$490,489.97. Mr. Bardwell asked if the report only included Phase I. Ms. Verville said on the first page of the report it shows Phase 2/3 being reported under obligations. Mr. Geuther asked if the duct work approved at the 11/5/07 meeting was included on the report; Ms. Verville said it hadn't been encumbered as of today and asked Ms. Barrett to make sure it has been reported for the next meeting. Mr. Geuther then stated the total would be closer to \$450,000.00 then; Ms. Verville said that was correct. Carolyn Mebert moved, Catherine Cheney seconded, to accept the financial report. An oral **VOTE PASSED: 6/0**

H. Approval of AIA Document: Certificate of Substantial Completion on Phase I: Ms. Verville said she placed this in the packet for the record. She said punch lists are attached. Mr. Bliss said he has gone through the list and there is nothing that needs to be addressed. Mr. Hindle asked how much of the punch list has been completed; Mr. Bliss said pretty much everything has been completed. Ms. Verville said the only note was the roof flashing was not done. Mr. McBey said he would go back and check Tim's daily report on the date the roof was done. Mr. Bardwell asked what date will be used for the warranty work because there are two dates listed. Ms. Verville said she took it the date of 8/10/07 would be the date to use. He asked if we wouldn't use the date the school officially took over the building; Mr. McBey said the problem with that was the school was being used and occupied before the start of school. Mr. Bliss said Camp Explore for kindergarteners was sometime in mid August; Mr. Boodey said the camp was held 8/13/07 through 8/16/07. Ms. Mebert asked when the occupancy date was; Mr. McBey said he hasn't received the official paperwork for the occupancy but was given verbal ok by several people. Mr. Geuther read a line from the document that stated, "The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 3:00 p.m. on August 10, 2007. Mr. Geuther moved, Carolyn Mebert seconded to accept the AIA document. An oral **VOTE PASSED: 6/0**

I. PAYMENT OF BILLS:

- a. Bonnette, Page & Stone, App #6 (Phase II & III) dated 10/31/07 for \$427,366.34 (\$427,366.34 less retainage of \$20,766.80; amount being paid \$406,599.54). Carolyn Mebert moved, Catherine Cheney seconded payment to BPS in the amount of \$406,599.54. A roll call **VOTE PASSED: 6/0**

- b. Bonnette, Page & Stone, App #13 (Phase I) dated 10/31/07 for \$205,712. This represents \$58,097.70 (WIP) and \$147,614.30 (Retainage). Ms. Verville mentioned the \$58,097.70 shows a work in progress and where Phase I is nearing completion; \$147,614.30 comes directly from retainage currently being held for Phase I. Ray Bardwell moved, Catherine Cheney seconded payment to Bonnette, Page & Stone in the amount of \$205,712.00. A roll call **VOTE PASSED: 6/0**

J. DISCUSSION OF PHASE II/III CONTINGENCY LOG: Ms. Verville said this is part of Mr. McBey's report and he has copies for everyone. Mr. McBey said the list has items the committee has seen before and there are others they haven't. He said the first item was phasing issues in the main office with the data and phone lines for Mr. Boodey's office and said it is coming out of the GMP side because of phasing. Mr. Bardwell asked what he was saying was this was a built in item. Mr. McBey said they have a 2% contingency fund for items like this. Mr. Hindle asked Mr. McBey if it would be ok for the members to look over the list and ask any questions they may have on the items; Mr. McBey said that was fine. Ms. Mebert asked about the galvanized grating; Mr. McBey said this was discussed a long time ago to replace the existing grating because it had a high content of lead in it. Ms. Mebert asked if he knew how much they got for the previous grates; Mr. McBey said he believes it around \$1,700.00 but has to double check. Ms. Cheney asked about the circuits for the vending machines and asked if the plans didn't call for enough dedicated circuits. Mr. McBey said this was discussed at a previous meeting and approved. He said they found there were not enough circuits to meet the needs of the vending machines. Ms. Grady then asked who benefited from the machines. Mr. Boodey said two of the machines belonged to Mark Covell. He said he pulled the third machine and put it in the teacher's room because they noticed students were buying snacks rather than getting a hot lunch. Ms. Verville also told Ms. Grady that Mr. Covell has already given a lot of money to fixing the kitchen and did not feel he needed to pay for this portion. Ms. Verville asked how much Mr. McBey was carrying under his portion for Phase 2/3; Mr. McBey said it was \$200,000. He said where they were anticipating serious renovations and possible issues, he decided to carry this amount so items could be expedited as needed to prevent stopping the project, but will keep the JBC members informed. Mr. McBey said one of the items was for additional drywall and framing they did not expect during the original walk through. He said it's a fairly significant number. Mr. Bardwell asked where we were at on numbers. Mr. McBey said it looks like it's between \$15,000-\$30,000; because there are a lot of little things they found like when they pulled out the closet and thought there'd be wall behind it but there wasn't. Ms. Grady said he was looking at \$58,000.00 all told; Mr. McBey said that was an approximate number. Mr. Geuther asked if this was in the GMP; Mr. McBey said this is money they could potentially get back at the end of the project.

K. MICHAEL BLISS – CLERK REPORT: Mr. Bliss said he is having trouble communicating with Comcast regarding the layout of the cable for the school. He says the manager is telling him they can't do anything because they are under negotiations with the City. Mr. Bliss said the cable company is responsible for the drop to the school and he hasn't been able to get anywhere with Comcast and the only thing they will tell him is that the service the school needs goes beyond what they do. He said he has been trying to set up a meeting to meet with them on this matter. Mr. Hindle asked about speaking with Mr. Joyal. Mr. Bliss said Mr. Joyal emailed Brian Christiansen from Comcast trying to set up a meeting between BPS, Consolidated Electric, Mr. Bliss, Comcast and Mr. Joyal regarding doing the layout for the school and the service drop to the school. Mr. Bliss said Mr. Joyal hasn't heard anything back. Mr. Hindle asked if Mr. Joyal is sending him the emails he sends out and receives; Mr. Bliss says he is. Mr. Geuther asked if there was a contract in place with Comcast; Mr. Hindle said there is a contract but does not have specifics on work. Mr. Bliss said he received an email from Mr. Christiansen who stated the work we are requesting is not covered. Dr. O'Connor said back in the early 1990's the cable company at the time did a single drop at all the schools in the district. Mr. Bliss said one drop will not handle what we want to do. Mr. Bardwell asked what we were looking at for cost; Mr. Bardwell said it was hard to say because he can't get anyone from Comcast to return his calls. Ms. Cheney asked if this was something that could be held off until later; Mr. Bliss said the potential wiring will be more difficult at a later date; right now things are down, which makes running the wires easier. Dr. O'Connor asked about contacting Green Mountain Cable who contracts with Comcast and see if they would be willing to help us out with the layout. Ms. Mebert asked if there was no standard cabling; Mr. McBey said there is, but they haven't been able to do it because they are waiting to hear from the cable company on the layout. Mr. Hindle asked Mr. Bliss to keep the committee members informed.

Mr. Bliss said a final decision has been made on the intercom system and they have it down to the minimum. Ms. Verville said the attached group of emails she included is a courtesy to bring up the concerns. Mr. Bardwell said where we are already spending money on the system, why not spend the money needed to do it right and move on. Mr. Boodey said this summer he didn't expect 3 different doorbells and he doesn't want to inherit problems with the security system. He said he wants to go by the adage of a phone is used as a phone, intercom as an intercom, etc. He said there is one out of the three doors tied to the intercom system and it's not working. Mr. McBey said he thought George from RFS was at the school and corrected the problem and things were ok. Mr. Bliss said they were given 3 different options but no decisions were made. Mr. McBey asked what George's reaction was on the doors; Mr. Boodey said he mentioned something about an "A" phone system. However, he doesn't want to have to look at another screen for security. Mr. Bliss said the school has security cameras at all doors. Mr. Silver said they were going to leave the cameras there for security and add another camera for entry. Ms. Grady said we were putting \$13 M into the building and security is the one of the most important things and can't understand why this is still a problem. Ms. Grady asked if any of this has been discussed with Burns Security who is the company who installed the system. Mr. McBey said the school district paid good money to design a good security system and he would like to speak to George Brooks from RFS first. Mr. Boodey said he would like a separate system for the security and the intercom system. He said if he calls a lock down in the school, he wants everyone to hear it. Mr. Silver said this is the first time he has heard the system is not working since Mr. Brooks has been out there. Mr. McBey said in the minutes he thought everyone said it was all set after Mr. Brooks reprogrammed the system. Mr. Geuther said we are talking about two different issues, one is the intercom system and the other is the security system, they are not related. Mr. Boodey said he is telling everyone right now the system is not working. Ms. Mebert asked what was being approved for \$18,000. Mr. Geuther said the \$18,000.00 is for the intercom system only. The original plans made assumptions on how some of the rooms were going to be used as offices and since then they have been changed, which doesn't mean there won't be any students in them. Mr. Geuther said this has nothing to do with the security system and letting people into the building. Ms. Verville mentioned the school district is carrying monies in the general fund for security system upgrade at WPS. Mr. Geuther motioned to approve the \$18,000.00 to update the intercom system with speakers and switches in the rooms that were decided on previously. Ms. Mebert seconded. A roll call **VOTE PASSED: 6/0**

- L. BONNETTE, PAGE & STONE – PROGRESS REPORT:** Mr. McBey said the progress on wing "A" is going well. He said they started at the top and are working down like they did in the new building. He said the 2nd floor looks great and he is hoping they are able to "flip" the 4th graders around during the Christmas break to get a jump on the other work. Ms. Mebert asked when the original date was to move the 4th graders; Mr. McBey said the schedule showed working on the first and ground floor in February. Ms. Mebert asked how it would affect teachers if they were moved during Christmas break. Mr. Boodey said he has a few ideas to run by Tim and Mr. Bliss to see if it is possible. He said it's not as easy as just "flipping" classrooms around. Mr. McBey said he will have the man power to move the items out of the classrooms. He also said if it can't happen now it is ok, he was just hoping to get a jump on the work. Mr. Bliss said they have to look at the heating system and the need to keep it running during the break. If they take out all three floors for asbestos removal, it could be a problem. Mr. McBey said progress is being made and are ahead of schedule.
- M. OTHER:** Mr. Hindle said the ceremony was held today at WPS to unseal the time capsule. He also thanked BPS and Mr. McBey for making a box to hold the artifacts. Mr. Hindle shared two items found in the capsule. The first showed the cost of the project dated 8/15/1949 and the second was a letter from a Thomas Keenan to the future Building Committee. Mr. Hindle said the ceremony was great and the students enjoyed it. Mr. Hindle said Mr. Boodey is currently working with the students and staff to put another time capsule together. Ms. Grady said the best part was the Foster's article. Mr. Hindle told the other members who weren't able to make the ceremony the paper was dated 11/05/1951 and the front page had the article on the time capsule and there was an article on the elections being held that same day. Ms. Grady stated it also showed the city manager was paid \$175.00 a week in 1951.

Ms. Verville said on the financial report there is an encumbrance of \$9,600.00 to John Turner for consulting and asked Mr. Bliss if he was aware of any additional testing that might be needed. Mr. Bliss said where they were not doing anything further with the parking lot; he feels there would be minimal testing. Ms. Verville asked if there was any steel work; Mr. Bliss said there wasn't, but recommended keeping some money aside just in case.

Mr. McBey also stated he did not see any further testing. Ms. Verville said she would adjust the amount for the next meeting.

Ms. Verville stated she had one more item that was just a matter for formality regarding the additional carpet that was remaining after changing over to VCT. Ms. Verville said the carpet does not match what was going over at the McConnell Center. However, there are 2 rooms over at the high school that needs new rug. Ms. Mebert moved, Catherine Cheney seconded, to give the rug to the high school. An oral **VOTE PASSED: 6/0**

Mr. Geuther asked if someone could contact Foster's to update them on the progress and schedule of WPS. He stated he has seen several articles stating they don't know when the project will be completed. (Mr. Boodey and Mr. Geuther left the meeting at 6:30 p.m.)

SAU Office:

- N. CIP Financial – SAU Office:** Ms. Verville reported the total budget available as of November 15, 2007 is \$485,649.41. Catherine Cheney moved, Carolyn Mebert seconded, to accept the financial report. An oral **VOTE PASSED: 5/0**
- O. OTHER:** Mr. Bardwell asked where the bid was for the roof. Mr. Bliss said he looked at the bid results and there was one company that came within the amount appropriated for the pitched roof and a large area of the flat roof. He said there was a company that came in at the appropriated amount to do this fall; however, the price went up if it was completed in the spring. Mr. Bardwell asked who the firm was; Mr. Bliss said it was a company out of Massachusetts and started M.C., but could not recall the full name. Dr. O'Connor said he spoke with Mr. Joyal earlier in the day and Mr. Joyal said he was concerned with the results. He also said he asked the consultant when the best time would be to do the roof and he was advised at the end of March, beginning of April next year. Dr. O'Connor said he has been over to the McConnell Center on a regular basis before and after storms and said he has not seen any leaking in the troubled areas since they patch. He asked if it was unreasonable to have BPS start the demolition of the area and by the time they are ready to do the work, the roof should be completed. Mr. McBey said they are still working on the electrical and mechanical drawings for the space and should be done around Christmas. Mr. Bardwell asked when they would be available to begin demolition. Mr. McBey said he would like to begin January 2, 2008. Ms. Grady stated it didn't make sense to have the roof done in the spring if the bids prices were quoted higher and there is someone available to begin work now at a lower cost. Mr. Bliss said there were a couple of companies that were only slightly higher than their fall bid quote. Ms. Grady asked if BPS was going to begin demolition now; Mr. Bardwell said they were not going to raise a hammer for demolition until January 2, 2008.
- P. NEXT JBC MEETING:** The next JBC meeting is scheduled for Thursday, December 6, 2007 at 5:00 p.m. at Woodman Park Elementary School in the Library.
- Q. ADJOURNMENT:** Catherine Cheney moved, Carolyn Mebert seconded adjournment of the JBC at 6:43 p.m. An oral **VOTE PASSED: 5/0**

Respectfully submitted,

Jason Hindle/pb

Jason Hindle, Chair
Joint Building Committee
JH/pb