

GES Phase II Addition & Renovation Joint Building Committee
Meeting #2
April 19, 2005
Dover, New Hampshire 03820

- A. CALL TO ORDER:** A meeting of the GES Phase II Addition and Renovations Joint Building Committee was called to order on Tuesday, April 19, 2005, at 6:05 p.m. at the Superintendent's Office.
- B. ROLL CALL:** Present were Carolyn Mebert, Marjorie Fisher, Jason Hindle and Otis Perry. Also present were Laurie Verville, Business Manager; and Dennis Bentley, Principal of Garrison Elementary School. Due to previous commitments absent were John O'Connor, Superintendent; Joanne Eaton, Facilities Manager; and Phil Casey, Clerk of the Works
- C. APPROVAL OF MEETING MINUTES:** Marjorie Fisher moved, Jason Hindle seconded approval of the March 3, 2005 meeting minutes. An oral **VOTE PASSED: 4 – 0.**
- D. ARCHITECT CONTRACT:** Ms. Verville stated that she has the AIA Contract already signed by Gary Goudreau from Goudreau & Associates that the Committee had previously approved through e-mail. The City Attorney has looked at the contract and stated that everything was in order.

Jason Hindle moved and Marjorie Fisher seconded the request for Goudreau & Associates to continue as the architect for Phase II of the Garrison Elementary School project.

A roll call **VOTE PASSED: 4 – 0**

In reviewing the contract, Mr. Perry had a question regarding the mileage that was being charged in the contract. Ms. Verville stated that the mileage Mr. Goudreau put in the contract was for his travels back and forth to the job site. Mr. Perry wanted clarification on Mr. Goudreau's mileage reimbursement. He is aware that most contractors ask for reimbursement for mileage for any unusual travel related to the job but not to the job site; whereas Mr. Goudreau is asking for reimbursement on mileage for going to the worksite. Another question was raised about how many plans Mr. Goudreau supplies the district. Ms. Verville stated that he is responsible for one plan; however, he has provided two to three plans in the past if requested. One copy goes to Cocheco Print Works for any contractors who would be interested in bidding for Phase II. They would go to Cocheco Print Works, who keeps a plan on file, and pick up the plans at their cost.

Ms. Fisher asked if we would be retaining Phil Casey, Clerk of the Works, for Phase II of the project and if he would have to be classified as an employee of the Dover School District. Ms. Verville stated that he is an employee of the City, so he would fall under the City as an employee. Ms. Verville also stated that she would like to have a contract for Mr. Casey with a definite hourly budget to stay on track with the costs. Under Phase I, Mr. Casey would submit a time card and be paid out of the general fund and it was hard to keep track of how many hours Mr. Casey was working on the project and how much he would be paid out of the general funds; with a contract and the number of hours he would be working for Phase II. Ms. Verville stated that this way it would be easier to track the monies coming from the general fund.

- E. EXPENDITURE IN PHASE II:** Ms. Verville stated that she had spoken with Jeff Harrington in the finance office regarding the \$45,247.00 that was originally paid out of general fund monies and needs to now come out Phase II CIP monies. Mr. Harrington stated that where the money for Phase II has already been appropriated and all the monies will be going to renovations/new construction on the same building, there would no issues with the bonding.

Otis Perry moved and Jason Hindle seconded the \$45,247.

A roll call **VOTE PASSED: 4 – 0**

- F. DEFERRED ITEMS FROM PHASE I:** Ms. Verville put together a list of the items that were not completed in Phase I of the project due to the lack of monies. The list contained the following items: Acoustical Wall Panels, Casework in the Media Center, OT/PT room, and Music room; counters and cabinets, along with a sink in the Art room; and Air Conditioning. An approximate cost would be \$28,200.00, with the work in the Art room and the air conditioning still TBD. The acoustical wall panels are for the music room; it was also discussed that the casework on the opposite side of the windows and a sink behind the circulation desk still needs to be installed in the library. Money for the sink in the art room and the work in the library is not included in the \$28,200.

Mr. Perry asked if the students were going to be in the building while the work was being completed and asked if Beloin Construction would be finishing this work where they were the contractors on Phase I. Ms. Verville stated that it might not be necessary to have Beloin finish the above-mentioned work. She also stated that she would talk to Mr. Casey, due to his years of experience and his contacts with local contractors. She would advise Mr. Casey of the work that needed to be completed and have him come up with some quotes from local contractors. As to the cabinets and counter tops that need to go into the art room, Mr. Perry suggested looking into the HUD products because they are made of heavy-duty materials and would last a longer than something purchased at Home Depot.

- G. GOING OVER DRAFT PLANS-PHASE II:** After looking at the first plan Mr. Goudreau dropped off on Tuesday, Mr. Hindle had a concern with the layout of the Administration offices. He was wondering if there would be a concern with the secretaries on one side of the area and the principal's office on the other; wouldn't it be less productive if they have to constantly walk across the hallway every time they needed to communicate. Mr. Bentley stated that they have many walkie-talkies in the school that keeps everyone in contact with each other. Mr. Hindle noticed that the teachers' room is on the other side of the main office and he was wondering if it wouldn't be easier to have the mailboxes placed there and remove them from the far wall. Mr. Bentley stated that the teachers like to come into the office to collect their mail and let the office personnel know that they are in. Mr. Perry then asked if there was going to be a firewall around the office and if the sign-in window needed to be fire rated; were these codes that needed to be met? That was one thing that needed to be looked into; but several people felt that it was not a requirement. He was also wondering what the two offices would be used for that is off the new gymnasium. Mr. Bentley stated that one office would be for the P.E. teacher and the other would be for the psychologist for working with and testing students; it could also be used for the special education teachers and their students when not occupied.

Mr. Hindle wanted to try to create the 1964 design of Garrison and the front entrance. Mr. Bentley stated that with the new wing added and the marquis in the front, it would not be possible. The only thing that is in the same place as in 1964 is the flagpole. Mr. Bentley also stated that he had once wanted to move the marquis to another area but the parents did not want it moved; it's in a fantastic spot so that people can see what is going on at the school. Ms. Verville stated that she wants to make the front of the school look like an entrance. That would mean the sidewalks would need to be placed going around the marquis and merging into one sidewalk entering the school; there would also be a canopy over the main entrance. At this time, there is a lot of mature landscaping out front and people would like to see it stay the way it is now. Mr. Perry was wondering if there was anything mentioned in the contract with Goudreau & Associates regarding landscaping and parking out front and if it was going to be addressed. Ms. Verville stated that on page two of the contract it stated that they would be responsible for the paving of the sidewalks out front; however, they were not responsible for any landscaping to be done. However, also in the contract under page two, Mr. Goudreau had mentioned that any site work that needed to be done was going to be minimal. Mr. Perry was also wondering about a paved road going around the school. During past JBC meetings it was discussed to have a paved road around the new additions to the front and that this would allow the area to be plowed in the winter and if needed, emergency vehicles could use the access road. However, preliminary plans show that this

paved area would only be 6 feet and Mr. Perry believes that state code has it being 12 feet for any emergency vehicles to use. This particular paving area will be looked into before we go any further.

Parking Spaces: Mr. Bentley would like to have the spaces located at the front of the building to be for parents only. Therefore, that will leave minimal space for staff. Mr. Bentley is an ideal spot for extra parking. However, when Dr. O'Connor discussed this with the City planning office, they stated that they did not approve of the plan and that they did not want to take up any more "green space," besides, there is no money for this project. That would leave the staff to use the parking off of Shaw's Lane; teachers are already complaining because many of them have big bundles that they bring in. Mr. Bentley told them that they could park in front of the building, drop off their items then move their vehicles to Shaw's Lane.

Mr. Bentley was also mentioning how he would like to remove the jersey barriers that are out back to, at one time, keep the cars from coming into where the play area was. He would like to take up ½ of the current parking spaces, gate off the area and make that the current play area for the students. Mr. Bentley would also like to place a wood fence and lighting like was completed at Woodman Park School; the area would also have to be repaved, the current pavement is old.

- H. Before the meeting adjourned, Dennis Bentley stated that if everyone was in favor, he could stay on the JBC Committee for Phase II as a volunteer and work with the new principal at Garrison and help out as much as possible. Everyone on the committee welcomed the idea and agreed that he would be helpful to the committee.
- I. **NEXT MEETING:** The next meeting for the JBC will be held on Tuesday, June 7, 2005 at 6:00 p.m. at the Superintendents Office.
- J. **ADJOURNMENT:** Marjorie Fisher moved and Jason Hindle seconded adjournment of the JBC Committee at 6:50 p.m. An oral **VOTE PASSED: 4 – 0**

Respectfully submitted,

Carolyn Mebert, Chair
Join Building Committee
CM/pb