

**GES Phase II Addition & Renovation Joint Building Committee**  
**Meeting #4**  
**June 7, 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, June 7, 2005, at 6:10 p.m. at the Superintendent's Office.
- B. ROLL CALL:** Present were Carolyn Mebert, Chairperson, Marjorie Fisher, Jason Hindle and Otis Perry. Also present were Laurie Verville, Business Manager; Dennis Bentley, Principal of Garrison Elementary School; and Gary Goudreau, Goudreau & Associates.
- C. APPROVAL OF MEETING MINUTES:** Marjorie Fisher moved, Otis Perry seconded approval of the May 10, 2005 meeting minutes. An oral **VOTE PASSED: 3 – 0.**
- D. PAYMENT OF BILLS:** Jason Hindle moved and Marjorie Fisher seconded, payment of the following bills:
- a. Goudreau & Associates Invoice #2005.01-02 dated 05-23-05 for \$26,600.00
  - b. Phil Casey, Clerk of the Works payroll April 29<sup>th</sup> through May 27, 2005 for \$ 1,453.28
- A roll call **VOTE PASSED 4 – 0**
- E. CIP BALANCE:** Laurie Verville reported the following balances in the CIP Account:  
**GES:** After expenditures and obligations reported to date, a remainder of \$1,970,811.07.

An oral **VOTE PASSED: 4 – 0**

\* Mr. Perry asked if all obligations to date have been accounted for except for Mr. Casey's pay. Ms. Verville stated that was correct. Mr. Perry also asked if there was a way to find out how much was paid to Mr. Casey last year on the Garrison Phase I project. Ms. Verville stated that it would be difficult to obtain an amount where he was working on three other projects simultaneously; Horne Street School, Dover High and Garrison.

- F. NEW BUSINESS:** Ms. Fisher had a question regarding Mr. Casey's payroll. She was wondering if a contract had been set up for a certain amount of hours that Mr. Casey would be working in any given week/month. Ms. Verville stated that she needed to contact the City, where he is an employee; she needs to make sure that the contract is set up in conjunction with the City's contract with Mr. Casey. Ms. Verville stated that when Mr. Goudreau arrived for the meeting, she would ask him if he had an approximate timeline for beginning and end date of Phase II. Mr. Perry asked if there was any way that we could have the City pay for his time working with the School District and we in turn reimburse the City; that was a possibility. Mr. Perry was then wondering if we were not going to go the way of reimbursing the City, if there was a way that we could do a contract for a set amount and then bill against it as necessary. Ms. Verville stated that she needed to get in touch with the City to find out if he was being paid salary or hourly; she doesn't want to set up a contract different from the City because a problem could be caused with the IRS and his tax ID # if he was listed under two separate titles. She also needs to find out the procedure that the City uses to pay Mr. Casey because one thing she is aware of is that he is exempt from N.H. Retirement.

List of Contractors: Ms. Verville directed everyone to the last page of the packet, which was a list of contractors that we would be sending bid information to. She stated that this particular list was compiled from companies that have contacted her over the last several months by phone, mail or e-mail. She then asked if anyone had any other company that they would like to add to the list. Mr. Perry stated that he had just had an interview with North Branch Construction, Inc. out of Henniker and stated that they have a good reputation and did not know if they could be considered. Ms. Verville stated that she would be checking with Mr. Goudreau this evening when he would be able to have the plans ready for contractors to pick up at Cocheco

Printworks. She is hoping that the specs would be available sometime after June 15<sup>th</sup> so that the plans could be ready at Cocheco Printworks for Tuesday, June 21<sup>st</sup> and we would then proceed with a public bid opening at 4:00 p.m. on July 12<sup>th</sup> and then close and go into a non-public session to go over what had been received. Mr. Perry believes that the sooner we can hire a contractor; the better off the project will be due to the many items that needs to be in place before they can start on some of the construction, (i.e. mechanical engineers). Mr. Perry was also wondering if the JBC would have another “crack” at looking at the plans before they go out to the public/printer. Ms. Verville wanted to hear what Mr. Goudreau had to present this evening.

Ms. Verville then stated that she has been discussing with Mr. Casey the items that were deferred from Phase I to Phase II. To date the casework, counters and sinks have been put into place and approximately \$17,000.00 has been spent. He still needs to check on the acoustical walls for the music room; he should have a complete breakdown by the next JBC meeting on July 12<sup>th</sup>. Mr. Bentley asked about the air conditioning that was deferred, Ms. Verville stated that was still to be determined, monies have to be checked before a decision can be made.

#### **G. PLANS FOR PHASE II FROM GOUDREAU & ASSOCIATES:**

Mr. Goudreau arrived at 6:30 p.m. with the most recent plans and the changes discussed at the June meeting. First shown was the office area that Mr. Casey had concerns about with the small hallway before entering the office. Mr. Goudreau corrected that by moving the outside wall out only a few inches; which meets the state code, and there are no changes that need to be made to the custodial closet. Next, the fire exits in the gymnasium, which are 3 ft. doors versus 4 ft doors, and the addition of another exit with stairs. Ms. Verville asked if the fire department had any comments; Mr. Goudreau stated that they were ok with the placement of the doors and the additional door being added with stairs versus a ramp. Mr. Goudreau stated that the fire department goes for the 1998 BOCA code, the IBC 2000 is acceptable in the heights and area; however he had to add containment wall between the new building and the already existing section of the school that it will be abutting.

The discussion then moved on to the renovations of the administration offices. Mr. Goudreau stated that he checked with all concerned what they were going to be moving to the new offices and he took measurements of everything and incorporated those into the plan to make sure that there was enough room. The waiting area he has designed with a bulletin board for parents to read what is happening in the school and will have 5 chairs; there will be a 36” high counter with a sliding glass window as the reception area. Guidance has been moved to where the copy room was going to be and the skylight has changed to an add alternate. In the principal’s office there will be a desk, credenza, table with 4 chairs and a book self. Nurse’s office she would have liked to have a waiting room that would take care of 4 people, but he could only fit 3 people in the space that was available; there will also be a private area and a private room for students that have special needs. There will also be a bathroom with toilet, sink and shower that will be handicap accessible. There will be no lip/curbing on the shower for students who are in wheelchairs, leaving the water to drain out of the shower area into the room where a drain will be placed to catch access water. Mr. Perry did mention that he has seen a product that is a removable “curbing” so that it can be detached for people with disabilities and placed for others, which would also keep water in the shower area most of the time. Mr. Goudreau stated that the showerhead was also going to be removable and there will be a drop bench for those who will need it. Mr. Bentley then asked whether or not it was going to be a new drain placed in the shower area and where was the water supply going to be coming from. Mr. Goudreau stated that it will be a new drain and that the water will be coming from existing piping going out into the hallway; they will already be working out in the hallway to tie in for the gymnasium/locker rooms. The copy room will be near the conference room and the conference room is next to the main office (opposite of the principal’s office). The main office will have two “L” shaped desks, copier, existing filing cabinets, and an information counter that will be desk height. Current doors will be made into windows and a few new windows will be added; current storage space that is there will remain.

Mr. Bentley stated that Mr. Goudreau had a sequence of events for the renovating that just seems like it is going to work well during the renovations. First to be renovated will be the administrative offices, (principal

and main office), once they are moved into the new section they will begin renovating the nurses office and move her and continue until all the renovations have been completed. Mr. Goudreau stated that the scope and sequence will be written into the bid specs; he is expecting the renovations to start over the summer for the administration offices and during Christmas break the guidance counselor office will probably get completed, if not sooner. Mr. Perry had a few questions regarding the renovations. He was wondering if a trophy case could be placed somewhere around the waiting area; Mr. Bentley stated that there was already a case right outside the doors entering the corridor. He was also wondering what was there was going to stay and that the only demolition to be done would be for the skylights; Mr. Goudreau confirmed that was correct. Another question raised was regarding furniture for the new areas. Did the school have a conference table and if not, were there any monies available to purchase any new furniture that would be needed. Ms. Verville stated that she would need to check the budget and see how much money would be remaining after the expenditures of Phase I. However, she believed there might be approximately \$10,000. Mr. Perry asked if we could get a list of what furniture will be required for the new offices and get quotes; Ms. Verville agreed. Mr. Goudreau began by stating that the first part of the demolition would be to move the computer hub from one area of the storage to another so that the hub would be protected. Mr. Bentley stated that he has been in touch with Bailey Rigg, IT Manager, and that he would start moving the wiring after school is let out. Mr. Rigg also wants to correct some of the wiring down two of the corridors that need to be upgraded. Ms. Mebert was wondering if the school was going to go wireless. There were some concerns from others about people being able to access school information; Mr. Goudreau mentioned that a wireless router might be the way to go and it may be less expensive then the whole school being set up as wireless. Mr. Hindle asked Ms. Verville if she is continuing to have discussions with Comcast; she mentioned that she has not had a conversation with anyone from Comcast in a while.

Discussion turned back to the new gymnasium and the plans for what the outside of the building will look like. Ms. Mebert was wondering if the only change to the outside look of the gym was the new door and steps; Mr. Goudreau concurred. He then explained how the roof of the gym was going to have a slope to it for better drainage. Mr. Perry asked if he was going to use insulation to make the slope. Mr. Goudreau stated that they were going to add top cord and have three triangular pieces sloping the opposite way to drain; all three will be pitched downward with a little cricket, a layer of insulation will be placed on top, with the draining system going to the southeast corner of the gym. The Cal-Wall will need to be replaced due to the difference in roofs; the pattern for the outside wall blocks will be played around with between smooth and textured to see what would look best. In the gym there will be acoustical panels on the wall and the deck of the ceiling to cut down on the noise level. There will be 2" padding at the short ends of the gym. The padding will be held in place by hidden hooks to hang the tops of the padding and blind passets at the bottom. There will be a supply and return air system in the gym; this is the most cost effective system and will not need to have holes punched through the roof membrane. The floor will need to be lowered by 2" so that the gym floor can be installed. The windows for the two offices off of the gym will have windows; they will be awning windows with thermal break frames and the screens will be inside the building to prevent vandalism. There is also a wicket in the screen for someone to reach in and be able to open the window. The jam and head will be drywall, sills are a laminate to take more of a beating and last longer. In the gym, the original intent was to have 2 doors locked so the public could not enter the building in secured areas at night; however the egress will need to be kept unlocked for those who will be using the gym for a particular night. Mr. Goudreau stated that he will need to check the hardware schedule from Phase I because he did not order hardware for Phase II so he may have to change out the cores to fit Phase II's locks. There is no hardware on the corridor side to the multi-purpose room; he believes that there should be some sort of lock placed on the inside of the room and no hardware in the hallway to prevent people using the multi-purpose room as a short cut. Mr. Bentley stated that if classes were going to the café or the gym, they could wedge the doors open to keep congestion in the corridors down; however, Mr. Goudreau stated that the doors should not be wedged open because they are a fire rated door, wainscoting/one-hour wall. The structural engineer discussed with Mr. Goudreau about placing 4 columns of steel frames set 18" apart around the connection of the new hallways; he would also like to put a bench out in the hallway along the wall. The new corridor from Phase II will go into the new corridor from Phase I.

Mr. Bentley stated that he has talked to the new principal about student pick-up and what may be the best solution to dismissing the walkers. He told her he would like the parents/guardians to go to the gym and sign out their children with one of the teachers on duty.

Ms. Verville asked Mr. Goudreau when the plans might be ready to go to Cocheco Print Works. He stated that they would be ready on Friday, June 10<sup>th</sup> and to Cocheco Print Works by Monday, June 13<sup>th</sup>. Ms. Verville asked if he would be able to look over the bid documents before sending them out to the contractors; he stated that would not be a problem. The decision to close the bid on July 12<sup>th</sup> would give enough time for contractor to begin work beginning of August. Mr. Goudreau was asked the approximate time frame for completion on the project. He believes that it could take as few as 6 months to as long as 8 months to complete the addition and renovations, depending on staffing. Mr. Bentley mentioned that the sprinkler system still needs to be placed throughout the rest of the school; at present only the new wing and the entrance wing all the way down and the classrooms off of that wing have been completed. Mr. Goudreau stated that it needs to be completed before September 1, 2005 and that the fire department has been very lenient about not having it completed in the older section of the school. Ms. Fisher asked if the company that won the bid had given anyone dates as to when they would be in the school to complete the work; no one has heard anything. Ms. Verville stated that Horne Street School has not been started yet and there is a drop-deadline of the end of August 2005. Mr. Perry was wondering if there were any liquidated damages built in to the contract. Ms. Verville stated that she did not believe so, but would look into it. Mr. Goudreau also mentioned that this could cause a problem because the fire department has stated that no occupancy would be granted for the current space without a sprinkler system.

- H. NEXT MEETING:** The next meeting for the JBC will be held on Tuesday, July 12, 2005 at 4:00 p.m. for public bid opening for a contractor and then a closed meeting following the opening, at the Superintendents Office.
- I. ADJOURNMENT:** Jason Hindle moved and Marjorie Fisher seconded adjournment of the JBC Committee at 7:35 p.m. An oral **VOTE PASSED: 4 – 0**

Respectfully submitted,

Carolyn Mebert, Chair  
Join Building Committee  
CM/pb