



DOVER SCHOOL DISTRICT

## JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Woodman Park Elementary School – Café  
Meeting Date: **Thursday, December 6, 2007**  
Meeting Time: **5:00 pm**

### MEETING #42

**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, December 6, 2007 at 5:10 p.m. in the café at Woodman Park Elementary School.

**ROLL CALL:** Present were, Jason Hindle, Catherine Cheney, Doris Grady, Carolyn Mebert, Mark Geuther, and Ray Bardwell. Also present were John O'Connor, Superintendent; Michael Bliss, Clerk of the Works; Patrick Boodey, Principal, WPS; Steve Silver, Goudreau & Associates; Gary Goudreau, Goudreau & Associates; and Keith McBey, BPS.

**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 November 15, 2007. An oral **VOTE PASSED: 6/0**

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

**Walk Through – “A” Wing:** The committee members moved to the top floor to see the progress. Mr. McBey started in a classroom in wing “B” to show the members what the rooms looked like pointing out the plenum ceiling and the old light fixtures. The members moved to wing “A” and were shown a couple of the classrooms that are near completion with just a few touch-ups that need to be done. Mr. McBey said the new rooms are so bright it makes the windows look new. He showed one of the bathrooms where the tiles and paint have been completed and all that is left is placing the toilets, sinks and stalls. Ms. Mebert asked what grade wing “A” would be; Mr. Boodey said it would be fourth grade. He also mentioned he has a committee working on the layout of the floors for the fall. He said one concept is to leave the grade levels grouped together and the other is to place a third grade class next to a fourth grade class. Ms. Mebert asked if the top floor was upper grade only; Mr. Boodey said it was. Dr. O'Connor noticed the control box and asked what could be done to prevent people from making the rooms too hot or cold. Mr. McBey said there will be a lock-out, but allows for the thermostat to go a couple of degrees higher or lower. Dr. O'Connor said they need to make sure this is explained to all staff and administrators so the controls aren't broken. Mr. McBey said another option is to place a cover over the control for \$15.00 each. Mr. McBey said the switch from wing “B” to “A” will happen over Christmas break. The committee proceeded down to the first floor where Mr. McBey explained this floor is a couple of weeks behind the top floor. In the administration office they are grinding down the cement to get ready for the VCT to go down. After a quick run through of the first floor, the committee went to the library.

**Approval of Change Proposals #3 & #4:** Mr. McBey handed out the breakdown for the two change proposals. Mr. Bardwell asked if BPS got the proposals or if the committee was supposed to go out to bid. Mr. McBey said BPS did the bid, which was a public bid that was advertised. He said they only received two bids for the lift. He also said he has dealt with the company he is recommending more than any other lift company. Mr. Bardwell asked if he was happy with the work the company does; Mr. McBey said he was. Mr. Bardwell asked if he could in the future write they have gone out to public bid and this is what they recommend. Mr. Hindle asked for a formal vote. Ray Bardwell moved, Carolyn Mebert seconded to approve change proposals #3 & #4. A roll call **VOTE PASSED: 6/0**



DOVER SCHOOL DISTRICT

## JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting  
 Meeting Location: Woodman Park Elementary School – Café  
 Meeting Date: **Thursday, December 6, 2007**  
 Meeting Time: **5:00 pm**

**Receipt of Credit from Bonnette, Page & Stone for Silver Street Parking Lot:** Mr. McBey handed out a copy of the credit and stated the original bid was for \$45,200. He said some work had to be done, (they had to precast a concrete catch basin for drainage and they need to finish with fine grading, loam and hydroseed the area in the spring). The net credit for the parking lot is \$43,050. Mr. Geuther asked if they would have had to do this work anyways; Mr. McBey said they wouldn't have if they hadn't disturbed the area. Mr. Bardwell said they jumped ahead on the work before getting approval on the spaces. Ray Bardwell moved to accept the credit, Catherine Cheney seconded. A roll call **VOTE PASSED: 6/0**

**Financial Report – Woodman Park School:** Dr. O'Connor reported the total budget available as of December 6, 2007 after the credit from BPS in the amount of \$45,200 and obligations to date, the total remaining is \$491,439.47. Catherine Cheney moved, Carolyn Mebert seconded, to accept the financial report. An oral **VOTE PASSED: 6/0**

### Payment of Bills:

- a. Rist-Frost-Shumway, Requisition #6 dated 11/14/07 for \$260.00. Catherine Cheney moved, Carolyn Mebert seconded approval of payment to Rist-Frost-Shumway in the amount of \$260.00 A roll call **VOTE PASSED: 6/0**
- b. Goudreau & Associated Invoice #2006.02-16 dated 11/16/07 for \$57,047.00. Catherine Cheney moved, Mark Geuther seconded payment to Goudreau & Associates in the amount of \$57,047.00. A roll call **VOTE PASSED: 6/0**
- c. RPF Associates Inc. Invoice #07.2396.1 dated 10/6/07 for \$26,695.00. Mr. Bliss stated he did not think there would be any more testing needed. Mr. Bardwell asked if they would be used for the work in wing "B"; Mr. Bliss said they were because they are there. Mr. Boodey said he hasn't heard anything more from parents after he posted the results in the foyer and he has not heard of any other health issues from staff. Catherine Cheney moved, Ray Bardwell seconded payment to RPF Associates in the amount of \$26,695.00. A roll call **VOTE PASSED: 6/0**
- d. School Furnishings, Inc. Invoice #SWO21312 dated 11/26/07 for \$28.20. Catherine Cheney moved, Carolyn Mebert seconded payment to School Furnishings for the remainder due of \$28.20. A roll call **VOTE PASSED: 6/0**
- e. Cocheco Printworks, Invoice #29432 dated 11/13/07 for \$38.40. Catherine Cheney moved, Carolyn Mebert seconded payment to Cocheco Printworks in the amount of \$38.40. A roll call **VOTE PASSED: 6/0**

**Proposal from Consolidated Electric for \$7,209.11 for Door Entry/Intercom System:** Mr. McBey stated this simplifies the system with a stand alone A-phone and a basic speaker. He said there is a problem with the fact it doesn't give the flexibility if someone is helping in the office, so they are also looking into a desk unit. Mr. Hindle asked if there were any concerns. Mr. Boodey said he has looked into many schools to see what they have for a security system and he said they either have the system they have now or staff swipes a card and he doesn't recommend the swipe card for several reasons. Mr. Bardwell said at some point down the road there most likely will be metal detectors in all schools and asked if this system was compatible. Mr. McBey said you are looking at two separate systems. Mr. Goudreau said a metal detector only sets off an alarm on the machine and is not tied into any other system. Mr. Geuther asked what doors have the security; Mr. Boodey said it's all labeled doors. He said the doors used for fire exits, which includes the library doors, are permanently locked and are fire exits only. Mark Geuther asked about the camera's now in place and if they



DOVER SCHOOL DISTRICT

## JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Woodman Park Elementary School – Café  
Meeting Date: **Thursday, December 6, 2007**  
Meeting Time: **5:00 pm**

are going to stay. Mr. Boodey said they are staying and it feeds to the office so every exit can be viewed. Mr. Goudreau mentioned the original design had a staff entrance at the side of the building; Mr. Boodey said once the chain link fence comes down he knows the staff will be using that door a lot. Ray Bardwell moved, Carolyn Mebert seconded to approve the proposal from Consolidated Electric in the amount of \$7,209.11 for the door entry/intercom system. A roll call **VOTE PASSED: 6/0**

**Proposal for Furnishings for Administrative Office, Conference Room, Guidance & Nursing:** Dr. O'Connor handed out the breakdown on quotes received from three companies. He said they have to be careful because what one company quoted might not be the same quality as the other companies. He recommends giving the staff the opportunity to call the companies and ask to see the merchandise for quality. Mr. Hindle asked what the time frame was for the items were. Mr. Boodey said he walked all three companies through the offices and they took measurements and has no specific timeline. He said currently they have furniture that could still be used in some of these areas. He also mentioned Goodwin's said they would give a discount on top of what was quoted and is willing to work with all staff members. Dr. O'Connor suggested appropriating the money and leave ordering the furniture up to Mr. Boodey and his staff. Mr. Boodey said he would like to see what's needed before ordering any furniture and asked if he could have some cushion of time for this; Mr. Hindle told him to take all the time he needed. Catherine Cheney moved, Carolyn Mebert seconded to appropriate monies for the purchase of furniture not to exceed \$17,000.00. A roll call **VOTE PASSED: 6/0**

**Bonnette, Page & Stone – Progress Report:** Mr. McBey said as the members could see, progress is going well. He said they are a month ahead on the ground floor and the fire and electrical inspectors are being asked to come back one more time to make sure everything is alright before moving ahead. Mr. McBey said the turn around should be sometime the end of January and said he needs to work with Mr. Boodey to see what fits his schedule where there are no breaks in January. He also mentioned he will have a plan to present at the next meeting. Ms. Mebert asked Mr. Boodey if he has spoken with his teachers on the move over the Christmas break. Mr. Boodey said he has organized tours with the teachers affected on where they will be placed until the end of the year. He said he has also organized the move between facilities and BPS. Mr. McBey said two dates were given as choices for the fourth grade teachers to move. Either 12/27/07, which will give them some time to put their classrooms together or 1/2/08, which will give the teachers no time to get their classrooms ready and will have to do so during the regular school day. Mr. Hindle asked if it would be prudent to have a member of the JBC at a staff meeting for anyone who might have questions. Mr. Boodey said the next meeting is 1/7/08 starting around 3:30 p.m. in the library and anyone is welcome. He said any staff that has a problem or concerns either phones or e-mails him with any major issue.

Mr. Bliss said he spoke with Tim, the supervisor for BPS, and said moving "B" wing to "A" wing before the February vacation would allow them to start removing the asbestos the week of vacation and then they can begin the demolition work.



DOVER SCHOOL DISTRICT

## JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Woodman Park Elementary School – Café  
Meeting Date: **Thursday, December 6, 2007**  
Meeting Time: **5:00 pm**

**Other:** Mr. Hindle said he spoke with the City attorney and the Mayor who both stated they would like to keep the council members the same for the next JBC group. However, Mr. Hindle said where he will no longer be on the City Council and a resident of Dover, he also checked to see if there were any residency requirements. He said at the next Council meeting (or the following), the City Council members will appoint him as a citizen member. However, they have to balance out the School Board side by either Ms. Mebert or Ms. Grady becoming a citizen rep. Ms. Grady asked why they have to balance it out. Mr. Hindle said currently there are 2 reps from the School Board, City Council and 2 citizen reps. It needs to go to 1 rep for the School Board and City Council. Ms. Mebert asked what the problem was with Nick Skaltsis being asked to step down from the committee. Mr. Hindle said the attorney for the City at the time had a different interpretation. However, the new attorney feels it's in the best interest to have citizens as members with the background. He said there are no State guidelines for the JBC on residency as long as the council votes the person in.

### Garrison Elementary School:

**CIP Financial – Garrison Elementary School:** Dr. O'Connor read the total balance remaining from the project is \$22,771.18. Mr. Hindle stated there is no need for a vote where the project is "technically" completed.

**Resolution: Final Acceptance of Garrison Elementary School Construction:** Mr. Hindle said historically in the past the JBC has brought this to the City Council to state when a project has been completed. He said it is necessary for new buildings; however, since 2000 the JBC has done it as a courtesy. They have waited to bring it to the Council until Ms. Verville had a chance to decide where the additional monies were going to be used. Mr. Hindle said he needs to advise Ms. Verville to have Catherine Cheney's name added for signature. Carolyn Mebert moved, Catherine Cheney seconded approval of the final acceptance of Garrison Elementary School Construction. An oral **VOTE PASSED: 6/0**

**Resolution: Approval to Appropriate Remaining CIP Funds to Create Parking at Garrison Elementary School:** Mr. Hindle said the second resolution is to approve the CIP funds to be used for a parking area. He said this needs to be changed to a public hearing to vote on. Ms. Grady said at the last Fiscal Committee meeting, the Mayor made it clear that any monies appropriated for a specific bond had to be used for that specific item. Dr. O'Connor said he thinks the Mayor was saying is the money from Garrison's project could not be used for anything at Woodman Park School's project. Carolyn Mebert moved, Catherine Cheney seconded to approve to appropriate remaining CIP funds to create parking at Garrison Elementary School. An oral **VOTE PASSED: 6/0**

### SAU Office:

**CIP Financial – SAU Office:** Dr. O'Connor read into record the total balance as of December 6, 2007 as \$485,649.41. Catherine Cheney moved, Carolyn Mebert seconded approval of the CIP report. An oral **VOTE PASSED: 6/0**

**Other:** Dr. O'Connor said Ms. Verville phoned him about a conversation she just had with Mike Joyal. She said the company that was awarded the bid for the McConnell Center roof is MC Roofing out of Pepperell MA. She was told the first shingle will be removed from the roof on April 1, 2008. Ms. Grady said she had received an e-mail from Mr. Joyal saying he had a crisis with the difference in price on the bids and he needed time to look into it further; however, it appears he went with the low bid.



DOVER SCHOOL DISTRICT

## JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Woodman Park Elementary School – Café  
Meeting Date: **Thursday, December 6, 2007**  
Meeting Time: **5:00 pm**

**Next JBC Meeting:** The next JBC meeting is scheduled for Thursday, January 17, 2008 at 5:00 p.m. at the Superintendent's office.

**ADJOURNMENT:** Carolyn Mebert moved, Catherine Cheney seconded adjournment of the JBC at 6:25 p.m. An oral **VOTE PASSED: 6/0**

Respectfully submitted,

***Jason Hindle/pb***

Jason Hindle, Chair  
Joint Building Committee  
JH/pb