



DOVER SCHOOL DISTRICT

## JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Superintendent's Office  
Meeting Date: **Thursday, February 7, 2008**  
Meeting Time: **5:00 pm**

### MEETING #44

**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, February 7, 2008 at 5:00 p.m. in the Superintendent's office.

**ROLL CALL:** Present were Catherine Cheney, Karen Weston, Doris Grady, Carolyn Mebert, Mark Geuther, and Ray Bardwell by conference call. Also present were Michael Bliss, Clerk of the Works; Patrick Boodey, Principal, WPS; John Gamache, Facilities Manager; Steve Silver, Goudreau & Associates and Jim Kimball, BPS. Absent was John O'Connor, Superintendent, Gary Goudreau, Goudreau & Associates and Keith McBey, BPS.

**Approval of Meeting Minutes:** Ms. Cheney asked if there were any questions or comments. Hearing none, Mark Geuther moved, Carolyn Mebert seconded approval of meeting minutes for January 17, 2008. An oral **VOTE PASSED: 6/0**

**Nomination of Chairperson:** Ray Bardwell motioned to nominate Catherine Cheney as Chair of the JBC due to her knowledge and association with the City Council; Karen Weston seconded the motion. Ms. Mebert stated she thought there was a procedure for alternating chairperson between School Board and City Council. Ms. Grady stated that was not the case and mentioned that Nick Skaltsis was chairperson for many years. An oral **VOTE PASSED: 6/0**

#### Woodman Park Elementary School:

##### **Emails:**

- a. **Folding Partition:** Mr. Boodey said during the original walk through the committee stated they wanted the partition to stay. However, when the construction team was looking at it, they noticed it looked like it was in poor condition. It would have been too costly to refinish it and there was also a time table for this to get done because the 3<sup>rd</sup> grade classes were being moved this week with the last classes moving on Friday. An e-mail was sent out regarding painting the partition instead. Mr. Bliss discussed the e-mail and got a quote for painting the partition. It was then discussed with Dr. O'Connor stating the cost was \$800.00 to paint the partition and trim. Mr. Bliss said Dr. O'Connor gave the go ahead to paint the partition so the classrooms could be moved in by the end of this week. Mr. Kimball said it is in great shape it was just an appearance issue. Ms. Grady said during the original walk through they discussed the need to paint the partition. Mr. Bliss said it has already been painted and looks good. Doris Grady moved, Mark Geuther seconded acceptance of painting the partition in the amount of \$800. A roll call **VOTE PASSED: 6/0**

**Window Treatments:** Mr. Kimball said he received quotes from two companies for the different blinds requested at the January meeting. Portsmouth Blind & Shade came in with the best prices which range from \$14,875.00 for 1" mini blinds to \$34,214.00 for Graber fabric vertical blinds. Mr. Kimball suggests going with the Draper clutch control shades with room darkening fabric for a cost of \$16,479.00 to do 263 windows. The second page shows additional costs for the administration, guidance and nurse's areas. Mr. Bardwell asked why this is coming up now as extras; Mr. Silver stated it was specifically discussed and excluded by the owner at the



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beginning of the project. Mr. Kimball said he received an e-mail today from Portsmouth Blind & Shade that shows the schools and companies this particular blind was installed in. Mr. Kimball stated the rep from Portsmouth Shade & Blind would be happy to install a sample at no obligation or charge to the Woodman Park School project. Ms. Grady said out of the 5 different types of blinds she would go with the blinds at \$16,479. Mr. Kimball said this needs to be discussed further with samples for the members to look at. Ms. Weston asked if this was omitted from the original budget; Mr. Boodey said that furniture, furnishings and equipment were excluded at the beginning and things would be determined over time. They wanted to see what was needed first and monies were set aside on the school side for FF & E's.

Mr. Gamache said before any decisions were made, he was under the impression from the meeting notes that he was to get a quote for blinds, so he did. He phoned NE Stage & Shade who has worked with the school district for several years. The gentleman came and looked at the areas that were the sunniest and out front and stated it would cost around \$70.00 per window. He quoted the library and side room of 7 units for a total price to furnish and install of \$499 and 66 units for a total of \$4,988. Ms. Weston asked how many windows they were looking at; Mr. Geuther said Portsmouth Blind & Shade came up with a total of 263 windows. Mr. Gamache said there might not be a need for shades in all rooms. Mr. Bardwell asked if they were similar products, wouldn't it be best to stay with a vendor that has been working with the school district. Ms. Cheney said they should look at both products from both vendors and compare. Ms. Cheney asked if Mr. Kimball and Mr. Gamache could coordinate with the companies to have the shades set up for the next meeting. Mr. Boodey told Mr. Bardwell he would get together with Dr. O'Connor and Mr. Bliss to get pictures of the blinds and get them down to him before the meeting and to see if they could set up the administration office for a conference call.

Mr. Gamache spoke with a rep from NH Solar Control on polarized film for the windows and said they were a little more expensive than the blinds, but there are a couple advantages to using the film versus blinds. It helps with heat getting into the classrooms during warmer weather, there are no issues seeing out the windows from inside, but no one will be able to see in, and they are practically maintenance free. However, if the lights are on in the classroom, people are able to see in, which would address any issues for police and fire. He was given a quote of \$120.00 for a set and he is using the same cost for the lower end film to the high end. When he worked in Hampton they put the mid ranged film on the windows and they are able to watch movies or see the board without any problems. Mr. Bliss asked if he was quoting for the smaller or bigger windows. Mr. Gamache said he looked at the 3 areas and quoted a price for the library, 2 sets out front in the administration area and windows in the new wing. Mr. Gamache also said the best place to use the film would be in library because of the difficulty getting to the windows and it is very bright. Mr. Boodey said some teachers asked if it was ok to put plants in the windows with the film. Mr. Gamache said it wouldn't be a problem; the plants just won't get as much sun. Ms. Weston asked what the life span was; Mr. Gamache said in Hampton the film was put up 15 years ago and is still working and there has been no maintenance versus the rooms that have blinds in them. Ms. Mebert asked if you don't need shades to show movies in the room, will you need to have lights on to teach the class. Mr. Gamache said there will be plenty of light coming through the windows, the film is more for blocking glare. Mr. Geuther asked about looking at the entire building, maybe he would be willing to give a better unit price. Ms. Mebert mentioned the potential for energy savings. Mr. Bardwell asked if someone could investigate and study what it would take to do all windows. Ms. Cheney said at the next meeting they would look at the samples and do a count of windows. Mr. Geuther said there needs to be



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prices given on all products for the whole building, not just sections. Ms. Weston said even though the cost is a little more for the film, in the long run it will save money because the clutch for the blinds might last 5 years and feels it's worth spending a little more money now for the longevity of a product. Ms. Grady asked if the discussion on the window treatment could be the base of the next meeting. Mr. Kimball said he will confirm the cost for all windows in the building. Ms. Grady asked about the cost for the blinds for the doors. Mr. Boodey said some doors are very small and it is required to have 50% of the door viewable for student safety; he stated he doesn't want to have any blinds on any of the doors in the building. Mr. Boodey also mentioned the City's emergency services need to view the room number and color card from the outside in case of an emergency and wants to make sure the film would not hinder the color of the card or the room numbers. Mr. Gamache said he would ask the rep from NH Solar Control to come to the next meeting to discuss his product.

**Discussion on the East/West Canopy:** Mr. Silver pulled out 3 separate designs for the canopy. He said currently the existing canopy the steel is slightly sloped allowing 2 areas for drainage. They didn't want to use the old system, so scuppers are being used which drops the water on the pavement leaving the issue on the left side. Option 1 shows a gutter scheme along the edge that drops beyond the stairs. However, there is still the problem of freezing that could be solved with heat tape. Option 2 extends the canopy out with no roof drain with a slope for the water to run off the roof to the ground at the very end of the stairway. He said the cantilever is 5' 9" off center. Ms. Mebert asked what the cost would be; Mr. Silver said he hasn't approached BPS yet; he wanted to see what direction the committee wanted to go before getting prices. Mr. Silver said Option 3 is a change in slope to each side with a gutter running along the front. It doesn't extend out like option 2, but it would avoid splashing on the ramp. Mr. Geuther asked how problematic it is to maintain heat tape. Mr. Gamache said heat tape is not a great alternative because of the need to constantly monitor the heat tape for fraying and a lot of the time you don't know there is an issue until it is needed and it doesn't work. Mr. Silver said with option 2 there is very little maintenance and it goes past the ramp. Mr. Bardwell asked about the cost; Mr. Silver said he will give BPS direction to have a price for all 3 options. Mr. Bliss said he met with Steve and Tim and stated there is another canopy that has the scuppers, but it is a different situation that will need to be addressed. Mr. Silver said it could possibly be pitched all to one side where it is a smaller canopy. Ms. Weston asked about a catch basin like over at Horne Street School. Mr. Silver said there is no existing system to work into; they would need to do a lot of digging to tie into a system. Mr. Kimball said he would need direction on option 2 and he would get a price on all three options for the next meeting.

**Financial Report – Woodman Park School:** Ms. Barrett reported the total budget available as of February 7, 2008 and after expending \$800.00 to paint the partition is \$436,513.40. Mark Geuther moved, Carolyn Mebert seconded, to accept the financial report. An oral **VOTE PASSED: 6/0**

### Payment of Bills:

- a. RPF Associates, Inc. Invoice #07.2472.2 dated 10/22/07 for \$675. Mr. Bliss said due to the issue last spring, RPF came to the school a couple days after school started to run some tests. Everything came back fine and to assure parents and staff there were no problems. Ms. Mebert noticed the bill was dated in October; Mr. Bliss mentioned he just recently received the bill and signed off on it. Doris Grady moved, Carolyn Mebert seconded payment to RPF Associates in the amount of \$675. A roll call **VOTE PASSED: 6/0**



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**Michael Bliss – Clerk Report:** Mr. Bliss said Friday they will be swapping “B” wing to “A.” All students and staff will be out of the north wing by Friday. Air Quality Experts will be in on Monday, 2/11 to begin building the containment area for the asbestos removal. No air borne asbestos will be removed until February vacation and a notice will be sent to parents and staff regarding what the plan for removal is. He said a question was raised about hidden asbestos in the boiler room and said they are working by a previous survey on what they could see. RPF will be taking samples of certain areas around the boiler and after testing is completed they will know more. RPF will discuss the results and if asbestos is found, the committee will need to talk about a schedule and costs when that time comes. Mr. Bliss said the asbestos removal will be completely done before the start of school on March 3<sup>rd</sup>. Ms. Grady asked if they would have the cost by the next meeting. Mr. Bliss said RPF will be taking the samples over February vacation because the boiler will have to be partially shut down for them to retrieve the samples safely. Ms. Grady asked if they could have the figures by the next meeting; Mr. Bliss said they should, depending on the meeting date. Carolyn Mebert moved, Doris Grady seconded to accept the Clerk of the Works report. An oral **VOTE PASSED: 6/0**

**Bonnette, Page & Stone – Progress Report:** Mr. Kimball said they are 2 weeks ahead of schedule in finishing wing “A”. He said they are working very hard to get the core and “C” wing ready for abatement. Ms. Mebert asked if the gym has been cleared of all lead paint and asbestos. Mr. Bliss said 99% of the lead paint has been removed, but there is a small portion under some vents and pipes that couldn't be removed and are planning on removing the rest over February vacation. Mr. Bliss said there are some pipes under the mezzanine that needs to be removed and that is planned for the summer. This is an area that can be contained and still use the gym. Mr. Geuther asked if the 2 removals have already been included; Mr. Bliss said they were.

**Other:** Mr. Boodey wanted to let everyone know that the staff and students have worked very hard to keep things moving and they haven't missed a beat. Ms. Cheney asked Mr. Boodey who was writing the letter to inform parents and staff about the asbestos abatement. Mr. Boodey said he is writing the letter and will be giving it to Dr. O'Connor to finalize and hopes to get it out no later than Tuesday.

Mr. Bliss mentioned Mr. Boodey was very happy with Goodwin's Office Supply. Mr. Boodey said the committee gave him an amount to spend for furniture for the different offices. Goodwin's did not know the amount that was given; they also made several visits to take measurements and see what was needed and came back with a quote for high quality furniture below what was encumbered. Mr. Boodey feels they went above and beyond for the district.

### SAU Office:

**CIP Financial – SAU Office:** Ms. Barrett read into record the total balance as of February 7, 2008 as \$486,228.02. Carolyn Mebert moved, Ray Bardwell seconded approval of the CIP report.  
An oral **VOTE PASSED: 6/0**

**Status of Preliminary Demolition Work:** Mr. Kimball said they have started the prep work to expose the brick areas and will be starting on the partitions. Mr. Bliss said one of the walls with a slate chalkboard was being removed and they found in the wall above the chalkboard an old periodic table, which will be placed somewhere for showing. Ms. Mebert asked what happened to the chalkboards. Mr. Silver said the ones that are in good condition will be staying and those in poor condition will be taken out.



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**Appropriate Permits and Sign Off:** Mr. Kimball stated Tom Clark was all set with all the permits; however, he just needs to be provided with a stamped set of drawings. Mr. Silver said he would get them to him.

**Other:** There were no further discussions.

**Next JBC Meeting:** The next JBC meeting is scheduled for Thursday, February 21, 2008 at 5:00 p.m. at Woodman Park School in the administration office.

**ADJOURNMENT:** Ray Bardwell moved, Carolyn Mebert seconded adjournment of the JBC at 6.20 p.m. An oral **VOTE PASSED: 6/0**

Respectfully submitted,

***Catherine Cheney/pb***

Catherine Cheney, Joint Building Committee, Chair  
Joint Building Committee  
CC/pb