

**Woodman Park Elementary School Addition & Renovations and SAU Retrofit
Joint Building Committee
Meeting #45
February 21, 2008**

- 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, February 21, 2008 at 5:28 p.m. in the administration office at Woodman Park Elementary School.
- B. ROLL CALL:** Present were Catherine Cheney, Karen Weston, Doris Grady, Carolyn Mebert, and Mark Geuther. Also present were John O'Connor, Superintendent; Laurie Verville, Business Manager; Michael Bliss, Clerk of the Works; Patrick Boodey, Principal, WPS; John Gamache, Facilities Manger; Steve Silver, Goudreau & Associates; Gary Goudreau, Goudreau & Associates, and Jim Kimball, BPS. Absent was Ray Bardwell and Keith McBey, BPS.
- C. Approval of Meeting Minutes:** Ms. Cheney asked if there were any questions or comments. Hearing none, Carolyn Mebert moved, Karen Weston seconded approval of meeting minutes for February 7, 2008. An oral **VOTE PASSED: 4/0**

Woodman Park Elementary School:

D. Emails:

- a. Coat Racks in Hallway: Dr. O'Connor said they've received feedback from the fourth grade teachers that have moved into the new wing and the classrooms are very tight with all the coats on the hooks. There is also the possibility where they are so close together, it's spreading head lice; the school has recently noticed an increase of students with it. Dr. O'Connor said he has spoken with Eric Hagman at the fire dept. and he went to the school and looked at the situation with the coat racks and looked at the new section and said there was enough room in the hallways to put hooks up to make additional space for coats. Dr. O'Connor asked if the hooks have already been fabricated; Mr. Kimball said they had. Ms. Mebert asked if this was coming up because the teachers were looking for more room; Dr. O'Connor said they were. Mr. Boodey said currently they are putting student coats in trash bags and tying them up and hanging them on the hooks. It hasn't helped much on space or the possible transference of head lice because of a "layered" issue. Mr. Goudreau said the hallways are wide enough; it's an issue of flammability in the hallways. He also mentioned in the new wing they have 2 cork strips on either side of the hall to hang papers, and the coats would have an impact on how much could be hung in each hallway. Ms. Grady asked if the hooks were going to be a peg type and asked about safety in the hallways. Ms. Cheney asked about students pushing each other, could students get hurt on the hooks. Mr. Goudreau said the hooks will be blunt with no sharp edges, but said there could be an issue. Ms. Mebert said the old hooks in the hallways were metal and all the years they were in the school, she doesn't recall hearing someone being hurt on the hooks. Ms. Weston asked if there were alternatives; Mr. Bliss said to keep the hooks in the classrooms and have some in the hall to avoid issues in the future. Mr. Boodey said it works most of the time, but you still have students sitting on rugs. Dr. O'Connor asked if they could look at the cost for peg hooks for an 8' board on either side of the hall. Mr. Goudreau said the hooks should be placed 16"-18" apart. Ms. Cheney and Ms. Grady both asked if the classrooms have enough space now; Dr. O'Connor said they didn't. Mr. Silver said to leave the hooks in all classrooms, even in "B" wing where they have already been fabricated and get a cost for additional hooks in the hallway. He asked how many additional hooks were needed; Dr. O'Connor said 10 additional hooks per class. Dr. O'Connor suggested putting smaller pegs in the chair rail; Mr. Kimball said it would be a permanent application if they drilled into the chair rail. Mr. Goudreau said he would provide a sketch. Mr. Geuther said this was to separate coats only; Dr. O'Connor said that was correct. Carolyn Mebert moved, Karen Weston seconded to approve the e-mail for the coat hooks. An oral **VOTE PASSED: 5/0**

- E. Window Treatments:** Mr. Gamache said the quote he received for the shade on the far left in the picture was \$65.00 each and he was quoted for the film \$100.00 for the bigger windows; however if he did the whole school,

he would give a better price per window. Mr. Kimball said the quotes he received were \$19,000 - \$20,000 depending on the number of rooms for a cost of approximately \$70.00 per shade. He also said the person who gave the quote came up with 265 windows and excluded the toilet rooms. Mr. Gamache said the person who gave him a quote came up with 272 windows and included the half wall coverings. Ms. Cheney asked Mr. Boodey if the teachers preferred the room darkening shade over the others. Mr. Boodey said the teachers are used to the pull down shades and didn't care for the other shades and weren't enamored by the film. Ms. Cheney said she received an email from Ray Bardwell and read the following into record. "Hi Catherine: As you should have received my e-mail to Pat, I think the JBC should hold awarding of any extra work orders on items that may be needed, but may also be wants and not needs. We must finish the complete renovations before we spend any of our last projected surplus of 40K +/- . Get the bids on these extras and then go back and look at the need of that list and maybe award subject to funding availability which then still must be approved by the JBC. This is our responsibility first – the renovation of this facility. Please read this at the JBC meeting and I would make a motion that this be the policy from this date forward. Thanks, Ray." (RECORD NOTE: There was no second to the motion). Ms. Verville asked how many windows they were talking about; Mr. Geuther said approximately 265. Ms. Cheney asked Mr. Boodey how old the shades were in the main office; Mr. Boodey said about 5 years old. Mr. Kimball said another thing with the film is it may void any warranty with the window because it could "cook" the window. If the committee wanted to go with the film that would be something that would need to be looked at. Ms. Verville said it would cost approximately \$17,750.00 to do 275 windows at \$65.00 each. Mr. Geuther said this is an item that could wait because nothing additional needs to be done to put up shades.

F. Approvals:

- a. BPS Final Pricing for Proposed Canopy: Mr. Kimball said he did not have final pricing for the canopies, but did have costs for the three option discussed at the last meeting. He said option #1 is for a gutter and heat tape and would cost approximately \$5,700. The gutter is commercial grade gutter of .050 aluminum with heat tape that ran the length of the gutter and a switch to turn the heat tape on/off. Option #2 is a re-roof with a pitch for a cost of \$16,600 and includes some gutters and heat tape. Option #3 is an extension of the canopy and includes some demolition for a cost of \$24,472. Mr. Goudreau said another option #1 would be the gutter without heat tape and would be \$2,100 less leaving the cost of just gutters at \$3,600. Ms. Grady asked if this was the same cost for the back canopy; Mr. Goudreau said the back canopy would be a little different. Ms. Cheney asked if the problem now is water drips then freezes on the stairs; Mr. Bliss said that was correct. Ms. Grady asked Mr. Geuther what his opinion on the 3 options was. Mr. Geuther said personally he doesn't like gutters, but something has to be done soon and feels option #2 is the best way to go. Dr. O'Connor asked about putting a column up from the scupper to the ground and have the water move away from the stairs. Mr. Goudreau said there was a discussion on it and said there would still be some issues. He also said where there are no storm drains out front; they wouldn't be able to tie the water coming from the canopy into a drain. Mr. Boodey said he could add this to the list of items, but it is getting long and feels this is something that needs to be done soon. Mr. Geuther said we don't want the roof to be completed and then make changes. Ms. Verville said it will cost more if the roof is completed and they go back and make changes. Mr. Kimball said they already have the materials as designed, if the committee decides to go with gutters, he can get them. Dr. O'Connor asked if option #3 had gutters; Mr. Silver said it has scuppers rather than gutters. Dr. O'Connor asked if the extension of the canopy with the scuppers was going to drain into the light wells; Mr. Goudreau said it depends on some factors. He said the left side dumped out close to the light well and had been that way for 30-40 years and asked if there were issues. Dr. O'Connor said they would fill with water then drain into the school. He also said it was also part of the district's fault because the drains were not properly cleaned on a regular basis and a lot of debris clogged the system. Ms. Cheney asked how soon a decision had to be made; Mr. Kimball said fairly soon. Mr. Geuther asked if the committee met in another 2 weeks, would he be able to come back with numbers for both the front and back canopy. Mr. Kimball said that shouldn't be a problem.
- b. Installation of Additional Outlets & Data Lines for 3 Classrooms: Mr. Bliss said he has a price from Consolidate Electric for additional outlets and data line strips to replace the quad outlet strips the classrooms are using for the computers. Most cases there are only 3 computers, but the quads didn't allow all components to be plugged in and the outlet strips being used is frowned upon by the fire department. Mr. Kimball said the quoted price is \$816.00 per classroom for an 8' dual raceway strip. Mr.

Goudreau said he asked them to look into the cost of a cutout, which there is a \$30.00 difference; however, the data lines would need to be recertified. Consolidated Electric would like to do 3 classrooms with the duel raceways to see if they can get the cost down. Mr. Geuther asked why 3 classrooms; Mr. Kimball said they will be using it as a learning curve because they haven't put this system in anywhere at Woodman Park and don't know what they will run into. Ms. Mebert asked why the cost is \$816.00 and asked if the equipment costs are that much. Ms. Cheney asked about cutting back on the data line raceway and use the outlet with floor jack and asked what the cost would be for just the electrical raceway. Mr. Goudreau wanted to confirm what she was looking for was to run the raceway for the electrical only and run the data lines from the computers to the wall instead of having a separate raceway; Ms. Cheney asked if they could have numbers for the next meeting.

G. Presentation of Colors for Gym Selected by Peter Wotton, Athletic Director: Curtains, Seating, & Padding:

Mr. Silver brought out a sample board with the gym floor plan and the color schemes. He stated the gym will be like the high school gym with the only difference being the volley ball layout will be a yellow/gold color. The divider curtain and all padding will be green and the netting above the divider curtain will be white. The only issue not addressed by Mr. Wotton was the duct work in the ceiling and they choose to use a gold/yellow for the duct work. Mr. Silver passed around a picture that Mr. Goudreau took at one of the schools, some of the current committee members saw a couple years ago, to show what it would look like. Doris Grady moved, Karen Weston seconded the colors for the gym. An oral **VOTE PASSED: 5/0**

H. Financial Report – Woodman Park School: Ms. Verville reported funds available as of February 21, 2008 is \$318,385.72 plus monies earmarked for contingency of \$79,492.31 and the incentive from Northern Utilities for the boiler replacement and upgrades of \$26,000 for a total available budget of \$423,878.03. Ms. Verville said she at the end of the obligations list for BPS is the credit from BPS not doing the parking lot less monies for the installation of the drainage, loam & seed. She also mentioned items already approved by the JBC are already appropriated / encumbered on the financial report. When a payment is approved, monies are drawn down and the new balance is then updated on the financial report. Mr. Geuther asked that all monies paid to BPS have already been taken into consideration; Ms. Verville said all change orders addressed to date have been encumbered. Mr. Goudreau said all payments and encumbrances to date and after the entire fee of the project, \$423,000.00 is what's remaining; Ms. Verville said it was. Ms. Cheney asked what this was covering; Ms. Verville said she has a spreadsheet with the breakdown of monies and what it is being applied to in the project. She said she will update it with the expenditures from this evening and e-mail everyone. She said she has on her spreadsheet an approximate cost to remove the underground tank, but where we haven't hired someone to do the removal, it is not on the financial statement. Mr. Bliss said NHDES gave the District a year to remove the underground tank, which will need to be done soon. Ms. Verville said the underground tank is inspected every year and has passed all previous inspections. Mr. Goudreau asked if the abandoned tank has been removed; Ms. Verville said it has. She also stated an estimate to remove and dispose of the tank was around \$15,000, which includes all necessary testing. Carolyn Mebert moved, Karen Weston seconded, to accept the financial report. An oral **VOTE PASSED: 5/0**

I. Payment of Bills:

- a. Goudreau & Associates Architects, Invoice #2006.02.17 for \$32,600. Carolyn Mebert moved, Karen Weston seconded payment to Goudreau & Associates in the amount of \$32,600.
A roll call **VOTE PASSED: 5/0**
- b. Bonnette, Page & Stone Payment App #9 (Phase 2/3) dated 1/31/08 for \$157,782.24 (\$157,782.24 less retainage of \$7,718.20; amount being paid to Bonnette, Page & Stone \$150,064.04). Carolyn Mebert moved, Mark Geuther seconded payment to Bonnette, Page & Stone for a total of \$157,782.24.
A roll call **VOTE PASSED: 5/0**

J. Michael Bliss – Clerk Report: Mr. Bliss said the removal of the asbestos VCT & mastic in the "B" wing top floor was removed last week and work can begin on the top floor; the tile mastic on the first floor will be removed by this Friday. Everything is on schedule for the removal of the friable insulation for next week. He mentioned they did find a small amount of asbestos that they were not aware of under a countertop in one of the rooms and some of the old windowsills had adhesive that had asbestos in the adhesive. These will be removed during a time when there is no staff or students in the building because the items are friable.

Mr. Bliss said samples were taken from all 3 boilers and the smallest one (steam boiler) was the only one that contained asbestos. He said they will change it out with a temporary hot water system, build a containment area around the existing boiler and do the removal. This will be done sometime in March during a weekend where it is a small job. He'll have a price for the removal on the boiler for the next meeting. Mr. Kimball said the 2 heating boilers were fine. Mr. Bliss said Ms. Verville and he were working on the specs to go out to bid for removal of the underground tank.

Last item is in regards to an emergency electric generator in case the school loses power. It was brought up at the construction meeting and BPS said they would look at it and get back to the committee with numbers. Mr. Gamache said the middle school has one in place where it is the newest school. Ms. Cheney said this will be discussed further at the next meeting. Ms. Grady asked if he was anticipating any problems; Mr. Bliss said he told Tim Burke to keep the existing sump pump working until the new one is put in to prevent future problems.

Ms. Cheney asked about the leaks in wing "A"; Mr. Bliss said the project manager for the roofers was at the school to see what the problem was because of leaks in the center hallway. He said they thought it could be the weight of the equipment on the roof and water was getting in under a piece of flashing. They will correct whatever the problem may be as soon as they are able to. Carolyn Mebert moved, Doris Grady seconded to accept the Clerk of the Works report. An oral **VOTE PASSED: 5/0**

Ms. Verville said she would like to officially ask the committee to ask RPF to write the specs for the removal of underground tank and then go out to bid. She said RPF helped write the specs to remove the tank at Horne Street School last year. Carolyn Mebert moved, Karen Weston seconded to approve RPF to write the specs for removal of the underground tank. An oral **VOTE PASSED: 5/0**

K. Bonnette, Page & Stone – Progress Report: Mr. Kimball said there is a lot happening at the school next week. The asbestos around the pipes will be removed and work can begin on the top floor. Dr. O'Connor asked about the section in the gym roof that they couldn't get to, was that going to be removed next week also; Mr. Bliss said the lead paint is scheduled for next Monday/Tuesday to be removed. He said people from BPS will be in over the weekend to remove the duct work in the area so come Monday; they can begin removing the remaining lead paint. RPF will also be in all next week monitoring the removal of the asbestos and taking samples and will be monitoring the removal of the paint too. Ms. Cheney asked if the teachers could still enter the school if they needed to. Mr. Bliss said they could unless RPF says they can't enter certain areas. Dr. O'Connor asked if plywood would be put down on the gym floor again for the staging; Mr. Kimball said the plywood isn't needed because the staging will not cause damage and plywood was originally put down on the floor for the demolition work and the materials falling to the floor. Carolyn Mebert moved, Doris Grady seconded to approve BPS's progress report. An oral **VOTE PASSED: 5/0**

L. Other: There were no further discussions.

SAU Office:

M. CIP Financial – SAU Office: Ms. Verville read into record the beginning balance of the budget as \$500,000 less expenditures to date and obligations for Mr. Bliss's contract with and estimate of hours he would be working on the project, the total balance as of February 21, 2008 is \$486,228.01.

Ms. Verville told the committee that she has not obligated the contract amount of approximately \$329,000.00 for Bonnette, Page & Stone and told Mr. Kimball that she is still looking for the contract. Carolyn Mebert moved, Mark Geuther seconded approval of the CIP report. An oral **VOTE PASSED: 5/0**

N. Other: Dr. O'Connor said Mr. Bliss has been checking on the work over at the McConnell Center and they are finishing the demolition work and have started installing the metal studs. He also mentioned the technician from the school district was over looking at the space and where the data lines should go. Dr. O'Connor asked when he would be seeing the plans of the mechanical & electrical designs because he's only seen the design for the data lines. Mr. Bliss said the foreman told him the electricians were going to be starting next week. Dr. O'Connor said he's not sure of the codes for offices, but wants to make sure there are more than enough data lines and

electrical outlets. He also mentioned the work that has already been done has been great and the crew there is very meticulous and cleans up at the end of every day.

Dr. O'Connor mentioned he salvaged some of the windows from the library; he salvaged 5 half round windows and the large curved window. The large curved window will be in the hallway looking into the conference room and the other windows will be used in the conference room looking out into the office area. Mr. Bliss said they have found space for 4 out of the 5 half rounds.

Ms. Verville said she wants to run the following by the committee; she has spoken with Jim Amara, who is the director of the Career Technical Center at Dover High School and stated he has 14 students that can do the data drops at no charge. She said she has also spoken with Keith McBey, who was ok with the students doing the data line. BPS would still be carrying the materials; but there will be a credit on the labor. She also spoke with Keith McBey and the insurance companies about the proposal and the insurance companies were ok with it. Mark Geuther moved, Doris Grady seconded approval of the Career Technical Center students doing the data drop lines at the McConnell Center. An oral **VOTE PASSED: 5/0**

Dr. O'Connor told the committee about Lowe's and Home Depot who have done small grants for schools and didn't know if the committee would be interested in looking into seeing if either Home Depot or Lowe's would be willing to work with the district in either donating items or getting an upgrade on materials in exchange for something they may be looking for. Mr. Geuther said it would need to go one step further and include local companies as well. Ms. Cheney asked if he was looking to write a proposal and go out to the companies; Dr. O'Connor said it would not be a specific written proposal, but he was looking for items such as carpet or paint, things like that. Ms. Weston asked if he had a "shopping list"; Dr. O'Connor said that would be something he would have to work with BPS on. Ms. Cheney asked Mr. Kimball if he worked with companies like Home Depot or Lowe's or if he had vendors he used. Mr. Kimball said he has his own vendors and tries to stay away from places like these because they can't guarantee deliveries, which is very important to a project like this. Mr. Geuther also mentioned there is another issue, example would be if BPS hired a floor sub contractor and BPS tells the sub contractor that the SAU is supplying the flooring material, the sub contractor may not install that particular brand. Also, if the materials are not delivered on time, who would you hold accountable. Mr. Kimball also mentioned there could be problems with warranty items. Ms. Grady mentioned companies that sell their products in several different stores and what one store may have will not be the same quality as another and said we have to make sure the items are of high quality. Ms. Verville said she would still like to explore the community partnership to see what is available. Mr. Gamache said he thinks the local businesses would love to be able to get involved with the retrofit of the SAU office.

O. Next JBC Meeting: The next JBC meeting is scheduled for Thursday, March 13, 2008 at 5:00 p.m. starting at the McConnell Center, Door #1 for a tour and the will move to the SAU office.

P. ADJOURNMENT: Karen Weston moved, Carolyn Mebert seconded adjournment of the JBC at 6:50 p.m. An oral **VOTE PASSED: 5/0**

Respectfully submitted,

Catherine Cheney/pb

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