



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Office
Meeting Date:	Thursday, May 1, 2008
Meeting Time:	5:00 pm

MEETING # 48

- 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, May 1, 2008 at 5:00 p.m. in the office of the Superintendent.
- B. ROLL CALL:** Present were Catherine Cheney, Karen Weston, Doris Grady, and Ray Bardwell. Also present were Laurie Verville, Business Manager; Michael Bliss, Clerk of the Works; Patrick Boodey, Principal, WPS; Gary Goudreau, Goudreau & Associates; Keith McBey, BPS; Councilor Dean Trefethen and Citizen Stan Thorpe. Absent were Carolyn Mebert, Mark Geuther, Dr. John O'Connor, and John Gamache.
- C. Approval of Meeting Minutes:** Ms. Cheney asked if there were any questions or comments. Hearing none, Doris Grady moved, Karen Weston seconded approval of meeting minutes for April 17, 2008. An oral **VOTE PASSED: 4/0**

Woodman Park Elementary School:

- D. Financial Report – Woodman Park School:** Ms. Verville read into record after obligations from the last meeting plus the incentive from Northern Utilities and the additional funds requested held back by the JBC at the last meeting the total available budget remaining as of May 1, 2008 and prior to approval of bills is \$287,046.60. Ray Bardwell moved, Karen Weston seconded to accept the CIP Financial Report. An oral **VOTE PASSED: 4/0**
- E. Award Bid – Removal of Underground Storage Tank:** Ms. Verville said the bid opening was today at 10:00 a.m. Three companies attended the pre-bid meeting; however Marcor Remediation's bid arrived 2 ½ hours late. Ms. Verville said she is recommending CYN Environmental, who was the low bidder. Ms. Grady asked if she had information on either; Ms. Verville said she did and attached the information from CYN Environmental, which also listed the previous jobs they've done, one of them being Horne Street School. Ms. Verville stated they had no issues with them at Horne; RPF has also been hired as an independent to watch over the removal. Mr. Bliss said 3 companies came by and looked at the area and listened to what needed to be done on the surface. Mr. Bardwell asked if the quote was for the removal of the tank, fill cap, and remove any soils that may be contaminated. Ms. Grady asked if the soil containment was included in the quote; Mr. Goudreau said that area was excluded from the bid because we did not know what would be found once the tank was removed. Mr. Bliss said there is no longer a reason to keep the retaining wall that was there for the underground tank and said they could grade it back into the landscape. Mr. Bardwell asked about looking for leaks in the foundation from the outside while the equipment for digging was there. Mr. Bliss said it was not included because the foundation is no where near the digging for the underground tank and stated they spoke about this separately at the last meeting and thought they weren't going to expose the wall. Mr. Goudreau mentioned they also brought up all the underground utilities that were just put in that might get dug up if they start moving earth away from the foundation. He said they spoke about it at the last meeting and said it was going to cost too much money to do outside. Even if it was done, there would need to be a drain, but there is no place for it to go. Mr. McBey said they spoke about many things, but



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said it still leaves 2/3's exposed and the school already has an existing pump, just add another pump and with the pad height increased, it should be fine. Mr. Bliss mentioned after the recent rains, there was no water in the basement through the wall or conduits, just through the sump pump. Ray Bardwell moved, Doris Grady seconded to accept the bid from CYN Environmental Services for the removal of the underground storage tank with the related work in the amount of \$9,985. A roll call **VOTE PASSED: 4/0**

F. Reconciliation of Air Quality Experts, Inc. Contract & Payment for Services: Ms. Verville said after reconciling the contract amount with Mr. Bliss, the attached sheet shows the original contract with all change orders, amounts paid to date and what the committee voted to encumber at the last JBC meeting. She asked Mr. Bliss at this point do they need to be looking for additional monies to encumber. Mr. Bliss said the abatement in the gym was done over the holiday along with a survey to see if there were any areas they had missed. There was one small area of piping that was found that was never seen before and will be taken care of; however, that should fall under the original contract because there is still footage left from the 300' of piping built into the original contract. Rest of the pipes has been surveyed and everything else has been opened up and believes everything has been found. He said he believes there is around \$25,000 left on what is owed overall to Air Quality Experts. Mr. Bardwell asked if we are going to have them come back through once the building has been completed to give the building a clean bill of health. Mr. Bliss said the district will have reports from all the testing they have done through out the project. Mr. Bardwell said he wants to make sure there is a threshold of some kind so three weeks into the school year no issues pop up. Mr. Bliss said they have reports from all the work that has been done to date. With the duct work and new air exchange system, testing has shown the mold is going away. Mr. Goudreau also said they are working on the assumption the outside air is better than the inside air. Ms. Weston mentioned she recently had her house redone and they did inside and outside testing and when they tested outside, they did within so many feet of the house and feels with remediation, testing should be done. Mr. Bliss said it is done during every stage of the process and it continues to be done until cleared. He said containment can't be taken down until it has been cleared. Ms. Grady mentioned they have had all kinds of test results throughout the project. Ray Bardwell moved, Doris Grady seconded to accept adoption of reconciliation sheet for Air Quality Experts, Inc. An oral **VOTE PASSED: 4/0**

G. Payment of Bills:

- a. Air Quality Experts, Inc Invoice #042108 dated 4/28/08 for \$5,000. Ray Bardwell moved, Doris Grady seconded payment to Air Quality Experts, Inc. in the amount of \$5,000. A roll call **VOTE PASSED: 4/0**

H. Michael Bliss – Clerk Report: Mr. Bliss reported the pipe work was done in the gym last week, which was scheduled for summer, and some painting was also done. The top floor of wing "B" the grid is up and light fixtures are beginning to go in. They hope to move some of the classrooms before the end of summer with the approval of all the proper approvals. Ms. Weston asked if the project was on schedule; Mr. Bliss said it was. Ms. Cheney asked about the girders' that had little areas that couldn't be reached; have they been done yet? Mr. McBey said they haven't been, they will wait until summer to get the last few areas of paint. Doris Grady moved, Karen Weston seconded to accept the Clerk of the Works Report. An oral **VOTE PASSED: 4/0**



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- I. Bonnette, Page & Stone – Progress Report:** Mr. McBey said they have had good luck with painting some spots in the gym. He hopes to turn over the top floor by the end of May. Ms. Grady asked if he had concerns with the sump pump; Mr. McBey said we should be covered with one sump pump. However, he would like to have a second as a back up just in case the boiler room isn't checked everyday and if something happens to the first one, the second would kick in. Ms. Grady asked if having one is ok; Mr. McBey said having one is fine and said he could look into the cost of the second one and add to his GMP. Mr. Bardwell asked what Mr. McBey thought about a water level alarm that was wired into the system. Mr. McBey stated it isn't a bad idea and stated he doesn't believe it's an expensive item and would look into and bring the figures to the next meeting.

Mr. McBey stated Ms. Verville and he had a discussion on prioritizing the list because he's prioritizing it by the scope and sequencing of the work to be done versus the committee's objective on what the bottom line is. Ms. Verville said for the boiler room they are still obtaining additional figures and she will have an itemized list when all figures are accurate. The items on the list will come from the SAU contingency side. Mr. McBey said he's estimating the device itself would be around \$200.00 - \$300.00 but will look into it further. Ms. Cheney asked how long before the ladders don't matter. Mr. McBey said there is no time; he was looking at it because he wanted to get everyone off the roof but the ladders can go up at any time. Ms. Cheney asked if there were any other items with time constraints; Ms. Verville said she's still fine tuning numbers, but knows she needs to get them to the committee members as soon as possible. Doris Grady moved, Karen Weston seconded to approve Bonnette, Page & Stone's report. An oral **VOTE PASSED: 4/0**

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

SAU Office:

- K. CIP Financial Report – SAU Office:** Ms. Verville read into record the total available funds remaining after all expenditures and obligations as of May 1, 2008 is \$95,841.39. Ms. Verville also said the second page is a supplemental page that breaks down the budget by category and has columns to show what was budgeted, what's expended/obligated and the amount remaining. Ray Bardwell moved, Doris Grady seconded approval of the CIP Financial Report. An oral **VOTE PASSED: 4/0**
- L. Finalize AIA Contract Documents:** Ms. Verville said she has removed wording under the indemnification paragraph, the 18% per annum, and the paragraph under Waivers of Subrogation. Ms. Verville said these items had already been discussed with Bonnette, Page & Stone. Mr. Bardwell asked Mr. McBey if he had any comments; Mr. McBey said he hasn't read through everything but doesn't have a problem with what Ms. Verville has mentioned. Mr. Bardwell asked if Ms. Verville was looking for the committee to approve the contract; Ms. Verville said she was looking for approval from the committee and she has marked all the changes and initialed and dated where she has made the changes. Ms. Verville said she removed the word negligence under indemnification. Mr. Bardwell motioned to accept the AIA contract with the contractor to initial changes made and sign the contract. Doris Grady seconded the motion. An oral **VOTE PASSED: 5/0**



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M. Approvals:

- a. Request to expend \$625.00 for a 3' x 6' Enclosed Display Board: Ms. Verville said there is a need for a board on the first floor to display all the information from the SAU for the public. She stated this is also subject to approval by the McConnell Center Tenants Committee, The information provided does not mean they need to spend \$625.00. She is asking for the committee for approval to expend up to \$625.00 for a 3' x 6' enclosed message board to be on the first floor, and she is looking to BPS to install the board; Mr. McBey said that wouldn't be a problem. Ms. Weston asked what the board is for exactly. Ms. Verville said the SAU needs to display all notices and it needs to be under lock and key. Mr. Bardwell asked if the SAU still needs to have something over at City Hall and if they should order another if that is the case; Ms. Verville said there is already one for the school downstairs. Karen Weston moved, Ray Bardwell seconded approval to expend monies not to exceed \$625.00 for an enclosed display board. A roll call **VOTE PASSED: 4/0**
- b. Request to expend \$1,100.00 for Elevator Car Call Key Lockout: Mr. Bliss said this is a way to keep people from accessing the lobby via the elevator. They thought they had an alternate with Burns Security through Stanley Elevator, but Stanley was not getting back to anyone. This would allow the elevator to be locked out with a key at the end of the day so no one can get to the fourth floor. The stairs are always accessible and the offices can be accessed with a key. Mr. Bardwell asked about days when there are student hearings or School Board meetings, will the elevator be left unlocked for people to use. Ms. Verville said it will remain unlocked on planned events and the last person to leave the floor will be responsible for making sure the office and elevator are locked. Ms. Verville mentioned this leads her to another item that she would like to look into further. She would like to get a pedestal message board to put outside the office doors on the fourth floor to show the hours of operations, summer hours, holiday shut downs, etc. Mr. Bardwell asked would it be something for the first floor or the fourth floor, because he knows he would be a little upset if he went up the flights of stairs only to find the office closed. Ms. Verville said it was something they would need to get eventually. Ms. Weston asked if the lockout would prevent the elevator from going to the third floor. Mr. Bliss said it only prevents people from going to the fourth floor; however, in case of an emergency, there is an over ride for the fire service. Karen Weston moved, Ray Bardwell seconded to expend no more than \$1,100 for an elevator car call key lockout. A roll call **VOTE PASSED: 4/0**
- c. Request to expend \$1,293.00 for Furnishings: Ms. Verville said the quote was for a free standing storage unit with a list price of \$2,440.00 and a net price of \$1,293.00, which is a 52% reduction in price and includes shipping & handling. Doris Grady moved, Ray Bardwell seconded approval to expend \$1,293.00 for a free standing storage cabinet. A roll call **VOTE PASSED: 4/0**

N. Payment of Bills:

- a. Graybar Invoice #9334498891 dated 04/18/08 for \$409.66. Karen Weston moved, Doris Grady seconded payment to Graybar in the amount of \$409.66. A roll call **VOTE PASSED: 4/0**
- b. Graybar Invoice #933498889 dated 04/18/08 for \$429.51. Ray Bardwell moved, Doris



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Grady seconded payment to Graybar in the amount of \$429.51. A roll call **VOTE PASSED: 4/0**

- c. Graybar Invoice #933524376 dated 4/21/08 for \$170.97. Doris Grady moved, Ray Bardwell seconded payment to Graybar in the amount of \$170.97. A roll call **VOTE PASSED: 4/0**

O. Other: Ms. Grady said she attended the meeting on Monday and told her concerns regarding the third floor use and the relation to the School District and how she has heard differences on whether the School District was going to be responsible for rent, utilities, etc. for those rooms. She received an email from Mike Joyal, which was a little confusing and phoned him for a better explanation. She said he took the time to answer her questions and she is more comfortable at what he is trying to do on the third floor. Ms. Grady read the following from the email she received, "A new cable access committee was established by the City Council which includes City Council and School Board representation. There is no additional cost to the School Department in the construction and operation of the cable access studios. The costs are reimbursed via the franchise fee that was established to construct the studios and allow for the broadcasting of governmental and educational information across 2 access channels. In addition to the initial construction and fit out of the facilities, the entire operating costs for the facility for the "rental" fee for the McConnell space is to be reimbursed by franchise fee revenue and not funds derived directly from the School Department budget." Ms. Grady said the suggestion while this is being worked on is to start on the academics at the high school. She said he also saw the possibility of the school being entitled to a 40% discount and wanted to work with the school department, but this part can be ironed out with Dr. O'Connor and Ms. Verville. Ms. Grady said she felt much better about what he wanted done on the third floor after speaking with him. Ms. Weston asked if Mr. Joyal gave an idea on when the McConnell Center studio would be up and running. Ms. Grady said she wasn't looking for that information so she did not ask and he did not give any specifics; at this time all he wants to see done is the retrofitting of the rooms. Ms. Weston then asked what guarantee do the people of Dover have that the money for Dover High School is going to go there; Ms. Grady said it could be a 5-year plan. Ms. Weston asked about the money to transport the students; Ms. Grady said that was another area of confusion. She said her understanding was that the students would drive themselves as needed to the locations after they've finished the curriculum and they get a better understanding on how to use the equipment. Ms. Weston said she feels better about the situation; her concern is there is no set date for the high school. Ms. Grady said she is working with the Career Tech Centers from Dover, Somersworth, and Rochester and said they are nearing the end and currently are waiting on the State regarding money. The school, requesting funds for renovations, has to have a plan in place and two schools have already backed out of their projects pushing the high school closer to the front so it could be sooner than 5 years. Mr. Goudreau asked if there was any talk of dove tailing with the renovations. Ms. Verville said it has to go through many workshops for the high school before anything can start. Mr. Trefethen said the only confusion he felt was regarding the work for the McConnell Center studio. His understanding is the work needed is only to get the room ready, the equipment will come at a later date and the same is true for the studio at the high school. The equipment is separate from the franchise fee. Ms. Grady stated Dr. O'Conner needs to come to the next School Board meeting with something from Mr. Joyal saying there are no additional fees or monies to come from the School District's budget. Mr. Trefethen said the added costs to do these rooms dove tailing off of the current construction going on in the building would be a cost savings and



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if there was any money coming back, that's an added bonus. Ms. Weston asked about clarification on the other rooms; Ms. Grady said there are actually only three rooms and they need to be drawn out. She said the key is for it to be retrofitted while BPS is in the building. Ms. Cheney said she still doesn't feel things are right and would like to look over the contract with Comcast more thoroughly before making any decisions and would like to go back to the Cable Committee to see what their plans are. Ms. Grady said all the high school needs at this time is a classroom for the curriculum. Mr. Bardwell said if the monies aren't there to do the work at the high school, why go back to the committee at this point. Ms. Grady said the only thing they are starting on is working on developing a curriculum. Mr. Bardwell asked Mr. McBey what the time table was for the SAU offices to be completed; Mr. McBey said in about a month. Ms. Cheney said this reminds her about the issues with the parking lot at Horne Street School and she's not completely on board at this time and stated she needs to look at the time table, agreement, and what the cost savings will be.

- P. Schedule next JBC Meeting:** The next JBC meeting is scheduled for Thursday, May 22, 2008 at 5:00 p.m. at the McConnell Center cafeteria.
- Q. Adjournment:** Doris Grady moved, Ray Bardwell seconded to adjourn the JBC meeting at 6:17 p.m. An oral **VOTE PASSED: 4/0**

Respectfully submitted,

Catherine Cheney/pb

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