



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	McConnell Center – Café
Meeting Date:	Thursday, May 22, 2008
Meeting Time:	5:00 pm

MEETING # 50

- 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 22, 2008 at 5:45 p.m. in the cafeteria at the McConnell Center after touring the fourth floor to see the progress of work completed.
- B. ROLL CALL:** Present were Karen Weston, Doris Grady, Carolyn Mebert, Mark Geuther and Ray Bardwell. Also present were John O'Connor, Superintendent; Laurie Verville, Business Manager; Michael Bliss, Clerk of the Works; Patrick Boodey, Principal, WPS; John Gamache, Facilities Manager; Gary Goudreau, Goudreau & Associates; and Keith McBey, BPS. Absent was Catherine Cheney. Carolyn Mebert was co-chair.
- C. Approval of Meeting Minutes:** Ms. Mebert asked if there were any questions or comments. Hearing none, Mark Geuther moved, Ray Bardwell seconded approval of meeting minutes for May 1, 2008 and May 8, 2008. An oral **VOTE PASSED: 5/0**

Woodman Park Elementary School:

- D. Financial Report – Woodman Park School:** Ms. Verville read into record after all obligations to date plus the incentive from Northern Utilities the balance is \$327,061.60 less monies still being held back in the amount of \$50,000.00 the total available budget remaining as of May 22, 2008 is \$277,061.60. Ray Bardwell moved, Karen Weston seconded to accept the CIP Financial Report. An oral **VOTE PASSED: 5/0**
- E. Approval:**
- Summer 2008 Phase-Remainder Due RPF for Monitoring & Testing: Ms. Verville said Mr. Bliss coordinated with Allen to try to get a handle on how much is still due RPF per the committee's request. Mr. Bliss said during April vacation they surveyed the school and looked at everything to make sure they hadn't missed any thing and feels there are no more chances of finding any hidden asbestos. Ms. Mebert asked if it was going to cost another \$10,000-\$12,000 for the removal of asbestos; Mr. Bliss said it covers full time monitoring of removals along with on-site testing. Mr. Bardwell asked if this was part of the budget or extra; Mr. Bliss said when the committee voted to put \$50,000 aside for additional items, part was for this because they didn't know what else was out there and how much it would cost. Mr. Bliss said Air Quality Experts was quoted last time at \$14,550 and is covered in the budget. Ray Bardwell moved, Doris Grady seconded to approve the remainder due RPF for monitoring and testing not to exceed \$12,000. A roll call **VOTE PASSED: 5/0**
- F. Award of Industrial Grade Shelving:** Mr. Bliss said he received quotes for shelving two rooms at WPS and piggy backed for the SAU office. He's been talking with the 2 reps and he just received a fax right before he came to the meeting that compares apples to apples. He stated one company came in at \$10,047 for installation and the other at \$10,117.05. She also mentioned she did a public bid and sent out the specs to 12 different companies but only received 2 replies. Ms. Verville asked if he had a



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breakdown by WPS and SAU office. Mr. Bliss said for WPS only Deluxe came in at \$7,259.85 for materials and \$1,290.00 for labor for a total of \$8,549.85. School Furnishings gave pricing of \$2,995.40, \$4,042.50, and \$1,425.00 for labor for a total of \$8,462.90. Ms. Mebert asked if a decision had to be made today; Mr. Bliss said it didn't and mentioned he was still waiting to confirm one thing with one of the companies. He also said the companies priced it where they will not do only one place, the pricing is good for both places only. Ms. Verville said in the bid specs it was specified to quote for 2 separate costs. Ms. Mebert asked if they both carried the same product; Mr. Bliss said it was the same product. He stated he is waiting to hear back because he was told the shelf load was 550 lbs per shelf, but the paperwork states it's only 500 lbs and he wants clarification on that. Ms. Mebert asked if they could hold off on making a decision for both WPS and the SAU office until the next meeting. Mr. Geuther and Ms. Weston both asked what the turn around time was; Mr. Bliss said he will look into it. Ms. Verville said the bid specs stated they wanted to start the project by June 10th. Ms. Mebert asked if they could make a decision via email. Mr. Bardwell motioned, Karen Weston seconded to receive a breakdown on the cost for shelving with the SAU separate from the cost of WPS and to disseminate it via email for an electronic vote. An oral **VOTE PASSED: 5/0**

G. Payment of Bills:

- a. Bonnette, Page & Stone, Payment App #12 (Phases 2/3) dated 4/30/08 for \$223,581.48 (\$223,581.48 less retainage of \$10,835.35; amount being paid to Bonnette, Page & Stone \$212,746.13). Ms. Verville asked if Mr. Bliss had a chance to look over the application; Mr. Bliss said he went over it with Mr. Goudreau and it was ok. Mark Geuther moved, Ray Bardwell seconded payment to Bonnette, Page & Stone in the amount of \$223,581.48. A roll call **VOTE PASSED: 5/0**

Mr. Bardwell asked before moving to the next item, if they could discuss the breakdown. Mr. Bardwell mentioned the alarm for the boiler room and asked if that was going to be carried on Mr. McBey's side. Mr. McBey said he is still working with someone to get the exact figures for everything needed to put in the alarm. Mr. Bardwell asked about the structural steel and asked if the \$32,000 is a surplus. Mr. McBey said it is hard to breakdown by line item because the final accounting has not been done and he does not know if there is an invoice outstanding for the steel; but feels it is going to be close. He said he could do a rough estimate for the next meeting.

- H. **Michael Bliss – Clerk Report:** Mr. Bliss reported the VCT is going in on the first and second floors and the ceiling grid is being completed on the second floor. Ms. Mebert asked about the leak in the second floor ceiling. Mr. Bliss said they believe the leak has something to do with the mechanical equipment on the roof and it depends on the direction of the wind. They haven't had a chance to take apart the equipment but they are still investigating and will continue until they can locate the leak. He also mentioned the leak is near the central core, which is near the roof top unit. Mr. Bardwell said when the building is turned over, there will be no leaking roof; Mr. McBey said that was correct. He said they have gone over the TPO and looked at the seams because sometimes they're not welded and they are looking at the equipment. However, where there hasn't been a lot of rain it has been hard to locate the leak and said if it doesn't rain, they may have to use a garden hose to wet the area of roof. Mr. Bliss said he also received a letter from Richard Driscoll regarding the back-up generator read from the letter: "This letter is to follow up our conversation and your building committee's questions



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about the generator grand and area’s of coverage during an emergency event. The city’s primary evacuation center is the Dover Middle School, and with the addition of Woodman Park having emergency power we would include the school in our emergency plans. The primary needs within the school would be the boilers and I understand you will be able to feed the kitchen and the cafeteria along the lower section of the building.” He continued with, “The need for the gymnasium to be serviced would not be required as I understand money is not available and that no other grant money is forthcoming at this time. If you chose to wire the gym in with existing funds, we would incorporate it into our plan, but regardless as to whether the gym is covered or not, the partial coverage provides us with much needed space in the even of an emergency.” Mr. Bliss said verbally he was told what the emergency generator is covering is adequate with the state for its needs. He mentioned the Chief said if they wanted to pursue getting additional monies to wire the gym, they could try but they have missed the window and there are no monies available. Mr. Goudreau asked if they need to kick the generator up another size; Mr. McBey said the one they have a quote on is large enough, even if they want to wire the gym in at a later date. Mr. Goudreau said the quote the committee accepted was for a certain scope and included the ground floor only. Mr. Boodey said the gym has an advantage over other schools and that is the windows on either side of the gym to let in light. He said if for some reason there was ever a flood and the students had to come back to the school, he would place them all in the gym to show a movie or have some sort of entertainment. Ms. Weston asked what the cost would be to add the gym; Mr. Bliss said a quote of \$5,000 - \$7,500 was given by an electric company. Ms. Weston asked what the timing on getting this done is; Mr. McBey said it would be nice if it was soon so they could do the prep work during the summer. Mr. Bardwell said as a committee they have a wish list to look at and need to start making decisions. Ms. Mebert said they need to know final numbers before making any decisions and asked if Mr. McBey could put something together; Mr. McBey said he would have a rough estimate for the next meeting.

- I. **Bonnette, Page & Stone – Progress Report:** Mr. McBey said for wings “A” and “C” most of the sheet metal work is done and should be completed by the end of next week. Work on the mezzanine should be completed this week. The boilers are expected to be delivered next week. They will start pouring the pads for the boilers early next week and expect to install the boilers towards the end of next week. Also a representative for the roof manufacturer was there and inspected the roof and he’s expecting to receive the certification sometime next week.

Ms. Verville asked the members if they were prepared to accept Peter Driscoll’s letter and expend 50% of the total cost, which would be \$78,932.00 for the back-up generator. Mr. Goudreau asked if the city’s expecting the check; Ms. Verville said they state is looking to clear their books for the new fiscal year and said it looks like they are cutting checks. Mr. Bardwell motioned, Karen Weston seconded to match 50% of the cost for the generator providing matching funds are real. A roll call **VOTE PASSED 5/0**

- 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 and not including what is being approved tonight, the total



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available budget remaining as of May 22, 2008 is \$76,800.92. Ms. Weston asked what was left to be done or purchased for the SAU. Ms. Verville said they have come well under budget and if the committee wanted to hear, she had items that she needs to obtain quotes on but has soft numbers at this time; the committee said they wanted to hear what was being asked for. Ms. Verville said she needs to get a quote for moving not only the SAU office, but the SPED and Curriculum office to the McConnell Center, an estimate she came up with is \$4,000. She stated she also needed to work with the SPED director on storage units for student records and was thinking of the units doctors offices use and is thinking \$4,000.00, shelving \$1,500, appliances \$1,700.00 and from previous quotes on blinds \$5,000. A rough estimate total is \$16,200.00 leaving a balance of \$60,600. Ray Bardwell moved, Karen Weston seconded approval of the CIP Financial Report. An oral **VOTE PASSED: 5/0**

L. Approvals:

- a. Request to approve BPS Change Orders #6 through #9 for a total of \$6,355.00: Ms. Verville said the following change orders have already been deducted from the financials; however, she needs the committee's approval to go ahead with these change orders. Ms. Weston asked what the change orders were for. Ms. Verville said CO #6 is for additional outlets facing Locust Street, CO #7 is for adding power and data poles to two rooms for the change in desk configuration, CO #8 is for additional electrical changes and CO #9 is for upgrading cabinets in conference room 005. Dr. O'Connor said these changes were made after staff input. Ray Bardwell moved, Mark Geuther seconded approval of BPS change orders #6 - #9 totaling \$6,355.00. A roll call **VOTE PASSED: 5/0**
- b. Request to approve Sales Agreement with DM Burns Security for \$9,721.00: Ms. Verville said when this all started, BPS received a quote from Martineau Electric in the amount of \$12,054.00. Mr. McBey was told to go through a local vendor to see if they could get a better price and DM Burns Security was called and gave a quote of \$9,721. However, Ms. Verville said since they last spoke, Burns Security dropped the price to \$9,596. Dr. O'Connor said they have also scaled down the security so there are only 3 cameras. Ms. Weston asked if there was going to be cameras on the ends. Dr. O'Connor said there will be 2 cameras inside our area at the main door to get the people coming and going from the office and the third camera will be set up for the door at the far end of the hallway. Ms. Mebert asked if any other security company was asked to give a quote; Ms. Verville said no one else was called. Mr. Bliss said they have the quote BPS originally received from Martineau and they then asked Burns Security. Mr. Gamache said he worked with Seacoast Security for the Hampton School District and found they were lower in cost than Burns and seemed to have better equipment. Dr. O'Connor asked Mr. Gamache to take the specs given to Burns and ask this company for a quote and then email all committee members. Ray Bardwell moved, Doris Grady seconded for Mr. Gamache to get a quote from Seacoast Security. An oral **VOTE PASSED: 5/0**

M. Payment of Bills:

- a. Coheco Printworks, - Direct Payment Invoice #29837 dated 3/7/08 for \$80.01 and Invoice #29966 dated 4/11/08 for \$18.81 for a total of \$98.82. Ms. Grady asked what these invoices were for; Mr. Bliss said he needed to make copies of the electrical plans, one copy was for the teacher supervising the students doing the drop lines and two are with



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Annie Dove at City Hall. Mark Geuther moved, Ray Bardwell seconded payment to Cocheco Printworks in the amount of \$98.82. A roll call **VOTE PASSED: 5/0**

N. Other: Ms. Grady asked if Dr. O'Connor has spoken with Mr. Joyal regarding the third floor; Dr. O'Connor said he hasn't spoken with him since the last JBC meeting. Ms. Verville said she wasn't sure how to word the question to Ed Murdough with the State and said she asked him if it's being used academically; he said it is 30%. Ms. Verville said she could call Mr. Murdough back and rephrase it saying the space will be used for SAU business, would it be 40%. She said she would have to have something in writing either way. Ms. Grady said she read the minutes on the McConnell Ctr. and then went to the meeting and was told there was no need for further discussion until the School Board gives the ok. She also said Mr. Joyal said there was \$130,000 collected a month ago from Comcast and asked how that was going to be used. Dr. O'Connor said to qualify, the school district would have to bond the money to get the 30-40% back; it has to appear on our books. Ms. Grady asked how much the school had to bond to move to the McConnell Ctr.; Dr. O'Connor said it was \$500,000, but Mr. Joyal is asking for the school to fund additional money for the retrofit. Ms. Weston asked how the reimbursement works. Dr. O'Connor said the school would need to bond around an estimate of \$200,000 for the retrofit of the rooms, the money doesn't come to use at the end in one payment, and it's paid out overtime. Ms. Verville said they'd get semi-annual payments and after anticipated bonding with cash paid out, in 1 ½ years they'd get 1/5 of the monies bonded. Dr. O'Connor said he would set up a meeting with Mr. Joyal, Ms. Verville, Dan and himself for further discussion and he will get back to committee members. Mr. Geuther said his understanding was it would be paid through monies with Comcast.

Ms. Grady said she printed out the contract, and said there was more confusion, she said she was told the program is out of City Hall and that the McConnell Center would be done first, while the high school worked on the curriculum. The contract states that within 12 months of the contract they are to construct the 2 additional rooms with the first location to be done at the high school and the second location at the McConnell Ctr. Dr. O'Connor said he would try to get answers for everyone next week. Ms. Grady asked where Mr. Krans was part of the contract negotiations, shouldn't he be at the meeting too. Dr. O'Connor said he would ask Mr. Krans to attend and after the meeting, they should have a better understanding on how to approach the School Board and City Council.

O. Schedule next JBC Meeting: The next JBC meeting is scheduled for Thursday, June 5, 2008 at 5:00 p.m. at the Superintendent's office.

P. Adjournment: Ray Bardwell moved, Karen Weston seconded to adjourn the JBC meeting at 6:45 p.m. An oral **VOTE PASSED: 5/0**

Respectfully submitted,

Catherine Cheney/pb

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