



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

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

MEETING # 51

- 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, June 5, 2008 at 5:05 p.m. at the office of the Superintendent.
- B. ROLL CALL:** Present were Catherine Cheney, Karen Weston, 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 Doris Grady.
- C. Approval of Meeting Minutes:** Ms. Cheney asked if there were any questions or comments. Hearing none, Ray Bardwell moved, Carolyn Mebert seconded approval of meeting minutes for May 22, 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 less the 50% for the backup generator and additional funds, the total available budget remaining as of June 5, 2008 are \$178,666.70. Mr. Bardwell asked if they should earmark more monies for any unknowns that may still be out there; Mr. McBey said they still have the contingency money and doesn't feel there's a need to obligate more monies. Ms. Weston asked if there was a lot remaining; Mr. McBey said it's hard to say at this time. The demolition is close to being finished and is not sure if there is anything else they'll run into in the "C" wing. Mr. Bardwell asked if the boilers have been physically removed; Mr. McBey said the boilers are out of the building and they are working on installing the new ones. Mr. Bardwell asked if they could have a line item update from Mr. McBey for the next meeting so they can look at the additional items; Mr. McBey said he will have a report for the next meeting. Ray Bardwell moved, Karen Weston seconded to accept the CIP Financial Report. An oral **VOTE PASSED: 5/0**
- E. Email:**
- a. Approval of email responses to accept bid from School Furnishings for Woodman Park School and SAU Office for Industrial Shelving; Ms. Verville said this is for the record. Mr. Bardwell asked if they had enough for a vote; Ms. Verville said she received 5 written responses and one verbal. Mark Geuther moved, Ray Bardwell seconded to approve the email response to accept School Furnishings bid for Industrial Shelving. An oral **VOTE PASSED: 5/0**
- F. Approvals:**
- a. Purchase of shipping boxes for moving classrooms - \$255.92: Ms. Verville said as a sidebar, moving expenses usually fall under part of soft cost. Ms. Mebert asked if the 8 bundles had 25 boxes per bundle; Ms. Verville said that was correct. Ms. Verville asked Mr. Boodey what grade levels these were for; Mr. Boodey said it was for grades 1 – 4. Karen Weston moved, Mark Geuther seconded approval of shipping boxes to move classrooms in the amount of \$255.92. A roll call **VOTE PASSED: 5/0**



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G. Michael Bliss – Clerk Report: Mr. Bliss reported they were in the home stretch and are currently working in the “B” wing. He said the shelving people came and looked at the store rooms and he is currently working on getting some items moved out of the way so the shelving can be put up. They were hoping to get the third floor finished so they could move classes, but that time has gone by and will wait until the school is out before moving any classrooms. The marker and tack boards are in and are ready to be installed. The boilers have been delivered and they are working on the installing the boilers. Mr. Bardwell asked about the backup generators. Mr. McBey said Consolidated is working on a design and he will get the plans done and sent to the City for approval and bring a copy for the committee to review. Mr. Bardwell asked if Consolidated was going to work right through the project; Mr. McBey said it was his understanding they would do the design and the electrical work. Mr. Bardwell asked if they were going to wire the gym now; Ms. Mebert said she thought the committee voted to wait on wiring the gym. Mr. Bliss said it was not included with the money from the State and would cost the district additional money to wire the gym. Mr. McBey said he spoke with Consolidated and asked them for better numbers on wiring the gym. Ms. Weston asked how many people the ground floor would hold; Mr. Boodey said it was difficult to give an exact number. Mr. Goudreau said assembly ratings can't exceed a specific number based on square footage. Ms. Weston asked if there was enough room at the school if there was an emergency. Ms. Cheney asked if we were looking at this as an emergency shelter. Mr. McBey said we don't want to call it an emergency shelter; it's a backup generator for the school. Mr. Bliss said the school would be a backup if the fire dept. had to use it; Dover has other spaces available for emergency shelters. Ms. Verville read the following from the letter received from Asst. Chief Richard Driscoll, “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 event of an emergency.” Mr. Boodey said his assumption was they would do the wiring in the gym if the generator could handle it. Mr. Bardwell motioned to entertain expending the additional monies to wire the gym; Ms. Verville said she would like to wait until they have had a chance to visit the needs list, which she will do next week. Ms. Verville then asked Mr. McBey if this would cause a snag if they didn't make a decision tonight; Mr. McBey said it wouldn't because Consolidated is working on the plans now. Ms. Mebert said at the last meeting they talked about getting finer numbers for the project from BPS and asked if he could have them for the next meeting; Mr. McBey said he would. Mr. Bardwell also requested going over the priority list at the next meeting.

H. Bonnette, Page & Stone – Progress Report: Mr. McBey said they are currently working from the top floor down for the fire alarm and are cleaning “B” wing. He said they could have moved some classrooms but with the chaos they decided to wait until school is out. They'll finish the gym after school is out. Currently they are working on the front canopy and was told they left the lift on the ramp, which will not happen again. Mr. Bardwell asked about the roof leaks and if they were fixed; Mr. McBey said he has to double check and said there hasn't been enough rain to test it and will look into it further and let everyone know. He said they may have to get a hose and spray down the roof. He also said he is the project manager at WPS because the previous person had a family emergency. He's going to get access to his computer on Friday and should be able to get finer numbers and a better idea on where things are on the total project.



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- I. **Other:** Mr. Boodey said they received the AED unit and the BPS crew took it upon themselves to mount the box on the wall and said they were happy to do it for him.

SAU Office:

- J. **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 available budget remaining as of June 5, 2008 is \$84,839.00 Ray Bardwell moved, Carolyn Mebert seconded approval of the CIP Financial Report. An oral **VOTE PASSED: 5/0**

K. Approvals:

- a. Approve C.O. #10 for \$1,840.00-Conference Room circuit and projection screen: Ms. Verville said the work was done in the school board conference room. Mr. Bardwell asked if the screen was motorized; Ms. Verville said it was and it is concealed and looks very nice. Ray Bardwell moved, Carolyn Mebert seconded approval of \$1,840.00 for circuit and projection screen. A roll call **VOTE PASSED: 5/0**
- b. Award of Bid for \$1,633.00 to Strafford Appliance for refrigerators: Ms. Verville said she sent a bid to Nard's and they never came forward. She called them to find out if they were going to bid and they told her they couldn't compete with other vendors in the area. She believes they were talking about Home Depot and Lowe's. Mr. Bardwell asked why stainless; Ms. Verville said it was left to have the color option open and they only had a 30" space to work with. Ms. Weston asked if the thermostats were fixed; Ms. Verville said they were. Mr. Bardwell asked if the refrigerators on site were being brought to McConnell; Ms. Verville said the one in the Superintendent's office was going into the conference room. Ms. Mebert asked what the cost per refrigerator was; Ms. Verville said it was \$799.00 each with a one time delivery fee of \$35. Mr. Bardwell asked if they were going to have a water filtration system; Ms. Verville said it was in the specs and the filtration system will be replacing buying bottled water. Ms. Mebert asked if she looked into a service plan; Ms. Verville said she hadn't. Ms. Mebert asked if they should; Ms. Verville said she usually doesn't for equipment that's mass produced like these are. Ms. Cheney said she likes having the service plan for annual cleanings on equipment. Mr. Goudreau said it all depends on when and what fails on the equipment whether it's worth it. Dr. O'Connor said if the refrigerators were around \$2,000 then he would think about getting a service plan, but for \$799.00 he doesn't feel it's necessary. Mr. Geuther asked if the water kits were included in the total price, because the way he's reading the quote, they aren't included in the \$799. Mr. Bardwell motioned to amend approval to purchase 2 refrigerators at a cost of \$799.00 plus the cost of the water kit at \$32.00 each. Karen Weston seconded the motion. A roll call **VOTE PASSED: 5/0**
- c. Award of Bid (partial) for \$2,680.00 to I'm The Cheapest Movers for Moving Services: Ms. Verville said this is the same company that moved WPS; Mr. Boodey said they did a good job. Ms. Verville said she solicited 2 quotes from local companies and she recommends awarding the bid to I'm the Cheapest Movers for the SAU offices and curriculum offices at this time.



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She stated she needed to talk with Huff Moving because the quote for the SPED office was for \$620.00 and believes it was for moving just the 2 rooms at the middle school, she doesn't believe it included the 2 storage units. If we are looking at the low bidder, the move would take place on June 19th for the SAU office and June 30th for the curriculum office at the high school. The cost for City Hall is \$140.00 per hour for a maximum of 12 hours with 4 men and curriculum and federal projects office is \$120.00 hour for a maximum of 10 hours with 3 men, both include help packing. Mr. Bardwell said the quote shows a total of \$3,880.00 and was the contract; Ms. Verville said she had the original, clean contract and said she has separated the cost into two separate prices. Ray Bardwell moved, Carolyn Mebert seconded approval of moving expenses to I'm the Cheapest Movers in the amount of \$2,680. A roll call **VOTE PASSED: 5/0**

- d. Approve Verbal Quote from School Furnishings for \$186.00 Tele/Data Shelves: Ms. Verville said she didn't know they were going to inherit another closet and stated she went over to the McConnell Center earlier today with the rep from School Furnishings and received a quote of \$186.00 for the additional closet. Mr. Bliss said the price was at cost for 4' shelves. Mr. Bardwell asked if a C.O. needed to be done; Ms. Verville said she would issue a purchase order. Carolyn Mebert moved, Karen Weston seconded approval of additional shelving in the amount of \$186.00 A roll call **VOTE PASSED: 5/0**

L. Other: John Gamache Presentation of CCTV Security System Pricing & Award of Bid: Mr. Gamache said at the last meeting they had a quote from Burns Security for cameras and security panel for the new SAU office. He said he made a phone call after making copies of the specs for Seacoast Security, who came and looked at the SAU office and priced out the specs similar to Burns. He said there is one item for \$240.00 on their quote that can be removed if the SAU security goes through Dover PD. Burns did not give a quote for **D Bar** (DVR recording). He said Burns quoted for key pad and cameras but no cost for what they are tied into, where Seacoast Security has. Mr. Gamache recommends going with Seacoast Security and said to leave it as is. He stated if the alarm goes off Seacoast Security would be notified and they would get in touch with the police department and the person on the contact list. Ms. Verville asked if Seacoast Security had any other clients in Dover; Mr. Gamache said Burns has most of the clients in Dover where they are the local company, but Seacoast has the contract for the Hampton School District. Mr. Bardwell asked if the equipment was compatible. Mr. Gamache said the camera Seacoast is installing is of higher quality with 580 lines of resolution versus 540 lines of resolution being provided by Burns Security. He also stated he has used both systems and is looking to upgrade the high school cameras because they are not clear. Ms. Cheney asked if there was a warranty on the installation; Mr. Gamache said he assumed they had a 1 or 2 year warranty; however, neither company talked about one. Ms. Weston asked if there were 3 camera's on 1 DVR with a 3 split on 1 screen; Mr. Gamache said that was correct. He mentioned Seacoast offered other options. They have a system that requires only 1 dome with multiple cameras pointing in different directions so you don't have multiple cameras set up in several locations. Mr. Goudreau said to think about pan, tilt and pass for the future. Mr. Geuther said it doesn't say what equipment Burns is using, so he feels it's difficult to compare apples-to-apples. Mr. Bardwell asked if they should move and deduct \$240.00 from the total and asked if anyone knows if other systems at the McConnell Center are tied directly into the police dept. She said she doesn't know that answer. Ms. Verville said the only issue she has is the SAU will be at the mercy of the vendor for anything that happens during off hours. Mr. Bardwell



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asked if the school dept. is using direct dispatch, why change. Mr. Gamache said the school is different than the SAU office where the office is currently located in City Hall, it falls under the City. Ms. Verville asked how it would work at the McConnell Center; Mr. Gamache said Seacoast would contact whoever is in charge now. Dr. O'Connor said not necessarily. Mr. Gamache said the other issue in the building is you don't want the security code given out to everyone. Ms. Cheney asked for a complete inventory list. Mr. Bardwell motioned to award the bid to Seacoast Security with the cost not to exceed \$7,738.00 with the monitoring to be determined. Ms. Mebert seconded the motion. A roll call **VOTE PASSED: 5/0**

Ms. Verville said she took the budget availability less amounts approved this evening for an adjusted budget available as of tonight of \$78,500. She handed out a list of items to purchase or services needed and stated these are all just estimates. She stated the first item is for a 250 v circuits for the copiers. Ms. Mebert asked why they weren't put in; Ms. Verville said they did not realize they needed 250 v, they thought they needed 230-240 volts. She said the additional data drop is in the office and the tech room needed an additional patch panel and blanks for the SPED, curriculum and SAU offices. The tech coordinator phoned Graybar for prices for the items needed and got a quote of \$1,400. Moving expenses for the SPED office are approximately \$1,200 to move the 2 offices at DMS and 2 storage units. Window blinds for the windows approximately \$7,000. Mr. Bliss said the McConnell Center has standards on the blinds so the windows were measured and a quote was given from the company other blinds had been ordered from. He said they were quoted for light filtering shades and if the SAU wanted darker shades it would be a different shade and cost. Mr. Bardwell said the sheet given to the committee shows a remaining balance of \$24,000 and asked Mr. McBey if there were any issues. Mr. McBey said the fire department was in the other day and had a small list of issues; one was for additional exit signs for approximately \$1,800. Dr. O'Connor said the chairs delivered for the conference room didn't have wheels and were 6-8 lbs heavier. They contacted Goodwin's and will be working with them tomorrow on returning the chairs and getting chairs with wheels. Ms. Weston asked how many chairs; Dr. O'Connor said 16 and they only cost maybe a restocking fee. Ms. Verville said they could have that number whittled down; it could be lower. She continued with the next item, which was shelving rated for 800 lbs for the large storage area for curriculum. She met with a rep from School Furnishings and took measurements for 3' wide and a bank of shelves 18' x 10' high on one wall, but she has to make certain Tom Clark is okay with the height. Mr. Goudreau asked how many shelves and if each shelf was rated for 800 lbs because he's concerned about the weight on the floor. Mr. Bardwell said there should be an evaluation on the floor load where they are talking about storage for a long time. Ms. Mebert stated she thought this was discussed during the design phase. Mr. Bardwell motioned to email vote for potential expense for structural engineering; Ms. Verville said she would investigate before doing any evaluation on structural engineering. **(RECORD NOTE:** The following was noted at the 6/7/07 meeting: She (Ms. Mebert) then asked what the weight limit was on the floor because of the heavy-duty shelving and all the curriculum materials would the floor hold. Dr. O'Connor stated it should hold and said a detailed plan had been done. He then mentioned the other storage area has a concrete floor. Also recorded at the 6/28/07 meeting is the discussion on the attic space. Ms. Mebert asked what was underneath to hold the weight of the storage boxes; Ms. Verville said there weren't any reinforcements to hold the weight of the records we have to keep. She also said there is a danger climbing a ladder to get to the attic with or without carrying a box and feels it's a hazard.)



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She continued with the next item which is for track cabinets for the SPED office to store student records. She received a quote from Goodwin's for \$6,600 and has also solicited 2 other quotes and should hear by Monday. She will email the committee members what she receives. Ms. Cheney asked if the files are for current students or more; Ms. Verville said you're looking at approximately 1,000 students that include current students and any former student to the age of 22. She is looking for 5 storage banks and asked if the members are in favor of approval by email; all members were ok with email vote. Mr. Bardwell asked what they'll do if the floor can't handle the load and asked where curriculums stuff was currently being stored. Dr. O'Connor said there are a variety of places, there are currently shelving units in the conference room and kitchen area at the curriculum office and the other items are spread out throughout the district at the schools. He also mentioned there is a need for storage of copy paper, records, payroll, etc. and mentioned they left the ceiling open to give more space for storage. Mr. Bardwell asked if they should contact a structural engineer; Ms. Verville asked Mr. Bliss if he could take care of that. **(RECORD NOTE:** TF Moreau was engineer of record under AJ Martini and was contracted on 6/9/08. They did not perform any structural integrity assessment during the building renovation phase.) Ms. Weston asked if the shelves could be anchored to the walls; Mr. Bliss said that wasn't a good idea. Ms. Cheney asked where the library was when it was the middle school; Dr. O'Connor said it was in the 1970's wing. Ms. Cheney asked if this can be revisited next meeting. Ms. Verville said she wants to give the members a heads up on the last item, copier machine that is subject to bid. She said it's similar to what currently have and the one that is in the SAU office will be going to the McConnell Center, but the copier currently in the curriculum office will be given to another school. Ms. Cheney asked about leasing the machines so we can get new machines when they come out. Ms. Verville said the annual payment comes out of the operating budget and leasing doesn't work well with an operating budget. Ms. Cheney asked about a color copier; Ms. Verville said we have a color printer. The copier will be networked. Ms. Weston asked what the life span would be; Ms. Verville said she needs to write the bid specs, but the model we currently have is around 5 years old. Mr. Bardwell asked if there were any items she needed approval on tonight; Ms. Verville said the first 3 items. Mr. Bardwell asked if 250 v was correct; Ms. Verville said she got that from Martineau. Mark Geuther moved, Carolyn Mebert seconded approval of the 250 v circuits for copiers for \$1,300.00; additional data drop for \$200.00; and patch panel and blanks for tech room for \$1,400. A roll call **VOTE PASSED: 5/0**

M. Schedule next JBC Meeting: The next JBC meeting is scheduled for Tuesday, June 24, 2008 at 5:00 p.m. at the Superintendent's office.

N. Adjournment: Carolyn Mebert moved, Ray Bardwell seconded to adjourn the JBC meeting at 6:25 p.m. An oral **VOTE PASSED: 5/0**

Respectfully submitted,

Catherine Cheney/pb

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