



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Office
Meeting Date:	Tuesday, June 24, 2008
Meeting Time:	5:00 pm

MEETING # 52

- 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 Tuesday, June 24, 2008 at 5:03 p.m. at the office of the Superintendent.
- B. **ROLL CALL:** Present were Catherine Cheney, Karen Weston, Carolyn Mebert, Doris Grady, 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; Gary Goudreau, Goudreau & Associates; and Keith McBey, BPS.
- C. **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 May 22, 2008. An oral **VOTE PASSED: 6/0**

Woodman Park Elementary School:

Ray Bardwell moved, Carolyn Mebert seconded to move item #6, Woodman Needs & Wants List as the first item for discussion. Ms. Verville said that Mr. Boodey, Mr. McBey, Mr. Bliss and she revisited and put the items in order of priority. The first list shows a total of 16 items on the list and under that is the breakdown of priority with #1 being high priority, #2 moderate #3 less important. However, after they adjourned their meeting, #17-#19 was added with Mr. McBey to get prices for them. Mr. Bardwell said he was a little confused because the amount for the items doesn't match what is listed under the priorities. Ms. Verville said the top is just a list of items and the number in front of the description noted the priority. Ms. Weston asked what the \$15,000 was under priority #3; Dr. O'Connor stated it was for stage lighting. Ms. Verville said at one point the committee looked at stage lighting but took off scope because of cost. Ms. Grady said looking at the list she would have put stage lighting as a priority to get people to rent the auditorium. Dr. O'Connor stated he didn't think it was practical with all the other places theatrical companies could rent with more space. Ms. Grady asked if the balcony was safe; Mr. Goudreau said it is now. Ms. Verville said the item listed under priority #1 were due to immediate safety and instructional issues. She stated she is looking for a green light for the items on priority list #1. Ray Bardwell moved, Carolyn Mebert seconded approval of items on priority list #1 as listed. Ms. Grady then asked about the dedication plaque; she said in past projects the architect or construction company usually paid for the plaque; no one had an answer. Ms. Cheney asked about the power on the stage and stated they spoke about putting it in earlier in the year. Mr. Bliss said they mentioned it was a sensible thing to do while the walls was open and everyone was there. Mr. Goudreau said this is something they should do before BPS leaves. Mr. Bardwell asked if Mr. McBey and Mr. Goudreau were willing to pay for the dedication plaque, so they could add more items; both said that was fine. Ms. Grady asked why they were paying for the OT/PT swing and why it wasn't coming out of their own monies. Ms. Verville said it was the extra reinforcement/support in the ceiling for the swing. Ms. Grady then asked if there was anything else they may run into if they approved all items. Mr. McBey said he didn't see anything horrible showing up. Phase 2/3 is on budget and Phase 1 is ok too. Dr. O'Connor asked if the cost for resurfacing and putting in lines on the basketball court was included in the price; Mr. McBey said it was, but equipment was not. Mr. Boodey said he screened ahead on what teachers were asking for and felt comfortable with the list presented tonight. The items on priority list #1 are things needed for students and all else are important but aren't a necessity. Mr. Bardwell asked if they were looking for a decision on everything tonight; Mr. McBey said prices are good today and if they wait to long prices will go up. Ms. Mebert asked what the display cases were for. Mr. Boodey said it would be used to put trophies etc into from earlier years. Currently the trophies are in a box on the floor. Mr. Bardwell asked where they were at on the back-up generator.



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Mr. McBey said he hasn't gotten the price refined with the additional materials. He also stated the first stop is to get the fire departments approval and clarification on reading emergency or back-up generator. Once they have approval they will continue on the work. Mr. Bardwell asked about wiring the gymnasium for additional space for the community and stated he wasn't sure where that was at. Ms. Cheney asked if that wiring was additional money; Ms. Verville said it was. Mr. Bardwell said they could take it out of the \$50,000 they set aside. Ms. Cheney asked Mr. Bliss if she read in one of his reports there was an issue with the boiler room; Mr. Bliss stated he doesn't recall any issues. Mr. Bardwell asked if the roof was tight; there was no answer. Mr. McBey said there were a few little items and told the members to look at where they are at in the project and stated they were solid. Ms. Grady asked if the figures were on board; Mr. Geuther said per the financial there was a balance of \$180,328 less the \$87,406 approved tonight for a total of \$92,922 plus the \$50,000 set aside out of contingency for a total of \$142,922 in our contingency. If you ignore the \$50,000 from contingency there is still a remaining balance of \$92,922. Mr. Geuther asked for an explanation on the furniture for the north wing. Mr. Boodey said the teachers use kidney shaped tables for reading. He said he wasn't sure when the regular budget would have money to purchase new furniture and thought they could outfit the rooms now to be uniform on furniture throughout. Mr. Geuther asked if that would leave another wing they needed to order furniture for; Mr. Boodey said he is only replacing furniture that needs to be replaced. Mr. Geuther then asked about the cost of the scoreboard. Mr. Boodey said he doesn't like the answers from Coke & Pepsi and wants something in writing. He's been negotiating with sales people for the last 6 months and would like to cut his loses and go somewhere else. Ms. Grady asked if he's spoken with Peter Wotton; Mr. Boodey said he has and Peter's been great, he's just not getting answers from the two companies. Ms. Verville said it would be approximately \$3,500 to \$4,000 for a scoreboard. Mr. Boodey said all he's looking for is a basic score board with remote control. Mr. Goudreau asked about hardware where the score board will go. Mr. Boodey said the electrician looked at the area and said it would be easy to place a conduit in the area. Ms. Cheney suggested checking to make sure location and wiring is in the correct space before doing it. Mr. Geuther motioned to amend previous motion and motioned to approve all items for \$89,206 less \$1,800 for the dedication plaque for a total of \$87,406, Carolyn Mebert seconded. A roll call **VOTE PASSED: 6/0**

D. Financial Report – Woodman Park School: Ms. Verville read into record after all obligations and contingencies the balance as of 06/24/08 is \$180,382.02. After approved monies and excluding the \$50,000.00 in contingency the new available balance is \$92,922.02. She mentioned this did not take into consideration a contract for the Clerk of the Works for the months of July through Oct. Ray Bardwell moved, Carolyn Mebert seconded to accept the CIP Financial Report. An oral **VOTE PASSED: 6/0**

E. Approvals:

- a. Purchase of additional shipping boxes for moving classrooms - \$127.96: Carolyn Mebert moved, Mark Geuther seconded approval of additional boxes for moving classrooms. A roll call **VOTE PASSED: 6/0**

F. Payments:

- a. W.B. Mason, Invoice #BJP945-000 dated 6/5/08 for \$255.92: Mark Geuther moved, Ray Bardwell seconded payment to W.B. Mason in the amount of \$255.92. A roll call **VOTE PASSED: 6/0**
- b. Bonnette, Page & Stone, Payment App #13 (Phases 2/3) dated 5/31/08 for \$205,217.86 (\$205,217.86 less retainage of \$10,003.10; amount being paid to Bonnette, Page & Stone \$195,214.76): Mr. Geuther asked if Mr. Goudreau has looked over the bill; Mr. Goudreau said both he and Mr. Bliss have and it's fine. Mr. Bardwell asked if the percentages were all right. Mr. McBey said he's been tracking with the budget and has brought it up to date and is good. Ray Bardwell moved, Karen Weston seconded approval of payment to BPS in the amount of \$205,217.86. A roll call **VOTE PASSED: 6/0**



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G. One-Way Glass Unit for Reading Recovery possibly paid for by State: Dr. O'Connor said he received a phone query about a one-way window for the Reading Recovery room at WPS. He said it was followed by the information from the State. He said at one point they discussed a one-way mirror for the room but it was taken out of the scope. Ms. Grady said the letter was dated Jan. 2008; Dr. O'Connor said this was just information from the Dept of Ed (D.O.E.) on what they are doing at Plymouth State. Dr. O'Connor said half the teachers are trained in Reading Recovery and this will allow other teachers to observe the instruction to improve their skill. Mr. Boodey said currently the teachers have to drive to Concord for training. Dr. O'Connor said tonight he's only looking for the committee to approve him to talk with the D.O.E. and get the cost of materials and labor to put the window in. Mr. Bardwell asked if all the items on the list were needed to make it functional and suggested doing it now where BPS is still there. Mr. Boodey said they don't have the speaker or one-way mirror along with several other things, but some items are already in place. He also stated the teachers need to be re-certified and currently have to go to Concord for this and if it was available at WPS that would save travel time. Ms. Grady asked how much it was going to cost; Dr. O'Connor said that is what he's going to find out to see what the cost is and if the State will pay for any of it; if they won't it will have to be added to the list. Ray Bardwell moved, Carolyn Mebert seconded approval for Dr. O'Connor get the necessary information and talk with the D.O.E. on the one-way glass unit for the Reading Recovery room. An oral **VOTE PASSED: 6/0**

H. Michael Bliss – Clerk Report: Mr. Bliss reported they were at the big summer push. The asbestos removal to set up abatement has started. The shelf system has been delivered early and once they have finished at WPS they will go to the SAU. He said one item came up that some of the teachers had a complaint about and that was the light wells stating they are grim and depressing to look at. He said you can see the paint peeling and they need to talk of ways to brighten the light wells up. Mr. Goudreau said after new renovations it wouldn't be right to leave the light wells looking the way they do. Ms. Mebert said good cement paint could be used. Mr. Goudreau said they should look at something that is going to last because of moisture. Dr. O'Connor said they are looking at 50 year old cement. Mr. Goudreau said they could have pre-made panels that would fit flush against the wall. Mr. Bliss said Mr. McBey, Mr. Goudreau and he would work together on something. Mr. Bliss said they are in the home stretch. Ms. Mebert asked if the bathroom ceiling has been repaired; Mr. Boodey said it has been.

I. Bonnette, Page & Stone – Progress Report: Mr. McBey said there are a few pending items, but nothing major. The entire project is running true. Mr. Bardwell asked about item #37 on his list for mechanical and electrical work on the mezzanine. Mr. McBey said it was a minor item that the fire department wanted them to add. Mr. McBey said the additional gypsum could be substantial and could be around \$23,000; but he hasn't been able to get exact numbers as of today.

J. Other: There was no further discussion.

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 June 24, 2008 is \$59,908.93. This includes the cost for T.F. Moran, the cost for replacing/exchanging chairs with Goodwin's and the quote for stack and lock cabinets for the SPED office. Ray Bardwell moved, Carolyn Mebert seconded approval of the CIP Financial Report. An oral **VOTE PASSED: 6/0**



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L. Emails:

- a. Dover School District – RFQ (Quote Results for Lateral File Cabinet): Ms. Verville said she received four responses that ranged from a low of \$5,473 to a high of \$8,843 and recommends going with the lowest bidder. She said when the company submitted the information to the manufacturer, they asked for letter size cabinets and we asked for legal size; however, the company is eating the cost of the difference. Ray Bardwell moved, Carolyn Mebert seconded approval to purchase lateral file cabinets in the amount of \$5,473. A roll call **VOTE PASSED: 6/0**
- b. Structural Testing at SAU-McConnell Center: Ms. Verville said this was an estimate from TF Moran to do the structural testing in the storage room. Ray Bardwell moved, Carolyn Mebert seconded approval of TF Moran's quote. A roll call **VOTE PASSED: 6/0**

M. Letter from TF Moran Structural Engineers on Weight Load for Curriculum Storage Room:

Mr. Bliss said the report used the size of the shelves initially requested and came up with a large amount of weight. Currently the floor load capacity is 70 psf versus the 500 psf under the current shelving plan. The engineer has suggested placing (4) 7" x 18" parallam or steel beams to go under the current floor. He also suggested in addition to the floor beam they need to reinforce the window headers. Reinforcing would consist of a structural steel channel bolted to the wall. Mr. Bliss said he has asked Mr. McBey for a ball park figure on getting this done. Mr. McBey said he's waiting to hear back on cost for materials. Mr. Bliss said it would be less hassle using smaller pieces for floor joists. Mr. Goudreau said with the parallam's you also need to reinforce under the windows. Mr. Bliss said they are looking for the least amount of work. Mr. Goudreau said they should accept the medium of fledge plates and steel beams and should think about putting pads under the legs. Mr. Bliss said he wanted to get ideas from the committee; suggesting 3' x 13 1/2" have to stay within the 70 psf. He also stated the engineer suggested there should be warning signs for weight load. He stated they have reduced the number of shelves and have also changed the depth. Mr. Bardwell asked if they should have the engineer come back to work on a stamped plan. Mr. Bliss said he didn't believe they need to come back for the plan. Ms. Cheney suggested getting a price for the steel plates first. Mr. Geuther asked if we needed a sketch; Mr. Bliss said he needs a sketch in order to get a price. Mr. Goudreau said we should have a sketch with the engineering company's stamp. Ms. Cheney asked what the additional cost was; Mr. Goudreau said he would have to check with Paul, but it should be around \$500. Ray Bardwell moved, Carolyn Mebert seconded to approve Mr. Bliss contact TF Moran for information and vote via email. An oral **VOTE PASSED: 6/0**

- N. **Re Award Bid for Refrigerators (Vendor award to be provided at meeting):** Dr. O'Connor said at the last meeting the committee approved the purchase of 2 refrigerators; unfortunately they are no longer manufactured. They approached five companies and 4 companies responded. Her recommendation is to purchase one refrigerator from State Street Discount and one from Strafford Appliance. He stated there is a difference in the refrigerators because they are not going to have a water dispenser. They'll either get a cooler or get a Brita filtration system. They also increased the cubic capacity in the one for the curriculum office. Ms. Mebert asked if the space in the kitchen was too small to get a larger one for the kitchen; Ms. Verville said space was limited. Dr. O'Connor said the Amana refrigerator was \$250.00 more at Strafford Appliance than at State Street Discount. Ms. Verville said Strafford already discounted 20% off of manufacturer's price. Carolyn Mebert moved, Ray Bardwell seconded to approve the purchase of the 2 refrigerators not to exceed total price of \$1,967. A roll call **VOTE PASSED: 6/0**



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O. Approvals:

- a. Approve P.O. to Goodwin's Office Furniture in the amount of \$3,120.00 for conference room chairs: Ms. Verville stated she had several discussions regarding the handling charge for the chairs in the conference room. Goodwin's is not charging for handling, they are just being returned. Dr. O'Connor said he stated he liked the previous chairs, but at the same time, the person from Goodwin's should have mentioned the chairs would not move well on the carpet. Not only that but the chairs were very heavy. Ray Bardwell moved, Karen Weston seconded approval for the difference in cost of \$3,120.00. A roll call VOTE PASSED: 6/0
b. Approve Quote to Portsmouth Shade & Blind for Window Shades - Amount Not to Exceed \$7,077.00: Ms. Verville stated the attached quote was based on the same vendor that did the shades throughout the McConnell Center and stated specific shades/blinds are stipulated in the contract. Mr. Bardwell motioned to hold off on the shades/blinds until the cost for the shelving comes in. Dr. O'Connor stated currently staff on that side is having a difficult time reading their computer screens and Ms. Verville's office is the worst where she has the corner office and gets sun most of the day. Carolyn Mebert moved, Ray Bardwell seconded to purchase shades/blinds for the SAU office not to exceed \$7,077. A roll call VOTE PASSED: 5/0

P. Payments:

- a. Bonnette, Page & Stone, App #2 dated through 4/30/08 for \$95,196.00: Carolyn Mebert motioned, Karen Weston seconded payment to BPS in the amount of \$95,196. A roll call VOTE PASSED: 6/0 (RECORD NOTE: Mark Geuther left the meeting at 6:22 p.m.)
b. Graybar, Invoice #934451067 dated 6/3/08 for \$929.52
c. Goodwin's Office Products, Invoice #517429 dated 5/30/08 for \$45,140.00
d. Goodwin's Office Products, Invoice #517430 dated 5/30/08 for \$555.99
e. Goodwin's Office Products, Invoice #517861 dated 6/11/08 for \$1,293.00
f. Bonnette, Page & Stone App #3 dated through 5/31/08 for \$105,920.00
g. Graybar, Invoice #934534394 dated 6/6/08 for \$406.14
Carolyn Mebert moved, Karen Weston seconded approval of bills b – g. A roll call VOTE PASSED: 5/0
h. Ralph Pill, Invoice #028756900 dated 5/12/08 for \$72.64
Invoice #028756901 dated 5/21/08 for \$94.21
Invoice #028810200 dated 5/28/08 for \$179.60
Invoice #028825600 dated 5/29/08 for \$42.80
Invoice #028817800 dated 5/29/08 for \$22.64
Invoice #028871100 dated 6/10/08 for \$136.08
Invoice #028871300 dated 6/10/08 for \$55.82
Invoice #022026400 dated 6/10/08 for (\$134.94)
Invoice #028880900 dated 6/11/08 for \$82.34 for a total of \$551.19
Karen Weston moved, Carolyn Mebert seconded payment to Ralph Pill in the amount of \$551.19. A roll call VOTE PASSED: 5/0
i. Tiger Direct.com, Invoice #W34011150101 dated 6/6/08 for \$57.47: Carolyn Mebert moved, Karen Weston seconded payment to Tiger Direct in the amount of \$57.47. A roll call VOTE PASSED: 5/0

Q. Other: Ms. Verville stated they needed to discuss the SAU servers going into a well ventilated area. Where they are currently intended to go is in a closet off the storage area. Last week when they were setting up the lines the room was too hot for the servers to be placed in the room, they would have fried. Mr. McBey said



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he looked into a couple of systems and one was a Mitsubishi split that gets the equipment off the floor for around \$5,000 and could be rushed. There is an alternate one that would need 6 weeks lead time and cost \$3,000. Dr. O'Connor asked what would happen to the servers in the winter when the temperature drops outside. Ms. Grady said it's in the old elevator shaft and when she worked there every winter they had to call for help because the elevator would freeze. Ms. Cheney asked if they could have some sort of alarm system on the cooling systems; Mr. McBey said there is also a simple system for \$1,500.00 but you would need to check the temp in the room. Mr. Bardwell asked if we needed something for the heat and cold; Mr. Goudreau said the unit only cools. He also stated the outside wall is solid giving some protection from the cold. Ms. Cheney said having that many servers in a small area should be fine because the servers generate a lot of heat. Dr. O'Connor asked Mr. McBey if he could put a list of options with costs together. Ms. Verville said where the servers are currently located is ok, but we will be getting more servers and they can't be on the floor forever.

- R. Schedule next JBC Meeting:** The next JBC meeting is scheduled for Thursday, July 17, 2008 at 5:00 p.m. at the Superintendent's office.
- S. Adjournment:** All members motioned 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