



DOVER SCHOOL DISTRICT

# JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent’s Conference Room
Meeting Date:	<b>Thursday, October 2, 2008</b>
Meeting Time:	<b>5:00 pm</b>

## MEETING # 59

- 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, October 2, 2008 at 5:00 p.m. at Superintendent’s office conference room.
- 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 Administrator; Michael Bliss, Clerk of the Works; Mr. Boodey Boodey, Principal, WPS; and Gary Goudreau, Goudreau & Associates. Absent were Doris Grady, John O’Connor and Keith McBey, BPS.
- C. Approval of Meeting Minutes:** A motion and second was made to accept the meeting minutes for September 18, 2008. Mr. Bardwell – Change minutes re: last paragraph, third line up from the bottom, change to read “any and all items.” A motion and second was made to amend the minutes. An oral **VOTE PASSED: 5/0**

### Woodman Park Elementary School:

- D. Acknowledge email dated September 23, 2008 from Goudreau & Associates relative to approval of payment Requisition #16:** Ray Bardwell moved & Carolyn Mebert seconded approval of email. An oral **VOTE PASSED: 5/0**
- E. Financial Report – Woodman Park School:** Ms. Verville We’ve taken all the original appropriations as well as any transfers from impact fees and the remaining balance of the 2006 appropriation and it’s bundled back into one month which will total \$12,561,492.31. From there, on page 3, budget availability is \$71,010.57 - plus we do have Northern Utilities financial incentive \$26,000 coming and the check for approximately \$30,000 coming from Public Service Co. of NH is being processed in Connecticut right now. Budget availability would be \$97,010.57.

Mr. Geuther asked why we wouldn’t reflect the PSNH money here like we’re reflecting Northern Utilities. Ms. Verville said he was correct. This financial report can be adjusted to reflect that – I will call PSNH and find out the exact amount. (Record Note: Karen Weston entered the room at this time.) Ray Bardwell moved, Mark Geuther seconded to accept financial report. An oral **VOTE PASSED: 5/0**

- F. Approval of Payments:**
  - a. RPF Associates – Underground Storage Tank Consulting & Testing: Invoice Amount \$2,695.00: Ms. Verville stated the item was already encumbered for \$6,000.00. That will add back into the balance \$3,305.00 to budget availability. Carolyn Mebert moved, Karen Weston seconded payment to RPF Associates in the amount of \$2,695.00. A roll call **VOTE PASSED: 5/0**
  - b. Cantwell Excavating, LLC – Sidewalk Expansion & Improvement: Invoice Amount \$6,600.00: There was a brief discussion with Michael Bliss reviewing the work that was accomplished by Cantwell Excavating for sidewalk expansion and improvements. Loam and seeding is included in this price. He noted that a 50’ x 50’ area in front of the school where trailers have been placed will be an additional cost as will the striping on the driveway, crosswalks, etc. Ray Bardwell moved,



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Carolyn Mebert seconded approval of payment to Cantwell Excavating LLC in the amount of \$6,660.00.

**G. Other Discussion on Future Expenditures:** Ms. Verville - Recently we held a telephone conference with Mr. Boodey Boodey, Michael Bliss, Keith McBey, and myself, to discuss some of the other items that still need to be addressed in the project. Several items that are not on this list, BPS is going to take care of. For example, there needs to be a railing put up at the west side entrance – the side of the library. We really need to have a safety railing there. Also, running a strip along the concrete so people can see there is a step down. Definitely a potential hazard. They've also agrees to take remaining VCT tiles and do a small room that was not included in the scope of work. What we've been discussing about getting some folding chairs – the Superintendent asked me to work on getting a bid for some folding chairs in preparation for our dedication ceremony and to simply outfit that building with some decent chairs. I earmarked a dollar figure here of \$7,800 – included in your agenda are the actual results of that bid that I have been tabulating since yesterday. Second item is the portable floor covering for the gymnasium. That would be for sheet vinyl, on rolls, on a holder, ideally motorized rather than a hand crank so I've earmarked a figure of \$8,400. Also included in your packet is a summary of those bid results which are noted later on your agenda. The gymnasium stage curtains – Keith has talked with New England Shade. I'm just leaving that original figure in there of \$9,000 – but they said definitely, they can get us a nice flame retardant curtain for under \$9000. I'm just leaving that number there for now as a place holder. Mr. Boodey and I have been discussing the varying rooms that still need to be furnished. Recently we held a 'surplus sale auction.' The district didn't actually make a lot of money but it actually got some things disposed of. What Mr. Boodey and I have determined to come up with this figure and soliciting a variety of public bids. There's a variety of things that Mr. Boodey actually needs – 6 chairs of one type, several table of another type; it's not that it's outfitting large quantities. Also, marker boards, flag holders, that's just a place holder number of \$3,900 to do three rooms for the marker boards and flag holders for many rooms. Looking at the figures the company provided for marker boards for us before through BPS, we did look to them to get some pricing. Window treatments are also a place holder number from recalling past figures that came in. On this list, window repairs, I am simply putting in this figure of \$30,000- simply because that's the figure we've been provided from this glass company does not mean we are committed in any way, shape, or form. It's just a place holder number.

Ms. Mebert asked if any research had been done on that. Michael Bliss stated he had. Mr. Bliss said new balances were installed on the one window. In looking at the balances themselves, they are unlike the ones that go with the windows that have created problems. At the last meeting Mr. McBey gave a price of \$150 per window. He took a count today for actual windows that needed the sash replaced and came up with 115 windows, which is less than the 180 originally thought. They installed one sash to see if it improved and to see what new parts were needed. Mr. Boodey said they took apart a window to show inside and the string with plastic pulleys, which were either cracked or chipped. Ms. Mebert asked if the windows were only ten years old, what was the warranty on them? Ms. Verville stated she had not had an opportunity to review the entire file, but it looks as though there was previous correspondence back to 2000 back to NH Glass that says 'hey, we've got some problems here.' Mr. Geuther said based on what was discussed during the last meeting, it appears as though we almost had immediate problem with the windows after they were installed. Ms. Verville agreed, that is how it appears, and it is worth 'exercising



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our right.' Catherine Cheney asked if the new balances were plastic. Mr. Bliss stated they were metal spring.

Ms. Weston asked exactly how much money is left. Ms. Verville stated cash on hand is \$97,000.00. If I add the \$26,000 and the \$50,000 there is \$127,000.00. She spoke with Northern Utilities on Tuesday to find out what we need to do to get the rebate money because she has a contact. Mr. Geuther corrected Ms. Verville on the amounts. It should be \$97,000 plus \$30,000. MS. VERVILLE added, after we receive the financial incentive from Northern Utilities is \$97,010. Another \$30,000 will come from PSNH. That brings us up to \$127,000.

Ms. Weston asked if they spent the 95,600, what amount would remain. Ms. Verville said they wouldn't have money left for the furniture for Mr. Boodey. She stated Mr. McBey hasn't given an exact figure, but there are some contingency monies left and she is trying to narrow it down. She also mentioned they are coming in under budget. Mr. Geuther noted it had been previously suggested that instead of spending the money to put outlets in classrooms, we were going to upgrade computers. That's not reflected yet. Ms. Verville said she would like to go back to our IT person who had looked into what was best. Ms. Mebert said she thought they had already decided to buy new computers for the lab. Mr. Geuther said he has it in his head that it would cost 'x' amount to put in the outlets and it would be cheaper to buy new computers. Ms. Verville said she would look into it and get back to the committee.

### H. Other Approvals:

- a. Bid Results for Portable Gym Floor Covering: Ms. Verville requested the JBC award the bid to low bidder, CB Seating, for \$8,405, excluding assembly fee. That includes the power winder, motor, vinyl, and cover. It will be assembled by UNICCO, saving that portion of the fee. Ray Bardwell moved, Carolyn Mebert seconded to award bid to CB Seating in the amount of \$8,405. A roll call **VOTE PASSED: 5/0**
- b. Bid Results for Folding Chairs: Ms. Verville requested the JBC award the bid to low bidder, Goodwin's Office Products for 400 chairs in the amount of \$6,000. Ms. Verville sated she used for a standard the same that was used for chairs purchased for Dover Middle School a few years ago. It was suggested the chairs be stenciled on the seat bottoms to indicate they belong to "WPS." Ms. Verville stated this could be accomplished by the UNICCO maintenance staff. Ray Bardwell moved, Carolyn Mebert seconded, to award the bid for 400 folding chairs in the amount of \$6,000 to Goodwin's Office Products. A roll call **VOTE PASSED: 5/0**

**I. Michael Bliss – Clerk Report:** Mr. Bliss said they are working on the windows and guardrails are being installed. Walkway work done. BPS is working on the punch list. Work is ongoing for wiring from the transfer switch to the generator and panel. Boiler is up-and-running. Visit by Clean Harbors to take out the equipment and he signed off on the profiles of materials being taken care. He said it should also come in under the quoted price. Ray Bardwell moved, Carolyn Mebert seconded to accept the clerk of the works report. An oral **VOTE PASSED: 5/0**

**J. Bonnette, Page & Stone – Progress Report:** No report.



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**K. Other:** Ms. Weston asked about artwork for the gym floor. It has not been done yet, but Keith McBey has a contractor. Michael Bliss noted they were still waiting for a stencil but was not sure where that stood. He will follow-up.

Ray Bardwell asked, “ Dr. O’Connor asked about the water problem in the boiler room. Did you plug the holes from the inside yet, or has that been addressed?” Mr. Bliss stated they were still working on that. Mr. Bardwell then asked, “The call switch and the expansion card? Did we vote that up or down?” Mr. Bliss noted it is on the list as an obligation and MS. VERVILLE agreed it had been approved. Mr. Bliss also stated the work will be done as the electricians complete their work.

### SAU Office:

**L. CIP Financial Report – SAU Office:** Ms. Verville stated the budget available as of October 2, 2008 is \$29,218.38. Ray Bardwell moved, Carolyn Mebert seconded, to accept the financial report. An oral **VOTE PASSED: 5/0**

### **M. Approval of Payments:**

- a. TFM Engineering – Design work for SAU flooring: Invoice Amount \$600.00: Mr. Bardwell said, “I take it they signed off on the plan.” Mr. Bardwell said they did and was in contact with them before the steel arrived. Karen Weston moved, Ray Bardwell seconded, to approve payment of \$600.00 to TFM Engineering for design work for SAU flooring. A roll call **VOTE PASSED: 5/0**

### **N. Other Business:**

- a. SAU Open House Scheduled for Wednesday, October 15<sup>th</sup>, 4:00 – 6:30 pm: Ms. Verville announced there will be an open house at the SAU on Wednesday, October 15<sup>th</sup>, from 4:00 p.m. to 6:30 p.m. and hopes to see them there.

**O. Schedule next JBC Meeting:** The next JBC meeting is scheduled for Tuesday, October 21, 2008 at **5:30** p.m. at the Superintendent’s conference room.

**P. Adjournment:** Meeting was adjourned.

Respectfully submitted,

*Catherine Cheney/pb*

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