



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Office
Meeting Date:	Tuesday, July 17, 2008
Meeting Time:	5:00 pm

MEETING # 53

- 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, July 17, 2008 at 5:06 p.m. at the office of the Superintendent.
- B. ROLL CALL:** Present were Catherine Cheney, Carolyn Mebert, Doris Grady, Mark Geuther and Ray Bardwell. Also present were Laurie Verville, Business Administrator; Michael Bliss, Clerk of the Works; and Gary Goudreau, Goudreau & Associates.
- C. Approval of Meeting Minutes:** Ms. Cheney asked if there were any questions or comments. Hearing none, Carolyn Mebert moved, Ray Bardwell seconded approval of meeting minutes for June 24, 2008. An oral **VOTE PASSED: 5/0**

Mr. Bardwell discussed the revised agenda and noted that Items VII, a and b are top priority items. C (wireless scoreboard) does not involve going through floor. There is no wiring. It was questioned as to whether a distributor such as Coke or Pepsi would support the project. Ms. Verville was unsure as to whether this would happen. Mr. Bardwell asked Mr. Bliss if the wiring was available anywhere if we don't go with the wireless. Mr. Bliss responded that he wasn't sure that it was wireless. It is just an assumption. Mr. Bardwell also asked if a, b or c was on the with list from last month's meeting. Mr. Bliss said that these items were not voted on. There would need to be additional funds for these items. Mrs. Grady noted that it appeared in Mr. Bliss' report that some of these costs might overshadow more important expenses and might it be better if these expenses waited,

Woodman Park Elementary School:

II. CIP Financial Report: Ms. Verville read into record that there was a budget availability of \$81,087.16 plus the \$50,000 set aside out of contingency for a total of \$131,087.16 in our budget. Ray Bardwell moved, Carolyn Mebert seconded to accept the CIP Financial Report. An oral **VOTE PASSED: 5/0**.

III. Contract with Michael Bliss for Clerk of the Works: Ms. Verville stated that there is an \$9,634 in obligations to pay Mr. Bliss. This money has already been encumbered. A contract will be issued to Mr. Bliss for the time period of 7/1/08 through 11/1/08 for no more than \$10,000.00. Carolyn Mebert moved, Mark Geuther seconded to provide contract to Mr. Bliss. A Roll Call **VOTE PASSED: 5/0**.

IV: Payment Approvals: Ray Bardwell moved, Carolyn Mebert seconded motion to approved payment of bill to WB Mason for \$127.96. A Roll Call **VOTE PASSED: 5/0**.

V. Michael Bliss—Clerk Report: The asbestos removal has been completed. Extra funding had been requested because there were a few areas that had been scheduled to be done at a later time. All of the areas in dispute were part of the RFP as part of the job. It would have been a minor amount of money, but to date, no bill has been sent. Mr. Bliss said that we would not be paying the bill if one does come in. The underground storage tank was removed a week ago. The process went smoothly. There is still some finish sidewalk paving to be completed. A local company has been recommended. It is on the schedule to be completed, but we don't have a final schedule yet.



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Office
Meeting Date:	Tuesday, July 17, 2008
Meeting Time:	5:00 pm

Woodman Park School is still a work in progress. Items have been moved for cleaning and BPS is still working. They are getting ready to do floors and bleachers. High tech boilers have been installed, but not hooked up. Ms. Grady asked if we are still waiting for a quote for a small cleanup. Mr. Bardwell asked what the situation for a backup generator to keep the school warm and the kitchen going in case of a power outage. Mr. Bliss responded that the quote he received for controls was for \$17,000. This quote includes making sure the school does not overheat if the generator kicks in. Normally, when power is lost and the generator is on, the controls stop working so that there is not way to regulate the temperature when using the generator. This design would allow the controls to work while the generator is on. All electrical controls need to be connected to the second source of power. Ms. Verville said that in an emergency situation, people would know how to do this manually. It has to be on a designated person's list to remember to adjust the controls. Mr. Bardwell questioned as to whether the original specifications allowed for this issue. Mr. Bliss responded that we didn't hire an engineer to determine what was needed, so it might not have been clear. Mr. Bardwell assumed there would be an automated switchover for emergency lights and kitchen area. Mr. Bliss said that with the new system, if something happened over the weekend, schools will stay warm. Mr. Bardwell doesn't agree with paying the extra money. He feels that this system should have been included with the original plan. It should be able to turn off automatically. Mrs. Grady said that we need to be careful that the boilers don't continue running when not needed, because of the high cost of oil. Ms. Cheney also felt that it should have been included with the original plan. Dr. Mebert thought that is was an error by omission. Members of the committee are not engineers and don't know to add to the specifications. Mrs. Grady thought that the committee should review the original specifications. The discussion on the controls continued with committee members being surprised that the controls were not included in the original cost. Ms. Cheney asked if the thermostats wouldn't work if there was no power and Mr. Bliss responded that she was correct. Thermostats are not covered by the generator, although Mr. Bardwell thought that if there is standby power, controls should be included. Mr. Goudreau added that there was not enough information in the bid. Dr. Mebert said that Mr. Bliss should take the information back to Mr. McBey, that the committee is not happy about the added cost. Mr. Geuther also reminded the committee not to "shoot the messenger." Mr. Geuther asked originally if the electrical company was capable of handling everything. He was told it was a reasonable expectation that it would run both. Mr. Bardwell reiterated that we asked the company if they could handle it. Mr. Bliss once again mentioned that it might have been a good idea to hire an Engineer. Mrs. Grady asked if the committee could make a motion to set aside \$17,000 if case they decide to proceed with project. Ms. Geuther stated that there are enough contingency funds so that there would be money available if the \$17,000 was needed. He also noted that we don't want to have the money put aside so that BPS thinks the committee will agree to pay for it. Mr. Bardwell said they would have to come in and make a presentation on behalf of the extra expense. Mr. Goudreau asked if this be put out to bid. Mr. Bliss responded that he just received the information today for the electrical work from Keith McBey.. Mr. Goudreau asked if there was a single control panel. It was determined that there are multiple sub panels throughout the building which makes it much more complicated. Mr. Bliss continued his report by saying the original shipment time of 6-8 weeks has been reduced to approximately 10 days. After the electrical inspector approves the plan, they can move ahead and be ahead of schedule. Ray Bardwell moved, Carolyn Mebert seconded to accept Mr. Bliss' report. An Oral **VOTE PASSED: 5/0**.

VI. BPS Progress Report—Mr. McBey was not able to attend the meeting so there was no report from BPS.

VII. Other

- a. Pricing for Aiphone Master Station \$1,282.00: This cost would be for two stations making it easier for communication. Carolyn Mebert motioned, Ray Bardwell seconded motion for payment. A Roll Call **VOTE PASSED: 5/0**.
- b. Pricing for Transaction Window \$3,476.00: This window would allow the school staff to see who is coming through the building. Currently, people entering the building can not be intercepted. This price includes mill



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Office
Meeting Date:	Tuesday, July 17, 2008
Meeting Time:	5:00 pm

work and is modeled after the Garrison Elementary School setup. There will be a sign in shelf on second side of the window that will not exceed 4 inches. This will not affect ADA because of the size. Carolyn Mebert moved, Doris Grady seconded motion to pay. A Roll Call VOTE PASSED 5/0.

- c. Pricing for Scoreboard \$5,278: The wireless scoreboard can be placed anywhere in the room and can be moved. Mr. Bardwell asked if we went to bid for the scoreboard. Mr. Bliss replied that we did not because we were going to see if we could get a sponsor such as Coke or Pepsi. There was no interest in this. Mr. Bliss stated that the wiring is in, so we can go out to bid at a later time. Dr. Mebert suggest trying to get a local company such as Liberty Mutual or Measured Progress to sponsor it. Ms. Cheney said that she would speak with someone from Measured Progress and Coke to determine if there is any interest. Power for the scoreboard is included in the quote. Carolyn Mebert moved, Ray Bardwell seconded motion to table until next month. Roll Call VOTE PASSED 5/0.

IV. Price for Gymnasium Electrical Panel to the Generator Support Score \$4,275: Mr. Bliss stated that this is only powering the panel. We should make sure that everything in the gym is powered with this panel. Ray Bardwell moved, Doris Grady seconded motion to table for further clarification. A Roll Call **VOTE PASSED: 5/0.**

Ms. Verville said that she received numbers from Mr, McBey for the one-way glass unit. We will need to give the figures to the state for purposes of the grant. The all-inclusive cost is \$17,957. This is for materials and installation. Mr. Goudreau said that they would take a single room and make it into two. It is unknown what Mr. McBey is including in the mechanical end of it. The State of NH would pay for a portion of it. We could get 30% paid of what isn't covered by the grant. This information was given to the committee by Ms. Verville for their information only at this point in time.

SAU Office:

VIII. Email:

- a. McConnell Center Structural Design: The structural support design for the storage area at the SAU will cost \$600. Ray Bardwell moved, Carolyn Mebert seconded a motion to approve email confirmation. Roll Call **VOTE PASSED: 5/0.**

IX. CIP Financial Report—SAU Office: Ms. Verville read into record the total available funds remaining after all expenditures and obligations as of July 17, 2008 is \$49,412.79. Ray Bardwell moved, Carolyn Mebert seconded motion approval of the CIP Financial Report. An oral **VOTE PASSED: 5/0.**

Mr. Geuther asked what happens if money is left over at the end of the project. Ms. Verville responded that the money can be turned back to the City or used for capital expenditures. The committee can turn it back to the School Board for administering or it goes back to the City Council. There will not be \$49,000 remaining at the end of the project because the work will need to be completed that will fix the structural problem in the flooring of the storage area of the SAU.

X. Re-examine McConnell Center Security Systems: Seacoast Security and Burns Security are giving quotes for systems by Napco and Speco. Seacoast Security Systems wanted payment up front. Ms. Verville was not in favor of this. Ms. Verville is also requesting a price from Fortress Security.

XI. Approvals: None

XII. Payments:



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Office
Meeting Date:	Tuesday, July 17, 2008
Meeting Time:	5:00 pm

- a. Stanley Elevator Company, Inc., Invoice #SRV000092628 dated 6/26/08 for \$1,100.00. Mark Geuther moved, Ray Bardwell seconded payment to Stanley Elevator in the amount of \$1,100. A Roll Call **VOTE PASSED: 5/0.**
- b. ITC Movers, Invoice dated 6/20/08 for \$2,170.00. Mark Geuther moved, Ray Bardwell seconded payment to ITC Movers in the amount of \$2,170.00. A Roll Call **VOTE PASSED: 5/0.**
- c. William C. Huff Moving & Storage, Invoice #3542, dated 7/7/08 for \$620.00. Ray Bardwell moved, Carolyn Mebert seconded payment to William C. Huff Moving and Storage for a total of \$620.00. A Roll Call **VOTE PASSED: 5/0.**

Ms. Cheney asked how the cooling system was working for the servers at the SAU. Ms. Verville responded that the two servers are in the work/storage room and are working fine. There are no plans to move them at this time. The other room considered was never intended to be for the servers.

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

XIII. Adjournment: Carolyn Mebert moved, Ray Bardwell seconded motion to adjourn the JBC meeting at 6:20 p.m. An oral **VOTE PASSED: 5/0**

Respectfully submitted,

Catherine Cheney/rl

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