



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Superintendent's Conference Room
Meeting Date: **Thursday, March 12, 2009**
Meeting Time: **5:00 pm**

MEETING # 64

- 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, March 12, 2009 at 5:05 p.m. at Superintendent's office conference room.
- B. ROLL CALL:** Present were, Catherine Cheney, Karen Weston, Doris Grady, Mark Geuther and Ray Bardwell (by phone). Also present were John O'Connor, Superintendent; Laurie Verville, Business Administrator; Patrick Boodey, Principal-WPS; Michael Bliss, Clerk of the Works; Gary Goudreau, Goudreau & Associates and Keith McBey, BPS. Carolyn Mebert arrived at 5:10 p.m.
- C. Approval of Meeting Minutes:** Mark Geuther moved, Doris Grady seconded approval of meeting minutes for February 5, 2009. An oral **VOTE PASSED: 5/0**

SAU Office:

- D. Approval of Payments:**
- Seacoast Security Systems – Installation of Security System: Invoice Amount \$7,538.00: Ms. Verville stated monies are already encumbered and the system has been installed and is working. Mark Geuther moved, Doris Grady seconded approval of payment in the amount of \$7,538. A roll call **VOTE PASSED: 5/0**
 - Deluxe Systems Inc. – Shelving – Invoice Amount: \$1,231.84: Mr. Bardwell asked if there were any problems and if everything was installed properly. Mr. Bliss stated everything was done per the second drawing. Karen Weston moved, Ray Bardwell seconded approval of payment in the amount of \$1,231.84. A roll call **VOTE PASSED: 5/0**
- E. CIP Financial Report – SAU Office:** Ms. Verville read into record after approval of the two payments, the remaining available budget is \$38,434.88. Mr. Bardwell moved, Mark Geuther seconded approval of the financial report. An oral **VOTE PASSED: 6/0**.
- F. Discussion to Officially Close out SAU Project:** Ms. Verville said they officially need a resolution to close the budget and have a direction on how they want to spend the remaining \$38,434.88. Mr. Bardwell asked how the heating and cooling was. Ms. Verville said she has gone around and asked everyone if the heat was ok and things have been fine so far. She said Siemen's was responsible for the heat because most of the actuators were on perimeter walls. There still is rapping noise with some radiators and believes it's because of the glycol in the lines. She said the JBC is not responsible for the heating; it's the responsibility of the city and Siemen's. Ms. Grady asked Mr. Bardwell what he thought. Mr. Bardwell said they should leave the money in the SAU until they know there are no further issues; that way the money will be available if it's needed. Or they can set aside \$5,000.00 and move the remainder of the monies into Woodman Park School. Ms. Grady said we'll have to wait a while before using the cool air and where we are the tenants and the city is the landlord, any issues that arise, they can tell the landlord they're not paying until it is fixed. Mr. Geuther said he believes what Mr. Bardwell is saying is they'll have money so if there is a problem that isn't being fixed right away they can pay the bill and bill the city for reimbursement. Ms. Verville asked if they want to hold back some of the money. She said there are several options for the remainder of the money. They could pay down the district's debt on what is owed, they could reprogram the money to WPS, or they could use the



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money for some of the issues or paving the playground. Ms. Weston said she agrees with Mr. Bardwell and Mr. Geuther to hold back \$5,000 and then reprogram the remaining monies to use at WPS where they don't know what the cost will be for the Level 1 site work or even fixing the leaks in the boiler room. Ms. Grady asked if they can leave the money and turn it over to the school board. Ms. Verville said they can but she would like to officially close it out. Mr. Bardwell said with conversations on the cold patch and level 1 excavation at WPS, he would like to hold \$5,000 for a period of time. Mr. Geuther said he would like to leave the money where it is until they know how much is needed instead of redirecting to WPS and then redirecting any left over monies to HSS. Mark Geuther motioned to leave the money as is until the next meeting; Ray Bardwell seconded. An oral **VOTE PASSED: 6/0**

Woodman Park Elementary School:

G. Acknowledgements:

- a. Letter to Governor Wentworth Regional School District for Invoice from BPS for the Reading Recovery Room: Ms. Verville stated a memo was sent to Governor Wentworth Regional School District as directed by Helen Schotanus for a refund of \$11,200 for the reading recovery room. She said they should receive a check from Governor Wentworth by the end of the month. Once it is received it will be recorded and then sent on to BPS. There was no motion or second to accept the memo. An oral **VOTE PASSED: 6/0**

H. CIP Financial Report – Woodman Park Elementary School Project: Ms. Verville read into record the remaining balance as of March 21, 2009 is \$34,592.61. There is still the Northern Utilities rebate in the amount of \$26,000 that we are still due and should receive a check sometime in April. After we receive the rebate money, the total remaining is \$60,592.61. Ms. Verville stated she is still carrying an obligation of \$15,000 to make repairs in the boiler room. Mr. Geuther asked if they will receive the rebate monies all at once; Ms. Verville said it will be a cash payment with no monies going towards any bills. Doris Grady moved, Carolyn Mebert seconded approval of the CIP Financial Report. An oral **VOTE PASSED: 6/0**

I. Approval of Payments:

- a. Best Access Systems – Cores: Invoice Amount: \$1,346.13: Mark Geuther moved, Carolyn Mebert seconded approval of payment in the amount of \$1,346.13. A roll call **VOTE PASSED: 6/0**
- b. EnviroVantage, Inc. – Lead Paint Abatement: Invoice Amount: \$4,000.00: Mr. Geuther asked where this bill came from. Mr. Bliss said it was the monies held back because they couldn't finish all the work in the gym at once. A decision was made to hold some of the monies until they could come back and finish the work. Mr. Bliss said the work was done awhile ago and he hadn't seen a bill so he phoned the company and they sent out a new invoice. Mark Geuther moved, Carolyn Mebert seconded approval of payment in the amount of \$4,000. A roll call **VOTE PASSED: 6/0**
- c. New England Interior Specialties, Inc. – Installation of Marker & Tack Boards: Invoice Amount: \$1,717.26: Ms. Verville said monies were encumbered at one time, but it took a year for them to bill the remainder due. Mr. Bliss said he spoke with BPS for a count on how many boards they put up. After several conversations with NE Interiors, they said they would take off \$200 from the current bill. Mr. Geuther asked if these were purchased outside BPS's contract; Mr. Bliss said they were. Mr. Goudreau said the white boards were removed from BPS because the district wanted to order them on their own. Karen Weston moved, Carolyn Mebert seconded approval of payment in the amount of \$1,717.26. A roll call **VOTE PASSED: 6/0**



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d. North Country Communications, LLC – Install Cable: Invoice Amount: \$901.15: Mr. Bardwell asked if these funds were not obligated; Ms. Verville said that was correct. Mr. Geuther asked what it was for; Ms. Cheney thought they were the computer drops. Ms. Verville said she thought it was the piece where Comcast wouldn't provide the cable so the district had to go out and purchase the materials. Mr. Boodey said they were at the school the same day as last meeting and he told the members he wasn't sure why they were there. Mr. Bliss said they were supposed to be doing work outside and not inside and he said he wasn't sure what this is for. Mr. Boodey said he made a call to Comcast because he didn't know why there were there or who sent them. He said no one could tell him anything; he also said the cable still doesn't work. Ms. Verville said she would look into it tomorrow and get back to everyone via email. Ms. Grady asked if this was something the tech person ordered; Ms. Verville said she needs to investigate it further. Mark Geuther motioned to table until the next meeting; Karen Weston seconded.

J. Presentation of Level I Site Investigation Proposal: Ms. Verville said she approached Nobis Engineering & Golder Associates regarding this project; however, Golder Associates chose not to respond. She said the clean up is eligible for reimbursement through the NH Fuel Oil Discharge Cleanup Fund. She said \$17,470.00 would be paid by the fund and the district would pay a \$100.00 deductible. If the area has to be dug up, it is covered under the fund for \$1.5 mil. At this point they will put in several monitor wells. No money will be coming out of the district or JBC. Mr. Geuther asked if the district pays into the fund and how; Ms. Verville said she wasn't sure but would try to find out. Mr. Bardwell said he discussed this earlier with Ms. Verville about doing the cold joint repairs and how close the wells would be. He said any drainage could contaminate the ground well because they are tied together. If the site is contaminated they would have to excavate the whole site. Mr. Goudreau said they are 2 different scopes of work. Ms. Verville said she would like to reiterate her thought was there was just trace evidence at the level 1 site, which means you don't have to do a lot of digging. The wells will be put in and testing done sometime in April with the second test in June. If both are clean then they are all set. Ms. Cheney said as of July 1st, all storm drains need to meet standards. Ms. Verville said she would go back to Mr. Summerlin with the information from Gary Goudreau. She also wants to act on this because they have until May 12th to at least get the wells in. She stated Mr. Berube from the state knows she is working on it and is ok with what is being done. Ray Bardwell motioned to have Nobis Engineering (Mr. Summerlin) begin work on the Level 1 Site work and share the documents from Mr. Goudreau. Mark Geuther seconded.

An oral **VOTE PASSED: 6/0**

(Record Note: Catherine Cheney left at 5:45 p.m.)

K. Discussion:

- a. Email Relative to Goudreau & Associates Writing Specifications:
- b. Email Relative to Associated Concrete Coating:

Ms. Verville stated the email was relative to Mr. Goudreau writing and doing specs for digging outside around the foundation. Mr. Boodey said he wasn't convinced it was leaking at the cold joint. He said he's been going down everyday when it's raining and it's leaking every where but the cold joint. Ms. Verville passed out photos Mr. Boodey took; she also said many members got back to her saying they wanted Mr. Goudreau to do the specs. Mr. Goudreau said the plans are pretty much done; he just needs to add the specs. There are three different elevations and the area below grade needs to be waterproofed using a waterproof membrane. The documents will require backfilling against the foundation with course gravel and a perforated footing drainpipe. This should keep the water away from the foundation. Mr. Bardwell asked if he had a cost;



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Mr. Goudreau said he didn't. Ms. Verville asked about a time frame; Mr. Goudreau said some of the digging can be done by machine but because of the depth and not knowing where any utility lines are, a lot of digging will have to be done by hand and that will take awhile. Ms. Verville asked if she should get dig safe out there as soon as possible; Mr. Goudreau said it couldn't hurt. He said he did his plan using information from prior plans done of the school and believes he has the footings in the correct area. Mr. Boodey said the pictures show where the water is coming in; one picture shows where the wall was freshly painted and you can see water stains. Also, near a small stair case he said 2'-3' up there is a circle patch where water is coming down and some water is coming in from the base of the wall. He said there was never a discussion on water coming in on this wall. Mr. Bliss said there is now a patch on an old cement burner and the chimney has been capped. Ms. Grady said there is a history of the room having leaking issues. This is her fifth committee for WPS and all previous committees the first place they were taken to was the boiler room. It's always had problems and Dr. O'Connor had said papers were destroyed a couple years ago and it was like that 10 years ago. Ms. Grady asked if fixing the leaks was part of the bid when it went out, because every committee had the same problem but it was always left alone. Mr. Goudreau said it wasn't part of Phase 2/3. Mr. Goudreau said there are two ways water is coming in; one the water is coming up through below because of hydrostatic pressure and the best they can do is check the footing drains. Ms. Mebert asked about having a 6" trench run through the interior of the basement. Mr. Goudreau said these were called French drains and they would need to cut into the floor slab and the water would drain into a sump pump. Ms. Verville said she is taking all this information in and asked Mr. McBey if it was going to cost around \$100,000 to fix this problem. Mr. McBey said he had Associated Concrete and one of the paving companies gave a rough estimate with no specs of \$50,000-\$60,000. Mr. Bardwell said at this time they don't know if the water is coming in through the cold joints or from the floor. Mr. Boodey said he believes some areas of the cold joints are leaking, but he hates to say it is the cold joints if it really isn't. Mr. Goudreau said they should spend a little money to drill holes in the floor and if water bubbles up, they'll know whether hydrostatic pressure is contributing to the water migration into the boiler room. It should be done now where it's the wet season. Dr. O'Connor asked if it could be done this week or next; Ms. Verville said Tim Knowles has contractors' names and she will contact him about it. Mr. Goudreau said the holes should be drilled a couple feet from the wall and drill 3-4 holes in different areas. Mr. Boodey said there are a couple of levels and recommends holes at each level. Mr. Goudreau suggested one hole each north, 2 where the phone board is and 1 down in the boiler room. Mr. Geuther asked who will direct where to drill. Ms. Verville asked if Mr. Bliss was available; Mr. Bliss said he was. Ms. Verville asked if they accepted Mr. Goudreau's offer to provide bid documents and stated she appreciates all the work he has done. Doris Grady moved, Karen Weston seconded approval of Gary Goudreau's plans for the boiler room. **An oral VOTE PASSED: 5/0**

L. Bonnette, Page & Stone :

- a. Update on punch list: Mr. McBey said they found most items to be completed; there are a few items like the steps outside has cracks in them that need to be fixed in the spring and the logo in they gym is scheduled to be done during April vacation. Mr. Geuther said he's not sure why it wasn't done sooner; Mr. Boodey said he didn't want it done during February vacation because he wanted to get together with Peter Wotton to go over his schedule. Ms. Grady asked about the curtain; Mr. McBey said it hasn't been done yet, but the color has been chosen and it has been ordered.
- b. Status of Certificate of Occupancy – Phase II and III: Mr. McBey said he has received the Certificate of Occupancy for Phase 2/3. Mr. Boodey asked about the stair well lights in Phase 1. Mr. McBey said the fixture and ballasts were burning out the bulbs faster then they should have. A call was made to the



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manufacturer and they paid Consolidated Electric to change the ballasts in all the fixtures; however, there is one light that still has issues burning out that he is looking into. Ms. Grady asked Mr. McBey to email Ms. Verville on what is still needed on the punch list; Mr. McBey said he would do that tomorrow and he would break up into punch list items and warranties. Ms. Weston asked if the front doors were still banging. Mr. Bliss said they adjusted the doors and he did not see any weather stripping on the middle set of doors. He said the doors were adjusted down but found when the door latch is open there is less resistance and they are a little noisier. Mr. Geuther asked about putting stick-on silencers and said he's not sure if they are going to stay on exterior doors. Mr. Boodey said someone from Unicco told him when the push bars are unlocked, they are noisier. They put silencer dots on all the exterior doors and said they will need to keep that as part of their maintenance because they will not hold up well on exterior doors. The person from Unicco said they have a clear silencer that works better than the felt ones. Mr. Goudreau asked if there was weather stripping at the head and if there is, the doors should not be slamming closed. Mr. Geuther said the center post is somehow catching the door and preventing it to close smoothly. Mr. Goudreau said if weather stripping is on head, he's not sure why it's making that noise. Mr. McBey said he'll have the sub contractor look at the doors where this isn't an issue with any other company that uses these doors. He said silencers work great so long as it's done right and he's never put nubbins on exterior doors.

- c. Status of Delivering "as-built" Drawings to District: Mr. McBey said he has the as built and sign off sheet. The only thing missing at this time is the as-builts for the electrical. They have been done but have been sent out for review and then they will be sent to Rist Frost & Shumway for review. Mr. McBey said they need to get together with maintenance to work up a quantity to make sure they have enough. He'll make a list and have Mr. Bliss sign-off; Ms. Verville asked he get together with Tim Knowles for that portion.

M. Other Approvals:

- a. Results of Competitive Quotes for Library Furnishings: Ms. Verville said attached is a report on the RFQ she sent to 4 vendors for furniture for the library. She said all the furniture is color coordinated and the lowest bid price came from School Furnishings. She said the committee could act on it now or they can table. If they decide to table she will call the company to see how long they will hold their prices. Mark Geuther moved, Karen Weston seconded to table until the next meeting. An oral **VOTE PASSED: 4/1 (Mebert opposed)**

- N. **Other Business:** Mr. McBey said he has been working closely with Libby on closing down the project. He stated they are off \$8,600 on electrical items and the reading recovery room. Ms. Verville said there is no record of the JBC approving \$966. Mr. McBey said he's not sure if part of their contingency. He's looking at the curtains and the logo that still need to be done for around \$20,000 and there is a little left on the punch list to finish. Mr. McBey asked if there was a way to pay for some of what has already been completed. Ms. Verville said she has a copy of the Phase 1 invoice for retainage and asked if the originals could be sent to her. Mr. McBey said they billed for Phase 2/3 back in October for \$308,000. Ms. Verville said it was being paid from retainage and asked if he could do a requisition for her. Mr. Goudreau said he was holding the requisitions per Ms. Verville's request until this was settled. Req. #14 for Phase 1 is for \$84,198.00 and the final req. for Phase 2/3 is for \$308,327. Mr. Geuther said the school district hasn't received an invoice until now; Mr. Goudreau said we had, he was holding until they came up with a number to pay. Mr. McBey said it was fair if they hold \$30,000; \$20,000 for work and \$10,000 for as-builts and release the remainder. Mr.



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Bardwell asked what they had for documents. Ms. Verville said they have req. #14 for \$84,198.70 and it would be great to get off books for Phase 1 and this should be treated separate from Phase 2/3. Mark Geuther moved, Ray Bardwell seconded approval of payment for requisition #14 to BPS in the amount of \$84,198.70. A roll call **VOTE PASSED: 5/0**

Ms. Verville asked if Mr. McBey had a payout schedule for Phase 2/3. Mr. McBey said it should be attached to the back of the requisition; Mr. Goudreau said he didn't have any other paperwork. Mr. Geuther said there still should be a sheet zeroed out. Ms. Verville asked if he could get that to her tomorrow; Mr. McBey said he would. Mr. Geuther asked how much of the balance is out of contingency; Ms. Verville said there was a credit of \$44,000 for Phase 1, but Phase 2/3 doesn't show a savings. Mr. McBey said they ate some of the costs. Ms. Verville said they used the entire contingency so they should hold this payment until they receive the payout schedule.

Other Business: Horne Street School

Ms. Verville said she wanted to continue with Horne Street School but had to wait until Mr. Goudreau, Mr. McBey and Mr. Bliss left because they all applied for positions with this project. She said they received 7 applications for the clerk of the works and she will make copies for everyone to review. She asked if they wanted to create a subcommittee for the clerk of the works like they did for the architect. Ms. Grady said where they will have to work with them; it would be a good for them to see if there is a good working relationship with who is hired. Ms. Verville said the deadline for the applications is tomorrow and she will make copies of all applications and mail them out and asked for the members to get back to her on who their choices are. Ms. Verville said they received 12 proposals for the construction and she has a packet for everyone and stated Dennis Mires has been sent the packets. She asked that everyone get back to her on who they would like to place on the short list. Ms. Weston said they had 5 on the short list for the fire station and they first compared apples-to-apples and either made a recommendation or threw a proposal out. During the interview process they were all asked the same questions to make it fair and equal. Ms. Verville asked if it was possible to get together next week and stated she was leaving on vacation on March 26th and would be back on the 30th. Ms. Verville suggested starting the meeting at 5:30 p.m. discussing HSS and then discussing WPS. Ms. Mebert said it shouldn't take more than 10 minutes to discuss the payment and leakage.

O. Schedule next JBC Meeting: The next JBC meeting is scheduled for Tuesday, March 31, 2009 at 5:30 p.m. at the Superintendent's office conference room.

P. Adjournment: There was no motion or second to adjourn meeting. An oral **VOTE PASSED: 5/0**

Respectfully submitted,

Catherine Cheney/pb

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