



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting
 Meeting Location: Superintendent's Conference Room
 Meeting Date: **Tuesday, April 7, 2009**
 Meeting Time: **5:30 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 Tuesday, April 7, 2009 at 5:35 p.m. at the Superintendent's office conference room.
- B. ROLL CALL:** Present were, Catherine Cheney, Karen Weston, Doris Grady, Mark Geuther and Ray Bardwell. Also present were John O'Connor, Superintendent; Laurie Verville, Business Administrator; Michael Bliss, Clerk of the Works; John Urdi, Dennis Mires Architects; Dennis Mires, Dennis Mires Architects; and Keith McBey, BPS.
- C. Appointment of new Chairperson of the Joint Building Committee:** Karen Weston motioned to nominate Catherine Cheney as Chairperson; Ray Bardwell seconded. An oral **VOTE PASSED: 5/0**
- D. Approval of Meeting Minutes:** Ray Bardwell moved, Karen Weston seconded approval of meeting minutes for March 12, 2009. An oral **VOTE PASSED: 5/0**

SAU Office:

- E. Formal Vote to Close SAU Project and Reprogram Funds to Horne Street School:** Ms. Verville read into record the remaining balance as of April 7, 2009 is \$38,434.88. The two obligations listed have already been approved by the committee and paid out. At the last meeting there was some discussion about reprogramming the remaining monies to the Horne Street School project. Ms. Grady asked if the SAU was all set with what was needed and wanted; Ms. Verville said they were. Mr. Bardwell asked if the heating and cooling issues were all set; Ms. Verville said there are a few issues with the systems on the outside walls that have glycol in them, but they are still working on it. She stated some actuator valves have been replaced and calibrated to work in sync with the new system. The facilities office is aware of the remaining issues and is working on it. She mentioned they moved in at a time where they could test the air conditioning and that was fine and there were a lot of problems getting the two systems married to each other that seem to be working now. Ms. Grady said problems from here in would be referred to the landlord; Ms. Verville said that was correct. Ms. Cheney said if something passes she will bring it before the City Council. Ray Bardwell moved, Karen Weston seconded to close the SAU and reprogram the monies to Horne Street School.

A roll call **VOTE PASSED: 6/0**

(Record Note: Carolyn Mebert arrived at 5:40 p.m.)

Woodman Park Elementary School:

- F. Acknowledgements:**
 - a. Email: Grant Monies for Reading Recovery Room: Ms. Cheney asked if there were any questions, hearing none she asked for a motion. Mr. Bardwell moved, Carolyn Mebert seconded approval of the emails. An oral **VOTE PASSED: 6/0**.
- G. CIP Financial Report – Woodman Park Elementary School Project:** Ms. Verville read into record the remaining balance as of April 7, 2009 is \$58,789.40. This takes into consideration the \$15,000 that was encumbered to BPS to fix the leaks in the boiler room. She is also working with Ed Mailloux for the rebate incentive of \$26,000 from Northern Utilities (Unitil). She is waiting for him to call back to set up an



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appointment. Ms. Grady said if they put \$15,000 in reserves to fix the basement, if BPS is not going to do the work, why is it still in reserves. Ms. Verville explained that the committee originally hired BPS to do the work in the basement, but after a lot of discussion the committee decided to go another route. Where the money is still going to be used for fixing the leaks, she just changed the vendor to read, "Vendor to be Determined". Mr. Goudreau did the specs to fix the basement and bid packets went out the day before to several companies. She said the bid will be closing in two weeks and she should have information after that time. Ms. Grady said she wants the member to know the \$15,000 is being used to do a job that was not in the original specs. Ms. Grady said she has an issue with money being pulled from one to another issue; Ms. Verville said she can't close it out until bids are finished, but it's up to the committee to remove the item from the report. Ms. Grady said it was fine on the report; she just wanted to make sure the money was being used to fix the problem. Ray Bardwell moved, Karen Weston seconded approval of the CIP Financial Report.

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

H. Approval of Payments:

- a. Nobis Engineering Inc. – NHDES Deductible for Level 1 SI: Invoice Amount \$100.00: Karen Weston moved, Ray Bardwell seconded approval of payment in the amount of \$100.
A roll call **VOTE PASSED: 6/0**
- b. Goudreau & Associates Architects – Inv #200-02-20: Invoice Amount \$11,000: Ms. Verville stated this is the final amount due. Mr. Goudreau has done the walk-through for the punch list and all as-builts have been received. Mr. Geuther asked if Mr. Goudreau, through consultants, have any liability on the projector not working. Mr. McBey said they went through and the unit is isolated and working as it's supposed to. He's had the electrical and mechanical people in and they believe it can't be fixed at the unit. Mr. McBey said they should try isolating the projector. Ms. Mebert asked if the unit could be moved to another area; Mr. McBey said he has spoken with the librarian and she likes where it is located. Mr. Bardwell asked if it was a design deficiency; Mr. McBey said you would expect some movement, but this is a sensitive piece of equipment and there is distortion. Mr. McBey said they could put rubber pieces on the A/C unit. Mr. McBey said if they tell him to do it, he'll do it, but the projector is working as it was designed. Mr. Geuther asked if the projector was part of the project; Ms. Bliss said the school purchased the projector and BPS installed the unit. Mr. Geuther said this isn't Mr. Goudreau's responsibility then. Ray Bardwell moved, Carolyn Mebert seconded approval of payment in the amount of \$11,000.
A roll call **VOTE PASSED: 6/0**

I. Bonnette, Page & Stone :

- a. Punch List Finalization: Mr. McBey said he broke the list down by work remaining to be done which is the logo in the gym and that is scheduled to be done over April vacation. The person doing the artwork asked about having the game line through the logo, which the game line is needed for regulation games. He mentioned Mr. Boodey would like the logo centered to the bleachers. Ms. Verville said she would email the logo to the committee members for their thoughts. The stage curtain is in and the only issue is it was hung 1/4" off the floor. He was told the curtain will lengthen then shrink again. However, they should keep an eye on it to make sure it does lengthen and shorten again. If it doesn't, the school should contact BPS so they can come out and adjust the height. The stairs have some hairline cracks and other larger cracks where it looks like water is getting in and he's looking into products that could seal the cracks. Mr. Bardwell asked why no expansion joints were put in for the length. Mr. McBey said there was a control joint going across the top and down the side, but he doesn't know why an expansion joint was not put in. Mr. Bardwell asked if he would agree to pull the stairs out and redo



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with the expansion joint. Mr. McBey said he wants to look at it again with a person who's been a mason for 30 years because he feels it will eventually have to come out and be redone, but is not sure if it's necessary now. Mr. Bardwell said he doesn't agree about using another product; he would like to see the stairs pulled out and redone right. He said he's looking at it from a construction point of view that it wasn't done right and he doesn't want to leave money to fix it 2 years down the road. Mr. McBey said he just wanted a little more time to research and see what else could be done if anything. Ms. Weston asked how much money it would take to remove the stairs and replace; Mr. McBey said a couple of thousand because most of it's for demolition. Ms. Weston said she is going with Mr. Bardwell and doesn't want to see a band-aid fix because there is no guarantee on the fix. Mr. Geuther said if he thinks it could be done for a couple of grand to go that way because it's going to cost \$500-\$1,000 to just do the fix. Ray Bardwell moved, Carolyn Mebert seconded to have the stairs redone. A roll call **VOTE PASSED: 6/0**

Mr. McBey said under the warranty items, the aluminum doors have been inspected for weather stripping and its there, but he's not sure if it's ok with Mr. Geuther because he's not seeing what Mr. Geuther was seeing. He said he likes 7 seconds for the doors to close but that set is at 5 seconds and needs to be adjusted. He would like Mr. Geuther to come to the school and see if the doors have been corrected. Mr. McBey said to fix the lights in the stairwell, more ballasts have been ordered and will be installed by Consolidated Electric.

Mr. Bardwell asked who was responsible for cleaning up outside because out where the dumpsters were, it needs loam and seed. Mr. McBey said if it's his stuff, he's responsible. Mr. Bardwell said it may not be under contract, but water is ponding around the tree near the dumpsters and if this isn't under contract they should get Mr. McBey to grade the area so there's no standing water. Mr. Geuther said where he's talking about is where the trailers were and the standing water really isn't the issue, it's the ruts. Mr. Bardwell said he doesn't want to leave the site with standing water after spending a lot of money. Mr. Geuther said that could be combined with the work for the basement. Ms. Weston said she would like to direct Mr. McBey to evaluate the areas of concern and get back to the committee. Mr. Bardwell said the other issue he has is the new area near the playground. There are ruts and he's not sure who caused them. The old mechanical room he would like to see painted because it doesn't look good the way it is now. Ms. Grady asked if Mr. Bardwell would meet with Mr. McBey to look at all the areas he's talking about and come back to the committee with a punch list for discussion. Mr. Geuther said they have to be careful with punch lists. He said the architect has already walked through the building a couple of times and produced a punch list with some items still to be done. If items were covered by snow, that's something different. Ms. Grady said she agrees and she wants to see the outside issues get fixed. She said she didn't mean it was BPS's responsibility to fix everything that was found, just that while they are still here maybe they could fix items that need to be fixed. Mr. Bardwell said he wasn't sure if it was under the contract to get the room painted; Mr. McBey said he can look at the mechanical plans and tell if it painting was part of the scope. He said there are a lot of rooms that were not called for finishing, but he will look at these two rooms to see. He asked Mr. Bardwell if he would do a walk-through with him on the items he discussed tonight; Mr. Bardwell said he would. Ms. Cheney said the punch list stays as it is with a report from Mr. McBey and Mr. Bardwell on the other items discussed tonight. Ms. Weston asked if the clock from room 217 was fixed; Mr. Bardwell said the clock failed and Consolidated Electric got a new one and installed it and it is working fine. Ms. Cheney said she is still waiting to hear back on the scoreboard. Ms. Verville said she could take the



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electrical specs and go out to bid for a scoreboard. Ms. Cheney said when she gets the price she will email everyone. Mr. Geuther said they still need to get it installed. Mr. Bardwell said they should go out to bid so it can be installed over the summer. Ray Bardwell motioned to go out to bid for the purchase and installation of a scoreboard, Karen Weston seconded. An oral **VOTE PASSED: 6/0**

Mr. Geuther asked if they authorized Mr. McBey to expend money to fix the vibration for the overhead projector. Mr. McBey said it would be for time and materials, but will take a look at the specs. Mark Geuther motioned to authorize Mr. McBey to make adjustments to the overhead projector in the library with costs not to exceed \$500, Doris Grady seconded. A roll call **VOTE PASSED: 6/0**

Mr. Geuther mentioned the trench cut that's towards the back of the school to the visitors parking, there's a pot hole developing. Mr. Bliss said it happened before and was patched by Cantwell. Mark Geuther moved, Carolyn Mebert seconded approval of the punch list. An oral **VOTE PASSED: 6/0**

- b. Discussion on release of retainage to Bonnette, Page & Stone: Ms. Verville stated yesterday afternoon Mr. McBey sent her payment requisition #19 and she didn't have a chance to reconcile it and there are a couple of things she wasn't sure about. She said there is \$300,441.40 left in retainage, but where the app didn't show any credit adjustments or any savings, she wants to hold payment of \$100,441.40. She has spoken to Mr. McBey and are in agreement on the release of \$200,000 of the retainage. Ray Bardwell motioned to release \$200,000 of retainage, Mark Geuther seconded. A roll call **VOTE PASSED: 6/0**

J. Other Business: There were no further discussions.

Horne Street School:

K. CIP Financial Report – Horne Street School: Ms. Verville said this is a preliminary financial statement showing just the first year of appropriation. There is also the resolution from earlier this evening to move SAU monies, in the amount of \$38,434.88, to HSS and there is the remaining money from GES Phase 2 in the amount of \$22,000 that goes before City Council tomorrow night. The School Board approved to move to HSS at their last meeting. As far as the parking lot at GES, if one is to go in, there is a fund for it. Ms. Verville said in 2010 they will have \$2.3 million retired in debt and in 2011 another \$2.3 million in retired debt. Ms. Weston asked what the total cost/budget was for HSS; Ms. Verville said they are looking at \$6.2 million. Ms. Grady asked if the \$1,675,000 was part of the CIP for repairing the roof; Ms. Verville said it was the money remaining after they reprogrammed money to repair the roof at the high school. Carolyn Mebert moved, Mark Geuther seconded approval of the financial report. An oral **VOTE PASSED: 6/0**

L. Approvals:

- a. Dennis Mires PA – Architectural Services: Invoice Amount: \$6,000.00: Ms. Verville said this was the amount agreed to start working on the schematics. This also went before the School Board that formed the JBC for HSS so all bills related to the project will be coming before the JBC for approval. Ray Bardwell moved, Doris Grady seconded approval of payment in the amount of \$6,000. A roll call **VOTE PASSED: 6/0**
- b. Review of Bid Results: Ms. Verville said she wanted to thank John Urdi for reviewing the bid specs. They figured out the lowest to highest based on the general conditions. (**Record Note:** Malcolm Forsman



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arrived at 6:30 p.m.) Ms. Weston said it blew her mind that they all received the same scope but the price from the lowest to highest is doubled. Ms. Verville said BPS wants the job and in speaking with Tim Long from Meridian, he's not keen on doing GM's and thought they gave an accurate pricing without the GM. Mr. Geuther said there are also a couple of factors, BPS and North Branch have 3 months less to complete the job than Meridian and BPS is coming in lower than market fee; Meridian has a higher fee at 5%. Ms. Verville said she didn't see a 5% fee during the WPS project and is surprised it is so high. Mr. Mires said some put it in the fees and some in the general conditions; it's all in the fine print. Mr. Urdi said when you get a project this size and start adding in the percentage for fees, you're no longer talking about hundreds of dollars but thousands. Ms. Cheney said they should review and see who they want to interview. Ray Bardwell motioned to interview the five lowest bidders on the results of the bid, Doris Grady seconded. Ms. Mebert asked how they determined the low bid; Ms. Verville said they looked at the general conditions costs. Mr. Geuther said at this point, most if not all would lock in the general conditions. Ms. Mebert asked how realistic is the project being completed in 9 months; Mr. Mires said it's not very realistic. Ms. Verville said this can come out in the interview process. Mr. Geuther asked if they are looking at using all spaces; Mr. Mires said they were. Ms. Verville said all bidders were told it was approximately a 12 month project because work was going to be done while school was in session. They all had the opportunity to do a walk-through to get a general time frame. Ms. Mebert said the other issue is do they want BPS again? She doesn't know how satisfied they were. Mr. Bardwell said he feels they gave an excellent product at WPS; issues were more with the administrative paperwork. Ms. Grady said she could look at all this and not know what she was looking at so she would like to thank the two gentlemen who took the time to go through and see the possible hidden items. She said even though they had issues getting paperwork from Mr. McBey, they also had a lot of changes and weren't charged for some. She said the key is will the next company work with the children like BPS did. They made the students part of the project and that is something they need to ask the other companies. Even though there were a few glitches, there were many good points. Mr. Mires said they also looked at companies experiences with occupied schools. Ms. Weston asked about #6 on the list; Mr. Mires said they've done hospitality and higher education schools in MA. He said he doesn't have a problem working with the top 5 and more information will come out during the interviews. Ms. Verville said where it is a public bid, they do have a responsibility to bring in some of the low bidders for an interview. Dr. O'Connor said 3 of the last 5 have worked in the district at some point and all were fine. Did they have some issue, of course, but you expect that. He said you can find fault with all three but he's willing to interview all. Mr. Geuther said there are some things they aren't happy with from BPS, but there was nothing they did that should preclude them from an interview. Mr. Urdi said most on the list can do the job, they need to look for the person who can do it for the least amount of money. An oral **VOTE PASSED: 6/0**

M. Presentation by Dennis Mires

- a. Schematic Drawings: Mr. Mires gave his presentation showing various schematics of HSS and the location of the addition and sections of the building to be renovated. They did an analysis with the electrical, mechanical and site engineers and looked quickly at how the building is being used with the common spaces (art, music, PE, computer lab, etc.). Areas in blue are for support staff, yellow is current corridor, red is new addition, and brown is renovation. They are looking at options to add on and are considering adding on to the common space. In "A" you lose a classroom but there is potential for additional parking. "B" the addition is on the end and is connected by current corridor. "C" infield – taking area between common space with single masonry walls. Solution is to take care of 3 walls and link



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far end to the café. Suggest possible addition to the front to control people entering building and to connect the lobby for drop-off and pick-ups. Ms. Grady asked about the space in red between the café; Mr. Mires said that will be storage or can be offices for the learning center staff. Ms. Grady asked where the boiler room was located; Mr. Bardwell asked if it could be blocked off. Mr. Mires said it can be as long as you maintain the current entrances. Mr. Bardwell said the boiler is ok for 20 years out, what will happen if it needs to be worked on or replaced; Mr. Mires said there will be access to the room. Ms. Weston asked if the new areas are all going to have double wall blocks. Mr. Mires said they wouldn't have to do anything because they are now interior walls. Roof with insulation has already been done, this was a way to rework the areas trying to maximize the space. Ms. Mebert asked if all areas were showing the same size; Mr. Mires said the last design was a little smaller in area for the new construction. Ms. Weston asked if they took into consideration the play area; Mr. Mires said they looked at the potential playground for additional parking but they need to do a little more field work to best address the area. Ms. Weston asked if they did a walk around the school and if they found any wet lands. Dr. O'Connor said there are no wet lands but some areas are just wet because of poor drainage. Ms. Grady said they've tried to address the drainage for many years and have not had any success fixing it.

Mr. Mires said looking at the old plans, there are later additions that have frost walls and they are seeing some settlement cracks in one area. There is some drainage coming off the roof because there is no pitch. Mr. Forsman said there are some questions regarding the size of the library and lighting for art and music rooms. Linda Smart has concerns with the office in the library because of the additional space she needs to store the A/V equipment. Mr. Mires said they tried to demonstrate what they can fit by scale with visible control over the main entrance. The office will not be particularly small, same with the computer, art and music will be bigger than it was; the issue is the noise from the music room and lighting for the art room. Mr. Geuther said at WPS the library had interior and exterior access so if there was something going on after hours, they could enter through the outside doors. Ms. Weston asked what was across from the boiler room; Mr. Mires said toilets and a room the specialists are using; however, they may need to do work for ADA compliance. Ms. Mebert asked if they could move the library so they could have outside access; Mr. Mires said they can look at it. Ms. Weston said her concern is with the music because where she currently works there is a single cinderblock wall separating the two spaces and the noise coming through the wall is very noisy. Mr. Forsman asked if they could flip the 2 rooms. Dr. O'Connor suggested taking the music room and put it where the old kindergarten is and makes the other room the third kindergarten room. Mr. Forsman said if they could close it off with good sound deadening materials it would be a great location. Mr. Mires said they are trying to accommodate everyone. One corridor has the 4 first grade rooms, growth room and 1 kindergarten room, common areas and the sped, health and reading rooms. Another corridor has the 4 second and third grade rooms with a growth room for each and additional storage room. Mr. Mires suggests the stage be removed for storage and additional work space for PE and there will need to be an additional toilet room to support that wing. Mr. Forsman said one concept was they wanted a common learning area and the staff wants a central area near other resources. Mr. Mires said he is continuing to get feedback from staff and he suggests keeping all kindergarten rooms together. Mr. Bardwell asked if there was anything to prohibit adding a second floor. Mr. Urdi said they have to see what they face with the pile and bearings. Mr. Mires said the way they did the roof was a very unique technique. The piles and bearings can't take much load and stairwells would need accessibility and they would be too small and it wouldn't be economical. Mr. Mires said there is the potential to get more for less. Mr. Geuther asked if the library and computer lab would interact; Dr. O'Connor said they have



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the computer lab and library attached at the middle school but there is no interaction between the two. Ms. Grady asked if they could get copies of the schematics emailed to them; Mr. Mires said he will send them out to everyone. Ms. Weston asked what the next step was; Mr. Verville said the CM is more of a priority at this time. She asked CM's for pre-construction services. She would like to establish interviews next Thursday and it will be open to the public, but ultimately it is the committee's decision. Mr. Urdi asked about asbestos in the school; Ms. Verville said RPF, in the past, has done all AHERA reports for all schools in the district and they have expressed interest in doing the work at HSS. She is asking to waive the bid process where RPF has all reports for the school and they know there are some problem areas. If Desmarais comes in they will note all the work that has already been done by RPF and it would cost more money for Desmarais to do the work. **(Record Note:** Karen Weston left at 7:30 p.m.) Carolyn Mebert motioned to have RPF do the proposal for asbestos work, Mark Geuther seconded. An oral **VOTE PASSED: 5/0**

Mr. Bardwell asked if they should look at the roof where there are areas of standing water. Dr. O'Connor said they only did part of the roof during the last project; they had to scale back. Ms. Cheney said they should wait until they get updated copies and asked if any changes would be made after tonight's meeting. Mr. Mires said they are still getting feedback from staff and will wait to make more changes at this time. Mr. Urdi asked if Thursday, April 16th was a good day to do interviews. Ms. Verville said for WPS they scheduled interviews for Saturday and asked if the committee wanted to do the same thing. The committee said they would like to get some of the interviews in Thursday evening. Ms. Verville asked if they wanted to continue with the interviews on Monday evening. They committee agreed to do interviews Thursday, April 16th starting at 5:30 p.m. and continue on Monday, April 20th at 5:30 p.m. Ms. Verville said they would allow each company 45 minutes; 10-15 minutes for their speal and 20-25 minutes for questions. Mr. Geuther proposed the super and project manager should also attend the interview process. Dr. O'Connor is concerned that some firms will come in and drop their prices. Ms. Verville said that's when you say you will go into non-public meeting. Ms. Cheney said that isn't good business. Mr. Urdi said he's never done public interviews; anyone from any of the companies can come in and listen to the other companies and make changes. Ms. Verville said she received a letter from the City Attorney stating it had to be public. Ms. Verville said she will set up the times and get the list of questions used for WPS out to everyone. Ray Bardwell moved, Carolyn Mebert seconded going into non-public meeting at 7:47 p.m.

N. Schedule next JBC Meeting: The next JBC meeting is scheduled for Thursday, April 16, 2009 at 5:30 p.m. at the Superintendent's office conference room.

O. Adjournment: Ray Bardwell moved, Carolyn Mebert seconded to adjourn to non-public session at 7:48 p.m.. An oral **VOTE PASSED: 5/0**

Respectfully submitted,

Catherine Cheney/pb

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