



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room
Meeting Date:	Monday, May 4, 2009
Meeting Time:	5:00 pm

MEETING # 68

- A. **CALL TO ORDER:** A meeting of the Woodman Park Elementary School Addition & Renovations and Horne Street School Addition & Renovations Joint Building Committee was called to order on Monday, May 4, 2009 at 5:10 p.m. at Superintendent's office conference room.
- B. **ROLL CALL:** Present were, Catherine Cheney, Karen Weston, Doris Grady, and Mark Geuther. Also present were John O'Connor, Superintendent; Laurie Verville, Business Administrator; Malcolm Forsman, Principal-HSS; Michael Bliss, Clerk of the Works; Keith McBey, BPS; Dennis Mires, Dennis Mires Architects and John Urdi, Dennis Mires Architects. Absent were Carolyn Mebert and Ray Bardwell.
- C. **Approval of Meeting Minutes:** Karen Weston moved, Doris Grady seconded approval of meeting minutes for April 15, 2009, April 20, 2009 and April 23, 2009. An oral **VOTE PASSED: 4/0**

Woodman Park Elementary School:

- D. **CIP Financial Report – Woodman Park Elementary School Project:**
 - a. Balance Sheet: Ms. Verville read into record the total amount remaining before the recapture of funds from phase 2 & 3 is \$84,298.40. Ms. Verville stated she received the rebate check from Unitil for \$26,000 in today's mail.
 - b. Final Reconciliation against Bonnette, Page & Stone Contract: Ms. Verville stated there was still \$65,056.90 due BPS that has already been encumbered. Monies out of retainage and applied as credit is \$35,384.50. She stated with all credits applied the actual grand total is \$119,682.90. Ms. Verville asked if Mr. McBey recognized the \$65,000; Mr. McBey said he did. Ms. Weston asked if the \$119,000 could be spent on the outside drainage; Ms. Verville said it could. Ms. Cheney clarified they have \$119,682.90 along with the \$15,000 encumbered to fix the leaks in the basement; Ms. Verville said that was correct. Mark Geuther moved, Karen Weston seconded to accept both reports. An oral **VOTE PASSED: 4/0**
- E. **Other Business:**
 - a. Results of Exterior Foundation Waterproofing Bid: Ms. Verville said she attached the memo she sent to the committee members regarding the exterior foundation. They solicited a lot of companies and she received a lot of phone calls with questions the documents really didn't answer. As a result they only received two bids. One was from Universal Golf & Athletic Services for \$44,500 and the other was from William Shapleigh & Son Construction for \$140,452. She state that Ray Bardwell, Tim Knowles from Unicco and herself met with the companies at a mandatory site review. The documents that were prepared didn't answer questions on what bidders needed to do. She recommends not doing anything with this and asked that their first action item is not to accept the bid and to start over. Mr. Geuther asked if Mr. Goudreau was unable or unwilling to answer questions on the specs; Ms. Verville said the specs were incomplete. The specs were completed with information he had about the area. The bidders were questioning where the water ties into and it was not in the specs. Ms. Cheney asked if everyone saw Mr. Bardwell's email; most said they saw it but didn't have a chance to read it. Ms. Verville stated Mr. Bardwell feels a civil engineer should be hired to work on a proposal before going back out to bid. She said ideas were tossed around for Keach Nordstrom to be put on board. Ms. Weston stated this area was never properly engineered so we now need people to do a design in order to do the work;



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Ms. Verville said that was accurate. Ms. Verville asked if they wanted to act on Mr. Bardwell's email and ask Keach Nordstrom to work on a proposal. Ms. Cheney said she would like to wait until everyone's there to discuss this further. Mr. Geuther asked if they needed to go out to bid; Ms. Verville said they didn't have to for architectural and engineering where the school district is the client. Ms. Grady asked if it was Mr. McBey that met with Mr. Bardwell on the foundation; Ms. Verville said it was Tim Knowles from Unicco not Mr. McBey. Ms. Grady asked what the price was; Ms. Verville said she didn't know the cost for civil work. Mr. Geuther said he doesn't know why we need to hire a civil engineer. Ms. Verville said Mr. Bardwell suggested hiring one. Ms. Grady said her concern is in his email where Mr. Bardwell said, "He would like to know the cost to relieve but not stop the leaking and asked if they really want to spend \$100,000 and not completely fix the issues." Mr. Geuther said he believes Mr. Bardwell is inferring he sees something that makes him think they won't be able to stop all water coming in. Ms. Cheney asked for a motion to accept Mr. Bardwell's email into record. Mark Geuther motioned, Karen Weston seconded to accept Ray Bardwell's email into record. An oral **VOTE PASSED: 4/0**

Ms. Cheney asked if they could hold off until the next meeting in order to speak with Mr. Bardwell on his email. Ms. Verville said she would like to take the bid packet to a civil engineer for a history. Mark Geuther motioned to contact Civil Works to put together a design proposal for the foundation; Doris Grady seconded. An oral **VOTE PASSED: 4/0**

Doris Grady motioned to decline the bids and to go out to bid after information from the civil engineer has been received; Karen Weston seconded. An oral **VOTE PASSED: 4/0**

- b. Discussion on Release of Retainage: Ms. Verville said the final amount due BPS is \$65,056.90. Mr. Geuther asked if they were done everything on the punch list and if the stairs were fixed. Mr. McBey said the stairs haven't been done yet, but he is looking at the stairs as a warranty item and not punch list item. Mr. Geuther asked if everything else was done. Mr. Bliss said the stairs were the last item on the list. Mr. McBey asked if this was a good time to go over the items Mr. Bardwell and he discussed in the walk around the school. Mr. McBey said one of Mr. Bardwell's concerns was painting the 2 rooms adjacent the boiler room. He said they were intentionally left off because of cost. He had someone come in and look at the rooms and run numbers. The cost to paint the walls, ceilings and floors in both rooms is \$2,700. Ms. Weston said she thought that sounded a little high. Mr. McBey said he thought it was reasonable for the height of the rooms and they need to use a primer on the concrete. Ms. Cheney asked if that was a punch list item or additional monies; Mr. McBey said it was additional. He said another area of concern were the 2 aluminum doors and said Mr. Bardwell was satisfied with how they worked; however, there is one set of doors on the bottom floor that needs a slight adjustment. Item 3 is the smart board: Ms. Verville issued a purchase order and Jans will be in tomorrow to fix the smart board and he will look at the door. Item 4 are pictures of the areas of concern on the outside of the building. Area "A" was used to stock pile snow during the winter. There was also a lot of blow down from many storms. The snow fence came down and BPS will fix that. Mr. Geuther asked for clarification and asked if he thought the area didn't need to be reseeded by BPS. Mr. McBey said that was correct because it was seasonal damage. Item "B" is winter damage and is currently filled in with sand. Item "C" is his problem and they will rack out and reseed. This is where the trailer was and the damage goes behind the dumpsters. Area "D" is the area roughed up during the tank removal and Mr. Bardwell asked him to work up some numbers to fix this area. Area "E" is the second finger in the parking lot that they didn't talk about paving at the time and it looked good on the plan. However, Patrick has had to have several cars towed. Item "F" is an area "to remain" as it is.



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Since the time Mr. Bardwell looked at the area, it looks like someone swept the area of the loose sand and put it all in this spot. He said it's not the best looking, but they decided to leave it as is because it gets heavy traffic. Mr. Geuther said the problem with the area is parents will still use the area as a parking space and Mr. Boodey had concerns about student safety. Ms. Weston suggested putting a "No Parking" sign in that area. Item "G" he will repair, he wants to hit it again with seed. Item "H" was winter damage, Item "I" Mr. McBey said they will fix when they fix the front stairs. He's not sure exactly what happened but it looks like someone filled the hole with rocks. Item "J" they will put loam in adjacent to the ramp at both ends, but Mr. Bardwell think there should be splash blocks put in. This will be an additional cost. Item "K" BPS will clean out the debris around the drain in the wetlands area. The cost to clean up winter damage and pick up sand is \$1,800 for items A, B, D, E, F, H, J & K. BPS will pick up the expense of C, G, I and part of J. Dr. O'Connor asked who the local person was; Mr. McBey said he couldn't recall at the time but will get the name. Ms. Verville said in looking over the budget and Unicco, she would like to run items by Tim Knowles, Account Manager on what they'll pick up and will give the committee an update. Mark Geuther motioned to put information on file for future discussion; Doris Grady seconded. An oral **VOTE PASSED: 4/0**

Doris Grady motioned, Karen Weston seconded release of remaining retainage to BPS in the amount of \$65,056.90. A roll call **VOTE PASSED: 4/0**

- c. Competitive Quotes for Woodman Library Furnishings: Ms. Verville said she is re-circulating the memo sent to committee members back in March they agreed to table pending final reconciliation. There is \$119,000 plus available in the budget so she is bringing it back to ask they award the furniture to the lowest bidder, School Furnishings at \$7,074. Ms. Grady said she didn't want to spend any money until the boiler room is done. Ms. Cheney asked if this was already on file; Ms. Verville said it was. Ms. Grady said she wasn't sure if they could take out of CIP monies for furniture with a payout over 20 years. Ms. Verville said the FF & E is appropriate to put into a project. Ms. Grady said it was her understanding it was for purchasing new furniture for classrooms, not replacement furniture. Mr. Geuther said it was no different than purchasing the stage curtain. Dr. O'Connor said they were originally going to spend money on new computers and figured the computers wouldn't last 20 years so it wouldn't be worth it. Ms. Grady said it would be best to not touch the money until the deal with the civil engineer and all work with the boiler room is completed. Any monies left over could go towards new furniture for the library. Ms. Weston said she's torn over the computers and curtain and doesn't necessarily agree that just because you have extra money, you should spend it. She feels they need to take care of the water problem first and if there is anything left over to put it towards new furniture. Ms. Verville said to keep in mind that fixing the moisture won't cost \$100,000. Ms Weston said a bid came in over \$140,000; Ms. Verville said the information was incomplete and they put in what they thought was needed. Ms. Cheney said she feels they should get the basement repaired first. Ms. Verville said she can go back to the bidder to see if they can hold the price. Mr. Geuther said he hopes it doesn't cost \$119,000 to fix the boiler room/foundation. If it does, do they want to fix it at that cost for occasional leaking. He also stated money can come from CIP as with other items like the stage curtain. He said he supports holding off on the purchase of library furniture until the bids come in. Mark Geuther motioned to have Ms. Verville contact School Furnishings to see if they can hold their bid price until the foundation bids come in; Karen Weston seconded.

An oral **VOTE PASSED: 4/0**



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Horne Street Elementary School:

F. Acknowledgements:

- a. Email and Letter from Randy Remick, President of BPS – Confirmation of Contract Details: Ms. Verville stated this response was a result of their request. Ms. Cheney asked for the email to be part of the record. Mark Geuther moved, Karen Weston seconded to accept email as part of the record. An oral **VOTE PASSED: 4/0**
- b. Email dated April 19, 2009 on floor designs – circa 1957: Mr. Mires said the plan in the packet was the original plan with all the additions added. Since this record, they have put it on CAD for a clean copy and he can send it via email to Ms. Verville. Mark Geuther moved, Karen Weston seconded to accept email as part of the record.. An oral **VOTE PASSED: 4/0**
- c. Email dates 4/19/09 from Bardwell and Weston Concerning Progress of Project: Ms. Cheney stated she wanted to keep this information on file. Mr. Geuther asked if he sends an email to only one person, it doesn't have to go on the record. Ms. Cheney said if it's only going to one person, it doesn't have to be part of the record. Karen Weston moved, Doris Grady seconded to accept email as part of the record. An oral **VOTE PASSED: 4/0**
- d. Email from Doris Grady dated April 20, 2009: Mark Geuther moved, Karen Weston seconded to accept email as part of the record. An oral **VOTE PASSED: 4/0**

G. CIP Financial Report – Horne Street Elementary School Project: Ms. Verville read into record the remaining balance as of May 4, 2009 is \$1,674,958.90. Ms. Verville said there is record that the City Council back in December appropriated the \$2.3 million for 2010. However, for 2011 retired debt, the balance of money is still to come. Ms. Cheney asked if we already have \$1.6 million appropriated for this year and \$2.3 million appropriated for next year; Ms. Verville said that was correct. Ms. Grady asked if the proposal was brought before the council as 2 phases, the addition and renovations. Also, was there enough money to start the new building? Ms. Verville said she's not sure if it was put into 2 phases. She said there is enough money to do the addition. Mr. Mires said what he was hearing is that they couldn't commit to the full \$6.2 million until December, but they can start with the \$4.0 million. Mr. Geuther said the \$2.3 million is not reflected here yet; Ms. Verville said it is secured but bonds haven't been sold yet. Mr. Geuther said they've already paid Dennis Mires something; Ms. Verville said it was paid out of old monies. Doris Grady moved, Carolyn Mebert seconded approval of the CIP Financial Report. An oral **VOTE PASSED: 4/0**

H. Request to Accept Proposal from RPF Associates: Ms. Verville said this is a result from a directive from the committee back in April to get numbers on abatement design and bid assistance. RPF gave a price for the initial review of \$1,500 and they will write the bid documents and act as a consult for \$750 for a total cost of \$2,250. Mr. Bliss said they need to know what surveys need to be done and the sooner they get started the better. Ms. Verville stated she is asking the committee to expend \$2,250 to RPF who responded with proposals 1 & 2. Mark Geuther moved, Karen Weston seconded approval to expend \$2,250 to RPF Associates for abatement project design and assistance. A roll call **VOTE PASSED: 4/0**

I. Other Business: Mr. Mires stated at the last meeting he was at, they outlined 3 major concepts for the new addition, parking lot and front of the building. Last week they had a chance to do a site walk and Mr. Urdi wrote down thoughts the committee had. He said where BPS is on board, they can begin generating a



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baseline budget so they can have a preliminary budget and a feel for where they are at on the overall budget.

Option A: Mr. Mires pointed out the addition would go out at a slight angle. He said it can be tweaked and document how the field fits. There could be a possible increase in parking to the side. They would break through only one classroom and put a hallway out to the building leaving the extra space for office and storage.

Option B: Mr. Mires said they could connect the 2 wings but it would severely restrict parking. He doesn't feel this is feasible because they would need to make use of the piece of land purchased a couple years ago. Also, there would be more administrative spaces by pushing the front of the building out, clean up the canopy area and possibly have some sort of entrance near the café/gym area.

Option C: He said he has heard concerns about the utilities that run underground and the boiler room if they fill in the courtyard. There's also the fact they will lose playground space if they pursue this concept so they would need to look at other areas for a hard surface. They will expand space for a conference room, nurse's office and administrative offices. They need to clean up and make the central toilet rooms ADA compliant and larger, especially if they are going to remove the bathrooms from the classrooms in the first grade wing.

Renovations: For now they will look at the costs for the mechanical, HVAC, windows and thermal exterior walls.

At one time they discussed putting the 3 kindergarten rooms in one area. One area is too limited to maintain egress to café. It will also be more cumbersome with roof slopes. Another possibility is on the end of the hallway, but that would leave marginal parking. They are currently looking at foundations based on borings. Original building is on pilings, newer addition was placed on soft soils so there are some settlement cracks because they used spread footings. Ms. Weston asked what the difference was; Mr. Mires said they set up pilings then do a continuous pouring like a house foundation. Mr. Mires said they also need to look for baseline price to anticipate what will work. Mr. Mires stated the gym could have been located in another location but that was ruled out. Walking through the gym, finishes need to be replaced or upgraded. They need to look at suitable materials to make it better looking and are looking at doing something with the ceiling for visual and acoustical benefits. Next step is to sit with BPS to see how to handle the ventilation and replace the soffits. The current thinking is to get rid of the unit generators on the roof. Mr. Geuther asked why putting the gym off the back was eliminated. Dr. O'Connor said the community doesn't need another full size gym. They built a new gym at Garrison because at the time Butterfield Gym didn't have a place to go. Currently the gym at Garrison is being under utilized. Mr. Urdi said the original plan was to make a new gym and put classrooms in the old gym. Mr. Mires said the expense is too much for build a new gym. He said they could eliminate the stage and they'd have potential for another classroom or storage space for PE. Ms. Weston said she is a proponent of leaving the stage. Mr. Mires asked if it got a lot of use; Mr. Forsman said it didn't. Ms. Weston said it might not now but they could encourage using it more. She stated during the walkthrough Mr. McBey, Ms. Cheney and herself looked at possibilities for making the stage handicap accessible. She also stated it is important to keep the 3 kindergarten classes together. Ms. Grady asked what he would consider the best of the 3 options. Mr. Mires feels there is one design not on the table and that is to put art in a more central location. This will eliminate some of the walls as exterior walls and the need to make them thermal and believes it can be done for less. He also stated he's checked what was under the pavement and believes there are 2



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utilities; water and gas, which can be regulated by taking the gas line over the roof to the boiler room. Ms. Weston said there are 3 possible designs and asked if they should eliminate the one they like the least and then do a design for the other 2 with a cost proposal. Mr. Urdi said they are showing these 3, but they can come up with other possibilities. Ms. Cheney asked where the retaining wall was; Mr. Mires said it's almost the extent of the 4th grade wing. Dr. O'Connor said on the proposal it shows one classroom down because of the ball fields. Ms. Cheney asked if they go straight off the back could they put the 3 kindergarten rooms on the end; Mr. Mires said it was a possibility. Mr. Mires stated they still have drainage they have to deal with. Ms. Grady asked what the soils were like; Mr. Urdi said they are very soft. Dr. O'Connor said they shouldn't worry about the soil and drainage at this point and will have to address it at some point. He said at this point, they need to give direction on where they would like to see the addition go. Ms. Grady said the ball fields are now city property; Dr. O'Connor said all are designated for school/recreation area. Mr. Urdi asked if they needed that information for accreditation. Mr. Geuther said to eliminate option B, everyone concurred. Mr. Mires said with the walk through they will continue to refine the administration suites. Ms. Verville asked if they've been able to eliminate the issue with PSNH, because it was her understanding that PSNH didn't want anything over their line. Mr. Mires said they don't have a drawing and are not certain how current it is. He will work with PSNH on this issue. Dr. O'Connor said they are nearing their 10 years with kindergarten and the requirement to have to keep kindergarten classes where they are for 10 years. They could look at the 4th grade wing for kindergarten at around 900 sf plus versus 1,100 sf currently. Disadvantage is there are no bathrooms, but he would like to get the best bang for the buck and isn't sure if building a new classroom is the best thing. Mr. Mires said they have the ability to rename rooms. Dr. O'Connor said if they use the first grade wing they could cut the classrooms to get 4 rooms out of 6. Currently they only need 3 rooms but they could need 4 in the future. Mr. Geuther asked what would go in the kindergarten rooms; Dr. O'Connor said they could split the classrooms and put first grade there. Ms. Grady asked about using the new addition to put the kindergarten and put art and music in the kindergarten rooms. Mr. Mires said they want to have the proper amount of rooms when they are finished. Ms. Grady said one problem is music is too close to the library and is noisy. Mr. Forsman said teachers requested arrangement with a learning center concept. Dr. O'Connor said they did the concept at GES with art, music, computer and library. Ms. Grady asked if it worked fine; Dr. O'Connor said it works ok. He said the area he would like to see explored more is the wing coming out back; come out the end add a classroom and expand out. If they look at the new addition at GES, they have as long a walk as they would here. Ms. Weston suggested possibly adding a warm weather causeway to get from one hallway to the other. Ms. Grady said they just put in a sidewalk and parking, they would lose a lot doing that. Dr. O'Connor said he feels they may lose 6 spaces. Mr. Mires said they could have access to add more spaces. Mr. Geuther asked if they thought it was pretty tight to the property line; Dr. O'Connor said they purchased approximately .8 acres in that area a couple of years ago. Ms. Grady said they have to be frugal with money they currently have and asked if they could see drawings of what Dr. O'Connor suggested along with the costs. Mr. Urdi asked if the café would allow for the size they are building for. Dr. O'Connor said allegedly there were 500 plus students when the building held 1st – 8th grades. Mr. Mires said the goal is to accommodate 500 plus students; Dr. O'Connor said that was correct. Mr. Mires said they have a good understanding of where to go and he would like to get comments from the staff. Ms. Grady stated that past JBC's, they get what they want to do and then poll staff and JBC for comments. Mr. Forsman said one thing they talked about was to make an area in the front of the school; what if they make the main entry at the end of the building coming off the gym/café area. Dr. O'Connor said they should clear this with the rec department and talk with the council but feels it



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could work. Ms. Grady said if they build at that end, she wants to let them know they've had drainage issues for years in that area and they've put a lot of money into it and it's still not fixed. Mr. Urdi said if they do the new front entry would they still use the bus loop and entry; Mr. Forsman said they would. Dr. O'Connor said if they go this route, they wouldn't have to bump out the administration area and they could put a couple of offices there like guidance and the nurse. Ms. Weston asked where the principal and secretary would be; Dr. O'Connor said the new area. Mr. Urdi asked how kids come in for kindergarten; Mr. Forsman said by bus and cars. Mr. Geuther asked if BPS could work on the renovation piece. Mr. McBey said they can run budget numbers on the 2 places chosen and go through the 2 concepts and budget numbers. Mr. Geuther said there were 4 options they were looking at. He stated for the most part, the renovation part is known and asked if they could get those numbers. Mr. McBey and Mr. Mires said they will work on the information for the next meeting.

Other Business:

J. Schedule next JBC Meeting: The next JBC meeting is scheduled for Thursday, May 28, 2009 at 5:30 p.m. at the Superintendent's office conference room.

K. Adjournment: Karen Weston moved, Mark Geuther seconded to adjourn meeting at 7:05 p.m. An oral **VOTE PASSED: 4/0**

Respectfully submitted,

Catherine Cheney/pb

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