



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Superintendent's Conference Room
Meeting Date: **Thursday, July 9, 2009**
Meeting Time: **5:30 pm**

MEETING # 70

- 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 Thursday, July 9, 2009 at 5:30 p.m. at the Superintendent's office in the conference room.
- B. ROLL CALL:** Present were, Catherine Cheney, Karen Weston, Doris Grady, Mark Geuther, Ray Bardwell and Carolyn Mebert. Also present were Laurie Verville, Business Administrator; Malcolm Forsman, Principal-HSS; Keith McBey, BPS; Jim Kimball, BPS; David Goldsmith, Teacher HSS, Michael Bliss, Clerk of the Works, Dennis Mires, Dennis Mires Architects, John Urdi, Dennis Mires Architects, Rob Garon, IT Specialist for Dennis Mires Architects, and Eric Steltzer, City of Dover Energy Advisory Commission.
- C. Approval of Meeting Minutes:** Ray Bardwell moved, Mark Geuther seconded approval of meeting minutes for June 15, 2009. An oral **VOTE PASSED: 6/0**

Horne Street Elementary School:

CIP Financial Report—Horne Street School Project: Funds have been spent to date for Michael Bliss' contract and for RW Gillespie Drilling. There is a budget availability of \$4,084,466.93. Ray Bardwell moved, Mark Geuther seconded approval of CIP Financial Report.

Item # 8 was moved up in the agenda as requested by Dennis Mires Architects.

Presentation of Designs Performed by Dennis Mires Architects:

Dennis Mires, along with Rob Garon, the IT Specialist for Dennis Mires, gave a presentation showing their initial designs of Horne Street School. The design included 4 additional classrooms and an addition of bathrooms near the new classrooms. They also showed changes to the entry area that include a new office area that would house the principal, secretary, nurse's office, ESL classroom and guidance area. This area would be visible to the front entrance of the school. The library would stay in its existing location. Art and music would move to the existing kindergarten rooms. It would have a mall-like set up with anchors of common area, gym and cafeteria. Kindergartens would be relocated to rooms where there are already bathrooms. There would be an academic wing which would include five classrooms per grade. in the back of the building. The kindergarten classrooms would be in the front of the building. Dennis Mires commented that he thought that it would "flow well." Through the presentation, Rob Garon continually showed the design in a 3-D format with the use of his laptop. This tool allowed the audience to view the design clearly. The four new classrooms would be a total of approximately 5200 sq feet. The new administrative area would be about 2300 sq feet for a total of 7500 sq. feet. Dennis continued to highlight changes which would include different windows, restored flagpole, a change in the roof area. This change would include building a higher roof that would match the library addition roof. It would also give access to the boiler rooms instead of tunnels. The entrance of the school would have a canopy that would provide protection from the elements. There have been "ponding" conditions because of the low roof and it is almost always wet.



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room
Meeting Date:	Thursday, July 9, 2009
Meeting Time:	5:30 pm

There would be a possibility that a skylight could be included. The new administrative area would be better lit due to clerestory lighting. Currently, there are some rooms that have single pane glass in the windows. The entire walls for these areas would be rebuilt to make more high performing and energy efficient. All windows would be operable and the energy ventilation system would be added. They would be the same treatment for the new constructions areas as well as the renovated areas (windows, etc) so that all would look the same and have same energy benefits. The waiting area in the administrative offices would also be expanded to include a workroom that would be used for copying, mailboxes, etc. There would be a large counter in the main office area also. The outside lobby area could be viewed easily from inside the office area.

The walls would not be altered in the kindergarten wing. The lighting would be changed so that there would be light added to the ceiling. This would give the appearance of higher ceilings. The existing metal ceiling supports the walls. There would be some changes including drywall redone and electrical switches changed out. There will be a door in the hall for security so that the academic wing can be closed off to gym in case the gym is rented out. Dennis Mires recommended not adding doors to the bathrooms, but instead make it more maze-like. This would allow staff members to monitor bathrooms more easily. Bathroom renovations can be done without too much extra plumbing work. The woman's staff bathroom would need to be renovated to increase the number of stalls. Currently, there is not enough bathroom space for the number of women working in the building.

The stage and gym area was also discussed. Currently the stage is packed with equipment, including file cabinets, gym equipment, etc. There doesn't seem to be much use of the stage and therefore, the architects are recommending that the stage be made even with the gym floor. This will make it easier to move items. If a stage is needed, a portable stage can be added. The gym will have updated lighting and flooring. There is little that will be done to the cafeteria and kindergarten rooms. Unit ventilators will be eliminated and they will be added to the new ventilation system. Dennis Mires stated the next step is dealing with mechanical and electrical details. The goal is to get this project completed as soon as possible. Mr. Mires asked if they are on the right track. Feedback from the JBC is needed to see what areas should be changed, revised, etc. The current sq footage of new construction with 4 classrooms is 7500 sq feet. The site plan was also discussed. At least 50 new parking spaces would be made with the project. More could be done depending on need and desire of the JBC. There also would need to be a little drain work Karen Weston commented that she doesn't remember the Joint Building Committee giving direction for the plan that was outlined by the architects. She remembers that they discussed not renovating the office area so that money could be saved and used for the academic areas. She is upset that the drawing is not close to what was previously discussed. She mentioned that a lighting change in the nurse's office was also discussed. Mr. Mires said that many items were discussed at the last meeting with no real conclusion. In the opinion of the architect, there might be the need for an expanded entry area. In years to come, the media room and library will be used more often and the corridors are long and narrow, not providing a welcoming situation. More area is also needed for the changing of classes throughout the day. There is a practical need for the lobby area. It provides visual relief and there is a core relationship in the office area. Catherine Cheney stated that she thought the renovations would be discussed at a later time. She assumed the need for 4 or 6 new classrooms would be discussed at this meeting.

Doris Grady predicted that the costs of the addition and renovation depicted in the drawings would be at a much higher cost than what we had budgeted for the project. She agreed with Ms. Weston about what was discussed at the last meeting. She doesn't think the principal's office should be so far away from the academic classrooms. Only kindergarten classes are close to the main offices. Mrs. Grady also thought it



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room
Meeting Date:	Thursday, July 9, 2009
Meeting Time:	5:30 pm

was determined at the last meeting, that the stage would remain in the gym. She asked where the computers were in relation to the library. Mr. Mires said that they would like to integrate the computers in the library. Mrs. Grady liked the idea of having the computers in a separate area. It would be more convenient to have classes if this were the case. She feels that if we don't, we will be moving backwards educationally. Mrs. Grady also commented that she feels the principal and staff have directed this project from the beginning. She asked Keith McBey what we could build with the budget that we have. He responded that he hadn't crunched the numbers yet, but he can already see some reduced costs due to less window area. He needs a bit more information to get hard numbers. Mr. McBey commented that he thinks this is a healthy process. It is difficult for a design team to come up with designs that are liked by all. This is not the time to get worked up. He said that he should be able to give figures within a few weeks.

Karen Weston said that she remembers Dr. O'Connor talking about enrollment and that he would like six classrooms. She feels that it would be more logical to build six classrooms so that we minimize possible space issues later. Ray Bardwell stated that at the last meeting, the JBC gave authorization to the architect to design something. He feels that not enough direction was given to the design team. He thinks this is the best thing that has happened so far. He thinks it's a good idea that the architects have spoken with the teachers. They are the uses and know best what is needed for the school.

Mal Forsman said that it was his belief that Dr. O'Connor just wanted five classes per grade. The design by Dennis Mires Architects accomplishes this. Mr. Forsman said that he and Dr. O'Connor also discussed the bathroom situation.

Dennis Mires felt that the drawings done by his firm were "right on". The concept can be changed to include six classrooms. There are many other items to take into account. Many choices still to be made. Catherine Cheney thought that the interior wasn't being discussed at this time. She also thought the nurse's office should be separate and possibly larger. Mark Geuther said that the reality is that the administrative space is inadequate and needs to be renovated. Doris stated that Keith and the architects should start again and get costs. After it is built, the superintendent can say who will be in the classrooms. Ray said that if the designs brought to the meeting tonight were priced at 6.2 million or less, the JBC would be happy.

Doris Grady made the motion to direct Keith McBey and Dennis Mires to go ahead with the plan. Ray Bardwell seconded the motion. They will determine the cost with 4 classrooms and 6 classrooms. Doris stated that there were some things that she liked with the drawings, but she did have the same feelings as Karen Weston. She did not feel that Dennis Mires Architects listened to what the JBC had requested, but what was requested by the administration and staff, and she was disappointed with that. She asked Keith McBey to use the drawings presented and come back with figures including amenities that were presented. Doris Grady also stated that the JBC had been told the addition would be equivalent to Plan C which had been presented for approximately 6.5 million and they indicated that the cost of this new plan would be quite a bit more than that. Doris Grady continued stating that the figures should be determined and reductions would be taken at that point in order to reduce the cost. She questioned the new Administration space and asked how large it was in the new design. The estimate was 2300 square feet. An oral **Vote Passed: 6/0.**

It was determined that figures would be available for the next meeting on Thursday, 7/23 at 5:30 pm at the SAU office. Doris Grady wants to be sure that the renovation and addition will last for 25-30 years. We can't just think about the current staff and situation.



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room
Meeting Date:	Thursday, July 9, 2009
Meeting Time:	5:30 pm

Just before the end of Dennis Mires presentation, he asked if the school would be looking for Collaborative for High Performance Schools (CHPS) certification for this building. The JBC said that they would not be looking for that. Eric Stelzer, Energy Advisory Commission, strongly suggested that the School District should go for it. The city is trying to move in a different direction with energy efficiency. Ray questioned as whether the grant was guaranteed. The response was that it was not a guarantee, but we need to look at payback. The money is guaranteed. Mark Geuther said that the building would be efficient; however, we don't want to pay \$18,000-\$20,000 for the piece of paper with the certification. Eric responded that the School District would not get an additional 3% from the Dept of Education if we don't obtain the CHPS certification. Laurie Verville asked Dennis Mires what the payback would be. They will run the model.

Doris asked about the problems with the current roof which was just built in 2005. She stated that the School District should go back to the roofing company to have them fix the problems.

D. Acknowledgements:

- a. Memo dated 7/2/09 regarding AIA Contract with Dennis Mires, The Architects pending City Attorney approval: Ray Bardwell moved, Karen Weston seconded to accept the memo dated 7/2/09. An oral **VOTE PASSED: 6/0**

E. Approval of Payments:

- a. Dennis Mires, P.A. –Architectural Services: Invoice Amount: \$3,000
- b. Dennis Mires, P.A. –Architectural Services: Invoice Amount: \$9,000

Doris Grady asked if there are a certain number of owner driven change orders that we are allowed. Ms. Verville responded that there was no a certain amount allowed. \$30,000 has been spent since December. Ray Bardwell motioned to accept payments in the amount of \$3,000 and \$9,000, Carolyn Mebert seconded. A roll call **VOTE PASSED: 6/0**

F. Approval of Cost Estimates for Existing Conditions Survey

- a. Pohopek Land Surveying \$1,700.00
- b. McEneaney Survey Associates \$1,810.00
- c. TriTech Engineering Corp. \$2,400.00

Laurie Verville recommended that the bid be awarded to the low bidder Pohopek Land Surveying. Ray Bardwell suggested that the bid be awarded to a local company, McEneaney or TriTech. He moved to award the bid to McEneaney Survey Associates for \$1,810.00. Doris Grady seconded it. Mark Geuther asked why we couldn't award the bid to the lowest bidder. Catherine Cheney also questioned why the award shouldn't go to the lowest bidder. A roll call **VOTE FAILED: 3/3** with Carolyn Mebert, Karen Weston, and Catherine Cheney voting against.

Catherine Cheney moved, Carolyn Mebert seconded to award the bid to Pohopek Land Surveying for \$1,700.00. A roll call **VOTE PASSED: 4/2**.

G. Review and Discussion of 18 June 2009 proposal from RW Gillespie & Associates

The pricing from RW Gillespie is based on six classrooms. Ray Bardwell stated that changes would be from bad soil, which would mean possibly changing the foundation. Laurie Verville will ask Gillespie if they can include front of the building along with side and right of building for a maximum cost of \$5,800. Ray



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room
Meeting Date:	Thursday, July 9, 2009
Meeting Time:	5:30 pm

Bardwell moved, Carolyn Mebert seconded to go ahead with the study, including the front. A roll call **VOTE PASSED 5/1.**

H. **Other Business:** Mike Bliss spoke about the situation of asbestos at Horne Street School. There is a certain limited amount of asbestos in the gym area, stage, and back corridor. Mike met with the contractor and the cost would be estimated at approximately \$37,000 for abatement of all asbestos. He would like to clean the building this summer of asbestos. Catherine Cheney asked if we were replacing the gym floor. Mike stated that we could add a layer of tile to the gym floor. Mark Geuther asked how this would be accomplished this summer. Mike Bliss said that it would be completed in stages. Ray Bardwell stated that if we take out all of the tile and mastic, the floor could be painted and it could possibly be done in two phases. Mike Bliss thought that several phases would be more realistic, since there is asbestos throughout the building. There could be unknowns, although we can see the ceiling area so that it will be more accurate than at Woodman Park School. Doris Grady asked if we were obligated to remove all of the asbestos before school starts. Laurie Verville said that we were obligated to remove it all, but it wouldn't be done before school begins in September. The estimate of \$37,000 includes the gym floor. Carolyn Mebert moved to remove all of the asbestos with the exception of the gym floor and decide on that later. Karen Weston seconded the motion. An oral **VOTE PASSED 6/0.** Laurie Verville hired RFP Associates to do the work. They feel that the time frame of completing the project by the end of the summer is doable. This would include the gym floor, if that is what is decided. Laurie Verville will release documents on Monday and she will share the results after the bids are returned. \$37,000 is just the initial estimate.

Woodman Park Elementary School:

I. **CIP Financial Report—Woodman Park Elementary School**

Available budget is \$106,534.61. Ray Bardwell moved to accept, Karen Weston seconded. An oral **VOTE PASSED 6/0.**

J. **Approval of Payments:**

a. NEVCO, Inc.—Scoreboard for Gym: Invoice Amount: \$3,083.00

Ray Bardwell moved, Carolyn Mebert seconded approval of the payment. A roll call **VOTE PASSED 6/0.**

K. **Review of Proof—Names on Plaque** Ray Bardwell moved, Carolyn Mebert seconded review of proof of names on the plaque. An oral **VOTE PASSED 6/0.** This was paid for by BPS.

L. **Update on CivilWorks Progress—Boiler Room Project** Preliminary conclusions only. Dana Lynch suggested adding a perimeter drain. Mark Geuther stated that with decent drawings, the cost should hopefully be between \$40,000 and \$140,000. We only have \$106,000 remaining in the budget. Dana Lynch will provide us with a ball park figure depending on which plan we choose. The water is not coming up through drilled holes. Ray Bardwell questioned as to why we couldn't put in hydraulic cement. A clay barrier should still be added to the outside. They don't think the col joints are leaking. Mike Bliss stated that the largest amount of water that he's seen is 1 inch. Carolyn Mebert asked why we couldn't just install a sump pump. There is already one in place that takes care of some of the water. Doris Grady



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room
Meeting Date:	Thursday, July 9, 2009
Meeting Time:	5:30 pm

commented that we still don't have a workable proposal. Doris Grady moved, Ray Bardwell seconded the continuation of work by CivilWorks. An oral **VOTE PASSED 6/0**

Other Business:

M. Paving Quote for Woodman Park School – Three quotes were received for paving the two grassy areas that remain at WPS. Carolyn Mebert moved to award bid to R & M paving in the amount of \$1,055.00. Karen Weston seconded. A roll call **VOTE PASSED 6/0**.

Schedule next JBC Meeting: The next JBC meeting is scheduled for Thursday, July 23, 2009 at 5:30 p.m. at the Superintendent's office conference room.

K. Adjournment: Carolyn Mebert moved, Ray Bardwell seconded to adjourn meeting at 7:35 p.m. An oral **VOTE PASSED: 6/0**

Respectfully submitted,

Catherine Cheney/rl

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