



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room
Meeting Date:	Thursday, September 17, 2009
Meeting Time:	5:30 pm

MEETING # 73

- 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, September 17, 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, Carolyn Mebert, Mark Geuther and Ray Bardwell. Also present were John O'Connor, Superintendent and Laurie Verville, Business Administrator, Mal Forsman, HSS Principal, Dennis Mires, Dennis Mires Architects, John Urdi, Keith McBey, BPS, Jim Kimball, BPS, and Eric Steltzer, City of Dover Energy Advisory Commission.
- C. CITIZEN'S FORUM:** Eric Steltzer, of the New Hampshire Office of Energy and Planning addressed the committee. He discussed ways to build energy efficiency into the Horne Street project. He served on the Architect interviewing committee and realizes that the School District hopes to make the building energy efficient, but does not want to pay a great deal of money in the process. There is a limited budget to work with, but Mr. Steltzer noted there are both public and private grants that can be taken advantage of to limit the energy saving costs to the project. There are many sources of money available now because the industry has grown so much. Mr. Steltzer continued to speak about other school districts who have received large grants at little or no cost. The only stipulation would be that the school district would need to make a long term commitment to pay for the electricity.
Ray Bardwell moved, Carolyn Mebert seconded that a workshop be held to discuss options for energy savings programs. An oral **VOTE PASSED 6/0**.
The two programs that will be discussed will be CHPS and PPA. Mr. Steltzer said that he would invite Clay Mitchell, a local business owner, and Ed Murdough to speak and offer guidance at the workshop.
- D. Approval of Meeting Minutes:** Ray Bardwell noted a change to be made in July 23 minutes. "Mires Pump" should be "Myers Pump". Mark Geuther moved, Carolyn Mebert seconded approval of meeting minutes for July 23, 2009 and August 13, 2009. An oral **VOTE PASSED: 6/0**

Horne Street Elementary School:

- E. CIP Financial Report – Horne Street School Project:** Ms. Verville read into record the total available budget as of September 17, 2009 is \$4,056,527.12 (not taking into consideration 2.2 million in retired debt). Ray Bardwell moved, Karen Weston seconded to accept the CIP financial report. An oral **VOTE PASSED: 6/0**

Ms. Verville informed the Committee that the School Board approved the addition of the retired debt to the Horne Street project. She said that this would be going to the City Council as well to be voted on. This will probably occur in December after public hearings.
- F. Acknowledgements:**
 - a. Email dated 8.3.09 on cost estimates for testing/monitoring services: Karen Weston moved, Carolyn Mebert seconded to acknowledge the email. An oral **VOTE PASSED: 6/0**



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G. Encumbrance Request:

- a. **Estimate for Monitoring Services for \$14,000.00—RFP Associates, Inc.:** Dr, Mebert asked if \$14,000 was a reasonable amount for this service. Ms. Verville responded that it is reasonable and we are in good shape. It might not be as much. Carolyn Mebert moved, Mark Geuther seconded to encumber \$14,000 for testing and monitoring services.

H. Approval of Payments:

- a. **RFP Associates, Inc.** – Asbestos Design, Lab Work, and Bid Design: Invoice Amount: \$1,947.50
Ray Bardwell moved, Carolyn Mebert seconded approval of payment to Asbestos Design in the amount of \$1,947.50. A roll call **VOTE PASSED: 6/0.**
- b. **Dec-Tam Corp**—Asbestos, Abatement: Invoice Amount: \$14,729.00
Ray Bardwell moved, Carolyn Mebert seconded approval of payment to Dec-Tam Corp in the amount of \$14,729.00. A roll call **VOTE PASSED: 6/0.**
- c. **RFP Associates, Inc**—Site testing, Lab Work, Review: Invoice Amount: \$4,607.47.
Ray Bardwell moved, Carolyn Mebert seconded approval of payment to RFP Associates in the amount of \$4,607.47. A roll call **VOTE PASSED: 6/0.**

- I. **Presentation by Bonnette, Page & Stone:** Before the presentation began, Ray Bardwell asked Dennis Mires if he was aware of the CHPS program. Mr. Mires said that he is familiar with the program and they are trying to make as many efficiency changes as possible. There will be portions of the building that there won't be extensive changes, so they might not be affected. However, all new areas and areas with major renovations, will have energy efficiency in mind. He can't guarantee how the scoring will work out, but it would be helpful if Ed Murdough attends the workshop. Some changes will be difficult without a 100% renovation. Mr. Mires continue, saying that his company has worked on some high energy projects and has applied for grants. They can be very competitive, but the company has been fortunate enough to obtain some large grants. He will have many questions at the workshop on September 24, as well.

Keith McBey started the presentation by showing the site plans for the project. It will include the addition of six classrooms, administrative area changes, added parking, sewage system, etc. He questioned the Committee, asking them if they want to continue the walkway. John Urdi, asked how recess would work, where would the students enter and exit? Mal Forsman said they would continue to go out the north end door and over the hill. Mr. Bardwell asked if this was addressed with the Fire Station. Mr. Mires said the plans would be reviewed by the Fire department. Mr. McBey reviewed the site plans and discussed the 6 classrooms and 2 bathrooms, along with the expansion of the administrative area. They tried to incorporate all comments from past meetings. Nurse's area has moved to corridor, with access to guidance. The reception area plans remain similar to the original scheme. The library and computer areas will share space, but this is something that can be changed.

The gym renovations will include lowering the stage and eliminating the stairs. This will provide more storage for physical education and music departments. Art and music are moving to the current kindergarten areas and kindergarten will be moving to the other four rooms. Dr. O'Connor had originally thought there was a 10 year lease on the use of the rooms, but it is 20 years because of a funding mechanism. There is a possibility that there will be a need for a 5th kindergarten in a few years. The Committee needs to determine if all kindergarten



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classrooms will need to have bathrooms within the classrooms. An option would be to use the four rooms for kindergarten classes and the two additional for kindergarten related activities. This would be allowable if the square footage is the same. The new wing would still be for new classrooms. Mr. Geuther commented that there should still be bathrooms located within kindergarten classrooms even if it is not required.

Ms. Weston stated that she attended an Open House at McClelland School in Rochester last weekend and the staff there supported the idea of having a wall between the library and computer room. She said that it becomes very disruptive when quiet study and reading are taking place in the library and noise is coming from the computer area. Dr. O'Connor stated that in the future, libraries could be all technology and no books, so he didn't think it would be too large a concern. Ms. Weston disagreed, stating that while we have books in the library, this should be a concern. Ms. Verville commented that moveable walls might be a possibility.

Sinks and cabinets are in all new classrooms and upgraded in older rooms. Mr. Geuther asked if flooring and finished work is being done to match the new building. Mr. Urdi responded that everything would be uniform with the exception of lighting in certain areas. Also asked was if there was a possibility that we be LEEDS certified. Mr. Mires responded that we would have a lot of points, but he can't say for sure. Everything is being done that can be for CHPS. Part of the roof will be new and part will be raised with roof drains added. It will meet the requirement to dry out within 48 hours. The flat section of the roof will remain as is. For all exterior walls, the trims will match and the exterior will be maintenance free. Panels will be installed to control glare.

The ceiling height will be 9-11 feet and the ceiling tiles will be acoustic panes, not sheetrock. Dr. Mebert asked if there would be insulation installed. Mr. Mires responded there would be insulation will be installed with the roof. The roof will be polyurethane panels will be provide a higher R factor.

Whiteboards and tack boards will be installed in new rooms. Existing rooms will be supplied with new whiteboards as well. In each room, there will be a 12 foot marker board and 4-6 foot tack board. There will also be cork panels installed on doors for use by teachers.

Ms. Cheney asked about the teacher's lounge. Mr. McBey responded that the plumbing from the locker room will be able to be used in the new teacher's lounge for the kitchen area. The library will be moved into the current teacher's room.

Mr. McBey discussed all of the figures for the project and felt that the cost estimates were a "Bull's Eye". The quotes have been reasonable due to the aggressive market. The School District should be able to get what they want and still stay on budget. Mr. Bardwell suggested that we might be able to save even more money through the CHPS program. Mr. Steltzer said that although he is not an engineer, the program could save us money. We would need to spend a little extra money to earn the benefits. Mr. Bardwell commented that he needs to hear how we can use these programs. This will be discussed at the September 24th workshop.

Mr. McBey discussed ways they had found to save money. The steel cabinets are remaining in the classrooms, but will be painted. Some of the flooring that looks brand new will remain, although new flooring will be installed in the corridors. Mrs. Grady asked where we stood with the 6.3 million dollar budget. Ms. Verville will incorporate numbers into the budget to see the status. She believes we are on target so far.



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Mrs. Grady asked where BPS would be starting. Mr. McBey assumed that the six classrooms would be started first. When they are done the students will be moved so that renovations can be started.

Mrs. Grady asked if the JBC needs to go back to the School Board because of the change in plan for the administrative area. Ms. Verville said that a renovation was approved and this is part of the renovation. The resolution was not limiting. Mr. Mires said that his goal was to finish contract documents within two weeks and then begin construction. The goal is to be occupied by mid-August of 2010. Mr. Bardwell asked Laurie how long it would be before she can give the committee a budget. She responded she could probably have it done by Monday. Ms. Verville asked Mr. McBey if the project could be completed in two phases like the Woodman Park renovation. He said that it was a possibility, but it would be more advantageous to take advantage of the poor economy and book any contractors early.

Mr. Urdi commented that it would be quick work to cut \$50,000 if needed. Once they get hard numbers, they feel that we will be in good shape.

Ray Bardwell moved, Karen Weston seconded, advising the architect and General Contractor to proceed and go to bid as presented.

Mark Geuther asked that an amendment be made to the motion to change the terminology from “general contractor” to “Construction Manager”. An Oral **Vote Passed**, 5/1. Mrs. Grady voted “no” only because of the legal issue of getting the changes approved by the City Council.

Mike Bliss asked if the JBC would pay the invoice from Pohopek Land Surveying for \$2650.00 even though it wasn't on the agenda. He stated it was his fault that he didn't give the invoice to Ms. Verville on time and they have done all of the work requested. Mark Geuther moved, Carolyn Mebert seconded to pay Pohopek Land Surveying \$2650.00. A roll call **Vote Passed 6/0**.

Woodman Park Elementary Schools:

J. CIP Financial Report—Woodman Park Elementary: Ms. Verville read into record that \$105,560.61 is available. \$15,000 is reserved for the Boiler room and drainage. Ray Bardwell moved, Carolyn Mebert seconded approval of the CIP Financial Report for WPS. An oral **VOTE PASSED 6/0**.

K. Approval of Payments:

- a. **CivilWorks, Inc**—Services for Boiler Room Water: Invoice Amount: \$5,828.50. Mrs. Grady commented that she was very impressed with the work of Dana Lynch on this project. He was prepared and gave a clear, informative presentation. All members of the JBC agreed. Ray Bardwell moved, Carolyn Mebert seconded approval of a payment to CivilWorks, Inc. in the amount of \$5,828.50. A roll call **VOTE PASSED 6/0**.
- b. **R & M Paving**—Repairs at WPS: Invoice Amount: \$1,055.00. Ray Bardwell moved, Carolyn Mebert seconded approval of a payment to R & M paving in the amount of \$1,055.00. A roll call **VOTE PASSED 6/0**.



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- c. **DWC Designs, Inc.**—Window Shades: Invoice Amount: \$10,140.00. Ray Bardwell moved, Carolyn Mebert seconded approval of a payment to DWC Designs, Inc. in the amount of \$10,140.00. A roll call **VOTE PASSED 6/0**.
- d. **DWC Designs, Inc.**—Additional Window Shades: Invoice Amount: \$407.00. Ray Bardwell moved, Carolyn Mebert seconded approval of a payment to DWC Designs, Inc in the amount of \$407.00. A roll call **VOTE PASSED 6/0**.

L. Results of Bid—Boiler Room Repairs and Drainage

Nine bidders attended the pre-bid meeting. Five responded to the bid. Horne was the low bidder, with a price of \$59,000 assuming there is no ledge or hazardous materials. Ms. Verville spoke with the City Attorney concerning the bid and that Horne was the low bidder. Attorney Krans informed her that although due to pending litigation with the City of Dover, it is for entirely different reasons and there should be no conflict entering into a contract. Mrs. Grady stated that she would like to award the bid to a local company. Ray Bardwell moved, Carolyn Mebert seconded that the bid be awarded to Horne with a clause inserted that included ledge removal at a negotiated price. A roll call **VOTE PASSED 5/0** with Mark Geuther recusing.

M. Other Business: Mr. Bardwell asked about the divots that were caused by the cold weather at Woodman Park School. Ms. Verville confirmed that they are being worked on.

Other Business:

Mr. Geuther asked what the JBC hoped to accomplish at the workshop scheduled for Thursday, September 24. It was agreed that the JBC would learn more about CHPS and we could see how many points we have so far toward our eligibility. Mr. Stetzer will see if Clay Mitchell is available and Ms. Verville will contact Ed Murdough for his availability.

N. Schedule next JBC Meeting: The next JBC meeting is scheduled for Thursday, October 22 , 2009 at 5:30 p.m. at the Superintendent's office conference room.

O. Adjournment: Karen Weston moved, Carolyn Mebert seconded, to adjourn meeting at 7:55 p.m. An oral **VOTE PASSED: 6/0**

Respectfully submitted,
Catherine Cheney/ral

Catherine Cheney, Joint Building Committee Chair
Joint Building Committee