



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting
Meeting Location: Superintendent's Conference Room
Meeting Date: **Thursday, October 22, 2009**
Meeting Time: **5:30 pm**

MEETING # 75

- 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, October 22, 2009 at 5:35 p.m. at the Superintendent's office in the conference room.
- B. ROLL CALL:** Present were, Catherine Cheney, Carolyn Mebert, Mark Geuther, and Ray Bardwell. Also present were Laurie Verville, Business Administrator; Malcolm Forsman, Principal-HSS; Michael Bliss, Clerk of the Works; Keith McBey, BPS; Tim Burke, BPS Site Supervisor; John Urdi, Dennis Mires The Architects, and Rob Garon, IT Specialist for Dennis Mires The Architects. Absent was John O'Connor. **Amended at 11/10/09 meeting to read Karen Weston and Doris Grady arrived at 5:44 p.m. as noted below.**
- C. Approval of Meeting Minutes:** Carolyn Mebert moved, Mark Geuther seconded approval of meeting minutes for September 17, 2009. An oral **VOTE PASSED: 4/0**

Horne Street Elementary School:

- D. CIP Financial Report – Horne Street School Project:** Ms. Verville read into record that after recording the obligated contract to Dennis Mires, the Architect in the amount of \$403,500.00, the budget available as of 10/22/09 is \$3,638,077.12. Ms. Verville also stated that the contract is based not on hard numbers and is subject to change based on the CMP which is based on a percentage. Ray Bardwell moved, Carolyn Mebert seconded approval of the CIP financial report. An oral **VOTE PASSED: 4/0**
- E. Master Cost Schedule:** Ms. Verville stated the Master Cost Schedule was done a week ago when they had an idea on where they were at. Ms. Verville stated that after the debt retirement in 2011 in the amount of \$2,242,900.00 the total is \$6,373,941. Ms. Verville said these figures are based on the numbers provided by Mr. McBey at the 9/17/09 meeting. Ray Bardwell motioned to put the report into record; Carolyn Mebert seconded. An oral **VOTE PASSED: 4/0**
- F. Approval of Payments:**
- RW Gillespie & Associates Inc. – Field Exploration Services: Invoice Amount \$3,156.41: Mr. Bardwell asked if they did an obligation; Ms. Verville stated it was coming out of what has already been encumbered. She mentioned that this didn't include the written report. Ms. Cheney asked how much was encumbered; Ms. Verville said \$5,800. Carolyn Mebert moved, Mark Geuther seconded approval of payment in the amount of \$3,156.41. A roll call **VOTE PASSED: 4/0**
 - Dennis Mires, PA–The Architects – Architectural Service: Invoice Amount: \$24,000.00: Ms. Verville stated this was for Dennis Mire's services through July-August with a bill out for the design schematic at 89%. Ms. Cheney asked if this was for March/April; Ms. Verville stated they are not tardy, but the bill includes any schematics done up to that point. Ms. Cheney asked if all the invoices will still come in at the number encumbered. Ms. Verville said the \$403,500 is based upon a percentage and what they have at this time is preliminary and could go up or down. **(RECORD NOTE: Karen Weston and Doris Grady arrived at 5:44 p.m. and were brought up to date.)** Carolyn Mebert moved, Mark Geuther seconded approval of payment in the amount of \$24,000.00 A roll call **VOTE PASSED: 6/0**



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- c. Dennis Mires, PA–The Architects – Architectural Service: Invoice Amount: \$139,680.00: Ms. Verville stated this is a recap of the progress in billing for the schematic and design. However, it is not at 100% completion for the schematics and design development. She stated if you look at the bill on where the fees come into consideration it's only at 40% completion for the construction documents. This is work that has been completed through the end of August-first week in September. Ms. Weston said she was concerned that after paying the three bills that leaves a net balance of \$107,000. Ms. Verville said this is their balance so Mr. Mire's firm needs to get to a point to finish. They paid for the electrical, mechanical and plumbing so the construction documents could be put on the website and so Mr. McBey could do his bid documents. She stated invoice #9 shows the construction documents at 95% complete because the committee told Mr. Mires to get the documents ready so Mr. McBey could get his bid documents out. Ms. Weston said if they pass #8 and go to invoice #9 what's left to be completed; in theory Dennis Mire's could be paid everything encumbered. Mr. Geuther said what they are being invoiced for is the value of work and is what the committee voted on. Mr. Urdi said the total fee at this point is 7½% and each category has a percentage of completion. Based on fact, the working documents is at 20% still to remain which is approximately \$80,000. This will be billed out as the items are completed. Mr. Urdi said that money is being retained until they get into the construction. Ms. Weston asked if they hold a percentage of the fee until the project is done. Ms. Geuther said any retainage is held on the contractor's side. Mr. McBey's report spends \$100,000; they would pay \$90,000 and hold 10%. For design professional, they usually don't hold any retainage. Mr. Geuther said D Mires will bill monthly on the portion of the 25% and at that time they can discuss the percentage done and if it has been done pay the amount due. Even though the bulk of the work is done, they still want Dennis Mire's around through the project. Ms. Cheney asked if this price included changes as the project progresses. Mr. Geuther said they are basing this amount on a percentage so there is going to be an ebb and flow based on the percentage. Ms. Mebert asked if there were any changes with the new kindergarten plan Dr. O'Connor presented to the School Board. Mr. Urdi said just room name changes. Carolyn Mebert moved, Ray Bardwell seconded approval of payment in the amount of \$139,680.00. A roll call **VOTE PASSED: 6/0**
- d. Dennis Mires, PA–The Architects – Architectural Service: Invoice Amount: \$99,866.00: Mark Geuther moved, Carolyn Mebert seconded approval of payment in the amount of \$99,866.00. A roll call **VOTE PASSED: 6/0**

G. Acknowledgements:

- a. Letter from Dr. O'Connor to Commissioner Virginia Barry regarding the proposed kindergarten classrooms: Ray Bardwell motioned to put into record; Carolyn Mebert seconded. An oral **VOTE PASSED: 6/0**

H. Other Business:

Mr. McBey said the bid was well attended and there was a lot of interest in the project. He handed out a breakdown of the costs he received and stated the first page shows the cost at \$975,683.88 compared to what his original estimate was. Mr. Urdi said the first page is for the 6 room addition versus the \$1.12 M. Mr. McBey said the general condition and site work, which is for the entire site dropped \$10,000 - \$15,000. Renovation costs only difference; the number in the anticipated renovations include the administration area and the canopy. He has \$75,000.00 in contingency costs for the 6 classroom addition, with \$720,000 in owner associated costs. They are looking at approximately \$120,000 difference. Mr.



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

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Bardwell asked what percentage of site work is retained for the site work for the 6 classroom addition; Mr. McBey said he has \$46,000.00 for site work which includes the piers. Mr. Bardwell asked if the money was for just the 6 classroom addition; Mr. McBey said it was. He said he would like to take the general conditions, site work and do a general purchase order for the amount so they can get on site to get to other items that need to be done before the addition starts being built like the parking area and the slope. Mr. Urdi said the site work is for the classrooms, parking and slope. Mr. McBey said it also includes the catch basin in the front of the school that needs to be moved and the administration suite. Mr. McBey said he's worried about changes to the size of the front administration area. Ms. Mebert said she thought they had agreed if the money was in the budget they were going to go ahead with it. Ms. Grady said from the original costs, the general conditions remain the same but the site drops \$6,000.00 Mr. McBey said he put the general conditions, canopy and administration together versus breaking it out as he did in September. Ms. Grady asked why the anticipated renovations were up because the only real difference is the 6 room addition, everything else is the same. Mr. McBey said he hasn't gotten that far; he is looking to authorize the whole job; bottom line is \$500,000.00 less overall. Mr. Bardwell asked if he bid out the whole job; Mr. McBey said he did. Only part of the project to do GMP and they have \$500,000.00 in savings over the whole project and the second part is relative because of the conservative design they went out to bid on. Ms. Grady said she thought they discussed the total renovation with what you have, what you can change and the person that gets hired understands it; is she correct. She also said that the renovation costs aren't cut in stone because once you start getting into the renovations; you really don't know what you're going to find. She then mentioned that the library is too far away from students and if the location could be changed. Mr. Bardwell asked where they would put the library if they moved it. Ms. Grady said it wasn't an issue at this time. Mr. Bardwell said they all agreed to go ahead with the design and everyone was pretty much happy where they stood and everyone was ok where the library is, near the administration area. Ms. Grady said at the last School Board meeting the plan went before them and it passed 7/0 to move on with the stipulation that some changes could be made. Mr. Bardwell said Dr. O'Connor is not here tonight, but he felt the Chair understood that they needed to move forward. Mr. Bardwell also thanked Ms. Grady for saying they need to move forward on the 6 classroom addition. Ms. Grady said it's a known fact that she doesn't approve spending \$500,000 for the administration area and thinks there can be savings with the administration area and library. The original presentation showed the administration area could go where the library is and the library could be moved somewhere else in the building. The current library without the wall is the biggest library in the district and if money runs short and they have to make a decision, the library is always available for space and the library can move to another area. Ms. Cheney said what she was hearing is they have a \$500,000.00 buffer and they may get into the money to make improvements. Mr. McBey said he has a list of issues, not including the stage, etc. Some of the issues are with staging temporary tie-ins and sprinkler mains stays, but that could change. He said the reason there is no GMP at this time is because the scope hasn't been agreed on for the renovation. He said another issue is that they may be a little light on the drawing for the electrical and data in the existing rooms and feels the drawings are conservative. Mr. Bardwell asked if there was enough money to redesign the core; Mr. Urdi said there wasn't. He stated if they choose to move the library and computer lab to somewhere else it is going to be a big deal. He said what he believes Mr. McBey is trying to say is they did a conservative drawing. Example is for the bathrooms, the fixtures were being recycled. It might not look great but it's a way to save money. Ms. Grady said the key to the renovation is when they are finished they want it to look like it's been renovated and not have to ask for more money in a couple of years because the fixtures are failing. Mr. Bardwell said they would have to check but he believes city code is a 6.1 gallon toilet, not



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JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting
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what is currently in the school. Mr. McBey said what he has tonight is good news and he's a little confused. He has already done a project with the committee and he knows what they want. Ms. Weston said they kept it simple and went from \$1.6 M to \$500,000 less. Mr. McBey asked how many of the committee members has spent time on the design documents; Mr. Bardwell and Mr. Geuther said zero. Mr. Bardwell said if they came in under budget they would go with what they had and doesn't think at this point in the project they should be discussing moving the library because they would be going backwards. Mr. Urdi said the \$500,000.00 could take care of some of the issues. Mr. McBey said the JBC needs to move ahead with caveats to change the design. Mr. Bardwell said they can't move a major part without going back to the architects. Ms. Grady said if they don't change now it's going to cost later and she can't go back to the city for more money. Ms. Weston said they aren't on that now, they are on the 6 room addition. Mr. McBey said what he is saying tonight is that the bid project as drawn there is a savings of \$500,000.00 but there may be issues with some of the quality of materials. Mr. Geuther said he understood that they approved the floor plan with caveats that if bids came in over budget they would look at again and believes the School Board had the same understanding. The unfortunate thing said is about the sand box for the kindergarten, which upset a lot of people. Dr. O'Connor mentioned a suite for the kindergarten with a central area for a play area. He said this takes up square footage and you don't have to move any walls. What concerns him the most is getting the 6 classroom addition built and not having enough money to renovate as they want to. They haven't spent time walking around the building as they did at WPS saying this is what they are doing and need and doesn't necessarily think they should do a walk through after construction starts. He said \$500,000.00 is nice comfort level and thinks they need a new administration suite. Mr. McBey said they're talking about the \$500,000.00 comfort, but out of the \$975,000.00 he has a contingency of \$75,000.00 and \$100,000.00 with the school holding another \$125,000. Mr. Geuther asked if Mr. McBey is saying the quality of the renovation is going to be like WPS for the money they have available. Mr. McBey said it is. Ms. Weston said she's excited about the savings. Mr. Bardwell asked about the design for the CHPS program and where they were at; do they need points to get the money from the state. Also can the state renege if they are approved for the bond? Ms. Verville said building aide is written in the RSA and is debt funded so there is the possibility of not getting the money. Ms. Cheney asked how soon they should start with the 6 classroom addition; Mr. McBey said it is critical to start as soon as possible. Ms. Cheney said she got out of the presentation that the architect is on board until the end of the project and she is very pleased about the \$500,000.00 buffer.

Mr. Geuther said they approved payment for testing the soils but there was no report so what did they use for the design to go out to bid. Mr. Urdi said they had information from the borings done earlier in the year. He stated they are going to use concrete beams that will absorb a lot of the weight. Mr. Geuther asked if the borings showed any ledge; Mr. Urdi said it didn't. Mr. Bliss asked about the phasing of the work and how it was going to work to get done by December 2010. Mr. McBey said the number in the GMP he would like to tie into existing contract. He stated there needs to be another zone for the fire alarm and it needs to be tied into the existing system, which Tim has already done. During Phase 1 all critical systems will be working. Ms. Cheney stated they should start with the new addition and then once that is started they can start working on renovations. Mr. McBey said he would like to do a walk through as Mr. Geuther discussed to go over what the plan is and any issues they have. Mr. Urdi said another alternative would be to sign the GMP on the existing drawings and do change orders for any changes. Mr. Bardwell said they can't sign the GMP until the money is approved. Ms. Verville asked Mr. Urdi if he was saying the money that is currently available; Mr. Urdi said that was right. Mr. McBey said Ms. Verville and he



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

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Meeting Time:	5:30 pm

talked about the issue they don't have enough money to sign a contract. Ms. Verville said there will be retired debt in the amount of \$2.2 M by 2011, but the City Council has to approve that money and they can't enter into a legal contract until then. Ms. Grady asked if they can have an agreement to start the new addition; there was no reply. Ms. Verville asked Mr. McBey when he went out to bid, did he get figures for the 6 classrooms and anticipated renovations; Mr. McBey said he did but had it as an alternate with the addition. Mr. Geuther asked if he had two different numbers; Mr. McBey said he did. He said he would like to enter into the GMP with the money they currently have and do change orders for the renovations when the money becomes available. Ms. Verville said they can enter into an agreement with the site work and general conditions. Mr. McBey asked how the members felt if they note that the project is for 12 months. Ms. Verville said she can't approve that. Mr. Geuther said they would be put on the hook for around \$248,000.00 so if they don't get the money, the district is still obligated to BPS for \$248,000. Mr. Urdi said it's going to be heavy costs at the beginning of the project and then it will go down. Mr. Geuther said if they put a note in stating 12 months that leaves a question on exactly what the 12 months is and not that the project is to be completed by December 2010. Mr. Bardwell said some figuring needs to be done and asked for Ms. Verville's guidance and to set a meeting to do a walk through sometime next week. Ms. Grady said they are arguing over the money that's coming, don't they have the borrowed money and what's being retired. Mr. Bardwell said it still has to go through CIP and the City Council for a vote before they can consider using the retired money. Ms. Cheney said she didn't want to cut anyone short, but she will be busy with re-election obligations all next week. Ms. Verville said the actual formal vote on the retired debt won't be until after the first of the year. She also said Mr. McBey and she will work electronically on the general conditions for the 6 classrooms and renovations. Mr. Bardwell stated the project should be separate as Phase 1 and Phase 2 as they did at WPS.

Ms. Verville felt their design was conservative, but if they are adding and updating as the project progresses, she wanted to know if there are additional fees for drawings. Mr. Urdi said he would say no at this time because they are not talking about changing rooms. If it becomes an issue they can bump the fee to include work done. Ms. Cheney asked if the stage and wall were included; Mr. McBey said they weren't. Mark Geuther motioned to have Laurie Verville and Keith McBey work via email on the general conditions for the 6 classroom addition and come up with solid numbers; Karen Weston seconded. Mr. Geuther asked how long the subs are holding their numbers; Mr. McBey said he gave January as a deadline. Ms. Verville said she wants the vote from the City Council first before entering into a GMP for the entire project. Ms. Cheney asked if everyone was clear on the motion. Mark Geuther amended previous motion and motioned to authorize Laurie Verville and Keith McBey to get value for the general conditions GMP plus site work for \$229,040.00; Karen Weston seconded. A roll call **VOTE PASSED: 6/0**

Mr. Geuther asked if the cost gives flexibility on site work as needed; Mr. Urdi said he understands it that the site work is carrying all inclusive and the work for the administration suite is already included.

Ms. Verville said now that they have made a decision she wanted to advise the members that she will need to get quotes from companies for testing of materials. She has 2 local firms she would like to contact, John Turner and SW Cole. Mr. Bardwell asked about RW Gillespie; Ms. Verville said she talked with Mr. Gillespie on WPS and he told her it was out of their range. Mr. Urdi asked about Miller Engineering out of Manchester and Geo Tech Services. Ms. Verville said she would like to look locally first. Mr. McBey said he received bids for testing but did not include it because it's the owner's responsibility. Ray Bardwell



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting
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motioned to approve Ms. Verville to move forward in contacting the four companies; Karen Weston seconded. An oral **VOTE PASSED: 6/0**

Ms. Verville said she will get back to the committee via email with the numbers.

Ms. Cheney thanked Mr. McBey for his time going over the numbers and his concerns. Mr. Geuther also noted that Dennis Mire's, The Architects turned out the documents quickly so Mr. McBey could go out to bid so quickly.

Woodman Park Elementary School:

I. CIP Financial Report – Woodman Park Elementary School: Ms. Verville stated that after awarding the boiler room to Horne Construction, the available budget as of 10/22/09 is \$60,649.61. Ray Bardwell moved, Karen Weston seconded approval of the CIP financial report. An oral **VOTE PASSED: 6/0**

J. Approval of Payments:

a. CivilWorks, Inc. – Services for Boiler Room Water Intrusion: Invoice Amount: \$3,907.10: Ray Bardwell moved, Carolyn Mebert seconded approval of payment in the amount of \$3,907.10. A roll call **VOTE PASSED: 6/0**

K. Other Business:

a. Email from M. Geuther regarding changeable letter "Roadside Sign": Ms. Verville stated she just got a lengthy email from someone on the WPS PTO regarding their wish to contribute some money for a sign like at the other schools. Ms. Verville said she needs to get information from planning on where a sign can be located because she doesn't want any disruptions. Mr. Geuther said the PTO had a meeting this week and stated they are having a fund raiser to help put money towards a sign, but would rather see the money go towards other things versus the sign. They are looking for a consensus of putting a sign up and they are looking into companies and costs for a sign. Ms. Verville said she will work with Mr. Boodey. Mr. Geuther said if the PTO does the sign, then they take care of it. Ms. Cheney said they should wait and see what the PTO comes up with. Mark Geuther motioned to authorize Ms. Verville to work with Principal Boodey on costs and locations for a sign; Karen Weston seconded. An oral **VOTE PASSED: 6/0**

b. Mr. Bardwell wanted to bring everyone up to date on the progress in the boiler room. He said the drain pipes are all in, grading on the side of the building has been completed and the work inside is going to be done at a later date. He mentioned he would like to do a change order to fix the area where the dumpster is. He would like to see the area dug up and have compacted gravel put in because he has seen the trucks turning into that area and their wheels digging right into the ground because of the turn radius. Mr. Geuther asked if there was a dumpster pad; Mr. Bardwell said he didn't think so. Mr. Bardwell said where there is still capital improvement money, they should get this area fixed properly while the equipment is still there. They haven't paved the trench yet and it should get done once and for all. Mr. Geuther said he prefers not to put the dumpster on asphalt and would like to use concrete instead; it should be done right. Ms. Verville questioned what other alternate was there for another site for the dumpster. Mr. Geuther said they would still need a concrete pad.



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting
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Mr. Bardwell asked if the divots were done yet. Mr. Geuther said he thought they disappeared. Ms. Verville said they were still there.

Ray Bardwell motioned to authorize Ms. Verville to do a change order not to exceed \$2,500.00 to do the work around the dumpster area; Karen Weston seconded. Mr. Bardwell motioned to amend the amount to \$3,000.00; Karen Weston seconded. A roll call **VOTE PASSED: 6/0**

Other Business:

L. Schedule next JBC Meeting: The next JBC meeting is scheduled for Tuesday, November 10, 2009 at 5:30 p.m. at Horne Street School.

M. Adjournment: Carolyn Mebert moved, Karen Weston seconded to adjourn meeting at 7:15 p.m. An oral **VOTE PASSED: 6/0**

Respectfully submitted,

Catherine Cheney/pb

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