



DOVER SCHOOL DISTRICT

## JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting – <b>Horne Street School</b>
Meeting Location:	Superintendent’s Office
Meeting Date:	<b>Thursday, January 21, 2010</b>
Meeting Time:	<b>5:30 pm</b>

### MEETING # 81A

- A. CALL TO ORDER:** A meeting of the Horne Street School Addition & Renovations Joint Building Committee was called to order on Thursday, January 7, 2010 at 6:04 p.m. at the office of the Superintendent’s conference room.
- B. ROLL CALL:** Present were Karen Weston, Robert Carrier, Doris Grady, Carolyn Mebert, Mark Geuther, and Ray Bardwell (by teleconference). Also present were John O’Connor, Superintendent; Laurie Verville, Business Administrator; Malcolm Forsman, Principal-HSS; Michael Bliss, Clerk of the Works; John Urdi, Dennis Mires The Architects; Keith McBey, BPS; Tim Burke, BPS and Catherine Cheney, City Council.

#### Horne Street Elementary School

Ms. Weston stated as a courtesy, she would like to start having public comments and stated it would be on future agendas. Ms. Cheney stated she was appointed to the HSS project on 3/11/09 and feels she’s still on the JBC and disagrees with the City Council. Ms. Mebert said Ms. Cheney sees herself as a member but the council doesn’t therefore, is restricted to speaking during public comment only. Mr. Geuther asked if there was a time limit; Ms. Weston said no more than 5 minutes like for City Council meetings.

- C. Approval of Meeting Minutes from January 7, 2010:** Ray Bardwell moved, Robert Carrier seconded approval of meeting minutes from January 7, 2010. An oral **VOTE PASSED: 6/0**
- D. Review Policy on Communication Procedures for Meetings:** Ms. Weston said they will disallow the salmon sheet sent in the packet and follow state guidelines under RSA 91 A.
- E. CIP Financial Report – Horne Street School Project:** Ms. Verville stated after the last meeting, three change orders were approved for a total amount of \$10,398.00 leaving a total available budget as of January 21, 2010 of \$2,304,091.71. Ms. Verville said in the future they will be showing the retainage for the project. She said they will also always see the attached worksheet showing the requisition history. Mark Geuther moved, Carolyn Mebert seconded approval of the CIP financial report. An oral **VOTE PASSED: 6/0**
- F. Progress Report – Michael Bliss, Clerk of the Works:** Mr. Bliss said for Phase 1 they are still waiting for the steel to be delivered and stated Tim Burke had told him before the meeting it should be delivered next Thursday. He stated he did his report early because he was out of state next week. There are a couple of items from the construction meeting. One is the impact if they delay further, they need to move forward on Phase 2. They are currently looking at the administrative area and gym and the schedule to finish the project on time. The second is RPF found asbestos in the window caulking, RPF asked Dec-Tam for quotes to remove all 1950’s windows. Dec-Tam gave a quote to remove all window units for \$34,626.00 and RPF gave an estimate of \$6,800.00-\$8,200.00 for consult and industrial hygienist fees. He said they won’t have to go into the building but will monitor the work on a daily basis. Mr. Urdi asked what procedure they follow. Mr. Bliss said they would seal from the inside and remove the whole window, scrape, and wrap the windows. Mr. Urdi asked if it would be done relative to Mr. Burke’s schedule. Mr. Bliss said they looked at the mobilization on timing and they will make it work. He said there are the 2 sides on the westerly wing, court side and kindergarten side, and administrative area. He said they can’t get too far ahead on the abatement versus the demolition. Ms. Weston said she keeps hearing money and asked if this is increased by another \$44,000.00 above what has already been



DOVER SCHOOL DISTRICT

## JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting – <b>Horne Street School</b>
Meeting Location:	Superintendent's Office
Meeting Date:	<b>Thursday, January 21, 2010</b>
Meeting Time:	<b>5:30 pm</b>

approved. Ms. Bliss said it is because it didn't show up on the AHERA reports so they did not know about the caulking. Ms. Weston asked about the catch basins; Mr. Bliss said they are installing an 8" pipe as needed. He said they found there was a flow in a water pipe that no one knew about and they will be putting in this 8" pipe to go to the retention pond. The total cost has not been estimated. Ms. Weston said there was mention that BPS suggested mounting the lights in the gym versus hanging and asked what the cost would be. Mr. Bliss said it is not a cost item; there would be some architectural changes only. Ms. Grady said she would like to reconsider putting wood floors in the gym because of input from the Dover Rec. & PE depts. She would like to know if it can be done because the city would like the gym to be used by the public and the current floor is too slippery and dangerous. Mr. Bliss said the old plan shows wood floors that were recessed 1" deep and they were pulled up because of water damage from the windows. Ms. Grady asked if the new windows would eliminate future damage; Mr. Urdi said it would. Mr. Bliss said they're pursuing if it can be done. Currently the floor is raised up above the entry way. They researched why there was a hump and found they only have 1" to work with. Mr. Carrier said it would be hard to do a hardwood cushioned floor with only 1". Ms. Grady suggested meeting with Gary Bannon and Peter Wotton about use of the gym. Ms. Weston said about 3-4 weeks ago she spoke with the city manager and was told the gym is not used by the public because the floor gets slippery and there could be injuries. He was thinking something could be done with the gym floor to make it useable for the public. Her concern is securing it from the rest of the school and having bathrooms available. Also, what is the egress and possible costs? Mr. Carrier said he's a liaison for the Rec Advisory Group and said gym space is at a premium because there are a lot of programs in the city that are in need of gym space. He stated there are a lot of new products on the market with more resilience than what is on the floor now. He said the problem may come if they have to drop the floor to meet the hallway. He knows when he did the floor they did a secondary pour to make it smooth to lay down the VCT. The part they have to be concerned with is if they take out 2", he's not sure what they will find on the substrate. Dr. O'Connor said he's not 100% certain the problem is with the tiles because GES has the same flooring and no one has complained about it being slippery. He doesn't want a decision to be made because the community needs gym space. They lost Butterfield gym but are using the court at McConnell Center, they have WPS and a new gym at GES that they never had before and isn't certain it's an issue. Dr. O'Connor said the problem is when the high school and middle school sports are using the gyms and the community wants to use it the same time. Mr. Carrier said they have to do something with the floor anyways so get something that is better quality and slip proof. Ms. Weston said where Mr. Carrier was with the Rec Advisory Committee, does he think gym space is at a premium; Mr. Carrier said he does. He said they never gained anything because they were already using the gym at McConnell and they lost Butterfield. Dr. O'Connor said WPS, GES & HSS sits empty 9 months out of the year. Ms. Mebert said the facility committee people are clamoring for space and they can make money renting it out; however, if it's not used 9 months they're not going to generate a lot of revenue. Ms. Verville asked Mr. McBey if the \$35,000.00 was carrying was for bleachers. Mr. McBey said he thought they took the bleachers out. The \$35,000.00 she is seeing is for gym equipment, which is the basketball backdrops like at WPS and padding on one wall. Ms. Verville asked if they had to be that elaborate because it's not a regulation sized court. Ms. Mebert asked if they needed that many back drops because the court is smaller than at WPS. Mr. Forsman said they currently have 6 hoops in the gym. Mr. Carrier said he would like to see what the cost is for flooring and see if it can be applied. He said they were discussing the floor before the meeting and said they thought there was a barrier under the tiles. Mr. Bliss said they found felt paper. Dr. O'Connor asked if it could have been a vapor barrier they put in at one time. Mr. Bliss said they could have poured the concrete and put the barrier down to keep moisture out. Ms. Grady said she would like to put a committee together to see what the best floor is and the costs and stated where Mr. Carrier has worked in flooring she would suggest it consist of Peter Wotton, Gary Bannon, and Mr. Carrier and Mr. McBey and the



DOVER SCHOOL DISTRICT

## JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting – <b>Horne Street School</b>
Meeting Location:	Superintendent's Office
Meeting Date:	<b>Thursday, January 21, 2010</b>
Meeting Time:	<b>5:30 pm</b>

architects work with them to get the figures. Mr. Carrier said he would like to see the architect and BPS take a few more core samples to see if the felt paper is throughout and if it isn't, it should come out easier. Mr. Geuther said they have the architect to filter through products and have them chose approximately 3 products and then have Mr. Carrier, Mr. Wotton, and Mr. Bannon look at them. Ms. Weston said it would have to be secured like at GES. Mr. Urdi said security is already in the plans at 3 doors. Mr. Bliss said the other entrance (between the café and gym) has a bathroom. Ray Bardwell moved to have the architect and BPS take more core samples to see if the felt paper is throughout the gym; Doris Grady seconded. An oral **VOTE PASSED: 6/0**

Mr. Geuther said he had a question on the asbestos caulking; is there a reason why they have to take the window out and not just the caulking. Mr. Bliss said it's the easiest and most efficient way of getting all the caulking. Mr. Geuther said he wanted to make a point that the \$34,000 plus will be off-set in Mr. McBey's budget so they're not really spending an additional \$34,000. Mr. Geuther asked if they wanted to get another price before committing to Dec-Tam. Mr. Bliss said where they have used them in the past, he wanted to ask them for a quote to get a budget number.

**G. Progress Report – Dennis Mires, The Architects:** Ms. Weston said she wanted to quote Chapter 199 on Schoolhouses to the architect. Ms. Weston read the following, "The Joint Building Committee shall oversee and decide all matters relating to any construction on schoolhouse buildings." Ms. Weston said she is giving them a directive from know on they can accept recommendations from staff and administration, but any other drawings need to be approved by the JBC before they are done. Mr. Urdi said he thought he did exactly what she said. He needs something done for the JBC to look at before they make any decisions. Ms. Weston said there was a vote for the stage to remain and the plans show it was removed. Dr. O'Connor said he's troubled by the comments just made. He said he should have the ability to interact with the architect on a daily basis if necessary and ask him to do something to bring before the committee for their approval or disapproval. Ms. Weston said they have the plan and will move forward. Ms. Grady said State law says they are the designers and they had nothing to say until the schematics were done. Ms. Weston said they needed a starting point and that's what they provided. However, she does have a problem with the pricing and asked if he could get the pricing for the plumbing, roof, toilets, electrical, gym floor, sprinkler system, stage, and cameras. She stated she goes along with Ms. Mebert about the contracts just saying they have enough money is not enough. In order to say below or at budget, they need to see solid numbers. Ms. Verville said the current numbers are in the packet and Mr. McBey has a handout with numbers that have been tweaked since the packets were done. Mr. Geuther said he has some comments he would like to make. He said based on his recollection, the JBC voted and approved the current floor plan for Mr. McBey to get prices and a GMP. Months ago they met at HSS and the meeting lasted longer than anticipated. They started the walk-through and in his opinion, no one seemed interested in looking at the school. Ms. Weston said they walked through one classroom and was told that all the rooms would be set up the same way and didn't feel they needed to go to every classroom. Ms. Mebert said she thinks the members were derailed on the windows and there was a lot of discussion on them. Mr. Carrier asked where they were headed on this. Mr. Geuther said he felt he needed to say they approved the plan and his interpretation was if there was enough money they would do the bump out of the administration area.

Mr. Urdi said they took the information they got last week and came up with 3 alternatives. Scheme 1 is what was previously discussed and Mr. Bardwell had said there was too much space. He took Mr. Bardwell's comments and revised the area to narrow the space between the bathroom and principal's office (scheme 2). He reduced the footprint and took in 7' x 51', which is 350 sf less of building addition. Scheme 3 is what Ms. Weston had requested to move guidance and the nurse's office. In order to do that there will be no janitor closet



DOVER SCHOOL DISTRICT

## JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting – <b>Horne Street School</b>
Meeting Location:	Superintendent's Office
Meeting Date:	<b>Thursday, January 21, 2010</b>
Meeting Time:	<b>5:30 pm</b>

or work room and the nurse's office is smaller. The library is now at 1,400 sf and the other rooms are also smaller than what was in scheme 1 & 2. Ms. Mebert asked what the State standard was for the library; Mr. Urdi said between 1,800 sf – 2,000 sf. Mr. Geuther asked if the toilet in the nurse's office was the one that existed; Mr. Urdi said it wasn't and that is a problem. Ms. Weston asked if ESOL and guidance was the same; Mr. Urdi said both were reduced to make more room for the library and the same with the computer room; everything's been reduced and some areas have been removed altogether. Mr. Urdi said he was reading the minutes on the stage and said it's two-fold. He stated they are looking to spend \$12,000.00-\$16,000.00 for a lift and they will need to sprinker under the stage for another unknown amount because it is classified as combustible material. Ms. Weston asked why they would need to sprinker something that was already there. Mr. Urdi said its State code. Mr. Geuther said relative to the stage, he heard there may be structural issues. Mr. Forsman said he doesn't remember who he heard it from, maybe the custodian from Unicco, but he was told the support beams are rotted and would need to be replaced. Ms. Weston said if they left the stage they would have to sprinker underneath and asked why not above. Dr. O'Connor said that has already been done. Ms. Mebert said between the first and second the bump out is cut almost in half and asked if there was much savings. Mr. Urdi said he isn't sure until they get the cost back. Mr. Geuther said the 13' addition is what's been priced; Mr. McBey and Mr. Urdi said yes. Mr. Geuther said if they go back to their subs now to tell them they have reduced the size, they'd be lucky to get 50¢ to \$1.00. If they go to scheme 2, Mr. McBey has to go back to his subs and he won't get a full credit. Mr. Urdi said if they just push the plan 7' forward and take out the toilet that is going to cost more.

### H. Progress Report – Bonnette, Page & Stone

- a. Review of Change Order Log: See below
- b. Review of Scope Revision Log: See below
- c. Discussion & Presentation on Figures for Renovation: See below

Mr. McBey said he'd explain the difference between now and the draft. He said they added \$10,000.00 for testing and added entry mats for a cost of \$13,600.00, because they are high performance mats. If they look at the bottom the total includes \$720,000.00 in soft costs (contingency) and \$20,000.00 for the high performance school is included as a change order, for a total of \$5,773,894. He is so comfortable with the numbers that if they had the GMP document for him to sign tonight he would. Mr. Geuther asked if the \$720,000.00 included the architectural fees; Ms. Verville said it did. Mr. McBey said it also includes all 3 roof options for the existing roof. Option 1 is to repair the seams and laps; option 2 is to replace "L" round the gym and option 3 is to replace the roof, leaving the pitched roof. Mr. McBey said he included copies of the change proposals and scope revisions. He stated for item #7, he has to do more research because the "pier guy" said additional work was needed and he's not sure if it is necessary. He will have the engineers look at the issue. He put it in because he was working on the numbers when he was told of the problem and wanted to make sure it was covered. Ms. Weston said he spoke about plumbing; Mr. McBey said it was item "a" for \$33,847. Ms. Weston asked if it included the toilets; Mr. McBey said it did. Ms. Weston asked about the electrical; Mr. McBey said it was spread out through the sheet. Mr. McBey said there are 4 items highlighted in pink that are place holders and these are the numbers he has as a budget from his sub contractors. Mr. Geuther asked if the original plan included the intercom system; Mr. McBey said it didn't. Ms. Mebert asked if this made the building wireless; Mr. McBey said it didn't but he would like to do a wireless building. Ms. Verville said she has a financial question and asked if it was broken down into 3 logs; Mr. McBey said it was. She then asked if each of the 3 categories were included in the aggregate number of \$5,773,894; Mr. McBey said that was correct. Ms. Verville said to get to CHPs to get the \$180,000.00; they're only spending \$76,017. Mr. Bliss said he took the amount for Dec-Tam \$34,826.00 plus the high end from RPF of \$8,200.00 plus the \$5,773,894.00 for a new total of \$5,816,920. Ms. Grady asked if the



DOVER SCHOOL DISTRICT

# JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting – <b>Horne Street School</b>
Meeting Location:	Superintendent’s Office
Meeting Date:	<b>Thursday, January 21, 2010</b>
Meeting Time:	<b>5:30 pm</b>

gym floor was in the total; Mr. Geuther said VCT flooring was. Mr. Geuther asked if air conditioning was in just the administrative area or if it was also in the library; Mr. Urdi said it was in both areas. Ms. Weston asked if they had looked at putting a wall up between the library and computer room and what the cost would be. Mr. McBey said it would be minimal. Ms. Weston asked about the cabinets. Mr. McBey said under scope, item 1 on the list is an upgrade to the casework, which they changed to the same specs as at WPS. The \$65,922.00 includes demolition of the cabinets and installation of new cabinets. Mr. Urdi asked if this included plywood; Mr. McBey said it was plywood veneer. Mr. McBey said scope rev. #1 is for 6’ of base and 6’ of wall cabinets and they are going to try to keep the existing sinks.

Mr. Bardwell asked if it was a good idea to put a TV camera down the sewer pipe to make sure there is no deterioration. Mr. Urdi said all piping is 95/5 for the piping that will remain, which are the toilet rooms to the fixtures. The waste pipe, unless it’s broken, he’s never seen a cast iron pipe go bad. He said if it’s running and there is no back flow he wouldn’t worry about it but he can’t certify it. Mr. Bardwell asked if they should spend the \$1,500.000 to make sure; Mr. Urdi said if they want to they can. Mr. McBey said he feels pretty good about the pipe being ok. Ms. Mebert asked if they spent money to send a camera down at WPS. Mr. Bliss said they did but it was to see where a specific pipe went to and not as a status for the condition of the pipe. Ms. Mebert said Mr. Burke walked the length of the pipe; Mr. Burke said he did in the tunnel and everything looked good. Mr. Carrier asked if the pipe was in 10’ sections and hubbed; Mr. Burke said they were. He asked if he saw anything on the outside of the pipe to show that there is possible rusting inside the pipe; Mr. Burke said he didn’t see anything to suggest rusting. Mr. Carrier said he recommends spending the \$1,500.00 to look at the inside of the pipe to make sure. Mr. Burke said there are 2 lines; one is the storm drain and the other is the sewer. Mr. Carrier asked where they came out; Mr. Burke said near the front door. Ms. Mebert said spending \$1,500.00 is good insurance; Mr. Weston said she agreed. Ms. Mebert said someone had said the City has a camera; Mr. Bliss said he asked 3 times for the machine to suck out the storm drain and then they said the couldn’t do it. Ms. Weston asked who they should ask; Mr. Carrier said Doug Steele. Mr. Bardwell said he would call Mr. Steele and get a price and get back to everyone. Mr. McBey asked if the City had video capability; Mr. Carrier said they did.

Mr. Geuther asked about the price for brick over the window and asked what was under the window; Mr. Urdi said it’s still split block. **(RECORD NOTE:** Ray Bardwell left the meeting at 7:45 p.m.) Mr. Geuther asked what they were waiting for, if it was the vote from the council. Ms. Weston said it was scheduled for January 27<sup>th</sup>. Mr. Geuther asked if they were going to go with the plan as the architect had done. Ms. Weston said they can’t do anything until the council approves the money and a contract is signed. Mr. Urdi said any corrections that need to be made to the plan need to be done as soon as possible so he can get it out. Ms. Weston asked what the proper way of doing this was. Mr. Geuther said the way he sees it is the numbers are based on the plan approved and with changes and upgrades He stated at some point they have to sign a contract or they aren’t going anywhere. Mr. McBey said to move forward they’re going to have to draw a line. They aren’t going to get a turn key on a renovation. He stated they are sitting more solid than any other BPS client they’ve had in 40 years. Mark Geuther motioned to accept the scope increase items dated January 21, 2010; based on the floor plans approved and discussions subsequent and to move forward so when the City Council approves the money get a contract signed; Carolyn Mebert seconded. Ms. Grady said she needs to get a legal opinion on if this can be done. Dr. O’Connor said the office was included in the original renovation. Ms. Grady said he introduced it by moving it to the library. Dr. O’Connor said the original plan started as a fine arts wing and because there was no room out back and they were going to lose a classroom they changed it to a 6 classroom addition. It’s the same as at WPS; no one imagined they were going to end up with a 3-story addition, but because mid-phase they couldn’t knock out walls they went that route. They don’t need a legal opinion, they need to move forward. Ms. Grady said if



DOVER SCHOOL DISTRICT

## JOINT BUILDING COMMITTEE – MINUTES

Meeting Type:	Regular Meeting – <b>Horne Street School</b>
Meeting Location:	Superintendent's Office
Meeting Date:	<b>Thursday, January 21, 2010</b>
Meeting Time:	<b>5:30 pm</b>

they go over budget is BPS going to take it. Dr. O'Connor said they aren't going to go over budget. Things will come up as they go along, but it won't put them over budget. Ms. Weston asked if Mr. McBey could guarantee they won't go over budget if they went with the original floor plan. Mr. McBey said in normal circumstances when he puts a budget together they put a 5% contingency; at this point HSS project is over 10% on contingency. Mr. Carrier asked about the monies for the gym floor and stage; Mr. Geuther said there is a motion currently on the floor. Ms. Mebert said she is calling to question. Ms. Weston said that means she cancels further discussion and there is no investigation of the beams and there's no stage. Mr. Geuther said it doesn't mean they can't tweak the plan, but they need a starting point. Ms. Weston said she would like to add a friendly amendment stating the stage remains. Mr. Geuther said if the stage stays it means Mr. McBey's numbers are no longer good. Mr. Carrier said he doesn't believe the stage in the gym is etched in stone. Mr. Urdi said voting it in or out at this point doesn't matter. Mr. Geuther said they need to get moving so Mr. McBey can get a comfortable level, they can't hold back. They can't decide to build the principal's office and if there is enough money decide to build the conference room etc. Ms. Weston said she would like to add the friendly amendment to caveat to address the stage. Mr. Geuther said he would like a vote on the question on the table then they can make a motion on the stage. Ms. Mebert said she is calling to question again. A roll call **VOTE PASSED: 4/1** (Grady opposed)

Mark Geuther motioned to direct the construction manager and the architect to investigate what it will take to make the stage structurally sound, bring the stage up to current codes and bring estimates forward for the required scope of work for the stage to remain in use; Karen Weston seconded. An oral **VOTE PASSED: 4/1** (Grady opposed)

Mr. Urdi asked if they were talking the whole stage or only half the stage. Mr. Carrier said they discussed from the front of the stage to the back is around 25'-28' and he suggested possibly going back 12' from the front of the stage and put in a band shell. In back of the band shell you can create your storage and maybe upper storage. The bank of windows get rid of and put in a lift to make it ADA compliant. Ms. Weston said they also discussed stairs for the upper storage. Mr. Urdi said he would need to investigate the idea for egresses. He stated he had already taken out the windows on the back wall.

Mr. McBey handed out the schedule and stated at this time Mr. Burke and he has the 6 classroom addition being finished mid May. They need to get started soon on the renovations in order to complete the project by December. Ms. Weston asked if the price included the canopy. Mr. Urdi said it included a new entrance. Mr. McBey said Mr. Burke and he are looking at the sensitivity of the administration space and explained how they are going to use the café for some of the classrooms, which will push them through the summer. The general plan is to do as many things as they can. When they hit the summer they'll have the 6 classroom addition finished so they can grab the kindergarten and media and move to the café move the administrative area to the media center have them move in and clean-up during the Christmas break in 2010. He stated Ms. Verville had concerns when the canopy was coming down and understands Mr. Forsman's concern was with the snow. He said they are looking at mid March before they take the canopy down. Mr. Forsman said with snow on the roof, if there's no canopy there's nothing to protect the people coming in and out of the building. He said as soon as the front entry way moves the canopy can come down, but they need some sort of protection. Mr. McBey said this is going to be a work in progress.



DOVER SCHOOL DISTRICT

## JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting – **Horne Street School**  
Meeting Location: Superintendent's Office  
Meeting Date: **Thursday, January 21, 2010**  
Meeting Time: **5:30 pm**

### I. Approval of Payments:

- a. Bonnette, Page & Stone, Req. #2 for \$270,316.00 (\$13,326.80 retained); net due \$215,694.60: Mark Geuther moved, Carolyn Mebert seconded approval of payment to BPS in the amount of \$215,694.60. A roll call **VOTE PASSED: 5/0**
- b. S.W. Cole Engineering, Inc.,: Materials Testing: Invoice Amount: \$2,479.79: Ms. Verville said they were pretty prompt at turning out the results. Mr. Bliss said they are working well and have done a good job to date. Mark Geuther moved, Carolyn Mebert seconded approval of payment to SW Cole in the amount of \$2,479.79. A roll call **VOTE PASSED: 5/0**

- J. Other Business:** Ms. Verville asked the committee if they would like to authorize Mr. Bliss and her to work with RPF to have them write the specs to have the windows abated and go out to public bid. She stated they are not versed for writing the specs and they have asked RPF in the past to write specs. She stated the cost could be \$400.00-\$600.00 to write the specs and assist with the bid process and review. Mark Geuther motioned to give Laurie Verville and Mike Bliss authorization to work with RPF to write the specs and go out to public bid for the abatement of the windows; Carolyn Mebert seconded. A roll call **VOTE PASSED: 5/0**

### Other Business:

- K. Schedule next JBC Meeting:** The next JBC meeting is scheduled for Thursday, February 4, 2010 at 5:30 p.m. at Horne Street School in the Library.

- L. Adjournment:** Carolyn Mebert moved, Doris Grady seconded to adjourn the meeting at 8:27 p.m. An oral **VOTE PASSED: 5/0**

Respectfully submitted,

*Karen Weston/pb*

Karen Weston, Joint Building Committee Chair  
Joint Building Committee  
KW/pb