



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting – **Horne Street School**
Meeting Location: Office of the Superintendent – Conference Room
Meeting Date: **Thursday, September 9, 2010**
Meeting Time: **5:30 p.m.**

MEETING # 96A

- A. CALL TO ORDER:** A meeting of the Horne Street School Addition & Renovations Joint Building Committee was called to order on Thursday, September 9, 2010 at 5:35 p.m. at the office of the Superintendent in the conference room.
- B. ROLL CALL:** Present were Karen Weston, Robert Carrier, Carolyn Mebert, Doris Grady, Mark Geuther, and Ray Bardwell. Also present were Jean Brigg Badger, Superintendent; Laurie Verville, Business Administrator; Malcolm Forsman, Principal HSS; Michael Bliss, Clerk of the Works; Rob Garand, Dennis Mires, P.A.; and Keith McBey, BPS. Absent was John Urdi, Dennis Mires P.A.
- C. Public Comments:** There were no public comments.
- D. Approval of Meeting Minutes from August 12, 2010 & August 24, 2010:** Ray Bardwell moved, Carolyn Mebert seconded approval of meeting minutes from August 12 & August 24, 2010. An oral **VOTE PASSED: 6/0**

Horne Street Elementary School

- E. Acknowledgements:**
- List of furnishings purchased for Phase I Construction (6 Classroom Addition): Ms. Verville stated at the end of the June meeting she had asked the members permission to expend money for furniture for the new classrooms not to exceed \$10,000. This is the list of furnishings purchased which was the bare minimum to get the classrooms up and running. Mr. Forsman stated the rooms look great. Ms. Mebert asked about the cost of the chairs at \$88.00 each; Mr. Forsman stated they were very sturdy chairs that should last 20 plus years. Ray Bardwell moved, Carolyn Mebert seconded to accept the list of furnishings into record. An oral **VOTE PASSED: 6/0**
 - Email dated 8/23/10 from Dean Peschel tree filter update: Ms. Weston stated she didn't understand why they went from 2 systems to 1; Mr. Bliss stated they showed 2 locations for the tree filter but because there's no water going into one of the basins, they took out the tree filter because there was no reason for one in that location. Ms. Weston said at Wednesday's Council meeting they voted and passed to purchase 50 rain barrels to get the community involved in the area. Carolyn Mebert moved, Robert Carrier seconded to accept the email into record. An oral **VOTE PASSED: 6/0**
 - Email dated 8/26/10 from Keith McBey regarding gymnasium floor: Ms. Weston asked about the uneven floor; Mr. McBey stated the floor is going to be more on the idea the Robbins floor rep suggested. He hasn't done many track floors but this is a great floor. Also the warranty on for the floor and waterproofing are still good. The third coat is going down on 9/10/10 then the lines and logo will go down. He's been working with Mr. Forsman for the open house on 9/22/10. They may have to stop putting on the third coating so they can protect the floor during the open house; they would continue with the coatings after the open house. Mr. Carrier asked if there were any other major issues in the gym; Mr. McBey said there wasn't. Mark Geuther moved, Carolyn Mebert seconded to accept the email into record. An oral **VOTE PASSED: 6/0**
 - Email dated 8/10/10 from Mark Weissflog regarding NH C & I PV Incentives: Ms. Verville stated she included this as a progress report and to confirm any potential incentives. She doesn't have the final outcome but some of the report solidifies what Mr. Weissflog had discussed. Ms. Weston asked when they would have to make a decision; Mr. Verville said they should wait to see the other figures on the large items, i.e. parking lot, window treatments, stage curtain, etc. Mr. Geuther asked about the deadline to apply for grant money. Ms. Verville



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting – **Horne Street School**
Meeting Location: Office of the Superintendent – Conference Room
Meeting Date: **Thursday, September 9, 2010**
Meeting Time: **5:30 p.m.**

stated it was suggested they apply for the 50 KW and scale back if needed. Mr. Garand stated the meeting with Mr. Murdough went well and was told to have the full report to him by March 15, 2011 if they wanted to receive monies in 2011. Ms. Verville stated she also understood they reached their 30 points without the photovoltaic system. Mr. Garand said Mr. Murdough pin pointed a couple of areas and said there shouldn't be a problem but he won't know until he receives the whole packet. He feels it would be a good idea if they had a couple of extra points just in case. Ms. Grady stated they need to spend money to get points and would like to see what they have for money before spending any more. Mr. Geuther said he was asking about the timing for the grant. Ms. Verville said in the next week or two they should be getting more information from Mr. Weissflog; Mr. Garand said he would check with Mr. Weissflog. Ms. Verville stated they should also have a better idea on numbers in the next couple of weeks. Ray Bardwell moved, Carolyn Mebert seconded to accept the email into the report. An oral **VOTE PASSED: 6/0**

F. Approvals:

a. Furnishings: Ms. Verville stated this was discussed earlier in the meeting.

G. Smoke Barriers: Ms. Verville stated at a previous meeting smoke barriers were discussed and she asked for a meeting with the code enforcement people. They met today along with Mr. Garand, Mr. Bliss, Mr. McBey and Mr. Bardwell and Ms. Weston were also there. They were going to drill a hole and fill with foam but there were concerns with the drill hole. Mr. McBey suggested doing a camera inspection and the code enforcement people were ok with the solution. They also need to swap out the access doors and have closed all access panels. They confirmed the duct work in the classrooms and that it was an appropriate product. He thought it was a productive meeting. He's not sure on the financial part because he promised per plan and specs but also this was unforeseen. He's trying to do what's fair and he's not sure where he stands at this time. Ms. Weston asked if they anticipate for smoke, etc. when drawing the plans; Mr. Garand said they do as part of the code review. They sent the plans to a group of inspectors and were asked to have the plans to go a third party (SFC Engineering Partnership). SFC also didn't catch the issue and it could be a possible problem and stated he hasn't received the code. Mr. Bliss stated he thought the letter SFC sent stated the code as NFPA 101 8.5.2. Mr. Bardwell asked about the chase way and if the chase way was sealed, why do they need to put in new doors on the outside. Mr. Geuther stated the rooms are sealed for room-to-room not at the doorways so smoke can get in. Mr. Geuther stated the information SFC sent sounds like they are admitting they missed the smoke barrier and stated it will cost more now to fix than if it was caught earlier. He asked if they should be responsible for the difference in price and feels someone other than the JBC or BPS should be responsible for the difference. Ms. Weston asked who should look into it; Ms. Verville state it should be Dennis Mires. Mr. Garand stated he would talk with Mr. Urdi and Nick to see who is responsible and get back to the members. Ms. Verville asked Mr. McBey and Mr. Garand to compile their notes from today's meeting with code enforcement for the next meeting. Robert Carrier moved, Carolyn Mebert seconded to accept the email into record. An oral **VOTE PASSED: 6/0**

H. CIP Financial Report – Horne Street School Project: Ms. Verville read into record the total available budget as of September 9, 2010 is \$552,726.85 and includes the cost for furnishings. Ms. Verville asked Mr. Bliss about the outstanding obligation to RPF Associates and if they needed their services still. Mr. Bliss stated there was one more visit Dec-Tam needs to make and they need RPF to monitor/be there. Ray Bardwell moved, Carolyn Mebert seconded approval of the CIP financials. An oral **VOTE PASSED: 6/0**

I. Progress Report – Keith McBey, VP of Bonnette, Page & Stone: Mr. McBey stated the new rooms were ready for opening day and the gym and stage area will be ready for the open house on 9/22. The first priority is to finish the gym and then the core and corridor, media center and administration areas. Ms. Grady mentioned she's received



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting – **Horne Street School**
Meeting Location: Office of the Superintendent – Conference Room
Meeting Date: **Thursday, September 9, 2010**
Meeting Time: **5:30 p.m.**

some emails with parent concerns on the time kindergartners have for lunch. Mr. Forsman stated he scheduled transition time so they have another 10 minutes for lunch. He's working on a new schedule to get kids in and out quicker. Mr. McBey stated the schedule has been updated and is shooting to have the lobby and core done for 10/9/10 and it's going better than expected. Ms. Weston asked if he's expecting problems; Mr. McBey stated other than life safety issues it's going pretty smooth. Ms. Verville mentioned the gym floor being expedited and that Peter Wotton, Chris Cimino, Keith McBey and Mal Forsman all met and looked over the final lines and logo and gave the final approval. (Ms. Verville passed around a drawing of the final layout of lines and logo). Ms. Weston asked if the floors were ADA compliant; Mr. McBey stated the lobby is a little high but there's enough room to feather it out. Also, they need to look at the door into the café more because they may need to take out some of the flooring and re-flash, but they still need to review the area more. Ms. Verville asked if he could speak more about the masonry in the 4th grade wing. Mr. McBey stated they're 4" short from the deck and it needs to be corrected. Ms. Verville said in 2002 another contractor did this section and the fire department says it's an issue and it needs to be addressed. Mr. Bardwell stated where BPS is already there and rather than bringing the other contractor back, have BPS fix the issue and get it done then have the School Board decide what they want to do. Mr. Geuther asked if anything was being done for the janitor's area; Mr. Garand stated he has nothing except sprinklers. Mr. Forsman asked if they could do a face lift for the area where everything else in the school's being done. Mr. McBey stated they could maybe paint the janitors area and the 3 storage areas along with putting down new flooring in the janitor's area. Mr. Garand said it will be minimal but can be dressed up with paint. Ray Bardwell moved, Robert Carrier seconded for Mr. McBey to get a cost to paint the janitor's area and 3 storage rooms and to add to action item list. An oral **VOTE PASSED: 6/0**

- a. Change Proposal #34 – Fencing @ Retention Pond: Mr. Bardwell stated the retention pond is no longer holding water and asked if they punched a hole in the netting or in the pond itself; Mr. Bliss stated they put a hole in the pond and the netting will be completely removed. Mr. Bardwell asked if there was any place to push snow in the winter; Mr. Bliss said not really because there's a new guard rail and curbing. Mr. Geuther asked about the fence on the other side; Mr. Bliss stated the fencing is to encircle the pond so no one can get in. Mr. Garand stated if they push snow towards the retention pond the fence will get damaged. Mr. Bliss mentioned there are a few places they could put snow behind the school; Mr. Garand stated shrubs are supposed to go in where he's talking about. Ms. Verville stated Unicco will plow or sub out and if there's an intense winter it could cause problems. Mr. Geuther asked if they could be required to remove snow if needed to; Mr. Verville said if need to yes because they need ample space for parking and fire/rescue vehicles. Mr. Carrier suggested doing a site review to get a plan of action and costs. Ms. Verville suggested getting Tim Knowles, Unicco involved. Carolyn Mebert moved, Doris Grady seconded to table until a site review was done. An oral **VOTE PASSED: 6/0**
- b. Change Proposal #35 – Additional Guard Rail @ Parking Area: Mr. Bliss stated the guard rail was already in. Mr. McBey stated this was an area where the situation could get worse. He discussed it with Mr. Bliss and both agreed it needed to be done and it seemed appropriate to do at the time. Ms. Weston asked if it was a big safety concern; Ms. Verville said it was. Ray Bardwell moved, Carolyn Mebert seconded to table until the next meeting. An oral **VOTE PASSED: 6/0**

- J. Progress Report - Dennis Mires, The Architects:** Mr. Garand stated he's covered everything to this point. He said Mr. Bliss and he did a punch list on 9/3 and is getting a list together for Mr. McBey. They will generate a certificate of substantial completion which will be the date they use for the warranty on the work. Students are in the new classrooms and at this time they will be support Mr. McBey with anything he needs to complete the project. Carolyn Mebert moved, Robert Carrier seconded to accept the progress report for Dennis Mires. An oral **VOTE PASSED: 6/0**



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting – **Horne Street School**
Meeting Location: Office of the Superintendent – Conference Room
Meeting Date: **Thursday, September 9, 2010**
Meeting Time: **5:30 p.m.**

K. Progress Report – Michael Bliss, Clerk of the Works: Mr. Bliss stated they touched on most items already and said to discuss the invoices from Dec-Tam and was asked if he could discuss them during the approval of payments. (**RECORD NOTE:** Mark Geuther left at 6:44 p.m.) Ms. Weston asked about the striping in the parking lot and if it was completed; Mr. Bliss said it was. Mr. Garand asked if the area was being used; Mr. Forsman stated the teachers in that area are happy because they are now closer to their rooms. Carolyn Mebert moved, Ray Bardwell seconded to accept the progress report from the clerk of the works. An oral **VOTE PASSED: 5/0**

L. Approval of Payments:

- a. Invoice #22 dated 8/5/10 to Dennis Mires, P.A. for \$5,386.50: Carolyn Mebert moved, Robert Carrier seconded approval of payment to Dennis Mires, P.A. in the amount of \$5,386.50. A roll call **VOTE PASSED: 5/0**
- b. Invoice #23 dated 8/5/10 to Dennis Mires, P.A. for Generator Specifications for \$6,800.00: Ms. Weston asked if the plans were completed; Mr. Garand said everything was given to Mr. McBey and he has the cost for the generator. Carolyn Mebert moved, Ray Bardwell seconded payment to Dennis Mires, P.A. in the amount of \$6,800. A roll call **VOTE PASSED: 5/0**
- c. Invoice #11824 dated 7/31/10 to Dec-Tam Corporation for \$18,180.00: Mr. Bliss stated CO #2 was for the removal of the paper in the gym and CO #3 was additional asbestos found on the metal frames inside the school. Ms. Mebert said she thought the price to remove the paper was \$19,500.00; Mr. Bliss stated it was a not to exceed cost; which this invoice was considerably under that cost. Carolyn Mebert moved, Robert Carrier seconded payment to Dec-Tam Corporation in the amount of \$89,180. A roll call **VOTE PASSED: 5/0**
- d. Invoice #11825 dated 7/31/10 to Dec-Tam Corporation for \$14,950.00: Ms. Verville mentioned they should motion to only pay \$8,200.00 until a confirmation can be made that the \$6,750.00 was approved for payment at the August meeting. Carolyn Mebert motioned, Robert Carrier seconded payment to Dec-Tam in the amount of \$8,200. A roll call **VOTE PASSED: 5/0**
- e. Req. #10 dated 8/31/10 for \$691,361.00 (\$34,048.60 held in retainage); \$657,312.40 net due to Bonnette, Page & Stone: Carolyn Mebert moved, Robert Carrier seconded payment to Bonnette, Page & Stone in the amount of \$691,361.00. A roll call **VOTE PASSED: 5/0**

M. Other Business:

- a. Project Time Line: Mr. McBey stated they are looking to complete the gym for 9/22 and complete the foyer and main corridor by 10/9. They are also pushing to complete the administration area and media center before the Christmas break and miscellaneous cleanup will take them into January. Ms. Weston asked about the punch list; Mr. McBey stated Mr. Garand was working on a punch list. Ms. Weston asked about the bathrooms and tile; Mr. Garand stated they were on the punch list. Mr. McBey stated they didn't level the floor correctly and they are going to fix it because they have to make it right. Mr. Garand stated he's getting a copy of the punch list to Mr. Bliss before giving it to Mr. McBey and currently it's a typical list of items. Ms. Weston asked about the tiles in the hallway. Mr. Forsman stated there are several high spots and areas where there's space between the tiles. Ms. Grady stated there is one area where they left out the purple square. Ms. Verville asked if the same company was doing the floor in the administration area; Mr. Garand said it was and the only ceramic tile is in the shower in the nurse's office; everything else is VCT.
- b. Action Items: Ms. Verville stated new items for the list are: #48-Mr. Garand will contact SFC about absorbing costs on the smoke barrier; #49-Mr. McBey will provide a price to enhance the janitor and 3 storage areas; #50-Mr. McBey to provide price concerning gap in 4th grade wing; #51-Site review for retention pond. Mr. Forsman asked if the small group room was being done along with the janitor and storage areas. Mr. Garand stated he thought it was part of the changes and stated he will talk with Mr. McBey about it. Ms. Weston asked about air tight doors and if they were different than the entry doors. Mr. Garand stated code enforcement wanted locks on



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting – **Horne Street School**
 Meeting Location: Office of the Superintendent – Conference Room
 Meeting Date: **Thursday, September 9, 2010**
 Meeting Time: **5:30 p.m.**

the doors so the fire department could have access during construction. Ms. Weston asked about the generator; Mr. Garand stated Mr. McBey has the prices. Ms. Verville stated she hasn't heard from the fire department on any rebates/incentives. Mr. McBey handed out CP #36 on the generator and stated the prices include the excavation work, pad, lines to the building and electrical for an amount of \$70,245. Mr. Bardwell asked if it included an automatic change over both ways; Mr. McBey stated it did. Mr. Garand stated this was only to run the heat, refrigerator in the kitchen and limited power in the administration area. It's not meant for lights in the classrooms or hallways. Ms. Weston asked about the cost for WPS; Ms. Verville stated it was double at \$148,000.00 and that was due to the size of the generator. Ms. Weston asked if they wanted the members to take action. Mr. Bardwell stated they should take action because they need to order the generator and electrical needs for the system. Ms. Verville stated she was just made aware the City captured money in impact fees to go towards this project. She was told there is \$125,000.00 in impact fees for HSS project. Impact fees are what developers pay and are strictly for infrastructure in school buildings. Another piece is to talk about the sewer lines. **Ray Bardwell motioned to approve CP #36 to purchase and install a generator in the amount of \$70,245.00; Carolyn Mebert seconded. A roll call VOTE PASSED: 5/0**

Mr. Bliss stated there is money obligated to reline the sewer. He has asked Mr. Belanger to get involved and look at the most recent video to see the actual condition of the pipe after cleaning. He just received the video today and will have Mr. Belanger review and get the objective. He was told the pipes looked good after they were cleaned so there is a possibility the pipes might not need to be relined. Ms. Weston asked if he could have the information for the next meeting and to add it to the action item list. Ms. Weston asked if there was anything that could be removed from the list; Ms. Verville stated #41 they will give Mr. Murdough the written report then move to completed. Ms. Weston asked about the arches in gym; Mr. McBey said he was getting numbers from Caprioli and should have it for the next meeting. Ms. Weston asked if it included the wood over and in front of the stage: Mr. McBey said it did. Mr. Carrier asked if it included refinishing of the floor on the stage and steps; Mr. McBey said he took a risk and had them do it while they were there and has a change proposal for \$2,980. and it looks great. He was told they couldn't get another sanding on the stage and doesn't know how many years this refinish will last. Mr. Carrier asked if the doors going into the gym were being replaced; Mr. McBey stated they were.

Other Business:

- N. Schedule next JBC Meeting:** The next JBC meeting and is scheduled for Wednesday, September 29, 2010 at 5:30 p.m. at Horne Street School with a site review followed by the meeting in room 316.
- O. Adjournment:** Ray Bardwell moved, Robert Carrier seconded to adjourn the meeting at 8:05 p.m. An oral **VOTE PASSED: 5/0**

Respectfully submitted,

Karen Weston/pb

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