



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, August 12, 2010
Meeting Time:	5:30 p.m. – Walkthrough @ Horne Street School 6:00 p.m. – Office of the Superintendent-Conference Room

MEETING # 95A

- A. CALL TO ORDER:** A meeting of the Horne Street School Addition & Renovations Joint Building Committee was called to order on Thursday, August 12, 2010 at 5:35 p.m. at Horne Street School for the walkthrough.
- B. ROLL CALL:** Present were Karen Weston, Robert Carrier, Doris Grady, Mark Geuther, and Ray Bardwell. Also present were Laurie Verville, Business Administrator; Malcolm Forsman, Principal HSS; Michael Bliss, Clerk of the Works; John Urdi, Dennis Mires P.A.; Rob Garand, Dennis Mires, P.A.; and Keith McBey, BPS. Absent were Carolyn Mebert and Jean Brigg Badger, Superintendent.

- C. Walk through:** Ray Bardwell moved to take BPS out of order, Robert Carrier seconded. An oral **VOTE PASSED: 5/0**

Mr. McBey stated change order #3 included change proposals #32 & #33 and the breakdown on the administration area. Administration area will not be done for September but the kindergarten classrooms and the 6 classroom addition should be done next week; they're just waiting on a few things before they can close up the ceiling. This Sunday the electricity will be completely shut down for the electrician to finish and the floors in the hallway off the admin area will be done on Friday and Saturday. He stated Tim Knowles from Unicco is having his people come in and clean the rooms as they are finished; it is an extremely tight schedule but stated the school will be ready. Change proposal #23 is for the stage area for \$33,600.00 and includes the handicap lift, and he's included the \$25,989.00 for the leveling and waterproofing the gym floor. Change proposal #31 is what he started to discuss at the last meeting on converting the GMP into a lump sum using BPS contingency monies. He has the breakdown on costs for the admin and core area that came to \$108,668.00, which is a little more than he thought but he can still do. Ms. Weston asked if it included the cost of leveling the floor in the administration area; Mr. McBey said it was included. He stated he has around \$40,000.00 remaining and the lump-sum includes the admin area, beam, panel relocation and everything per original plans and specs. He stated the fire department came and did an inspection and the person doing it stated she had concerns with the space between the metal and acoustical panels. Her concern was that smoke would get in the perforated panel and travel. He said it was an unusual way the school was built and there was more than 6" of space between the two. Mr. Bardwell stated they approved everything before they started how can they come back and say something else. Mr. Garand said this is how they want it now. Mr. McBey said it will be around \$10,000.00 and would be worth considering. McBey said they talked about spray and sheet rock but that would be a bigger expense than sprinkler heads. Mr. Urdi stated the fire department approved information from a third party but that isn't how they want it now. He needs time to look into it further and suggested letting BPS and he talk with the fire department to get this issue resolved. Mr. Bliss stated the fire department said they wouldn't hold up the partial CO for school to start, if the sprinklers still need to be installed it can be done over winter break. Mr. McBey continued stating CP #32 is for the gym floor logo and CP #33 is for the beam modification adjacent to the lobby. However, if they accept CO #3 these two items would be included in the lump-sum amount. He continued stating when there is enough room in the gym, they will fill in a portion of the wood arch, sand and coat with a poly urethane to see how it turns out. If it looks good, they will continue with the arches if not it the area they did will be covered by the padding. Ms. Grady asked about the generator, Mr. McBey said they are still working on getting a final number but they have an estimate of \$65,000.00-\$80,000. The members went on a tour starting in the kindergarten wing where Mr. McBey pointed out the perforated panels the fire department was concerned with. Ms. Weston asked why they would need to put sprinkler heads up there if it's just for smoke. Mr. Urdi stated they aren't sure of the real problem but needs to speak with her more to find out the issues. Mr. Garand stated there's a small



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amount of combustibles up in the ceiling less than code. She had made a suggestion to make a small hole in the partitions to see if there was anything up there. Mr. Bliss stated they did this and found there was 1” of fiberglass laminate under the partitions. This is new information she isn’t aware of and they need to talk to her about it. This is new information and they would like to present it to the fire department before anything else is done. Mr. Garand stated all the kindergarten rooms were set up the same way. Mr. McBey showed the room where they changed the bathroom to a handicapped bathroom. A question was asked about the door leading to the outside in one of the classrooms. Mr. Bliss stated it was temporary because this wing will be isolated until the admin area is finished; when it is finished the door will be removed. On the way to the new wing Mr. Urdi showed the members the IT room and stated it would be air conditioned. Mr. McBey showed the gang bathrooms stating the plumbing had to be re-plumbed and ceramic tile will be going down in both bathrooms. Ms. Weston asked if the ceilings were still open because they were waiting on the correct lighting; Mr. McBey stated they were waiting for an okay from the inspector to close the ceilings. (RECORD NOTE: Keith McBey left at 6:10 p.m.) On the way out Mr. Urdi asked if they wanted to see the gym and stated the leveling and waterproofing materials have been put down and are now waiting to put down the wood flooring. Members left Horne Street School at 6:17 p.m. to head to the SAU office for the public meeting. (RECORD NOTE: Malcolm Forsman left the meeting at 6:18 p.m.)

The meeting resumed at 6:35 p.m. at the Superintendent’s office in the conference room.

D. Public Comments: There were no public comments.

E. Approval of Meeting Minutes from July 22, 2010 & July 29, 2010: Ray Bardwell moved, Robert Carrier seconded approval of meeting minutes from July 22 & July 29, 2010. An oral **VOTE PASSED: 5/0**

Horne Street Elementary School

F. Acknowledgements:

- a. Email dated 7/26/10 from Robert Garand regarding “The Great Wall of Glass” for NE-CHPS: Ms. Verville stated she wanted to include this in the packet and wanted to thank Mr. Garand for his quick response. Mr. Garand stated glass is a reasonable alternative to keep sound traveling from room to room.

G. Approvals:

- a. Dec-Tam CO #3 dated 8/3/10 for Additional Asbestos Abatement Work in the amount of \$4,377.50: Mr. Bliss stated this was part of what he’s still working on with Dec-Tam. The original invoice had \$27,207.50 and he sent a letter to the project manager raising questions and the response was 3 new invoices with a reduced number of \$24,420. He sent another email noting some discrepancies with the number of people being charged for and he hasn’t heard back as of the meeting. Mr. Geuther asked if this invoice was part of the \$24,420.00; Mr. Bliss said it was. He’s waiting to hear back on and hoping to get it reduced to around \$23,460. Ray Bardwell motioned to table until information is received; Robert Carrier seconded. An oral **VOTE PASSED: 5/0**
- b. Change Order #3 dated 8/2/10 from Bonnette, Page & Stone: Ms. Verville stated they’ve already approved CP #30 for \$25,989.00 at the 7/29/10 meeting and CP #23 for \$33,600.00 hasn’t been approved yet. She went through previous minutes and didn’t find where the members voted on the expense. If they approve CP #23 all change proposals will have been accounted for. There is also an additional obligation under CP #33 in the amount of \$3,000. Mr. Geuther stated after several drawings back & forth it was finalized with half a stage and Mr. McBey had only given a ballpark figure of around \$35,000.00 but it was never approved because they never received a breakdown on costs and tonight they would be approving the final price. Mr. Geuther stated this



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would increase the change order by \$59,589.00 and at some point they will see an invoice for the 7% architectural fee. Mr. Garand said if they approve the change order it will go from change orders to a lump-sum. Ms. Weston said she's not sure what items they are really facing after the sprinkler heads. Mr. Urdi stated Mr. McBey is taking a chance because there could be more costs he takes on versus asking contract amount. Mr. Bliss said if they do lump-sum, Mr. McBey would be responsible for the cost of items that are in the original specs and plans only; any changes made to this would be a cost to the JBC. Also if they approve CO #3 any issues that come up they won't hear about because Mr. McBey can make the decisions and he wouldn't have to wait for approval by members. Mr. Carrier asked about the \$40,000.00 he has down as unforeseen and asked where that number was coming from. Mr. Geuther said he took his contingency less what's already expended less the \$108,000.00 to finish the admin area leaving \$40,000.00 remaining in his contingency for unknowns. Ms. Grady stated if they approve CO #3 it increases the contract time by 15 days and brings it into January 2011. Ms. Verville said the original contract was until 12/30/10 and asked what the additional fees were. Mr. Urdi said they will go over if needed at no additional cost. A question was raised about display boards and where they were located; Mr. Bliss said the display boards are between rooms and wasn't in the original specs. He stated some of the changes BPS did were legit in order to move ahead. Mr. Bardwell asked about the piers. Mr. Geuther remembers Mr. McBey was discussing it with the pier person and finally after several weeks of discussion he accepted the additional piers and said he would put it under his contingency because they were needed. Mr. Geuther asked if they had to go down further than anticipated; Mr. Bliss said they use a machine that when the pressure tells them they are at the point needed they stop and sometimes it's further down than anticipated. Mr. Urdi said the test boring only went down 25' so they didn't know how far down they would have to go. Mr. Bliss didn't think they put in more than what was needed, but it could be the case where an additional pier was used. Ms. Weston stated they were discussing if they wanted to do lump-sum or not. Mr. Bardwell stated there's a possibility where he'll end up with extra money when the project is finished. Ms. Grady said at the previous meeting he seemed secure with his choice and she wasn't too sure after he talked tonight. Mr. Bliss stated he is still willing to do this. Mr. Geuther stated he was confused if the new sprinkler heads were included; Mr. Bliss said he heard him say they were included. Mr. Geuther stated during the project BPS's fee's have only been 1 ½% so if he walks away with an additional \$30,000.00 it's still little money. Mark Geuther motioned to convert from construction GMP to lump-sum with a not to exceed \$5,245,624.00; Ray Bardwell seconded. Mark Geuther moved to strike that motion and motioned to approve CO #3; Ray Bardwell seconded. A roll call **VOTE PASSED: 5/0**

H. CIP Financial Report – Horne Street School Project: Ms. Verville stated under obligations the reconciliation showed CP #8 & CP #17 were approved but never encumbered; plus with CP #30 the new budget available as of 8/12/10 is \$597,663.17. She stated she hasn't listed the \$10,000.00 for furniture they approved and she will get a list of vendors and purchases to members. Ms. Verville stated after deducting \$10,000.00 for furniture and \$33,600.00 for the stage the new available budget is \$554,063.17. Mr. Carrier asked about the architectural fees; Ms. Verville stated they are taking all CP's approved and putting it on one spreadsheet to get a grand total for the architectural fees. She stated before they can answer questions on the generator they need to furnish the rest of the classrooms and admin area. Mr. Bliss stated they also tabled the PV proposal. Mr. Geuther stated he would like to see the costs for painting the café and arches in the gym; Mr. Bardwell stated Mr. McBey was still working on the arches. Mr. Bliss said they are working on getting prices for the chain link fence around the retention pond. They are using the old fence plus 40' because the old fence doesn't go completely around. Mr. Bardwell said he would like to see costs for hot top in the playground area, redoing the front lawn, and replacing the steps going up to the playground along with the platform at the top. Mr. Carrier said at the last meeting he looked at the steps and said there was a lot of erosion



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around the area. He suggested getting a price to have the stairs and platform done and to use the heavy equipment on site to dig it up since it's already there. Ms. Weston said she would like to see the area around the café hot topped. Mr. Geuther said the parking lot is in pretty bad shape too. Ms. Verville stated Dr. O'Connor wanted the parking lot and play area included in the project. Mr. Bardwell said the stairs to the playground should be replaced with pre-cast stairs with rails on both sides. Ms. Weston asked what area he was talking about on landscaping; Mr. Bardwell said near the street between the sidewalk and parking lot. Mr. Urdi said they have money set aside to do some landscaping but doesn't believe that's included. Mr. Geuther asked about the area around the playground because there's no grass and asked if it was school or city property. Ms. Weston said she believes its city property but both share in expenses and upkeep. Ms. Grady suggested getting numbers from Mr. McBey for everything. She asked about the flag pole in front and asked if they were replacing the pole; Mr. Garand said the plan is to replace the flagpole and put it on the building where the old holder was. Mr. Urdi said he wasn't sure why it was ever taken off because the line holders work the only issue is that it is up high. Ray Bardwell moved, Mark Geuther seconded approval of the CIP financial report as amended. An oral **VOTE PASSED: 5/0**

I. Progress Report – Keith McBey, VP of Bonnette, Page & Stone:

- a. Change Proposal #32 – Gymnasium Wood Floor Logo: Ms. Verville stated this is something they requested so it's not included in the lump-sum. Ms. Weston asked if it's the same logo as WPS; Ms. Verville said it was. Mark Geuther moved, Ray Bardwell seconded approval of gym floor logo in the amount of \$1,500. A roll call **VOTE PASSED: 5/0**
- b. Change Proposal #33 – Beam Modification Adjacent Lobby: Approved in CO #3
- c. Breakdown of Revisions to Administrative & Media Areas

J. Progress Report - Dennis Mires, The Architects: Mr. Urdi stated he didn't have anything to report other than he's being pro-active with the PV panels. He asked the low bidder to look at CHPs and when members decide to look at the PV panels he can go over the information. Ms. Verville stated they said they would do a workshop when it came time versus during a meeting. Mr. Bardwell asked if the person would be available for the next meeting; Mr. Urdi said he would be. Mr. Geuther asked if he thought BPS would be done for opening day; Mr. Urdi said this stage goes fast unless something unexpected shows up. They've already reviewed the classrooms for kindergarten and 6 new classrooms. The admin and central core will take another 3 months to complete and Tim Knowles from Uniccio is having people work this weekend to clean rooms already completed. Mr. Carrier asked about painting the café; Ms. Verville stated they can't because it's still broken down into rooms. Mr. Garand stated the lump-sum should help Mr. McBey over the next couple of weeks to get things done. Robert Carrier moved; Mark Geuther seconded approval of the progress report. An oral **VOTE PASSED: 5/0**

K. Progress Report – Michael Bliss, Clerk of the Works: Mr. Bliss stated he didn't have anything new to add from his previous discussions. Mr. Geuther asked what happened with kindergarten and not having Camp Explore. Mr. Bliss said there were issues with the fire alarms, issues with wires not rated for the space, ceiling concerns, enclosures of soffits, classroom doors not rated correctly, etc. so the fire department wouldn't allow people and students in the building so Mr. Forsman made a decision to cancel Camp Explore. They are trying to get the school ready for teachers next week and students the week after. He said it doesn't look like they are going to get everything done, but they are working 7 days a week and it will get done. He mentioned again that he's still negotiating with Dec-Tam on a few items. Mr. Carrier stated during the tour he voiced his concern on the tile work and areas that need to be addressed. Mr. Bliss said they talked this week and they're fixing the areas he's talking about. Mr. Urdi said this is the first time he's seen it tonight and will bring it up again to make sure it's corrected.



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Ray Bardwell moved, Mark Geuther seconded to approve the clerk of the works report. An oral **VOTE PASSED: 5/0**

L. Approval of Payments:

- a. Invoice #093310.5 dated 7/19/10 to RPF Associates for \$13,691.58: Mark Geuther moved, Doris Grady seconded approval of payment to RPF Associates in the amount of \$13,691.58. A roll call **VOTE PASSED: 5/0**
- b. Invoice #11762 dated 7/15/10 to Dec-Tam Corp. for \$26,530.00: Mr. Bliss said this is part of the contract amount and is the final bill on the classrooms and gym. He didn't approve payment on the \$6,400.00 because he's still working on a couple of issues. Ms. Weston asked if this will come back at some point; Mr. Carrier stated this is what was tabled earlier. Mark Geuther moved, Doris Grady seconded payment to Dec-Tam in the amount of \$26,530. A roll call **VOTE PASSED: 5/0**
- c. Req. #9 dated 7/31/10 for \$498,381.00 (\$24,508.85 held in retainage); \$473,872.15 net due to Bonnette, Page & Stone: Mark Geuther moved, Robert Carrier seconded payment to Bonnette, Page & Stone in the amount of \$498,381. A roll call **VOTE PASSED: 5/0**

M. Other Business:

- a. Action Items: Ms. Verville stated all items are still pending except #42. Mr. Garand stated that #39 is technically done where all the paperwork has been sent. Ms. Verville mentioned Mr. Bliss, Mr. Garand and she will be meeting with Mr. Ed Murdough in 2 weeks to see where they're at on CHPs. Mr. Geuther asked if the revenue side of CHPs has been accounted for. Ms. Verville said all paperwork goes to the Dept. of Ed. and if approved the monies will go to the school's general fund and will get paid out over the life of the debt. She stated the monies are used to reduce property taxes. Ms. Weston asked if the liner in the sewer has been done; Mr. Bliss said they came and cleaned it but he has to find out when they will be back to line it. Ms. Weston asked about furniture for the administration area; Ms. Verville said Mr. Forsman and she has to sit and go over the needs. Ms. Weston asked if anything from the nurse's office will be reused; Ms. Verville stated items in the nurse's office and admin office are in pretty bad and will be replaced; however, they will be recycling the furniture in kindergarten. Ms. Weston asked if there is a list of what's being reused; Ms. Verville stated she's not asking for a reuse list, she's only looking for a needs list.

Mr. Carrier stated he received correspondence from a Dave & Debbie McCann who live 2 houses before the school and was the house that a couple of trees fell during one of the major storms. Mr. McCann had concerns about drainage, trees, snow plowing and light pollution. Mr. McCann wrote that erosion has increased since the new addition was put in and after a rain there is a large pool of water in his back yard. He's concerned with the light pollution because his house sits below the parking lot and is concerned about lights shining in his house all night. Mr. Carrier read the email to the members and some of the concerns are: 10' change in elevation and headlights shining in the 1st/2nd floor, where they will put the snow when plowed and the snow melt during the spring, is the dumpster going to stay after construction is completed, and drainage/water issues. Ms. Weston asked if that's what the retention pond was for. Mr. Bliss stated he spoke with Mr. McCann earlier in the year when his pine trees blew on school property and the root ball lifted his shed. He had the workers cut the wood and put materials in under the shed so it was level and this winter tops from some of his trees landed on school property that again the workers cut up and got rid of. He talked with him about erosion, the silt fence, and the retention pond that was put in so access water would drain to the pond. Mr. Urdi said he could be concerned about changes and stated the new lighting on the school building and in the parking lot is the most recent and only gives off 1' of candle light. It will shine down and not out so he shouldn't get a lot of light, if any at all, in his yard. The only problem he sees is where there house is below the level of the parking lot, if they look out a



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window and up they could be looking directly into the lighting, but it shouldn't carry into their yard. Mr. Bliss also said as far as water, the whole area is clay and most of the trees in his yard are pine and have shallow roots. The maples he had in his yard that has a deeper root system he had cut down. However, there were some big oaks that were cut down when the new parking lot was put in so that "wind" barrier he had is no longer there. Mr. Urdi said he could look at the landscaping to see if there is anything they can do. Mr. Bliss said it calls for shrubs to be put in along the parking area; Mr. Urdi said they can up size the shrubs if needed. Ms. Weston said they can address it as time goes on and asked if Mr. Carrier would forward the email to the members. Mr. Bliss said he would go look at the areas of concern and talk with Mr. McCann.

Other Business:

- N. Schedule next JBC Meeting:** The next JBC meeting will be a workshop and is scheduled for Tuesday, August 24, 2010 at 5:30 p.m. at the office of the Superintendent in the conference room.
- 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