



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting – **Horne Street School**
Meeting Location: Horne Street School – Parking Lot & Room 316
Meeting Date: **Wednesday, September 29, 2010**
Meeting Time: **5:30 p.m.**

MEETING # 97A

- A. Call to Order:** A meeting of the Horne Street School Addition & Renovations Joint Building Committee was called to order on Wednesday, September 29, 2010 at 5:35 p.m. at Horne Street School starting with a site walk - left parking lot.
- B. Roll Call:** Present were Karen Weston, Robert Carrier, Carolyn Mebert, Doris Grady, Mark Geuther, and Ray Bardwell. Also present were Laurie Verville, Business Administrator; Malcolm Forsman, Principal HSS; Michael Bliss, Clerk of the Works; Rob Garand, Dennis Mires, P.A.; Keith McBey, BPS; David McCann, Resident and Tim Knowles, Unico arrived at 5:45 p.m. Absent were Jean Brigg Badger, Superintendent and John Urdi, Dennis Mires P.A.
- C. Site Walk:** Mr. McBey explained to members where the proposed location of the fence was to go; from the fence separating back yards past the retention pond and down to the second swale and around. Mr. Bardwell asked if the fence was just to keep kids out of the pond and then asked where the snow would go. Mr. Bliss said it would either be taken off site or take up 2-3 parking spaces. Mr. Bardwell asked what Unico's response was for snow removal; Ms. Verville stated the contract with Unico is to make sure there is enough parking for staff and if it was a bad winter the district would have to pick up the cost to take the snow off site. Mr. Carrier stated he was there earlier and the far end of the parking lot a bucket loader could scoop up the snow and put it over the fence down into the ditch and it looks like a lot of space that could hold 2-3 storms. Mr. Bardwell stated that \$11,000.00 was a good price to do all the fencing. Mr. Knowles explained how the lot would be plowed and stated the snow would take 2-3 spaces at the far end, but if they get to a certain point they will have to get a loader and remove the snow. Mr. Bardwell asked about a 4' versus 6' fence and a gate that Unico people could open to push the snow back. Mr. Garand questioned if a 6' gate was large enough opening. Mr. Knowles questioned if more than 2"-4" of snow falls would the gate freeze. Mr. Carrier stated he would vote to put money in escrow and hold putting a fence up until they see what/how winter goes so they have a better approach to the issue. Mr. McCann stated he sees kids around during football or baseball practices and recently had to move some kids along. Ms. Grady stated she thought someone from the City recommended they put a fence up; Ms. Verville stated he said it wasn't required. Mr. Bliss stated the filter fabric is still in the retention pond and they only broke through a few areas for water to drain. However, over time if there's no maintenance it can fill with water because of materials building up. Ray Bardwell motioned to put in a 6' fence on the lower section end to end with an 8' gate for a bucket loader to get in and hold the top fencing until after one winter, there was no second. Further discussions took place. Ray Bardwell withdrew his motion. Ms. Weston asked if they could look at the stairs on the other side before moving indoors. Mr. Bliss mentioned at the last meeting there was a change proposal for the guard rails for \$975.00 that was put on hold and stated the reason for the rails was because there was a severe drop. Mark Geuther moved, Ray Bardwell seconded approval for the guard rails for \$975. A roll call **VOTE PASSED: 6/0**

Ms. Weston stated members should have received an email regarding replacement of the stairs due to erosion. Mr. McBey stated he needed direction from the members. Mr. Forsman stated he would like to see the stairs extended because currently he can only send one group at a time because they are not wide enough. Ms. Weston asked if it could be doubled; Mr. Garand said that should be easy to do but they should have more hand rails. Mr. Geuther asked Mr. Forsman if he would like more than one line going up and down at the same time; Mr. Forsman stated he would because it would transition easier. Mr. Bardwell asked how wide they could go with



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precast; Mr. McBey stated he was thinking more of cast in place and going 10' wide with 3 handrails: one in the middle and one on either side. Mr. Forsman stated he's not interested in wood because in the winter the stairs get very slippery. Ms. Weston asked about landscaping to prevent erosion; Mr. Garand said that could be done. Mr. McBey asked what direction they wanted him to go on paving; Ms. Weston stated they talked about the area they were standing in and the parking area above. Discussion moved to the upper playground area and what could be done to prevent further erosion. Mr. Knowles stated if they paved the area under the tree they would just be transferring the problem to another area. Mr. Bardwell suggested taking the small wood fencing and moving it up the ramp to prevent further destruction of grass. Mr. Geuther stated his opinion is he feels this is outside their scope and suggested having a civil engineer look at the area and give his opinions. Mr. Garand stated his engineers would have to come up with something before Mr. McBey can price it out. Mr. Geuther stated they would also need to look at drainage. Ms. Verville asked if public works could help with some of the excavation work; Mr. Carrier stated he believes they could support doing something. Mr. Geuther stated it should encompass up to the playground and possibly move the stairs. Mr. Garand stated moving the stairs will be part of the presentation.

Meeting moved inside at 6:30 p.m.

- D. Public Comments:** Mr. McCann stated his biggest concern was with the lighting in the parking lot and the expense he's incurred with issues that have come up since the project began. He explained he had 8 trees and 4 were damaged in storms so he removed all 8 trees, he put a fence up between he and his neighbor and he's going to be putting trees in to hopefully cut down on the light coming into his house from the lights in the parking lot because of the difference in elevation. He was wondering how many lights had to be on for safety because the other parking area has no lighting. He plans on putting in 8' arborvitaes for around \$2,000.00 and stated the original plans showed 4'-5' arborvitaes being put in and was assured they were going in by Dr. O'Connor and Mr. Bliss. Mr. Bliss stated the landscaping is still planned and showed him the plans. Mr. McCann stated another concern is snow removal and any snow off that end will end up in his yard. Mr. Carrier stated any water run off shouldn't be as bad since curbing and drains have been put in. Mr. Bardwell asked if they could put some sort of screening in the fence to help cut down on the headlights. Mr. Geuther said at the very least they should put vinyl strips the full height of the fence at least for privacy. Mr. Garand stated the engineers had stated the lights go to the parking lot but will check and ask about lenses to focus the lighting more. Mr. Forsman asked about putting a light on the telephone pole and focus the light out; Mr. Garand stated there are zoning laws and would have to look into it. Mr. Knowles stated there are different controls and timers they could possibly look into. Ms. Verville stated some teachers stay late and is concerned about safety. Mr. McCann stated a light study was done last week by Jim Maxfield and they haven't been on since. Mr. Bliss said there was a problem with one light during the open house and they adjusted it. Mr. Garand said they would have to look into it if the lights haven't been coming on.
- E. Approval of Meeting Minutes from September 9, 2010:** Ray Bardwell moved to accept the minutes as corrected, Carolyn Mebert seconded. An oral **VOTE PASSED: 6/0**

Horne Street Elementary School

F. Acknowledgements:

- a. General Meeting Notes for CHPs Meeting on August 26, 2010: Ms. Weston asked about the points on a 25 kW system; Mr. Garand stated he was just making a statement that 25 kW equals 4 points. Mark Geuther moved, Ray Bardwell seconded to accept into record. An oral **VOTE PASSED: 6/0**



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- b. Note from P. Favreau, Business Manager for Revised Fee due Dennis Mires, the Architect: Ms. Verville stated at previous meetings inquiries were made on the changes of change proposals and the additional fees to Dennis Mires. This is Peggy Favreau's response stating there is an additional \$17,180.00 in fees from all the change orders. Ms. Grady stated when the contract was explained in the beginning they accepted the contract they were presented and wasn't made aware of a different one. She also can't find record of another contract option and is bothered it wasn't explained earlier. Mr. Geuther asked how this affected the generator; Ms. Verville stated this change proposal was excluded from the calculations. Mr. Bardwell stated they're talking on expanding the contract and asked how it would affect the time line; Mr. McBey stated it shouldn't be an issue and said he would do a change order and bill up for the cost and come back in the spring to do the work. Mr. Garand stated he would check with Mr. Urdi to make sure he hasn't left out any other fees. There will be a charge for the consultants on the stairs and playground area but there shouldn't be much on their end. Ms. Grady asked for an updated chart on the fees. Mark Geuther moved, Ray Bardwell seconded to accept into record. An oral **VOTE PASSED: 6/0**

G. Approvals:

- a. Quote dated 9/17/10 for Volleyball Sleeves in the amount of \$3,472.00: Mr. Garand stated the quote isn't for sleeves but for equipment. Mr. Carrier stated he spoke with Mr. Wotton and the equipment parallels what's at GES and the Middle School so the equipment can interchange. Ms. Verville stated that's why they didn't get competitive quotes because the equipment can be interchanged and is all from the same company. Ray Bardwell moved, Robert Carrier seconded approval of gym equipment in the amount of \$3,472. A roll call **VOTE PASSED: 6/0**

- H. CIP Financial Report – Horne Street School Project:** Ms. Verville read into record the obligations included the \$70,000.00 for the backup generator and the \$17,180.00 in fees for Dennis Mires the total available budget as of September 29, 2010 is \$465,189.61 less the \$3,472.00 for the volleyball equipment the total available is \$461,717.61. Ray Bardwell moved, Robert Carrier 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 hot on the list is the gym, administration area and media center and have fallen a little behind on the stage area. The corridor/hall and gym should be open by October 12th. This is with the floor down and life safety codes in place for those areas. The administration and media areas will be segregated. Ms. Weston asked about the gypsum and sprinklers; Mr. McBey stated the gypsum is up and being taped and the floor patch will start on Friday. Mr. Bardwell asked if the beams in the gym were done; Mr. McBey said they were. They couldn't get the antique look originally and it looked greenish so they had to go with a darker stain and he thinks it looks good. Ms. Weston asked if code enforcement has received the stamped drawings; Mr. Garand stated he's waiting on the sprinklers and it should be ready soon. Ms. Weston asked if the revised plans have been sent; Mr. Garand stated the only thing remaining is approval by the fire marshal. Ms. Weston asked about the water in the electrical room on the floor; Mr. McBey stated it hasn't been corrected yet. Robert Carrier moved, Carolyn Mebert seconded to accept progress report. An oral **VOTE PASSED: 6/0**

- a. Change Proposal #37 – Finish Stage Floor & Adjacent Stairs: Mr. McBey stated the change proposal is to clean up the wood on the stage and stairs and was told they probably wouldn't be able to get another refinish. It also includes the apron in front. Mr. Geuther asked about the wood above the stage; Mr. McBey stated that was included in the price for the beams. Mark Geuther moved, Ray Bardwell seconded approval of Change Proposal #37 in the amount of \$2,980. A roll call **VOTE PASSED: 6/0**



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Ms. Weston asked to continue discussion on the fencing so Mr. Knowles could leave; all agreed (see M: Other Business).

- b. Change Proposal #38 – Additional Data & Power at Administrative & Media Areas: Mr. Bardwell asked where this originated from and why it was now showing up. Mr. Garand said he was asked to go to a meeting with Linda Smart and Tinka Finley a couple hours after the electrical inspection took place a couple weeks ago. Both were saying they needed more outlets because there wasn't enough; he took notes on what they wanted and gave them to Mr. McBey to price out and they are receiving the proposal tonight. The computer lab was originally designed for 20 computers and they need at least 25 to function. He also thought the smart board was going in one place and they wanted them in another. Mr. Bliss stated for the computer room Ms. Finley asked for additional data and power outlets because her office isn't a traditional office; during her free time she fixes computers and needs some place to plug them into and the plan showed a desk and an outlet. He's not sure why they are presenting this information now when they were given the plans in June to look at. The smart board was going in one area and Ms. Finley wants it at the best end which takes away 3 desks so they added another 3 and added a total of 6 to the center of the room. In the library when the computer room is in use staff and students come to the library to use the computers and they had 5 computers in a temporary space and Ms. Smart now wants 8 along one wall. She also has a smart board they need to change the outlet for and she needs other outlets for her moveable desk so if she does move it to another area she can plug in her equipment. There is also some work that needs to be done in the administration area. Ms. Grady asked why a smart board was needed in the administration area; Mr. Forsman stated it was for the conference room. Ms. Grady stated this goes to the beginning of the project and stated they hired Chris Roberge to make the decisions on what's needed and should have been included in the meeting. State law says they can't do work without approval from the JBC who is responsible for the monies. Mr. Forsman states he understands Chris's input but doesn't feel he needed to be there where he's more technical and both Ms. Smart and Ms. Finley are educational and they want to make the rooms useable. Mr. Garand stated they're holding up the work until they get a decision from the JBC, none of the work stated on the change proposal has been done. Mr. McBey stated they were going to close in the walls the day after the inspection and that has been put on hold until the JBC makes a decision. Ms. Weston stated they had space for only 20 computers and they need 5 more locations. She asked what the 3 smart boards were; Mr. Bliss stated it was just for wiring. Mr. Bardwell said this is something that's needed even though Ms. Smart and Ms. Finley spoke to them several months back and are now getting to them saying they need more. He stated the JBC needs to either vote it up or down, but this is needed to make the school functional. Ms. Mebert stated she didn't think they resolved whether they were going to go wireless. Mr. Bardwell asked if transmitters were cheaper than wiring the rooms. Mr. Forsman stated going wireless would reduce the processing speed and they'll still need outlets to plug the computers into. Mr. Garand stated the number will go up if they start putting up drywall and have to tear it down to add the wiring. Mr. McBey said there are some new outlets and data outputs and some are just being relocated. Mr. Geuther stated they still need most of what are on the list except possibly some of the data ports if they went wireless and they still need the outlets. Ms. Grady stated the quote excludes the cost of smart boards, projectors and associated cables so the price could go up. Mr. Forsman stated they have smart boards that are going back into the computer room and library. Mr. Bardwell stated even if they go wireless they could still want hard wire like they did at WPS. Mr. Geuther stated sometimes looking at the room versus the plans you look at the area differently and sometimes things are caught. These items are being caught before the walls went up and would have paid for anyways if they said something up front. Mark Geuther moved, Carolyn Mebert seconded approval of Change Proposal #38 in the amount of **\$23,848.50** A roll call **VOTE PASSED: 5/1** (Grady opposed)



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(RECORD NOTE: Carolyn Mebert left at 8:00 p.m.)

- J. Progress Report - Dennis Mires, The Architects:** Mr. Garand stated he has nothing to add and they are now there more as support for Mr. McBey. Mark Geuther moved, Robert Carrier seconded approval of the progress report. An oral **VOTE PASSED: 5/0**
- K. Progress Report – Michael Bliss, Clerk of the Works:** Mr. Bliss stated Dec-Tam needs to replace a couple more of the single paned windows in the court yard. Its non-friable asbestos and they need to remove the caulking on the exterior block windows. They can cover the windows from the inside and remove the windows from the court yard; however the kids will be playing in the area. They could always build a hard barrier and work inside, but they would need to put a sign up. They worked out a schedule to do the work on Saturday and Monday, Columbus Day, so there could be extra costs. He met with RPF on 9/30/10 and it's agreeable with BPS to secure the windows. Ms. Weston asked about the improper Y fitting; Mr. McBey said they tried snaking the toilet and couldn't get a snake in because the Y was installed backwards and he owes a proposal to get it fixed. Ms. Weston asked about the video; Mr. Bliss stated they haven't been able to get through the Y down to the slab and it needs to be repaired first. Ms. Weston asked about the part they could see; Mr. Bliss stated it was cleaned nicely and they are waiting for the remaining video before moving forward. Ms. Verville stated the monies have already been obligated during the testing phase for around \$44,000. Mr. Bliss stated in the fourth grade wing the concrete isn't up to the beam and it needs to be sealed, which could be a little more money. Mark Geuther moved, Ray Bardwell seconded to accept report into record. An oral **VOTE PASSED: 5/0**
- L. Approval of Payments:**
- Invoice #358370 dated 8/3/10 to Classroom Furniture.com for \$945.79: Ms. Verville stated the monies have already been obligated. Mark Geuther moved, Ray Bardwell seconded approval of payment to Classroom Furniture.com for \$945.79. A roll call **VOTE PASSED: 5/0**
 - Invoice #54206 dated 8/27/10 to S.W. Cole Engineering for \$209.00: Mark Geuther moved, Ray Bardwell seconded approval of payment to S.W. Cole Engineering for \$209. A roll call **VOTE PASSED: 5/0**
 - Invoice #11762 dated 7/15/10 to Dec-Tam Corporation for \$5,280.00: Mark Geuther moved, Robert Carrier seconded approval of payment to Dec-Tam Corp. for \$5,280. A roll call **VOTE PASSED: 5/0**
 - Invoice #1361381 dated 8/26/10 to Unicco for \$2,913.91: Ms. Verville stated she requested this bill be included and brought to the JBC because of the timing on getting the school cleaned up and ready for the first day of school. There was 110 hours above regular hours. Mr. Geuther asked how much construction cleanup was; Mr. McBey stated the scope said broom clean. Mr. Forsman stated there was more than the normal cleaning and they had to move things around after BPS was finished with an area. There were the regular custodians plus additional for moving things and cleaning. Ms. Verville stated they also had to clean out the storage trailers. Mr. Geuther stated he was just confused on where the broom clean went or if it was done. Mark Geuther moved, Robert Carrier seconded approval of payment to Unicco for \$2,913.91. A roll call **VOTE PASSED: 4/1** (Geuther opposed)
 - Invoice #24 dated 9/9/10 to Dennis Mires, The Architects for \$4,660.00: Mark Geuther moved, Robert Carrier seconded approval of payment to Dennis Mires for \$4,660. A roll call **VOTE PASSED: 5/0**
- M. Other Business:**
- Action Items: Ms. Verville stated new items for the list are: #54 and have BPS revise the fencing to add slats and amend location of gate and #55 to have Dennis Mires look at alternative lighting solutions for the parking lot. Ms. Verville stated the items on page 2 they've already talked about or Mr. McBey has emailed



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her over the last couple of days. She also stated she's working on a number of bids for furnishings. Mr. Bardwell asked if they could have the numbers for the upper parking lot at the next meeting.

Ms. Weston asked where to start on the fencing. Mark Geuther moved to approve change proposal for additional 6' chain link fence with a cost not to exceed \$12,000.00; Carolyn Mebert seconded. Ray Bardwell motioned to add a friendly amendment to add an 8' gate to the upper parking area; there was no second. Mr. Knowles stated if the 6' fence was attached to the guard rail, the bucket should be okay; if it's set a couple feet back a gate should be added. Mr. McBey stated there's no reason it can't be added to the rail but they want to stay away from the concrete. Ms. Grady asked why it couldn't move closer to the pond; Mr. Knowles said the snow could damage the fence. Mr. Carrier stated the proposal had a gate below and feels that one isn't needed. He asked if they could have a sliding gate so there'd be no restriction. Mr. Knowles went to the white board and pointed out any large amount of snow fall or snow that melts then freezes could make the gate freeze in place. Mr. Carrier also mentioned the gate below was to clean the pond but with current equipment they can do it from the parking lot. Mr. Bardwell stated if they don't figure a way to move the snow it could be a big expense for the school board. He said Sanford Storage in Maine has a rolling gate that's 6" off the ground and 8' high and he's never had a problem getting in any time of the year. Ray Bardwell moved, Carolyn Mebert seconded approval to get another quote for fencing with a friendly amendment to add vinyl to the fence along the property line and to delete the gate from the bottom and add a gate to the top near the parking lot. An oral **VOTE PASSED: 6/0** (**RECORD NOTE**: Tim Knowles left at 7:30 p.m.) Meeting continued discussion on K. b.

Other Business:

- N. Schedule next JBC Meeting:** The next JBC meeting and is scheduled for Thursday, October 21, 2010 at 5:30 p.m. at Horne Street School in room 314.
- O. Adjournment:** Mark Geuther moved, Robert Carrier seconded to adjourn the meeting at 8:28 p.m. An oral **VOTE PASSED: 5/0**

Respectfully submitted,

Karen Weston/p6

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