



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting – **Horne Street School**
 Meeting Location: Horne Street School – Room 314
 Meeting Date: **Thursday, October 21, 2010**
 Meeting Time: **5:30 p.m.**

MEETING # 98A

- A. CALL TO ORDER:** A meeting of the Horne Street School Addition & Renovations Joint Building Committee was called to order on Thursday, October 21, 2010 at 5:35 p.m. at Horne Street School in room 315.
- B. ROLL CALL:** Present were Karen Weston, Robert Carrier, Carolyn Mebert, Doris Grady, and Ray Bardwell. Also present were Jean Briggs Badger, Superintendent; Laurie Verville, Business Administrator; Malcolm Forsman, Principal HSS; Michael Bliss, Clerk of the Works; Rob Garand, Dennis Mires, P.A.; and John Urdi, Dennis Mires P.A. Absent were Mark Geuther and Keith McBey, BPS
- C. Public Comments:** There were no public comments.
- D. Approval of Meeting Minutes from September 29, 2010:** Ray Bardwell moved, Carolyn Mebert seconded approval of meeting minutes from September 29, 2010. An oral **VOTE PASSED: 5/0**

Horne Street Elementary School

- E. Acknowledgements:**
 - a. Code Enforcement 9/9/10 Meeting Notes: Ms. Weston asked if the plans were sent to the state; Mr. Garand stated all were, but the plans on the sprinklers will be sent to the city when he gets them. Ms. Verville asked if he would get something from the state saying they were approved. Mr. Urdi stated they probably won't get anything to say it's approved but the city will keep the plans on record.
- F. Approvals:**
 - a. Change Order #004: Alternate Asbestos Abatement Window Abatement Work & Exterior Windows & Transite Soffit (Boiler Room & Offices): Ms. Weston stated she thought they already approved this; Mr. Bliss stated he had just given information and said a proposal would be forthcoming. All work was completed during Columbus weekend. Ray Bardwell moved to accept change order #004 in the amount of \$1,700.00; Carolyn Mebert seconded. A roll call **VOTE PASSED: 5/0**
- G. CIP Financial Report – Horne Street School Project:** Ms. Verville read into record after CP #38 and the volleyball equipment was added the total available budget as of October 21, 2010 is \$434,000.83. Ms. Weston asked if it included the change proposals on the agenda; Ms. Verville stated it was change proposals from the last meeting only. Mr. Bardwell asked if they knew what might still be coming so they can think about the photovoltaic and either vote it up or down. Ms. Verville stated she's working on a worksheet with allowances and has spoken with Mr. McBey on a couple of items. She's also working on a spreadsheet for furniture and what she has to date is in excess of \$73,000. She will work tomorrow morning on finishing the spreadsheets and will email it to everyone, but it's hard to predict future expenses. Ms. Weston asked before they review the furniture information she asked Mr. Forsman if he's had a chance to go through the storage containers to see what they have for furniture. Mr. Forsman stated he hasn't had a chance to do that and believes 2 containers are school equipment and half a container is gym equipment. Ms. Weston asked how they can order furniture when they don't know what's out in storage and doesn't feel comfortable spending money until they know. Ms. Grady asked what was already spent on furniture; Ms. Verville stated \$9,095.00 and \$646.00 have been expended to this point. Ms. Grady stated they are looking at around \$90,000.00 which is more than they spent at WPS. Mr. Carrier asked what the time frame was for Mr. Forsman to get an inventory on furniture. Mr. Forsman stated he called Unicco and they are looking at Monday to unload the storage containers to take a detailed count. He'll then go to the classrooms and look at that furniture. The year



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started fast and teachers took what was needed and the rest was put back. Ms. Weston stated if they are living with what they had at the start of school are they missing items now. Mr. Forsman said currently they're getting along with what they have but some staff have asked to get into the trailers to get things. Ms. Verville stated if the members want to, they can have a workshop to go over the furniture bids and see where they are for remaining monies and this would give time for Mr. Forsman to talk to staff on priorities. Ms. Briggs Badger asked if they were paying for the storage containers; Ms. Verville said BPS's is letting them use 3 containers and the smaller one they've been renting for awhile. However, they do need to empty the storage containers because they are part of the general conditions and will need to be returned when the project is completed. Mr. Forsman said he needs a fire proof cabinet, new furniture for the nurse's office and administration area, along with replacing some teacher desks, student chairs and possibly some file cabinets. Ms. Grady suggested taking the furniture out of storage and having staff take what they want for their room and that will give them a better idea on furniture needed. She feels repairing the stairs at this point is more important than furniture because of safety issues. Mr. Bliss stated there was a vote on the backup generator and asked about the impact fees from the city. Ms. Verville stated the finance director had told her there was \$125,000.00 in impact fees that can be used towards this project. She's trying to collect a journal showing the monies have been transferred to the school, but hasn't received anything. The money goes into this budget and the JBC decides how it's spent; city council voted on it going to this project. Mr. Carrier said they should wait until the journal entry showing the transfer on monies before discussing it any further. Ray Bardwell moved, Robert Carrier seconded approval of the CIP financials. An oral **VOTE PASSED: 5/0**

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

- a. Change Proposal #39 – Refinish @ Wood Frames & Wood above Stage @ Gymnasium: Ms. Mebert asked if it was not in the original scope; Mr. Bliss said it was originally going to be left as original but it didn't look good. Ms. Mebert asked why a carpenter; Mr. Bliss said because he was available. Ray Bardwell moved, Carolyn Mebert seconded to approve CP #39 in the amount of \$1,950. A roll call **VOTE PASSED: 5/0**
- b. Change Proposal #40 – Painting @ Cafeteria: Ms. Grady asked why they were painting; Mr. Urdi said some paint is peeling in some areas and once the temporary walls are removed they will have to paint those areas as well. Carolyn Mebert moved, Ray Bardwell seconded approval of CP #40 in the amount of \$5,885. A roll call **VOTE PASSED: 5/0**
- c. Change Proposal #41 – Finishes at Rooms 160, 161, 162 & 163: Mr. Bliss stated he believes painting was already included in the room finish schedule and feels this should be tabled until he can talk with Mr. McBey. He said the finish schedule shows painting but nothing for the floors. Ms. Mebert stated it includes paint but did it also include the reinstallation of the cabinets; Mr. Bliss said they were asked to remove the cabinets and were told to paint the walls. Carolyn Mebert moved, Ray Bardwell seconded to table until next meeting. An oral **VOTE PASSED: 5/0**
- d. Change Proposal #42 – Smoke Stop at top of wall in Fourth Grade Wing: Mr. Bliss explained this was the 4th grade wing where they failed to carry the dry wall to the roof deck and fill with a fire safe insulation and the inspectors caught it. They have to make it right or they won't get a CO. Ms. Weston asked if anyone spoke to the previous contractors. Ms. Verville said it was beyond the statute of limitations. Ray Bardwell moved, Robert Carrier seconded approval of CP #42 in the amount of \$8,820. A roll call **VOTE PASSED: 4/1** (Mebert opposed)
- e. Change Proposal #43 – Replace Plumbing Fittings in Music and Art Toilet: Mr. Bliss said his last report said the plumbing was in backwards. They will have to cut, patch, and fill the floor to fix the error. Ms. Verville said this was also based on workmanship from the previous builder. Mr. Bliss said they looked at the video from the clean out and it looks good. Mr. Bardwell said it's functional but wrong; Mr. Bliss said it was suggested they fix it because without the toilets in the old kindergarten rooms, there could be issues. Ms. Weston suggested the



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JBC follow up with the school board on the deficiencies from the previous builder. Ms. Verville stated it is good advice to proceed and sit with the city attorney to see what can be done because there is a pattern. Ms. Briggs Badger said the statute of limitations ran out at the high school and they have come back to fix the problems at cost, maybe they can do the same thing here. Ray Bardwell moved, Carolyn Mebert seconded for any deficiencies found be forward to the school board to bring forward to the contractor.

An oral **VOTE PASSED: 5/0**

Ray Bardwell moved, Carolyn Mebert seconded to approve CP #43 to replace plumbing fitting in music and art toilet in the amount of \$4,543. A roll call **VOTE PASSED: 5/0**

f. Change Proposal #44 – Code Enforcement Life Safety Issues: Ray Bardwell moved, Doris Grady seconded approval of Code Enforcement Life Safety Issues. A roll call **VOTE PASSED: 5/0**

Mr. Bardwell questioned why they were getting this so late. Mr. Garand said it was their opinion this wasn't needed for code but was told it was needed. Ms. Verville stated this has been part of Mr. Bliss's report since August. Mr. Bliss said a large number is for smoke detectors, but there's already smoke detectors above and isn't sure why they have to fill it in. Mr. Bardwell stated Ms. Jalbert at the fire dept. wanted it done. Mr. Bliss said he would like to make another plea to see if this could be waived where there are smoke detectors and sprinklers above and below the ceiling. Mr. Urdi said he could try again. Ray Bardwell motioned to amend the original motion and have the architect contact code enforcement and make a query on additional measures and report back to the JBC; Robert Carrier seconded. A roll call **VOTE PASSED: 5/0**

I. Progress Report - Dennis Mires, The Architects: Mr. Garand stated the lobby is opened and being used. They're dry walling the administration area and library; the gym is done and being used. Mr. Urdi stated Pella Windows should be at the school next Friday to put lifts on a window to see if it fixes the upper sash. The problem is when you close the lower window it pulls the upper window down and can't lock the windows. They have to go through the process to get it resolved. He stated the next issue is the fire department wants signs over the doors with the times the doors will be unlocked both in the corridors and between the classrooms. Mr. Garand said he explained the reason for the locks on the doors and told them about the egress going out but they wanted the signs. He asked for the policies and was told to put the signs up. Carolyn Mebert moved, Robert Carrier seconded to accept Dennis Mires progress report. An oral **VOTE PASSED: 5/0**

J. Progress Report – Michael Bliss, Clerk of the Works: Mr. Bliss said all known asbestos has been removed. The camera went down the last section of the pipes and has been looked at; most important was the drain in the kitchen to the main corridor and out to the street. Bill Belanger looked at it and suggested cleaning the kitchen trap on a regular basis. Unicco cleans the traps every 3 months but it was suggested to do it every month. Mr. Bliss said the pipe doesn't look like it needs to be relined. Mr. Bardwell asked if they weren't going to reline the cast iron pipe; Mr. Bliss said only from the kitchen into the hall. He's not sure what areas of pipe CP #26 for \$44,000.00 covers, but believes it's for the main section under the corridor. Mr. Bliss stated all plastic bags and grease build up have been removed. There's a dip in the pipe close to the boiler room and in the tunnel and they said they could put hangers up to take dips out. Last video done was taken all the way out to the street; transit pipe used and looks brand new. He will check on the price and is hoping it will be less than \$44,000.00 but will get clarification. Ms. Mebert said they need Mr. McBey to say what's included.

Next item is about a 5-gallon electric hot water tank that was used to deliver hot water to the kindergarten classrooms and janitor's closet. They were not aware there was an electric hot water heater until the nurses office didn't have hot water. They are working on getting prices to run new pipe from the boiler room to the closet. Mr. Bardwell asked if they were getting rid of the bathrooms why the would need to run a line to the rooms; Mr. Bliss said they were only getting rid of the toilets, the sinks will still need hot water. Mr. Bliss said they went forward



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with meeting with the plumbers and engineer because this is something that needs to be done. Mr. Garand stated the estimate from the engineer to do the design is \$1,300.00 and was requested by the plumber because he wants to make sure he has the correct specs. Another issue Mr. Bliss mentioned was the heat pipe in the tunnel; because there was nothing on the plans to redo the pipes, the contractor removed the pipes completely and is something that needs to be installed. It should not come back to the committee as a cost item where it was improperly removed. Mr. Garand mentioned this was an area where the system could be over or under designed and the plumber didn't feel comfortable doing the design himself. Ms. Weston asked if the cost for the design was just for the hot water; Mr. Garand said it was. Mr. Bliss stated they asked the plumber to look at the hot water heater when he was in looking at the removed lines in the tunnel and this is what occurred.

Mr. Bliss stated he would also like to discuss the request by the librarian to get quotes to run wiring and a ceiling mount in 5 classrooms, 1 each grade level. The quote would be for the wiring and installation of ceiling mounts only. Ms. Briggs Badger spoke on the need to have the ceiling mounts for projectors and access to smart boards for a new math program being tested. She was told there are currently 3 smart boards still in their boxes in storage at WPS, but ceiling mounts are needed in order to use the smart boards. Ms. Smart had asked back in March for ceiling mounts in each classroom for possible future use, but it appeared to be overlooked (a copy of a drawing was passed around. Mr. Bliss stated it was presented as a typical classroom layout for electrical and was discussed between the electrical contractor and engineer. Mr. Forsman stated the drawing showed the raceways, TV's mounted and the ceiling mount in the middle of the room for a typical classroom. The ceiling mount was wanted in every classroom so the program could be tested in any room in the building. Mr. Bliss stated when it was originally introduced there was a discussion on it being in every classroom. Ms. Smart said she was working on a grant for 5 classrooms so their thought was why wire all classrooms if only 5 were going to be used. They understood it was needed for the future and it fell through the cracks. Ms. Briggs Badger said Ms. Smart was farsighted in looking at having all rooms to be ready; however, 5 rooms should be expedited.

Robert Carrier motioned to move forward on getting prices for the mounting and electrical for the ceiling mounts with the understanding that there are 3 smart boards at WPS; Ray Bardwell seconded. No vote taken.

Ray Bardwell motioned to get all necessary information for wiring and installation of ceiling mounts in 5 rooms with additional numbers for 20 rooms; Robert Carrier seconded. An oral **VOTE PASSED: 4/1** (Grady opposed)

Ms. Weston questioned Mr. Bliss's report and the boxes without UL labels. Mr. Bliss stated Dover is the only city in NH that requires "UL" on the boxes. Boxes with UL should be installed after tonight at no cost because it's a code requirement. Mr. Bardwell asked about the chain link fence. Mr. Bliss stated they can't have both a snow gate and access gate and suggested going with just a snow gate because they don't want the possibility of having the gate stuck open during the winter months. Mr. Urdi's concern with an access gate is it won't open/close once snow is dumped on the other side. Doris Grady moved, Robert Carrier seconded to accept the Clerk of the Works report. An oral **VOTE PASSED: 5/0**

K. Approval of Payments:

- a. Invoice #103310.6 dated 8/31/10 to RPF Associates Inc. for \$11,163.50: Ray Bardwell moved, Carolyn Mebert seconded approval of payment to RPF Associates Inc. in the amount of \$11,163.50. A roll call **VOTE PASSED: 5/0**
- b. Req #11 dated 9/30/10 for \$639,219.00 (\$31,960.95 held in retainage); \$607,258.05 net due to Bonnette, Page & Stone. Ray Bardwell moved, Robert Carrier seconded approval of payment to Bonnette, Page & Stone in the amount of \$639,219. A roll call **VOTE PASSED: 5/0**

L. Bid Results:



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Ms. Verville suggested the members carefully look at 11c on the portable gym floor covering and asked if they could vote on this tonight; everything else relates to furnishings. Ms. Verville said it's a covering to protect the floor during events. The cover comes on a rack with which is motorized; one has been purchased at the other elementary schools. She's asking the bid be awarded to CB Seating out of Somersworth. Both Peter Wotton and Tim Knowles have looked at the bid and are very pleased with the vinyl. Ms. Mebert asked why they were going with a 7 year warranty versus 20 years; Ms. Verville said because they don't know if the company will still be around in 20 years. She also stated the rest of the items can wait until the next meeting.

- a. Office Furniture:
- b. Cafeteria Tables:
- c. Portable Gym Floor Covering: Carolyn Mebert moved, Ray Bardwell seconded to award the bid to CB Seating in the amount of \$5,588. A roll call **VOTE PASSED: 5/0**
- d. Computer Tables:
- e. Fire Prof File Cabinets:
- f. Vertical File Cabinets:
- g. Refrigerator Quotes:
- h. Rug and Cork/Marker Board Quote:
- i. Results of Nurses Offices Recovery Couches Quote:

Items a, b, d, e, f, g, h, and i were tabled until the next meeting.

M. Other Business:

- a. Action Items: Ms. Weston stated #56 has been completed.
- b. Proposal from Keach-Nordstrom: Mr. Garand stated this item needs to be discussed at length because he wasn't sure the exact direction the JBC wanted to go. Mr. Bliss stated he thought during the walk-through members wanted the courtyard paved; this proposal doesn't show it being included. Mr. Garand stated the letter he sent was clear that he needs to be given direction. Even if it was discussed and voted on tonight it wouldn't be done until spring. Mr. Bliss stated in order to save the court yard, a trench will need to be dug out to the pole with the mounted switch. Ray Bardwell moved, Carolyn Mebert seconded to table discussion until the next meeting. An oral **VOTE PASSED: 5/0**

Other Business:

- N. **Schedule next JBC Meeting**: The next JBC meeting and is scheduled for Thursday, November 4, 2010 at 5:15 p.m. at Horne Street School in room 315 (teacher's room).
- O. **Adjournment**: Robert Carrier moved, Carolyn Mebert seconded to adjourn the meeting at 7:47 p.m. An oral **VOTE PASSED: 5/0**

Respectfully submitted,

Karen Weston/pb

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