



DOVER SCHOOL DISTRICT

## JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting – **Horne Street School**  
Meeting Location: Horne Street School – Room 315  
Meeting Date: **Thursday, November 4, 2010**  
Meeting Time: **5:15 p.m.**

### MEETING # 99A

- A. CALL TO ORDER:** A meeting of the Horne Street School Addition & Renovations Joint Building Committee was called to order on Thursday, November 4, 2010 at 5:16 p.m. at Horne Street School in room 315.
- B. ROLL CALL:** Present were Robert Carrier, Carolyn Mebert, Doris Grady, Mark Geuther, 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.; John Urdi, Dennis Mires P.A.; Keith McBey, BPS and Patrick Colburn, Keach-Nordstrom. Absent was Karen Weston
- Ms. Verville asked for a nomination of a chair for the meeting where Karen Weston was absent. Robert Carrier motioned Mark Geuther as chair, Carolyn Mebert seconded. An oral **VOTE PASSED: 5/0**
- C. Public Comments:** There were no public comments.
- D. Approval of Meeting Minutes from October 21, 2010:** Carolyn Mebert moved, Ray Bardwell seconded approval of meeting minutes from October 21, 2010. An oral **VOTE PASSED: 5/0**

#### Horne Street Elementary School

- E. CIP Financial Report – Horne Street School Project:** Ms. Verville read into record the total available budget as of November 4, 2010 is \$400,514.83. Mr. Bardwell suggested keeping the numbers in mind when going through the furniture items because he's coming up with a balance of around \$66,000.00 after deducting for the furniture and photovoltaic system and doesn't include items tables at the last meeting. Ray Bardwell moved, Robert Carrier seconded approval of the CIP financials. An oral **VOTE PASSED: 5/0**
- F. Dennis Mires, The Architects- Discussion by Rob Garand/John Urdi on Keach-Nordstrom Proposal:** Mr. Garand introduced Patrick Colburn from Keach-Nordstrom and stated they were pro-active and had Mr. McBey look at costs for some of the work according to the proposal. Mr. McBey stated the price of \$150,000.00 he was given was for paving, gravel, concrete stairs, railings, and site work according to the drawing. Mr. Urdi stated they need to know what the priorities are so Mr. Colburn can do the drawings and get it out to bid. Mr. Bardwell asked how it would affect the contract if they go past the date; Mr. Urdi stated he didn't feel it should be a problem the fee should cover the past contract. Mr. Colburn stated he met with Mr. Bliss and Jans from BPS and talked about the north side parking area, stairs, and drainage issue. He did a site plan identifying these areas along with parent pick-up and drop off and having a different area for buses, which is what they already have. They made the queue to accommodate one-way in and out. Currently there are 48 spaces in the upper lot and with this plan there will be 52 and includes the parent pick-up/drop-off queue. He investigated the stairs making it 10' wide and cast in place with 3 railings; 2 outside and one inside to maintain and up and down flow. The front of the building there were concerns with the handicap space and he would move to the east side to keep inline with the sidewalk and they would redo the 5-6 spaces and stabilize the area. He would have to investigate more but what he sees it doesn't seem to be a lot of earth work, just need to re-grade some areas and put in curbing. Mr. Urdi asked if he would demolish the current area and redo; Mr. Colburn said the most they would do is remove the asphalt, put down gravel but would need to remove and replace the upper lot and put in a perforated drain so it can drain down into the current system. Mr. Geuther asked about the area leading into the playground; Mr. Colburn suggested putting in a playground mat which would consist of mixed mulch. Someone asked Mr. Forsman if he had enough parking for staff; Mr. Forsman said he has 60 staff and feels good with the space they have and feels they won't fill the space unless they redistrict and



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he has to hire more staff. Ms. Briggs Badger suggested making some spaces for visitor parking. Mr. Forsman stated that would be good. Mr. Carrier asked how many spaces were out back; Mr. Urdi stated 24 and Mr. Garand stated when the trailers leave there will be another 11 spaces. Mr. Bardwell asked what his fee was; Mr. Colburn stated he focused more on the options and isn't sure of the fee but will put an estimate together.

Ray Bardwell moved to accept the report from Keach-Nordstrom, Robert Carrier seconded. An oral **VOTE PASSED: 5/0**

Mr. Carrier said he would like to move forward for the additional design and he likes the loop on the outside and having enough space for 2 cars and wide enough so someone can pull out and go around. Mr. Urdi asked if they were looking at a queue lane and a passing lane. Mr. Bardwell said he would like a proposal on doing this and would like to see it go out to bid on the design and construction. Mr. Carrier questioned if the inlet would be blocked off and if it would be blocking the existing line for the sidewalk; Mr. Colburn said he didn't believe there was a problem. Mr. Carrier talked about a corner chunk of land that's not being used that could give more spaces and could avoid going into the hill. Mr. Geuther stated Mr. Colburn put a schematic drawing together as a sales tool and there's no reason he can't base cost on what he's done and it should be explored. Ray Bardwell motioned for Patrick Colburn to put together design fees, Robert Carrier seconded. An oral **VOTE PASSED: 5/0**

### G. Bid Results:

Mr. Bardwell asked to go through the payments and get reports on the rewiring for the Smartboards. Ms. Verville stated Mr. McBey is working up prices for the next meeting. Ms. Grady stated she added up what's been received on bids and is around \$60,000.00-\$70,000.00 and doesn't include the other list. They need to look at what furniture really does need to be replaced. Mr. Geuther stated currently there's \$400,000.00 remaining in the budget and after furniture and if they do the parking lot they will still have money, they need to prioritize on what's really needed. Ray Bardwell motioned to review the bids and not award until they get other numbers, Carolyn Mebert seconded. An oral **VOTE PASSED: 5/0**

(**RECORD NOTE:** Keith McBey, John Urdi, Rob Garand, Patrick Colburn and Mike Bliss left at 6:05 p.m.)

Ms. Mebert stated she would like to see examples of furniture to match the rating on the furniture. Ms. Verville stated he has around 71 chairs that may need to be replaced. He's inventoried and ranked the furniture in the school and storage. The first column is what's in the building and the second column is what's in storage. Student chairs are ranked between poor and useable. Ms. Grady asked if they could go with what was absolutely needed for furniture at this time for the administration area and nurses office and hold off on the replacements until later; members agreed.

Ms. Verville mentioned the quotes were for general office furniture for guidance, nurse's offices, principal's and administration area. She feels Mr. Forsman picked very conservative looks and the gray boxes on the spreadsheet are the low bid. There was discussion on the number of desks, locations and sizes. Some members were surprised that for the principal's office and administration area the furniture was metal and not wood. Ms. Verville stated she knows nothing about the company 3 Oaks and ATD has done a lot of tables and other products but aren't considered high end. Mr. Bardwell asked if the company will deliver into the building and set up the furniture; Ms. Verville said most companies are drop shipped and will not put the furniture together. She has a meeting with Unicco the next day and will discuss if they can bring in the boxes and put the furniture together. Someone inquired how they came up with the specs. Ms. Verville stated School Furnishings provides services and they looked at what's needed and the spaces and then coming up with a plan for the furniture. Mr. Forsman and staff brought in School Furnishings and went through what was needed and the locations and this is the list they came up with. Mr. Forsman stated they talked about the different areas for furniture and wanted the office a particular style and wanted the other areas a little different. They looked at the classrooms, ESOL, guidance, tech office and looked at what would fit in those areas. He looked at the classrooms to see what would last and what wouldn't and came across 15 teacher's desks



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that aren't in great shape, adult chairs around 90% are still useable but many are stained or dirty. Kids desks and chairs some are wood and a lot of the fourth grade chairs are in third grade classrooms and would like to have the right size chairs for the grades. Tinka didn't put in for chairs for the computer lab and they will need 30-35 chairs. Some file cabinets are in bad shape, books shelves are all different sizes and materials. He took the linear footage of what they have for bookshelves and they'd need 90-100 new shelves at 30" H to replace the existing linear footage. When he looked at the inventory lists the second time he looked at furniture that needs to be tossed and would like to get rid of all metal shelving and the list was downsized significantly from the first time through. Ms. Briggs Badger stated she thought at the other schools they used the same style for cohesion within the district. Ms. Geuther stated he was surprised there was a metal desk in the administrative office and not something nicer. Mr. Forsman said he gave the specs to the salesman and this is what he came up with. He wants metal desks in the classrooms but use wood in the library to set the tone. The circulation desk is on rollers because of the layout and new doors it would be hard to utilize that space. Mr. Bardwell asked what the lead time was to get something started; Ms. Verville stated most items will be around 6 weeks which takes them to the end of December. Mr. Bardwell stated they need to concentrate tonight to get things started and what he's hearing is they want a better desk for the administration area which means Ms. Verville has to go back out to bid. Ms. Carrier stated he feels it should be a little better at the administration office and principal's office than metal. Ms. Briggs Badger suggested looking at the furniture ordered for the offices at WPS. Mr. Geuther stated if they go back out to bid for wood furniture they won't have it in time, but they can use the furniture they have now until it comes in. Mr. Carrier stated he would like to go back and look at the quality and have it done right. Mr. Bardwell stated to get things categorized to get the ball rolling and approve at the next meeting. They will need to move on the furniture for the nurse's office because she will need the furniture in the new space.

Ray Bardwell motioned to overturn prior motion of not purchasing furniture and to buy critical furniture; Carolyn Mebert seconded. An oral **VOTE PASSED: 5/0**

Ms. Verville suggested Mr. Forsman, Ms. Briggs Badger and herself sit and go over the furniture information.

**(RECORD NOTE:** Jean Briggs Badger left at 6:50 p.m.)

- a. Office Furniture:
- b. Cafeteria Tables:
- c. Pedestal Computer Tables (Bid due 11/3/10-Results to be provided at meeting):
- d. Fire Prof File Cabinets:
- e. Vertical File Cabinets:
- f. Refrigerator Quotes: Ray Bardwell motioned to award bid to Nard's for the refrigerator in the nurse's office; Robert Carrier seconded. A roll call **VOTE PASSED: 5/0**
- g. Results of Nurses Offices Recovery Couches Quote: Ms. Grady stated there were only 2 bidders on the couches one from Cincinnati OH and the other from Amherst NH and asked what the shipping cost would be from Ohio. Ms. Verville stated the shipping cost is included in both companies' prices. School Furnishings gave 2 options and stated the Clinton was the same quality and would talk to the sales rep to see why there's a difference in price. Ray Bardwell motioned to award School Furnishings the bid for 2 Clinton brand recovery couches as long as they are the same quality as the Biltmore; Carolyn Mebert seconded. A roll call **VOTE PASSED: 5/0**
- h. Library Reading Tables Quote:

Mr. Geuther asked if there were any other critical items they need to discuss tonight and suggested going back out to bid for the other furniture. Ms. Verville asked for direction on what they want Ms. Briggs Badger, Mr. Forsman and her to do. Mr. Bardwell said to go back out to bid for wood furniture in the administration area. He also stated he would like to go out to bid on the engineering part for the parking lot. A question was asked if all furniture had to be awarded to one vendor. Ms. Verville stated it is written in the specs that they can award all or



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partial to a vendor. Ms. Mebert asked if it was the same company that did WPS; Ms. Verville said it was. Mr. Forsman stated when they met he explained what he was looking for and they went with a medium range and he took his word on the quality. Ms. Verville mentioned a company named Global that did the administration area at GES, its pretty good quality and sturdy furniture. Mr. Geuther stated the first direction is the administration area should be wood furniture. He stated there was a mention of the library moving back soon and most of the furniture was going to be used. Mr. Forsman said in 5 weeks the library was moving back and Ms. Smart wanted to take her shelves with her but they are too large due to the changes made and would take a lot to cut them to fit the new space. Ms. Verville mentioned Bretford Mfr provided the specs for the bid on the library shelving because they did the original shelving and tables. Mr. Bardwell stated he would like to see the shelves plywood so they don't sag under the weight of the books. Mr. Carrier stated looking at the numbers for a 3' wide adjustable shelving unit they're looking at around \$800.00 a unit and asked about getting costs from local mill work companies. They could produce the items faster and probably at a lower cost. Ms. Mebert stated they could also custom fit for the hard to fit areas and would like to look into it. Mr. Bardwell asked who would write the specs and if they needed to get a mill work person in to help write the specs. Mr. Carrier suggested having the librarian and Mr. Forsman get together with a mill work person and have them look at the space. Mr. Geuther asked if they are looking to go off on their own or have BPS talk with their company. Mr. Bardwell said he would like to go with a local company. Ray Bardwell motioned to have the librarian, Mr. Forsman and Mr. Carrier meet with a local mill worker and look at the needs and get a direction on the needs; Doris Grady seconded. An oral **VOTE PASSED: 5/0**

### Other Business:

- H. Schedule next JBC Meeting:** The next JBC meeting and is scheduled for Thursday, November 18, 2010 at 5:30 p.m. at the Superintendent's Office in the conference room.
- I. Adjournment:** Carolyn Mebert moved, Robert Carrier seconded to adjourn the meeting at 7:20 p.m. An oral **VOTE PASSED: 5/0**

Respectfully submitted,

*Karen Weston/pb*

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