



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting – **Horne Street School**
Meeting Location: Superintendent’s Office – Conference Room
Meeting Date: **Thursday, November 18, 2010**
Meeting Time: **5:30 p.m.**

MEETING # 100A

- A. CALL TO ORDER:** A meeting of the Horne Street School Addition & Renovations Joint Building Committee was called to order on Thursday, November 18, 2010 at 5:35 p.m. at the Superintendent’s office conference room.
- B. ROLL CALL:** Present were Robert Carrier, Carolyn Mebert, Mark Geuther and Ray Bardwell (by telephone). Also present were; Laurie Verville, Business Administrator; Malcolm Forsman, Principal HSS; Michael Bliss, Clerk of the Works; and Rob Garand, Dennis Mires, P.A. Absent were Jean Briggs Badger, Superintendent and John Urdi, Dennis Mires P.A. Doris Grady arrived at 5:40 p.m., Karen Weston arrived at 5:42 p.m. and Keith McBey arrived at 5:54 p.m.
- C. Public Comments:** There were no public comments.
- D. Approval of Meeting Minutes from November 4, 2010:** Carolyn Mebert moved, Robert Carrier seconded approval of meeting minutes from November 4, 2010. An oral **VOTE PASSED: 4/0**

Horne Street Elementary School

E. Acknowledgements:

- a. Letter to David R. Whitcher dated 11/1/10: Ms. Verville stated this was the letter she wrote to Whitcher Builders per the JBC’s request with a copy being sent Allan Krans, Tom Clark and the Superintendent. Carolyn Mebert moved to accept into record; Robert Carrier seconded. An oral **VOTE PASSED: 4/0**
- b. Reply from David R. Whitcher dated 11/4/10: Ms. Verville stated this is the replay from Whitcher builders and asked it be accepted into the records. Robert Carrier moved; Carolyn Mebert seconded to accept the letter into record. Mr. Bardwell asked if the City attorney has responded to the letter yet; Ms. Verville stated they are waiting to hear from Tom Clark the building inspector. Mr. Bardwell asked to keep on the action items list.
An oral **VOTE PASSED: 4/0**
- c. Email dated 11/6/10 from Laurie Verville regarding fencing at Horne: Ms. Verville stated the email was her looking for clarification on the fence and does she understand correctly that the members are waiting for a revised estimate form BPS for putting in vinyl slats and a fence with no gate. Mark Geuther moved, Carolyn Mebert seconded to accept the email into record. (**RECORD NOTE:** Doris Grady arrived at 5:40 p.m.) Mr. Geuther asked why his response wasn’t included. Dr. Mebert stated her understanding of 91A if everyone responds it would be as if they were having a public meeting. (**RECORD NOTE:** Karen Weston arrived at 5:42 p.m.) Ms. Weston asked if they were going to pull the liner to see if the pond drains so they might not need the fence. Mr. Bliss said the site contractor needs to come back to remove it. Ms. Weston stated at one time they talked about a rolling gate and asked if that was still happening. Mr. Bliss stated he believes the gate was being removed because it’s redundant because the loader can lift 11’ so it can clear a 6’ fence. Mr. Bardwell suggested leaving the fence out this year and put it in next summer. (**RECORD NOTE:** Keith McBey arrived at 5:54 p.m.) Ms. Weston asked if they were just accepting the email; Mr. Geuther said yes. Ms. Weston stated if they eliminate the fence they still need the vinyl slats. Mr. Geuther stated the agenda has just acknowledging the email. Carolyn Mebert moved, Robert Carrier seconded to accept the email into record. An oral **VOTE PASSED: 6/0**

F. Approvals:

- a. Change Order #004 dated 10/6/10 from BPS for a new contract sum of \$5,356,372.00: Ms. Verville asked to have this item tabled because the change order item has the number for the fencing. She asked Mr. McBey if he could get the information for the vinyl slats or cost of fencing with no gate for the next meeting. Carolyn Mebert moved, Robert Carrier seconded to table until next meeting. An oral **VOTE PASSED: 6/0**



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G. CIP Financial Report – Horne Street School Project: Ms. Verville told members the first page has been updated to explain how the finance office addressed the issue with the impact fees. She explained the different appropriations and the appropriation from the reserve fund for \$124,500. The finance director transferred the \$124,500.00 to the fund so the budget won’t increase; it’s just been broken out to show the funding source. After the obligations approved at the last meeting the total available budget is \$399,116.23. She stated she’s hoping to wrap up with PSNH and the amount of money being rebated. Carolyn Mebert moved, Mark Geuther seconded approval of the CIP financial report. An oral **VOTE PASSED: 6/0**

H. Progress Report – Keith McBey, VP of Bonnette, Page & Stone: Mr. McBey stated they are wrapping up the administration area and painting, putting in the controls for the heat and tiles are going down in the nurse’s office today. Media center is a couple weeks behind; ceiling grid is up, should be getting approval for all work above the grid soon, carpet will be going down next week. They’re finishing up the boiler room window infills and behind the stage and may be a little ahead of schedule. Mr. Carrier asked what the time frame was to finish; Mr. McBey stated the new schedule major items will be completed by the end of December and then in January they will go back and address the little items that need to be fixed. Ms. Weston asked about the punch list; Mr. McBey stated they are working on the previous punch list and in January they will work on any list for the administration area, media center and library. Mr. Bardwell asked about the window clips and **would they still meet the life safety code with the upper sash fixed**; Mr. McBey said the upper sashes were being fixed **and meets safety codes**. Carolyn Mebert moved, Robert Carrier seconded approval of the progress report from Keith McBey.

An oral **VOTE PASSED: 6/0**

- a. Change Proposal #41 – Finishes at Rooms 160, 161, 162, & 163: Mr. McBey stated they were working with Mr. Bliss and noticed some of the areas mentioned were under the base bid but one room will receive a floor so the new amount would be \$3,294.00 versus \$6,023. Mr. Geuther asked where the rooms were located; Mr. Garand said it was a small group of rooms at the end of the long corridor coming through the main entrance. Doris Grady moved, Robert Carrier seconded approval of CP #41 for the finishes of rooms 160-163 in the amount of \$3,294.00 A roll call **VOTE PASSED: 6/0**
- b. Change Proposal #44 – Code Enforcement / Life Safety Related Items: Mr. Bliss explained this work had to get done in order to get the CO and open the school. They are now asking if they could waive putting the insulated foam in to block the holes between rooms. Mr. Garand stated he’s been trying to get in touch with someone at the fire department but he’s being told he needs to speak to Ms. Jalbert. Mr. Garand stated he’s been corresponding by email but feels something is getting lost in translation. He tried to see Tom Clark today and stopped by the fire department but he wasn’t in. Mr. Bliss stated a decision was made and agreed too and now they are asking for a waiver, and isn’t sure they can force the issue where they already agreed to do the work. Ms. Weston asked if it was okay with the JBC, she would like to be at the meeting with Mr. Garand; Mr. Carrier stated he would also like to be there. Ms. Weston stated they agreed to a temporary fix and this is permanent and feels it could get waived. Mr. Bardwell asked for the architect to put a bullet point together in written form to Rebecca Jalbert and make sure he is clear as to why they are asking for the waiver and then set up to meet in person. Dr. Mebert suggested sending it certified with a return receipt. Mr. Garand stated he’s frustrated because he’s not getting any responses and feels he’s not getting heard. Ms. Weston asked if all agreed; it was unanimous. Mr. Geuther asked if they should approve the change order; Mr. Bliss stated this work was completed to open the school on time. Mr. Geuther then asked about the emergency/egress lighting; Mr. McBey stated one of the inspections was at night and Jim Maxfield requested more lighting near the gymnasium. Mr. Bardwell asked if the works been completed and spent on this change order; Mr. McBey stated it has been. Robert Carrier moved, Carolyn Mebert seconded approval of CP #44 for the code enforcement in the amount of \$15,183. A roll call **VOTE PASSED: 6/0**



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- c. Change Proposal #45 – New Hot Water Line to Existing Nurse's Station: Mr. Garand stated the existing 10 gallon water tank broke and the nurse needed hot water so he had his mechanical engineer look at the need. He was told they should have a permanent line to the boiler to fix all the areas. This is the price to go off the new boiler room and is lines only. Mr. Bardwell questioned if they needed hot water to all the areas; Mr. Bliss said they do because it's for 5 sinks in classrooms and the janitor's closet. Carolyn Mebert moved, Robert Carrier seconded approval of CP #45 for the hot water lines in the amount of \$3,587. A roll call **VOTE PASSED: 6/0**
- d. Change Proposal #46 – Inter-Classroom Door Signs: Dr. Forsman questioned the signs and asked if there would be anything on the sign to lock the doors in case of a lockdown. Mr. Garand stated he tried to argue that point and the sign was copied directly from what Ms. Jalbert had given him. Mr. Bliss stated the difference with at WPS addition is the doors weren't used as an egress. Mr. Geuther questioned the reasoning of the signs and is concerned that during a lockdown drill a student will read the sign and not lock the door. Mr. Bliss explained only teachers have the key to lock the doors and would be responsible. Mr. Carrier feels the sign is confusing. Dr. Forsman stated he agrees but the staff will say it's from the fire department and not lock the doors. Mr. Garand stated he needs to clarify the location and reasoning more. Mr. Geuther asked if the signs had been ordered yet; Mr. McBey said they hadn't. Ray Bardwell motioned to table until they get further clarification; Robert Carrier seconded. An oral **VOTE PASSED: 6/0**
- e. Change Proposal #47 – Smart Board Provisions: Ms. Verville explained the 3 scenarios for pricing. She then inquired if the price was if they did all 28 rooms. Mr. McBey stated there was an offer of a 5% credit if they did all rooms. Dr. Mebert stated she thought the March 4th meeting Mr. Urdi said all classrooms would be wired in the ceiling and was surprised when it wasn't included. Mr. Garand stated it was forgotten on the drawings and stated he'd talk with Mr. Urdi and see what can be done. Mr. Geuther stated he'd like to know when the work was scheduled to be done because they may need to approve this and negotiate later because they can't wait another month to make a decision. He asked if they should do the 5 classrooms now and do the others later. Ms. Verville said another component is the brackets and they aren't part of the price per room; they are approximately \$300.00 each. She asked if any other company was asked to give a price; Mr. McBey said only Longchamps. Ms. Grady stated they are considering 28 classrooms but 28 classrooms weren't included in the renovation and asked how many rooms weren't touched. Mr. Bliss said there were 4 in the old fourth grade wing and the 28 didn't include the art and music room. Ray Bardwell motioned to table until next meeting; Carolyn Mebert seconded. Mark Geuther motioned to move forward with the 5 classrooms piloting the new math program and table the others until a later date; Carolyn Mebert seconded. Mr. Geuther stated his understanding is the teachers piloting the new math program are handicapped without the Smartboards. Carolyn Mebert motioned for a friendly amendment to do the 5 classrooms but the committee is not agreeing to the \$1,110.00 per room; Ray Bardwell seconded. Mr. Geuther stated the price from Longchamps isn't necessarily going to change the question is who's going to pay for it. Mr. Carrier stated costs would have been lower if the wiring was in the plan and feels there should be some concessions made. He asked Mr. Garand to talk to Mr. Urdi and come back with a decision. Ms. Grady asked if they needed to purchase projectors; Ms. Verville stated they do whether it is the JBC or the School Board they are needed. Dr. Mebert stated Mr. Geuther made a good point and they need to make a decision because the teachers are handicapped. Carolyn Mebert motioned to withdraw her friendly amendment; Doris Grady seconded. Ms. Weston asked Mr. Garand to come back with how much they were going to eat in costs for the wiring. She stated there was a motion on the floor to do the 5 classrooms for the math pilot program. A roll call **VOTE PASSED: 6/0**

Mr. Geuther asked if the electrical panels were going to be able to hold the extra wiring for all the rooms; Mr. McBey said they could. Mr. Bliss stated he has estimates from Linda Smart for the projectors and brackets; the brackets are \$368.75 each and projectors are \$764.62 each. Ms. Verville asked if the JBC was willing to purchase the projectors and brackets for the 5 classrooms because the Smartboards will be purchased by curriculum and grant



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monies. Ms. Weston stated they should consider purchasing the bracket for the 5 classrooms; Mr. Garand stated he would have the information they requested for the next meeting. No further action was taken on the brackets.

I. Progress Report - Dennis Mires, The Architects: Mr. Garand stated Mr. McBey already covered the construction.

- a. Email dated 11/10/10 from Rob Garand on the Proposal from Keach-Nordstrom regarding the parking lot: Mr. Garand stated the parking lot is on hold with the possibility of going out to bid. He was asked to remind the committee where KNA came in and did the schematic as a proposal the schematic can't be used in the bid. Ms. Weston asked what the \$21,000.00 in fees included; Mr. Garand said for the parking lot design and engineering. Ray Bardwell motioned to take the improvements for the stairs and parking lot and take it out of the project and go out to bid; Doris Grady seconded. Ms. Weston asked where the stood on the expenditure list; Ms. Verville stated she didn't have a hard copy with her and would email it to everyone. Mr. Geuther gave an overview of what was done at the last meeting where Ms. Weston wasn't there. They had asked for a proposal to develop a site plans and that is what was given tonight for \$21,000. Dr. Mebert stated before they go out to bid they should wait until everything is done to see where they stand. Mr. Geuther stated they came to the conclusion they will only have enough money left to do either the solar panels or site plan, but these are only rough numbers. Ms. Grady asked if there was anything still outstanding; Ms. Verville stated the furniture and she would have to check to see if there was anything still outstanding on the abatement/hazardous materials. Ms. Grady stated they should get an update to see where they are at; administration area and nurses office needs new furniture but feels there's no hurry to do the full list until the building is completed and then walk around and see what really needs to be replaced. Ms. Verville stated she would come up with a list on Friday. She also questioned where they were at with the rebate from PSNH. Mr. Garand said they have been talking and stated he believes one light fixture left. He will call and see where they are at. Ms. Verville stated she hasn't received a preliminary figure and in prior projects they were always able to say they should get "X" amount in credits and she hasn't heard anything on this project. Mr. Garand stated money has been earmarked but he hasn't received any numbers. Mr. Bardwell stated they may need to amend his previous motion; Mr. Geuther stated they don't need to make a motion because the parking lot isn't part of the scope. Ray Bardwell withdrew his previous motion; Doris Grady seconded. Mark Geuther motioned to accept the architects report; Robert Carrier seconded. An oral **VOTE PASSED: 6/0**

- J. Progress Report – Michael Bliss, Clerk of the Works:** Mr. Bliss handed out a paper and explained it was pricing from a local woodworker for the library shelves that he received today. They met with Linda Smart, Mr. Carrier, and Dr. Forsman and were told what Ms. Smart wanted in the library. Ms. Weston explained to Mr. Bardwell the total price for labor and materials were \$15,646. Mr. Bliss stated in addition to the shelving they pulled the tables out of storage and the laminate is peeling off. Dave Anderson looked at a price to replace them and to build new ones would be too expensive. However he can replace the laminate and dress up the nosing on the table tops for \$330.00 each. He can also match the laminate in the library and have the tables look like new. The bins are serviceable but are looking warn and can't be refurbished to look new. These are custom items and he feels School Furnishings wouldn't be able to custom fit the areas Ms. Smart had him look at. Mr. Carrier feels you wouldn't be able to get anything out of a catalog to fit the space. Also he wouldn't be using particle board and would be all nosed with hardwood and finished with urethane. The shelves need to be custom cut and he doesn't want to see the new library with a bunch of different items; he would like to see it unified like the administration area. Ms. Weston asked if the shelves being cut would be used somewhere else; Mr. Bliss stated in her office and the storage area behind the stage. Ms. Verville mentioned in School Furnishings quoted new tables at \$570.00 each. Dr. Mebert asked if they could get a couple more bids for comparison. Mr. Bliss stated he'd set up meetings and give the same information to all. Ms. Verville asked if they were in favor of having the tables refinished by Dave; Ms. Weston stated she'd like to see it included with the other mill workers. Mr. Carrier stated they should be able to move fast on this and get specifics and pricing before Thanksgiving. Mr. Bliss stated if



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they wait until the next meeting for the quotes the media center will open without the new shelving and tables. Mr. Geuther asked when the media center would open; Mr. McBey stated mid December. Mark Geuther motioned to hire Dave Anderson to refinish the 6 table tops for \$1,980.00; Carolyn Mebert seconded. A roll call **VOTE FAILED: 3-2** (Geuther and Mebert for) (Carrier recused) Ms. Weston asked if the information from Bob Salisbury had been passed on to Mr. McBey; Mr. Bliss stated it hasn’t been completed. Ms. Weston asked about the status of Whitcher’s email; Ms. Verville stated it was with Tom Clark for review and the correspondence with Allan Krans. Carolyn Mebert moved, Robert Carrier seconded to accept the Clerk of the Works report. An oral **VOTE PASSED: 6/0**

K. Approval of Payments:

- a. Invoice #25 dated 10/7/10 to Dennis Mires, PA for \$4,660.00: Mark Geuther moved, Robert Carrier seconded approval of payment to Dennis Mires, PA in the amount of \$4,660. A roll call **VOTE PASSED: 6/0**
- b. Invoice #26 dated 11/4/10 to Dennis Mires, PA for \$6,735.00: Mark Geuther moved, Robert Carrier seconded approval of payment to Dennis Mires, PA in the amount of \$6,735. A roll call **VOTE PASSED: 6/0**
- c. Req #12 dated 10/31/10 for \$316,303.00 (\$15,221.45 held in retainage); \$301,081.55 net due to Bonnette, Page & Stone: Ms. Grady questioned change order #4; Ms. Verville stated it was tabled for a correction. Ms. Grady stated under the letter from Dennis Mires they are using the figure for CO #4 so the amount is incorrect. Ms. Verville stated they will get the official figures from BPS and will be re-billed with the correct amount; they won’t be overbilled. Mr. Bardwell said it will be corrected next bill cycle. Ms. Weston stated that payment was already approved and asked if there were any questions on this bill. Mark Geuther moved, Robert Carrier seconded approval of payment to Bonnette, Page & Stone in the amount of \$301,081.55. A roll call **VOTE PASSED: 6/0**

L. Other Business:

- a. Action Items: Mr. Garand stated several items have been completed; numbers 39, 43, 44, 45, 49, 50, 51, 53, & 56 they’ve receive all plans. Ms. Weston stated to add #57 for the punch list; Mr. Carrier stated #58 for the library furniture. Mr. Bliss stated #50 is on hold but a price has already been given and it’s been approved they asked it be put on hold because they are waiting to see about Whitcher. Mr. Geuther suggested leaving the item but change the description.

Mr. Geuther wanted to clarify the fencing. He’s confused on whether their building the fence because he thought they already approved to build the fence if it was under \$12,000.00 and it’s something they need to do before the ground freezes. Mr. Bliss stated if they don’t need the second gate the cost is \$11,200.00 which is below \$12,000. Ms. Weston stated they are still waiting for pricing on the vinyl slats. No further action was taken.

Other Business:

M. Schedule next JBC Meeting: The next JBC meeting and is scheduled for Thursday, December 2, 2010 at 5:30 p.m. at the Superintendent’s Office conference room.

N. Adjournment: Mark Geuther moved, Robert Carrier seconded to adjourn the meeting at 8:20 p.m. An oral **VOTE PASSED: 6/0**

Respectfully submitted,

Karen Weston/pb

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