



DOVER SCHOOL DISTRICT

## JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting – **Horne Street School**  
Meeting Location: Horne Street School – Walk Through  
Superintendent’s Office – Conference Room  
Meeting Date: **Thursday, December 2, 2010**  
Meeting Time: **4:45 pm at HSS - 5:30 pm Superintendent’s Office**

### MEETING # 101A

- A. WALK THROUGH:** Ms. Verville mentioned the CHPs points and asked where the visual displays were going to be located. Mr. Garand pointed to a few possible places on the wall in the foyer and stated there’d be some graphics near the boiler room showing how they are saving money and he would like to put something up on the rain garden, but isn’t sure where that would be located. The members looked at the administrative area, nurse’s office, library, media center, and gymnasium. Mr. Garand stated the punch list is being worked on as they finish the areas. The meeting adjourned and moved to the SAU conference room.
- B. CALL TO ORDER:** A meeting of the Horne Street School Addition & Renovations Joint Building Committee was called to order on Thursday, December 2, 2010 at 5:38 p.m. at the Superintendent’s office conference room.
- C. ROLL CALL:** Present were Karen Weston, Robert Carrier, Carolyn Mebert, Doris Grady, Mark Geuther and Ray Bardwell (by telephone). Also present were Laurie Verville, Business Administrator; Malcolm Forsman, Principal HSS; Michael Bliss, Clerk of the Works; Keith McBey, BPS; John Urdi, Dennis Mires, P.A. and Rob Garand, Dennis Mires, P.A. Absent was Jean Briggs Badger, Superintendent
- D. Public Comments:** There were no public comments.
- E. Approval of Meeting Minutes from November 18, 2010:** Mr. Bardwell stated page 2 section H next to last sentence should read, “and meets life safety codes.” Ray Bardwell moved, Robert Carrier seconded approval of meeting minutes as amended from November 18, 2010. An oral **VOTE PASSED: 6/0**

#### Horne Street Elementary School

- F. Approvals:**
- a. Quotes for custom library shelving and refinishing tables: Mr. Bardwell asked if all respondents received the same information; Mr. Bliss stated they did. Ms. Grady questioned the 14 book bin carts; Mr. Bliss stated she currently has 13 bins and is adding one. He stated when he talked to everyone, Mr. Anderson said he could start one week after he’s told he has the job and the other 2 people already have jobs and wouldn’t be able to start until after the first of the year. Dr. Mebert asked what the numbers were compared to the quotes on the tables; Ms. Verville stated School Furnishings were the low bidder and the cost was \$3,990.00 for 7 reading tables. Ms. Weston asked the members what they wanted to do, did they want to wait until after January 1<sup>st</sup> to save \$1,200.00 or spend the \$1,200.00 and get the work done in December. Mr. Geuther stated if they go with the low bidder they would have to move things twice and would like to avoid doing things twice. Mr. Bliss stated Mr. Anderson would have everything done by the end of December which is the new move date for the library. Mark Geuther moved, Carolyn Mebert seconded approval of David Anderson to do the shelving and refinish the tables in the amount of \$18,268. A roll call **VOTE PASSED: 4/0** (Carrier & Bardwell recused)
- b. Quotes for administrative office furniture: Ms. Verville went over the bid information and stated they all bid the same brand and model number; the low bidder was WB Mason in the amount of \$2,895.56. Ms. Weston stated she was recusing herself. Ms. Grady asked about chairs; Ms. Verville stated she has competitive quotes and will provide that at a future meeting; they range from \$148.00-\$156.00 each and are similar to what they are sitting in now. She believes 14 chairs would be needed for the conference room, but needs to pull the information together. Mr. Carrier asked if the totals were correct; Ms. Verville stated the alternates weren’t included and the needs are at the bottom of the page. Mr. Geuther asked about the alternates; Ms. Verville stated she was told they have a smaller table and/or desk they could quote so they did. Mr. Bardwell asked if the specs were for wood or veneer. Dr.



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Mebert stated its high pressure laminate; Mr. Geuther stated it looks similar to what was purchased for WPS. Mark Geuther moved, Robert Carrier seconded approval of WB Mason for the administrative office furniture in the amount of \$2,895.56. A roll call **VOTE PASSED: 5/0** (Weston recused)

- G. CIP Financial Report – Horne Street School Project:** Ms. Verville read into record the total available budget after the 2 approvals is \$350,338.67. Carolyn Mebert moved, Robert Carrier 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 there’s progress on site with the administration area being finished and the media center’s tracking a couple weeks behind. The biggest issue is the cleaning of the court yard and cleaning between the wings. The temporary fence is coming down and the main entrance should be done in one week. Work in the court yard is being done to cut in for the generator pad and the generator will isn’t arriving until February, but all work for the generator will be done before then. All inspection to date has been good. They’re working on cleaning up the alarm above the media center and then they’ll be able to close the ceiling. The teacher’s work room behind the gym will be finished by the end of the year. Mr. Bardwell questioned if they should hold money back for the clean up and seeding out front of the school. Mr. McBey stated seeding shouldn’t be much and it should only cost between \$2,000.00-\$4,000.00 for the other clean up. The grass is a warranty item for the first year for growth. Mr. Bardwell asked about the sanitary line; Mr. Bliss stated people doing the lining will want to look at the video to determine what’s needed. Ms. Weston asked if this will be done during the break; Mr. McBey stated that’s what they’re hoping for. Mr. Bardwell stated Mr. McBey and Mr. Urdi were saying the windows weren’t necessary for egress but said it was for CHPs and would like clarification. Mr. Urdi stated they over rode the size for egress because it was needed for CHPs which increased the size for emergency egress that wasn’t required or needed. Carolyn Mebert moved, Robert Carrier seconded to accept the progress report. An oral **VOTE PASSED: 6/0**
  - a. **Change Proposal #46 – Inter-Classroom Door Signs:** Mr. Urdi stated at their meeting yesterday it was determined they will have the signs. Ms. Weston asked about clarification on the wording. Ray Bardwell motioned to approve the signs in the amount of \$1,980.00 with a sign off on the wording. Mr. Garand stated there will be one for every classroom and he will verify the location of the signs. Ms. Weston stated in talking to Chief Plummer he was going to check but believed it had to be visual. Mr. Garand stated he was given specifics on the letter height only and was told they had to be 1”. Mr. Carrier held up a legal size piece of paper and stated that would be the size of the sign. He recommended getting clarification on wording and seeing if they could shrink the size of the sign. Ray Bardwell motioned to amend previous motion and motioned to approve the signs for \$1,980.00, but wait to order until they have the exact wording and size of the sign; Doris Grady seconded. A roll call **VOTE PASSED: 6/0**
- I. Progress Report - Dennis Mires, The Architects:** Mr. Urdi mentioned the meeting yesterday with the fire chief, Mr. Maxfield, Jans, Mr. Bliss, Mr. Clark, Jamie Donovan (in for Rebecca Jalbert) and Ms. Weston. They met on the perforated ceiling and he went through the code book and it stated if certain items were met they didn’t need to seal it, which they have met and the last section he read was if the ceiling was sprinklered you didn’t have to seal. He was told he was wrong but no code stating differently was given. Mr. Urdi gave suggestions on what he could do to fight this and asked what the JBC members wanted him to do. Mr. Bliss stated instead of fighting it to ask for a waiver and put into writing what was supposed to be temporary is now permanent because they didn’t discuss a waiver at the meeting. Ms. Weston read the following email from Rebecca Jalbert into record. “Karen, here is the information regarding the Horne Street School that you requested. The attached letter is from a Fire Protection Engineer who reviewed the issue over the summer. I did look at the other sections of the code which came up during your meeting. The section of the code which was cited is not applicable to the issue in question. Please feel free to contact me should you have any further questions.” She asked if Mr. Urdi has spoken to her further and asked for the exact code. Mr. Urdi stated she has



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said he has the wrong code but has never given the code she’s looking at. Ms. Weston asked the JBC how Mr. Urdi should proceed. Mr. Geuther questioned if she knows the sprinklers and smoke detectors are permanent; Mr. Urdi said he emailed everyone involved stating they were only temporary at first and are now permanent and hard wired. Mr. Bardwell suggested putting something in writing again and take out the word temporary. Mr. Carrier stated they should be working on getting a waiver because they feel what they have done is adequate and everything else is done. Dr. Mebert suggested writing down step-by-step the code he quoted and state what has been done. She suggested having Ms. Weston respond to Ms. Jalbert and ask for the exact code where she emailed her directly; Mr. Geuther stated he feels that’s appropriate. Mr. McBey stated Ms. Jalbert keeps referring to the letter from Nick Cricenti and they should see if Mr. Cricenti would re-write the letter asking for a waiver and stating what has been done. Ms. Weston stated she would like to get clarification with Ms. Jalbert and get it in writing. Mr. McBey stated he’s working on getting a proposal on costs. Ms. Weston asked to set up a meeting to authorize the change proposal for the foam. Mr. Bliss stated she won’t give a waiver because it’s above her head. Mr. Bardwell suggested Mr. Urdi do an outline of everything by letter or email and have her site book and page and in the same letter put “respectfully request waiver on what’s been done.” Ms. Weston asked him to call and ask for a meeting with Chief Plummer and Ms. Jalbert. Ray Bardwell motioned to have John Urdi proceed to meet with Rebecca Jalbert and Chief Plummer; Robert Carrier seconded. Ms. Grady stated at least 1 or 2 JBC members should also be present. Ray Bardwell motioned to amend previous motion and motioned to have John Urdi and at least 2 JBC members meet with Rebecca Jalbert and Chief Plummer to ask for a waiver; Robert Carrier seconded. An oral **VOTE PASSED: 6/0**

Mr. McBey stated he can have a proposal to Ms. Verville by the end of the day Monday and have a not to exceed \$15,000. Robert Carrier motioned that after Keith McBey gives cost, to have a special meeting next Monday, December 6, 2010 starting at 5:00 p.m. for 10-15 minutes; Carolyn Mebert seconded. An oral **VOTE PASSED: 6/0**  
Carolyn Mebert moved, Robert Carrier seconded approval of progress report. An oral **VOTE PASSED: 6/0**

**J. Progress Report – Michael Bliss, Clerk of the Works:** Mr. Bliss stated there was a discussion on CHPs and they have 30 pts which is the minimum needed. Mr. McBey is working on figures for the acoustical in the classrooms. Mr. McBey stated they are looking at the acoustical and found they needed gaskets around the doors and a dropdown. Mr. Urdi stated they were recently told the doors won’t make the STC requirements. Ms. Verville asked what a dropdown was; Mr. Urdi stated it’s a metal strip with felt on the bottom of the door and when the door closes it hits a button and the strip drops down and seals at the floor. Mr. Geuther asked how that works with CHPs; Mr. Urdi stated acoustical is part of the pre-requisite. They had their consultant send a letter to Mr. Murdough stating they can’t do anything with the walls and hasn’t heard from him yet. Dr. Mebert asked if this wasn’t a point item but a pre-requisite why are they just learning about it. Mr. Urdi stated they thought they had met the STC ratings. Carolyn Mebert moved, Robert Carrier seconded approval of the clerk of the works report. An oral **VOTE PASSED: 6/0**

### **K. Approval of Payments:**

- a. Invoice #12045 dated 10/31/10 to DecTam Corp. for \$1,700.00: Mr. Bliss stated this was for extra hours worked during the Columbus Day weekend. Carolyn Mebert moved, Mark Geuther seconded approval of payment to DecTam in the amount of \$1,700. A roll call **VOTE PASSED: 6/0**
- b. Invoice #58486A dated 11/10/10 to Robert H. Lord Co. for \$3,472.00: Doris Grady moved, Mark Geuther seconded approval of payment to Robert H. Lord Co. in the amount of \$3,472. A roll call **VOTE PASSED: 6/0**
- c. Invoice #308100756603 dated 09/20/10 to School Specialty for \$7,701.46: Ms. Grady asked what SAU meant; Ms. Verville explained there was money left over in the general fund from last years budget that paid for some of the furniture and the shipping charges. Robert Carrier moved, Carolyn Mebert seconded approval of payment to School Specialty in the amount of \$7,701.46. A roll call **VOTE PASSED: 6/0**



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d. Invoice #208104974768 dated 09/20/10 to School Specialty for \$1,064.06: Ms. Grady asked if this was for the new wing; Ms. Verville stated it was. Doris Grady moved, Carolyn Mebert seconded approval of payment to School Furnishings in the amount of \$1,064.06. A roll call **VOTE PASSED: 6/0**

## L. Discussion on furnishings:

- a. Pedestal Computer Tables:
- b. Cafeteria Tables:
- c. Fire Proof File Cabinets:
- d. Vertical File Cabinets:
- e. Library Reading Tables

Ms. Verville stated a single sheet was put together to show the impact on cost for furnishings. Doris Grady motioned to table all items listed until they know where they stand on monies; Carolyn Mebert seconded. Dr. Mebert stated they already approved the last item on the list. Doris Grady motioned to amend previous motion and to table the remaining items until they know where they stand financially; Carolyn Mebert seconded. Mr. Geuther asked to look at the items individually because if they don’t order computer tables soon, they won’t have them when they move to the media center. Ms. Verville suggested members look at the individual items on the list because some bidders have lower costs on individual items and they don’t have to order all items from one vendor. She stated they do need to purchase 9-24”x60 and 3-30”x60” so they can set up the computer lab. Mr. Geuther questioned what they were using now; Mr. Forsman stated 5’ & 6’ folding tables. Ms. Weston asked what number they were looking for at this time. Ms. Verville stated 12 tables for \$1,642.17 from the low bidder. Dr. Mebert asked if the other items weren’t relevant; Ms. Verville asked Dr. Forsman to talk about what is needed. Dr. Forsman stated they have tables now but he’s concerned with the sizes of the tables and what will fit in the lab. Mr. Geuther asked where the other tables were going; Dr. Forsman stated in ESOL, counselor’s room, and some are replacements for other classrooms. Ms. Weston stated there’s a motion to table the items. Doris Grady motioned to withdraw previous motion; Carolyn Mebert seconded. Doris Grady motioned to purchased pedestal tables for \$1,642.17 and table all other items; Ray Bardwell seconded. Mr. Geuther asked how critical the other items were; Mr. Forsman stated the café tables are in fair to poor condition but can wait until February. They currently have 2 fire proof file cabinets and can’t fit anymore student records into them and they are different sizes and colors. He would like to have new ones along with the vertical file cabinets but if necessary can wait. Mr. Bardwell suggested repainting the file cabinets to match and purchase one new cabinet. Mr. Forsman stated they would then have 3 different sizes. Mr. Geuther stated he would like to prevent having to duplicate again. If they don’t purchase the file cabinets now and use what he has, they move to the new space then in 30-60 days have to do it all over again when the new file cabinets come in; once again possibly duplicating efforts. Ms. Weston asked the cost for the pedestal tables and fire proof file cabinets; Ms. Verville stated the total would be \$8,512.17. Mr. Carrier stated if they agree tonight to purchase the pedestal computer tables, 3 fire proof file cabinets and 4 vertical file cabinets for \$9,491.65 along with the administrative office furniture, they’re in pretty good shape. Mr. Bardwell asked if the old fire proof cabinets could be used in place of purchasing vertical file cabinets; Mr. Forsman stated they could but they would take up more space and would be tough to move if they decided to move at a future time.

Doris Grady motioned to approve the pedestal computer tables and to table remaining items; Robert Carrier seconded. A roll call **VOTE FAILED: 3/3** (Bardwell, Geuther and Mebert opposed)

Carolyn Mebert motioned to approve the pedestal computer tables, fire proof file cabinets and vertical file cabinets in the amount of \$9,491.65. A roll call **VOTE PASSED: 4/2** (Weston and Grady opposed)



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### M. Other Business:

- a. Action Items: Ms. Verville mentioned #60 both Mr. Garand and she has a meeting with Ed Murdough beginning of January to be brought up to date on CHPs points. Mr. Garand stated the following numbers have been completed: 52, 54, 57 and 58. Mr. Bliss stated #47 has been completed and they voted on #40. Ms. Verville stated they are leaving #50 open because there are 2 change proposals tied to it and it wasn’t approved pending response from Whitcher. The last correspondence she received was middle of November and she has to touch base with Atty. Krans. Mr. Geuther stated the wall was shown on the plans so the reasons he gave in his letter for not doing the work doesn’t matter because they were on the plan and should have been done unless there was a change order taking it out. Ms. Verville stated she’ll go back to Atty. Krans with the information.
- b. Punch Lists from 9/3/10 and 10/21/10: Ms. Verville stated the punch lists were just for the record. Ms. Weston asked the time frame on the punch list; Mr. McBey stated a lot was done for the CO and the remaining items they’ll hit harder as they go into the break and stated they still need to do a punch list for the administration area, library and media center. Ms. Grady asked if they could have an updated list of the items pending and costs. Ms. Verville stated she will bring it up-to-date and get it to them.
- c. CP #34 - Fencing around detention pond: Mr. McBey stated his understanding was to remove the gate and put in a snow gate; Mr. Bliss stated the \$11,200.00 included access to the area. Mr. Bardwell asked if there was any support to suspend putting in a fence until spring to see how plowing goes. Ms. Grady mentioned they still need to set aside money. Mr. Geuther stated there’s still a hole in the ground and the potential for kids to get hurt. Mr. Forsman mentioned there are a lot of kids riding bikes and using the back parking lot after hours. Mr. Carrier stated he has some concerns. Mark Geuther moved, Robert Carrier seconded to approve putting in the fence with access gate for \$11,200. A roll call **VOTE PASSED: 6/0**
- d. CP #48 – Vinyl Blind Inserts: Mr. Geuther asked if the \$630.00 was furnished and installed; Mr. McBey said it was. Carolyn Mebert moved, Robert Carrier seconded approval of the vinyl blind inserts for \$630. A roll call **VOTE PASSED: 6/0**

### Other Business:

- N. **Schedule next JBC Meeting**: The next JBC meeting and is scheduled for Monday, December 6, 2010 at 5:00 p.m. at the Superintendent’s Office conference room and on Thursday, January 6, 2011 at 5:30 p.m. at Horne Street School in the office conference room.
- O. **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