



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting – **Horne Street School**
Meeting Location: Superintendent’s Office – Conference Room
Meeting Date: **Thursday, January 6, 2010**
Meeting Time: **5:30 pm Superintendent’s Office**

MEETING # 103A

- A. CALL TO ORDER:** A meeting of the Horne Street School Addition & Renovations Joint Building Committee was called to order on Thursday, January 6, 2011 at 5:47 p.m. at the Superintendent’s office conference room.
- B. ROLL CALL:** Present were Karen Weston, 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; Keith McBey, BPS; John Urdi, Dennis Mires, P.A.; Rob Garand, Dennis Mires, P.A. and Tim Knowles UGL Unico
- C. Public Comments:** There were no public comments.
- D. Approval of Meeting Minutes from December 2, 2010 and December 6, 2010:** Mark Geuther moved, Carolyn Mebert seconded approval of meeting minutes from December 2, 2010 and December 6, 2010. An oral **VOTE PASSED: 6/0**

Horne Street Elementary School

- E. CIP Financial Report – Horne Street School Project:** Ms. Verville read into record the total available budget as of January 6, 2011 is \$328,243.31. Dr. Mebert asked if a table and chairs has been ordered for the conference room; Ms. Verville stated just the conference room table. Dr. Mebert asked about Dave Anderson and if the shelves and tables were done; Mr. Bliss stated the shelves were completed all that’s left is the laminate tops on the tables and the 14 book bins. Ray Bardwell moved, Carolyn Mebert seconded approval of the CIP Financial Report. An oral **VOTE PASSED: 6/0**
- F. Acknowledgements:**
- a. Letter dated 12/10/10 from L. Verville to Dennis Mires to submit CHPs file to the state: Ms. Verville stated she included this in the packet and confirmed Mr. Urdi and Mr. Garand received the letter also. Mr. Urdi stated he sent the information on a disk to Ed Murdough because he couldn’t open as an attachment. He stated not all items are in place because they have to wait until the project is completed before they can send a report and he has some of his consultants pulling information together. Ms. Verville asked about the compliance letters; Mr. Garand stated they’re being drafted and getting stamped and should be done by the end of the month. Still pulling together information on barrier free and energy credits. Barrier free is for architects working with public buildings need to certify they are barrier free and meets codes. Mr. Urdi stated they were sent to the State and they are being told it’s up to the fire departments in each town. Ms. Verville stated she needs a letter from the state fire marshal and stamped plans for building aide. Mr. Garand stated they weren’t sent to the state fire marshal; Mr. Urdi stated it’s not a problem to send but they will be sent to the cities fire department; but he’ll look into it further. Ms. Verville stated on 9/30/10 when they met at the Liberty Street Station she heard the plans were sent to the fire marshal. Mr. Garand stated that was the sprinkler plans only and that’s when they found out it wasn’t required to send the plans to the state fire marshal by the people at John Carter Sprinkler Co. Mr. Garand stated he was looking for transmittal and never got one because it was never sent. Ms. Verville stated if they go back in the minutes the check list for building aide shows specific items needed to be done by the architects and if not done could jeopardize the school district. Mr. Urdi stated the state no longer has anyone at the fire marshal’s office to review plans. Mr. Carrier suggested sending the plans anyways to be logged in and get a receipt. Mr. Geuther asked if this has to do with CHPs; Ms. Verville stated building aide only. Mr. Carrier suggested sending it out overnight on Friday; Mr. Garand stated he can’t say it will be done by Friday. Mr. Urdi stated they have to get a set printed at the local printers. Dr.



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Mebert asked if they could have assurances it will be done and they will notify Ms. Verville when done. Mr. Urdi stated they will have it done by January 11th.

G. Progress Report – Dennis Mires, The Architects:

- a. CHPs – Status Collaborative for High Performance Schools: Mr. Urdi handed out an updated CHPs list and stated he reviewed completed items with Mr. Murdough and thought as of yesterday things were moving along. He feels it will be another month to get everything done. Ms. Grady asked how many points they had; Mr. Urdi stated it's not confirmed but at this time he's counting on 30 points which is the minimum. Mr. Urdi stated he's tried getting information on the energy credits but can't because he's not the owner. Ms. Verville stated she has a meeting with Randy Perkins on 1/7/11 to go over credits and mechanics and she also put it on the School Board agenda so the members understand how it works. The second piece is the incentives and it must apply to PSNH. Paul Lentine understands and has all the paperwork and said he'd get back to her by next Friday. Ms. Verville stated they commit to a donation to PSNH based on the Kw used; approximately \$2,500.00 a year for 2-years. Mr. Garand explained the spreadsheet given to him by the State. He also went through the list and highlighted the points not completed and stated at least 50% of those highlighted has had some work done and there are 10 items that haven't been started. Mr. Urdi stated there are some items Mr. McBey needs to help with like the cleaning and recycling; Mr. McBey stated he's waiting for the report to come back on the recycling portion. Dr. Mebert asked if there were any items they were uncertain of and asked about the acoustical tiles. Mr. Urdi stated the tiles are at the lower end for CHPs but they are ok with it. Ms. Weston stated they approved going with CHPs in November 2009 and asked if the specs should have changed at that time. Mr. Urdi said he went with what he thought was satisfactory; the tiles have a good sound rating and aren't cheap, they're just not top of the line. Ms. Weston asked about the gaskets on the doors and asked if they could purchase a door to meet the specs. Mr. Garand stated they're not sound proofing the doors, just sealing them. Mr. Garand stated he wanted to complete CHPs by March 15, 2011 and he's not sure when it will be done but will update the members' bi-weekly. He needs to talk with the consultants to see where they are at. Mr. Bardwell questioned if there were any more upgrades needed to meet the CHPs points they already have; Mr. Garand stated there could be one item, the exhaust for the copier rooms. Mr. Urdi stated he keeps calling Mr. Murdough to see if items are acceptable and is comfortable where they are at. Ms. Weston asked if there was anything on the list that would be low cost to gain a point. Mr. Garand stated he's looked over the list several times and the items that have a zero it either costs too much to implement or the cost is over what he feels is reasonable for points. Mr. McBey stated this project is tough because there was a lot of renovation and not a lot of new construction. Mr. Geuther questioned the building flush out; Mr. Garand stated they would have to empty the school for 1-2 weeks and leave the windows and doors open to air it out. Ms. Weston asked what's on the list that would be a reasonable attempt for a reasonable cost; Mr. Garand stated he couldn't find anything else except the solar panels. Mr. Carrier stated his fear is the money will go to whoever turns in the paperwork first and there's limited money. Ms. Briggs Badger stated she spoke with Mr. Murdough the other day and asked if they were in danger. She was told not to worry he has the money but not many applicants. She had the sense he's willing to work with them to get the points. Ms. Grady asked how much money they've spent for CHPs points and asked if it was worth the return; Mr. McBey stated Randy Remick said at the beginning of the project they could spend \$180,000.00 but he wants to remind them they aren't just getting money back but a more efficient run building. Ms. Grady asked how many years the payback is; Ms. Verville stated 5 years. Mr. Carrier asked what the time frame was after everything has been submitted; Mr. Garand stated he was told approximately one month. He still has to take photos of some items at no extra cost. Ms. Grady stated some of the items on the spreadsheet state it's Unicco's part and asked if that's stuff they are already doing in the district. Mr. Knowles stated some of the maintenance is already in place and there's no problem complying with the IPM. He stated he doesn't see more costs financially, just more time doing paperwork.



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- b. Review and discussion of email from John Waitt Design and Drafting dated 12/15/10 electrical: Mr. Urdi stated this is in regards to the unit ventilators in the 2 existing kindergarten rooms where the exhaust fans weren’t working. One was frozen and they still have problem with cold air getting in. He asked for an alternative to correct or replace the unit and he hasn’t seen numbers at this point. Mr. McBey stated they are asking to move forward; Ms. Weston stated they need a price. Mr. McBey questioned what option; Mr. Bardwell stated for both. Mr. Urdi thought what was in the email was enough information to get numbers. Ray Bardwell motioned for the architect and construction management get pricing as described in email; Carolyn Mebert seconded. An oral **VOTE PASSED: 6/0**
- c. Review and discussion of Cavanaugh Tocci Associates letter regarding acoustical review: Ray Bardwell moved to accept the report into record; Carolyn Mebert seconded. An oral **VOTE PASSED: 6/0**
- d. Review and discussion of email from Edward Murdough dated 12/15/10 regarding gaskets for CHPs points: Ray Bardwell moved; Carolyn Mebert seconded to accept the email into record. Ms. Weston asked if they could go out to bid to get a better price on the gaskets. Mr. McBey stated he already had a change proposal from the company but can go out to bid if that is what they want. An oral **VOTE PASSED: 6/0**
 Ray Bardwell moved, Carolyn Mebert seconded to accept the architects report. An oral **VOTE PASSED: 6/0**

H. Progress Report –Keith McBey, VP of Bonnette, Page & Stone: Mr. McBey stated they were cleaning up. Waiting to turn over where the café and temporary administrative area was, case work in kindergarten, temporary office move and are focusing on the punch list. Mr. McBey handed out a more up-to-date punch list. They are focused on cleaning up the punch list and finishing on the project. Ms. Weston asked for a completion date; Mr. McBey stated the end of January; the beginning of February will be Jans finishing up and during the February break they will work on fixing the ceramic tile in the 6 room wing and doing the sewer lining. Mr. Geuther asked what the plans were for the ceramic tiles; Mr. McBey stated taking out the base and putting in a bit of flashing to make it true. He stated it was originally done with the proper materials and when they redid it he believes it wasn’t prepped right. Dr. Mebert asked if the same people were going to do the work; Mr. McBey stated the same company different person. Ms. Grady questioned all the ceiling tiles being replaced on the punch list; Mr. McBey stated there are 2 issues, one is with a revealed edge its cut to drop into the frame and sometimes it gets ragged. Then you have trades people going into the ceiling and the dirt from their hands gets the tiles dirty.

He stated he’s had no luck with Blue Water but got in touch with another person and Monday they inspected the lines and crawled through the tunnel and scoped the pipe. He reduced the cost to line the pipe by \$7,218.00 for a potential savings. Mr. McBey explained the process he would take to line the pipe. Mr. Bardwell asked if he had any comments on the condition of the pipes; Mr. McBey stated he thought they looked good. Mr. Bardwell asked if this was being done over February break; Mr. McBey said it was because there was too much over the December break.

I. Progress Report – Michael Bliss, Clerk of the Works:

- a. Sewer line status: **See above**
- b. Electrical upgrade status: Mr. Bardwell stated in the past they talked about circuits being tripped and asked if the renovated rooms had been rebalanced so there are no future problems. Mr. Urdi stated they didn’t change the circuits there are 3 rooms to one circuit. Mr. Garand stated during the original walk-through the electrical inspector looked at the wiring and stated it was fine so they didn’t pull any electrical. He believes circuits are being overloaded by equipment being plugged in. Ms. Weston stated at the beginning Dr. Forsman had told Mr. Mires that circuits were blowing all the time. Dr. Forsman stated he remembers asking at several meeting for it to be corrected. He’d mentioned about the power strips on the walls that weren’t being used. Mr. Urdi stated he doesn’t have the answers; he thought they were remaining. Mr. Geuther stated it was his impression they were putting in additional outlets because they were needed and he’d asked if the existing electrical panel was being replaced and was told yes; now they’re being told it wasn’t. Ms. Grady stated she remembers adding the 2 outlets and data cables



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and Mr. McBey had stated it was in the base bid but it wasn’t written into the specs. Mr. Urdi stated he remembers talking about all classrooms having the same standard and that’s what they did. He can’t speak for the electrical engineer, but he didn’t feel the panel needed to be replaced and it’s also very expensive to replace a panel. Mr. Urdi stated there were items asked for that were forgotten. Dr. Forsman mentioned the conversation happened at the original meeting with Dennis Mires and Linda Smart had mentioned to have the wiring for projectors and smart boards for the future and this wasn’t the only time it was discussed. Mr. Urdi stated he forgot the electrical in the ceiling. Mr. McBey stated the time he provided information on updated electrical there was never a proposal to update for smart boards.

Dr. Forsman stated he’s talked with staff about having small appliances in their rooms. They have only been used during special events and are something parents bring in and take home same day. Mr. Carrier asked if the 2 new outlets were dedicated or not; Mr. Bliss stated each room has 2 1/3 circuits. Dr. Forsman asked what if the 3 rooms plug in an overhead, TV, computer etc., could it still trip a circuit because the third grade teachers do a lot of activities together. Mr. Carrier stated they need to have an assessment on the electrical. Ms. Briggs Badger wanted to mention the new math curriculum requires all teachers to have access to smart boards and currently they are only having 5 classrooms wired. Ms. Weston asked about getting a quote to wire the remaining rooms. Mr. McBey stated he can bid it out but doesn’t recommend it; Mr. Urdi also mentioned if another electrician comes in there could be a problem with the warranty. Mr. Geuther asked Mr. Urdi if he could have his electrical engineer look at the pricing Mr. McBey already received from Longchamps to see if it’s reasonable. Mr. Bardwell asked if there was anything they could do now to alleviate more circuits being tripped. Mr. Carrier stated they are currently talking in the dark until they get an assessment; the need more information before moving forward. Mr. McBey stated he’d talk with Longchamps to see what they have; Mr. Geuther asked for the electrical engineer to be involved.

Ray Bardwell moved to accept both Keith McBey and Mike Bliss’s reports; Carolyn Mebert seconded. An oral **VOTE PASSED: 6/0**

J. Approval of Payments:

- a. Invoice dated 11/22/10 to Nard’s Appliances for \$540.00: Mark Geuther moved, Robert Carrier seconded approval of payment to Nard’s Appliances in the amount of \$540. A roll call **VOTE PASSED: 5/0** (Bardwell recused)
- b. Invoice #103310.7 dated 12/13/10 to RPF Associates for \$1,296.98: Mark Geuther moved, Carolyn Mebert seconded approval of payment to RPF Associates in the amount of \$1,296.98. Ms. Verville stated she’d confirm this was the final amount due; Mr. Bliss stated there’s nothing else owed. A roll call **VOTE PASSED: 6/0**

K. Other Business: Robert Carrier motioned to change the agenda and discuss the wireless proposal; Carolyn Mebert seconded. An oral **VOTE PASSED: 6/0**

- a. Review of wireless proposal and estimated costs from Chris Roberge, Technical Support Services Mgr.: Mr. Roberge explained that currently there are only 2 wireless devices at HSS and thinks that a total of 10 devices should cover the whole building. Requirement he has is the outlet needs to be close to an internet connection. The high school currently has 12 devices and covers 80% of the school. They also use a mobile cart where they can connect up to 30 computers to it. Mr. Bardwell asked what else would be needed if they go wireless in the future; Mr. Roberge stated the Wi-Fi at HSS isn’t great but would be more for future needs and there’s a limit for the devices. Dr. Mebert asked about Wi-Fi cards in the computers at HSS; Mr. Roberge stated only the computers in the lab have them because of the move. Ms. Weston asked why they would need 10 devices at HSS if they only have 12 at the high school. Mr. Roberge stated it’s more because of the layout of the building and he’s not sure how it will travel. Mr. Geuther asked if the Smart Boards and projectors needed Wi-Fi; Mr. Roberge stated they didn’t. Mr. Roberge stated he’s not saying they need dedicated new lines, just an outlet with data port near it. Ms. Grady



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asked if they needed to make a decision tonight because she would like Mr. Roberge to look at the rooms and evaluate and let them know what’s really needed. Ray Bardwell motioned to table until the next meeting; Robert Carrier seconded. An oral **VOTE PASSED: 6/0**

- b. Action Items: Ms. Weston asked where they were at on #50 with Whitcher; Ms. Verville said there was a vote to proceed with the work. Mr. Geuther stated he thought they voted to proceed with a letter going to Whitcher stating the reasons given doesn’t stand. Ms. Verville stated she sent the information to Tom Clark and hasn’t heard back from him and she will follow up with him by email and phone. Mr. McBey stated the work has been completed. Completed are #48 & #59. Mr. McBey stated #61 hasn’t been completed; the solution is to add a box between the systems to communicate and stated Simplex owns the fix. Ms. Verville asked if someone was trying to get into the school and it triggered the alarm, would the building principal know what door; Mr. McBey stated he would have to look into that. Dr. Mebert asked if there is anyway someone can trip the alarm internally; Mr. McBey stated no. He stated he’s hoping the box will be in the next couple of days. Ms. Weston asked about the curtains; Mr. McBey stated he’s hoping those will be in next week. Ms. Weston asked about the rug in the main office and the glue; Dr. Forsman stated it’s still there and he’s not sure how it’ll be fixed, but they’re trying. He also stated there are a couple more areas where the glue is coming up through the seams. Dr. Mebert asked about the alternative lighting in the parking lot; Dr. Forsman stated he had a conversation with the neighbor and he thinks the issue was when Jans put up an alternate light fixture until the others were fixed.

Other Business:

- L. Schedule next JBC Meeting:** The next JBC meeting and is scheduled for Thursday, January 20, 2011 at 5:30 p.m. at the Superintendent’s Office conference room.
- M. Adjournment:** Carolyn Mebert moved, Robert Carrier seconded to adjourn the meeting at 8:25 p.m. An oral **VOTE PASSED: 6/0**

Respectfully submitted,

Karen Weston/pb

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