



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Workshop Session – **Horne Street School**
Meeting Location: Horne Street School – Conference Room
Meeting Date: **Thursday, March 3, 2011**
Meeting Time: **5:00 pm**

MEETING #108A

- A. CALL TO ORDER:** A meeting of the Horne Street School Addition & Renovations Joint Building Committee was called to order on Thursday, March 3, 2011 at 5:02 p.m. at Horne Street School conference room.
- B. ROLL CALL:** Present were Karen Weston, Carolyn Mebert, Mark Geuther, Robert Carrier, Doris Grady and Ray Bardwell (by phone). Also present were Jean Briggs Badger, Superintendent; Laurie Verville, Business Administrator; Malcolm Forsman, Principal; Steve Beaulieu, Clerk of the Works; Richard Onslager, Robbins Flooring; and Ken Costello, Ken Costello Design.
- C. Public Comments:** There were no public comments.
- D. Timberland Earth Day Grant Request:** Ms. Weston asked Mr. Costello about the grant; Mr. Costello stated they haven't heard anything. Mr. Costello explained he was on a sub-committee of the PTG who is putting together a request to Timberland for grant monies. There were 5 pieces to the grant. One was to establish a vegetable garden and is considering the area behind the school; the grassy slope stepped into the hill with raised beds. Site beautification with sustainable landscaping would be to do some enhancement in front from the street. He's talked with Mr. Peschel on the rain garden and would look to enhance the area around it and on the side of the school. Concerns with modifications to the parking lot and didn't want to do anything in April if there were going to be changes. A nature trail in the back of the property to tie the site together. There's no final design, but if they got the grant quickly they would meet with staff to try to get a design. Dr. Forsman talked about Timberland bringing in materials that are needed along with \$1,000.00-\$2,000.00 in funds. They talked about terracing from the tennis courts to the parking lot and what's needed out front. He stated the committee did a fantastic job and is group of people who went above and beyond to write the grant. Ms. Weston asked if they found out if it was matching funds. Mr. Costello stated they hadn't got that far into it. Dr. Forsman stated a lot has to do with Timberland because they only have one day where the volunteers come out and do the work. Mr. Bardwell asked if it would be prudent for a site plan to be given to Mr. Costello to show where they are planning on doing the projects so there's no overlap. Mr. Costello stated the plans for the rain gardens haven't been completed. Mr. Bardwell stated they know approximately where they are going and if they do work on the upper parking lot. Dr. Forsman stated the idea was to get an idea of what's there and the scope of the project and what's there and once they decide this is a place they want to go to they will need the plans to do final planning. There was discussion on the upper parking lot and around the tree; they had suggestions on what could work in that area. Ms. Grady stated there are five different things they are looking at and asked if there was a way they can focus on areas other than around the parking lot. Ms. Weston stated they just need to know what is being done on the project. Mr. Bardwell stated they should be given a site plan so they can mark what they plan on doing and can be adjusted. He doesn't want to wait until the last minute. Ms. Verville stated she has a preliminary plan from Dean Peschel and claims it's completed and is only one sheet. Ms. Weston asked if it shows a layout of where the rain garden and tree filter are going to be. Ms. Verville said she believed it did and stated she would check her emails. Mr. Costello stated he understands where and why the rain garden is going where it is and stated they are looking at augmenting around the system. He asked if there was a layout of what is being planned for the parking lot; Dr. Forsman stated it's only a preliminary one. Ms. Weston suggested getting the plans from Ms. Verville to mark their design. Mr. Costello stated he used to work for an architectural firm that only did municipal work and has designed 20 school sites. He stated he would let them know as soon as he hears about the grant.



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- E. Approval of Meeting Minutes from February 17, 2011:** Carolyn Mebert moved, Doris Grady seconded approval of the meeting minutes from February 17, 2011. An oral **VOTE PASSED: 6/0**
- F. Presentation by Steve Beaulieu, Clerk of the Works-Horne Project:** Ms. Weston stated they would like a report from him on the punch list and the items he had found. Mr. Beaulieu stated he received the sheet from BPS today which could be construed as what they feel is left to be completed; he calls it more of an outline. He contacted Bob Garand at Dennis Mires today once he saw the list and has been trying to get him to consolidate all the punch lists. He spent 3 ½ days last week walking in the building going through everything on the list along with Ms. Verville’s punch list that was developed by the staff and Dr. Forsman (dated February 14th). Mr. Geuther made a suggestion to have Dennis Mires consolidate to one list and it be given to BPS and let them tell them what has been done. Mr. Beaulieu stated he asked Mr. Garand today if and when he was going to consolidate the list and Mr. Garand thought he was going to do it. He told Mr. Garand he would do it so he’s going to take all the lists along with 7 pages of his notes from last week and compile a master punch list for them to review because there are too many. Example is the painter only had 7 items but there were actually 9 items for him to do. He’ll delineate a list of items of punch lists outstanding that are owed versus the additional items. He will put on the list rating system of priority or have a determination of indication of something that needs to be discussed and added to the list. Mr. Beaulieu mentioned there are a couple of rooms that don’t have 2 way speakers and would be something he would identify on the list. Ms. Weston stated once all the information is put together they should have another workshop. Mr. Beaulieu stated if they take 20 minutes to walk the building and he can point out the items that are being physically addressed to identify some of the items. He believes BPS is 90-95% on top of the items and doesn’t get the impression of not doing a good job. In addition to the additional painting touch-ups and flooring repairs, they tore up the section in front of the art and music rooms where previously there was a real dip in the floor and extended the rest of the VCT to the café entrance. The small restrooms and service areas, janitors closet floors haven’t been replaced and will look into it. The stairs leading to the storage above the stage, when the door is open all you see is bare plywood and has asked BPS to provide a quote for rubber treads. The flooring person was there and stated he had some rubber treads left over from another project that he can give a deal on and stated the stairs did look bad and he’ll make it right. Other than minor touch ups there are a couple of change orders that were approved on the electrical side. They worked on the additional Smartboard hook-ups last week. Another major thing that happened was the lift at the stage was installed and everything that needed to happen did, but the inspector was sick and didn’t show up and hasn’t been back. He asked the question if it was code or needed for a student and is not an issue if it’s for code. They were making adjustments to the Smartboards and to let him know if there are any issues. The HVAC contractor figured out the problem with the boiler and the high pressure. The coils in the hot water heater were damaged and leaking inside. Mr. Knowles knows about the problem and doesn’t believe it has anything to do with the construction job or what was installed. They’ve been balancing the systems and for the record there will be some discrepancies in the environmental conditions; Dr. Forsman & he have talked about it. Example is if the radiators are blocked by bookcases in a room you won’t get heat and the room next door may get more heat. Ms. Briggs Badger asked about the nurse’s office; Mr. Beaulieu stated that still needs to be addressed. Mr. Beaulieu stated there are parameters to ventilating the IT room and he has to do more research on the zoning for the air conditioning. His concern is the condensing unit on the roof can service more than one room but isn’t sure they’re controlled independently. He’s personally checking to make sure it’s installed properly. He asked about CO sensors in the rooms; Dr. Forsman stated the classrooms have them and not the administration area. The generator is another issue; if they put the generator on the pad they way it’s installed the exhaust is too close to the intake louver for the fresh air and boiler room. He believes code is 10’ and if they put it in its only 7’



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and it won't pass. One solution is to free the slab and spin it where the pipe comes up, spin the slab to where the wires are coming up to orient the exhaust in a different direction so it will be far enough away. It sounds like the cheapest and easiest way to do it. Ms. Verville asked if he has met with Jim Maxfield; Mr. Beaulieu stated he's tried to get a walk-through with him and hasn't heard from him. He asked if someone could check with him to see if he wants to meet with him. He'd like to get his take on the electrical panel and generator. Mr. Geuther stated he's already gone through and given the CO; Mr. Beaulieu thought it was only a temporary one; nothing's been 100% completed. After the consolidation of the punch list he would like to meet with Mr. McBey again.

- G. Other Business:** Mr. Onslager discussed the state of the floor and the need to maintain the percentage of relative humidity. He spoke of 2 places he just came from where their floors were cracking because of low humidity. He stated once outside the guidelines for humidity that's when there are problems. Too little causes shrinking and cracks and too much causes buckling. Mr. Onslager stated he's up in NH once a month if anyone has questions they can give him a call. Mr. Bardwell thanked him for his input. Mr. Onslager stated he knows a consultant, Chris Scargarzi of Scargarzi & Associates in Massachusetts, that doesn't work for Robbins. If they wanted to contact him or they could go to the MFMA website to find a consultant on their own. Ms. Weston asked if he will present them with a document that they will warranty the floor for 10 years specific with the date of occupancy. Her concern is when he responded the decision is based on Robbins and the installer; she asked the school district also be included. Mr. Bardwell suggested including a mediation statement. Ms. Grady stated they've heard all sides and members should sit together and discuss it further then send him a letter on what they feel should be done. She stated none of this was discussed previously on what may happen and that you need to have certain humidity. Mr. Beaulieu stated Mr. Onslager had said the floor was perfect when installed and stated there's nothing preventing the floor to close up with the humidity. Mr. Beaulieu stated Rick measured a 6' section with a caliper and has that information. He asked if they can have a copy after they enter the data from today so they can have something to go by this summer. Mr. Onslager stated if they need him to come back he will come back and feels there's no reason that it won't close up during the summer. Mr. Beaulieu stated he'll follow-up with an email with the members concerns from the document with recommendations on maintenance. (RECORD NOTE: Richard Onslager left the meeting)

Ms. Briggs Badger stated she wanted to ask him what his experience was and how many floors they had to pull up and redo. Ms. Weston said he mentioned he's never had to tear up a floor except for water damage. Mr. Bardwell suggested they wait to see what his report says and have a workshop on the gym floor. Mr. Beaulieu stated he was going to request their recommendation of refinishing, adding a coat of urethane, dry mopping every day, or general recommendations from the manufacturer. Ms. Weston questioned the decal; Mr. Beaulieu stated he believes the installer is taking care of it and BPS said it was a mistake on their part. The lines are protected but not the logo and the logo is the only area with an issue. BPS explained to him a couple of hours ago that there is an adhesion problem and that's what will be fixed. Ms. Weston asked if they need an independent person to come in and look at the floor; Mr. Carrier stated they need to wait until the weather breaks and believes they'll start getting moisture once the snow starts melting. Ms. Verville suggested also waiting to see what the letter of warranty states and how long they extend it for. Mr. Beaulieu asked to wait 30-60 days because they are currently at the driest time of the year and it should start improving in the next 30 days as the weather changes. Mr. Geuther stated they know wood moves but is concerned if it's going to move enough. Mr. Bardwell suggested getting the names of the places he's been to and compare notes and share experiences before moving forward or accepting the 10-year warranty. Ms. Grady asked if the



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warranty was depreciating or full replacement; Ms. Weston stated it should be 10-year full replacement. Mr. Geuther stated he doesn't believe he'll be changing the term of the warranty just changing the time frame. He asked if any paperwork was given during the presentation. Mr. Bardwell stated he had asked Mr. Urdi when Danaher was there if they had the specs on the floor and the installation and Mr. Urdi stated Danaher had them; which led him to believe Mr. Urdi didn't write the specs. Mr. Carrier stated these are big issues that should have been presented and told it could shrink because of the heating system. What bothers him is during the winter months they could have put in a system to maintain constant moisture control at 35-55% relative humidity and it would have been perfect. Mr. Beaulieu stated his request to Mr. Onslager will be for him to present a warranty letter or document to include a full replacement terminology as opposed to a pro-rated arrangement with environmental parameters and what their recommendations are, as well as maintenance recommendations. He asked if there was anything else members wanted him to include. Dr. Mebert stated she didn't want to be tied to their environmental regulations; Mr. Beaulieu stated he doesn't think they'll tie them to it but could be their out if that's their only problem; if the floor fails and it's within their range their on the hook. Ms. Weston asked if they could ask they come back in August 2011; Mr. Beaulieu stated he was going to ask him in his email to come back and compare measurements taken today and is why he asked for the data from today so they have something to go by and will ask him to come back in August.

Ms. Weston stated Ms. Verville is asking the members approval to send out letters requesting a quote for doing the same work as Bluewater. Ms. Verville stated she has alternative names and additional companies to ask for pricing. All agreed to have Ms. Verville send out a letter to the companies asking for a quote.

H. Schedule next JBC Meeting: The next JBC meeting is scheduled for Tuesday, March 22, 2011 at 5:00 p.m. at Horne Street School in the conference room.

I. Adjournment: Meeting adjourned at 6:55 p.m. An oral **VOTE PASSED: 6/0**

Respectfully submitted,

Karen Weston/pm

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