



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting – **Horne Street School**
 Meeting Location: Horne Street School – Conference Room
 Meeting Date: **Thursday, May 19, 2011**
 Meeting Time: **5:30 pm**

MEETING #112A

- A. **CALL TO ORDER:** A meeting of the Horne Street School Addition & Renovations Joint Building Committee was called to order on Thursday, May 19, 2011 at 5:35 p.m. at Horne Street School in the conference room.
- B. **ROLL CALL:** Present were Karen Weston, Carolyn Mebert, Robert Carrier, Ray Bardwell and Doris Grady. Also present were Jean Briggs Badger, Superintendent, Malcolm Forsman, Principal, and Steve Beaulieu, Clerk of the Works. Absent were Mark Geuther, Keith McBey, BPS, and John Urdi, Dennis Mires, P.A.
- C. **Public Comments:** There were no public comments.
- D. **Approval of Meeting Minutes from May 5, 2011:** Ray Bardwell moved, Robert Carrier seconded to accept the meeting minutes of May 5, 2011. An oral **VOTE PASSED: 5/0**

Horne Street Elementary School

- E. **CIP Financial Report – Horne Street School:** Ms. Weston read into record the budget availability as of May 19, 2011 is \$231,464.46 and the retainage is \$250,059. Ms. Grady asked about the retainage; Mr. Beaulieu explained its money that’s been billed but not paid out and is already committed under the contract but is being held for punch list, warranty issues, etc. It’s a protection for them to make sure those items are completed. Ms. Grady mentioned she thought Mr. McBey had said at one of the meetings he had good news but may cost money and asked if that was the retainage he was talking about. Ms. Weston stated she didn’t think it was because on the payment request there’s still a large amount of retainage. Mr. Bardwell remembers him doing a blanket and would include change orders and asked about future change orders. Mr. Carrier stated he thought Mr. McBey had indicated he would take on any problems or extras or something that needed to be done there would be no change orders he would just take care of it and he thought the number was \$50,000. Members asked for Ms. Morton to look back in the minutes for the information. (RECORD NOTE: Jean Briggs Badger arrived at 5:45 p.m.) Ray Bardwell moved, Robert Carrier seconded approval of the CIP financial report. An oral **VOTE PASSED: 5/0**
- F. **Progress Report – Dennis Mires, The Architects:** There was no progress report.
- G. **Progress Report – Keith McBey, VP of Bonnette, Page & Stone:** There was no progress report.
 - a. Running Change Order Log with Change Proposals:

Ms. Weston stated she met with Ms. Briggs Badger and Libby Simmons to get some form of reconciliation; they do need to pay some of these invoices. The recommendation was to pay Dennis Mires, The Architect 12/3, 1/7, 2/4 & 3/7 which totals \$17,970.00 and leaves approximately \$8,000.00 outstanding. Dr. Mebert asked about the outstanding CHPs amount; Ms. Weston stated it was said it would be much easier for bookkeeping not to take things the invoices out of order. Ms. Grady questioned invoices dated 4/8 and 5/5 for \$3,000.00 each because she doesn’t know what they did for \$6,000.00 and wished he was there so they could ask him questions. Dr. Mebert stated the remaining amount is contractual obligations and isn’t that they had to do any work to earn the \$3,000. Ms. Weston stated they can address the questions when they come to the next meeting. Dr. Mebert stated they should get paid the rest of the CHPs money where they are CHPs certified. Mr. Bardwell asked if they have the as built and CO and asked if there was a problem with the CO. Mr. Carrier stated he doesn’t have a problem paying the 4 invoices for \$17,970.00 and the remaining invoices can be addressed at the next meeting. Carolyn Mebert motioned to authorize payment of invoices 27-30 in the amount of \$17,970.00; Robert Carrier seconded.



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Mr. Bardwell asked where they were at in getting the CO; Mr. Beaulieu stated that's still up in the air because the city's still waiting for clarification of the use of the building during power outage so the generator is locked out; it's ready to run and the construction side is done, but the approval side is open-ended. He stated he has issues with some of the as-builts. On the electrical 2 of 3 items he was looking for weren't on the as-builts but were on plans he received from Ms. Verville. He has to go through everything to see what's right or not and believes they're okay in tabling the rest of the invoices; they want to hold something out and believe the balance is enough. If he asks a contractor to do a punch list items and the contractor says it wasn't part of his contract, he has to go to the black & white drawing to prove whether it was or not. The as-built drawings he has are 2 revisions prior to the drawings he was given on that particular electrical sheet and leads him to believe that most of them are probably not right if 2 out of the 3 were older. Mr. Carrier stated that right there should kick back to the architect for all revisions on a formal set of drawings. Mr. Beaulieu stated he's asked for those several times; the last response he got was from Rob Garand and it said, "All as-builts were given to Laurie on March 11." Someone was kind enough to get them to him and is in 2 boxes and the first 2 out of 3 pages he went to were not the latest drawings. Dr. Mebert asked if he's sure the right things were taken out of Laurie's office; Mr. Beaulieu stated what he has are stamped as-builts. He has 2 revisions on the sheet he was given and there are no revisions on the as-builts given to Ms. Verville; so as far as he's concerned they're not as-built drawings. Dr. Mebert asked Mr. Beaulieu how long it would take him to go through everything; Mr. Beaulieu stated an afternoon or a couple of hours. He stated it should show any field changes and not every page gets changed so it could be simply they didn't print the last set correctly. He's sent an email off to Mr. Urdi asking why there's a discrepancy but he's getting mixed signals. Dr. Mebert stated he's only working part time and might not be on top of everything. Mr. Beaulieu stated it got stirred up with him because he keeps finding inconsistencies and he can't force someone to do something if it's not on the drawing or if it was something issued after the contract. Robert Carrier withdrew his second. Ray Bardwell motioned to pay invoices 27-19 in the amount of \$15,735.00; Robert Carrier seconded. Mr. Beaulieu stated most of his work is completed it's just a matter of providing the proper documents and is a matter of them assembling the right ones. Ms. Weston stated after paying \$15,735.00 it leaves a balance of \$10,235.00 outstanding. Mr. Bardwell moved to question. A roll call **VOTE PASSED: 4/1 (Grady opposed)**

Ms. Weston stated the next item she has is app #14, #15 & #16; app #14 is the payment of \$118,970.65 this number is the dollar value minus the retainage is the amount they'll receive. Mr. Carrier stated the actual amount with the retainage is around \$124,000. Ms. Grady stated she wishes he was here because she isn't clear on #9 with the balance to finish including retainage. Mr. Beaulieu said the \$256,000.00 is accounting for the retainage to date through app #13 plus 5% of the \$124,000. Line 9 is the remaining monies owed after app #14 and believes he's worked it out that after they pay everything that he's invoiced they'd still have \$200,000.00 they're holding back. Ms. Weston said the city attorney said if Mr. McBey was there to make sure that on the completion documents that he understands the \$200,000.00 is being held until the project is completed. She would like to suggest they don't pay app #16 and to pay #14 & #15. Mr. Beaulieu stated he was going to suggest paying through app #15. Ms. Grady stated at the last meeting Mr. McBey brought change proposals 56-63 and asked if they were included; Mr. Beaulieu stated the proposals he provided are based on out-of-scope items and are not part of the contract. He has a list of upcoming change orders that need to be priced and wanted them to consider the list as a whole and prioritize what they may or may not want; there are some items they don't need to do but he asked for them to be priced out individually.

Ms. Weston stated they'll be no action at this time and will be on the next agenda. Application #14 is the dollar value less retainage and the payment is \$118,970.65. Carolyn Mebert moved, Ray Bardwell seconded approval of payment. A roll call **VOTES PASSED: 5/0**



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Ms. Weston stated application #15 is the dollar amount less retainage for a payment of \$221,727.45. Carolyn Mebert moved, Ray Bardwell seconded approval of payment. A roll call **VOTES PASSED: 5/0**

Ray Bardwell moved, Carolyn Mebert seconded to table application #16. An oral **VOTE PASSED: 5/0**

Ms. Weston said as an FYI they received a statement from BPS today and they started charging interest. Mr. Carrier stated they weren't going to pay interest charges. Ms. Weston stated she was asked if it was in their contract and she doesn't recall. Ms. Briggs Badger said Libby will be calling and talking to them about the interest.

H. Clerk of the Works Report: Mr. Beaulieu stated since the last meeting he hasn't been at the school as much as he wanted. The architectural portion of the punch list is down to mostly flooring issues. He's giving them an opportunity to go back one more time to fix a few things he pointed out and use their best judgment. At the last meeting Mr. Bardwell, Mr. Carrier, Mr. Geuther and Ms. Grady walked through the bathrooms to look at the repairs to the base and asked for their opinion because he wasn't 100% happy with it. He would like their opinion on whether he should negotiate a few minor repairs or have them tear the whole thing out. It's borderline acceptable in his opinion and the only way to make it perfect is to tear it out and start from scratch. Mr. Bardwell stated it's cosmetic except for the wall tile where the base meets the wall. If they want to allow them to take a 4 x 6 tile and cut it in half and set it down so that the little strip goes away is an option the JBC can decide on. They can tear off the wall tile, but to do that the sinks have to be removed, plumbing would need to come off to drop the tiles down and get rid of the strip and is more costly. He wouldn't have installed the floor that way. As a committee, they have to decide if the floor tile is functionally all right and inclined to let the floor tile be as it is and fix the inside tile without tearing it all up. Mr. Carrier stated he would like to find out what the retainage is on each of the bathrooms. These are the same people that do Marriott hotels, banks, and hospitals and what they did was bogus work and is junk. He feels at this point the city deserves some kind of adjustment because they're going to get away with this. Why should they just have them do a repair and why should they accept bogus work. Dr. Mebert said they shouldn't because this is the second time and they told Mr. McBey they didn't want the "B" team in on this repair. She feels if they don't feel it's acceptable there should be some record of it with a follow-up. Mr. Carrier said if they accept this he can't sit comfortably in that seat and being in that business himself he would never get away with doing work like that. Ms. Grady said if Mr. Carrier feels that strongly, they should do the project over. Mr. Carrier said that would be a huge undertaking because they'd have to take down the toilets, sinks, partitions, etc. What's there will last and to the common person who may use the facility may never pick it up. Ms. Weston asked if they found out the cost to do all the work in the bathroom that would be the starting point. Mr. Carrier stated Mr. McBey would have that number where they are a subcontractor and should request that paperwork. Mr. Beaulieu said if he understands correctly he should offer them two options; first being to repair the bottom of the wall tile and any imperfections he deems repairable and give them a credit for the retainage for the installation of the floor. Mr. Carrier said he'd do homework to find out the cost of bathrooms and at that point they should get together and provide the number. Dr. Mebert asked if they really want additional repairs to be done by the same people who haven't done it correctly the first two times; she doesn't think so and Mr. McBey didn't hear them the last time when they said they didn't want the same people doing it again. Mr. Beaulieu said the repair they're referring to is mostly the bottom row of tile that they had to cut in after they fixed the base. They put the wrong base on and were higher than the original specifications so when they put the wall tile on it came up $\frac{3}{4}$ " higher than it would have if they used the correct base. They ripped out the wrong tile and put in the right tile so there's a gap to fill in. They need to put in $\frac{3}{4}$ " sliver of tile at the bottom to fill in the strip. Mr. Carrier stated for the balance of the repair to be done, everything else now is done according to the drawing and can be resolved within reason. Dr. Mebert asked if they're saying the base is fine now except for the gap; Mr. Carrier said the base they put is a mosaic cover and is fine but not a quality job. Mr. Beaulieu stated the hospital, UNH or another school wouldn't accept the work. Carolyn Mebert motioned to not



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accept it and work on some plan to either get reparations or something. If they're saying it's functional, they still shouldn't pay full price for something that's not acceptable. Mr. Carrier stated that's where he's at. Mr. Bardwell asked if they'll allow them to come back with a 4 x 6 tile and cut to fit. in. Mr. Carrier said this should be addressed to Mr. McBey. Mr. Bardwell said they had said to have the repairs done to the original specs and drawings and why wasn't it done that way to begin with. Dr. Mebert said it's in the minutes several times and all they have to say it wasn't done they way they wanted it done and aren't accepting it. Ms. Weston said they need Mr. McBey to address it. Ms. Weston stated as a matter of record they just went for a site view for the 2 bathrooms in questions and will have Mr. Beaulieu look into a couple of things and wait for Mr. McBey to show and have further discussion on it.

Mr. Beaulieu said basically the architectural items like the painting, doors, and floors, most of the work is done; he just hasn't had the chance to walk through to make sure everything he's asked to be done has been done. He's updated his punch list and is down to 3 pages from 13 so they're getting there. He's going to say most of what needs to be done is electrical or mechanical type items and those folks have pretty much withdrawn waiting for the mechanical and electrical punch lists which they finally have in hand. He walked with the mechanical engineer on May 11th and the report came in yesterday and the contractor was copied on the list and should be coming back to start finishing the items. Couple concerns he has are the lighting controls in the classrooms were flagged and he wasn't aware they weren't wired correctly. Something wasn't wired correctly so when the sun light is certain brightness the lights should turn off; it's on the list because he's not happy with it. Dr. Forsman said his understanding was Mike came back second sift and rewired all the light switches. Mr. Beaulieu said he'll check it out the next time the suns out and that'll tell them if it's right or wrong. The mechanical punch list there's some concern with some of the CO² sensors and the way the ERV was ducted in the boiler room. The engineer wrote it up and he's assuming they'll be fixing it. He'll call Joe tomorrow to make sure everyone's being scheduled. Dr. Forsman asked if they could talk about the venting into the hallway from the boiler room. Mr. Beaulieu asked if it's an issue with too much heat. Dr. Forsman said any smells that come up in the boiler room are pumped directly into the main lobby. Louis painted some railings in the boiler room with old paint and the room smelled like the paint and it came right up and out into the hallway because that's where it's vented. If they have problems in the boiler room they're going to have problems in the school. Mr. Bardwell said he thought the design was the extra heat was going into the gym; then it was mentioned by Mr. Urdi that it was piped into the hallway. Dr. Forsman said there is no need for it to be in the hallway. Mr. Bardwell said they mentioned putting more humidity into the gym and he mentioned putting a strip into the duct work that came from the boiler room and is when it was mentioned it was piped into the hall. Mr. Carrier said no thought was given beyond the salvage. Mr. Beaulieu said it's something they'll either need to put a filter on, eliminate the exhaust in the hallway or go back to the way it was and pump it outside. Ms. Briggs Badger stated the State has a strict policy on indoor air quality. Mr. Carrier asked if he had a note on the venting; Mr. Beaulieu said he has it on his punch list. He knows they're addressing the ERV in there but read it was supposed to ventilate the space and provide cooling. It states there's no cool air being returned to the space and it's supposed to operate on room temperature but there's no thermostat in the boiler room. He stated there are two systems; there's make-up air for the boilers that's the big louver by the generator but there's also an ERV similar to what's in the administrator area and classrooms and it runs on temperature so when the heat rises it pulls the hot air out and dumps it in the hallways. What it does in between on whether it filters it or not remains to be seen and he needs to follow-up on it. The other thing that concerns him is the CO² sensors some were reading lower than normal outside which made no sense to him; some were below the high set point of 700 and the units were still running and using energy they don't need to use. He wants to make sure if they can be calibrated they are and if not prove they're working correctly. There's only a few items on the mechanical end of it and have already addressed some of his original concerns with the exhaust fans in the kindergarten wing being tied into the wrong part of the duct and that's all been fixed; he's checked it and made note of it. Dr. Forsman asked if there is any discussion



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exhausting the heat in the gym when it gets too hot in the gym. They've already had a very warm morning where he waited to bring the parents in because it was so warm and he couldn't figure out how to cool it off. Mr. Beaulieu said he doesn't think there's any capability of cooling off the gym. Dr. Forsman said he doesn't understand the logic because they took out the windows and now there's no way to get the hot air out. Mr. Beaulieu said he believes there's some ventilation that comes in near the stage and believes it runs on an occupancy schedule but would have to find out if there's anything in the design. Mr. Bardwell voiced his frustration on things not being addressed when the building envelope was being designed to prevent issues like they are now encountering in the hallway and gym. They wouldn't pick up on it until it becomes a use issue and that's up to the architect to guide them on something like no way of exhausting stale or hot air from the gym. Ms. Weston said it wasn't true because they addressed the windows. Mr. Bardwell said they addressed the windows but not the next step when they put in fixed glass and what do you do for ventilation. Mr. Carrier said there should be an air exchange. You can get small units to do air exchange, continuously move air and if you add humidification eventually it would solve the wood problem. Mr. Carrier asked where the heat derived from for the gym alone; Dr. Forsman said he believes it's convection from the vent up top blowing in. Mr. Beaulieu said there's an air handler on the low roof near the court yard and they just insulated the duct work. It feeds with a fan coil off the boiler loop in the storage room behind the gym. It's ventilating on an occupancy schedule of some sort, but there's also the capability to heat they gym if need be but there's no way to cool it. Mr. Bardwell said if they can ventilate unheated air from outside it could have eliminated some of the problem experienced that day. Mr. Beaulieu said his concern is he believes it was running and the issue has come up twice already and he doesn't know if there's any additional way to move the air. Dr. Forsman said he asked Joe and was told that was it. Mr. Beaulieu said he can start the process so the can have information to come to the table. Mr. Beaulieu stated for their benefit if he's not there, don't let them talk them into cross ventilation from the upper levels from where the windows are because they're going to take the hot air off the roof and dump it in.

Mr. Bardwell asked if he took and did a reconfiguration on the sewer line. Mr. Beaulieu said he's been back and forth with the person from Ted Berry several times and hopefully he'll reach him tomorrow. It's on his list and nothing is going to happen until schools out and he'd like him to measure the distances of the larger size pipes and give a real number for the whole job. Ray Bardwell moved; Robert Carrier seconded to accept the clerk of the works report. An oral **VOTE PASSED: 5/0**

I. Other Business:

- a. Review of Names for Plaque: Ms. Weston asked if members saw anything that needed to be corrected; she stated she didn't see a problem. Mr. Carrier asked if there was another plaque that needed to be hung; Dr. Forsman said there are two. Mr. Beaulieu stated they should consider the layout if they want them to be hung together. Ms. Weston suggested putting them in chronological order. Ray Bardwell moved, Carolyn Mebert seconded to accept the names for the plaque. An oral **VOTE PASSED: 5/0**

Ms. Weston asked members if they were interested in going to the EDies awards on June 4th in Manchester. Tickets are \$35.00 each. Social hour is from 3:30–4:30 p.m. and then the awards start at 4:30 p.m. Dinner is around 6:00 p.m. and they will continue to hand out the awards after dinner. Mr. Carrier asked who was going; Ms. Briggs Badger stated Dr. Forsman and herself to represent the school and Ms. Weston stated Ms. Grady and she are also going. Ms. Briggs Badger stated Mr. Boodey was in charge of the seating arrangement and she'd get in touch with him to make sure they are seated together. Ms. Weston stated she will accept the award as chair of the JBC.

Ms. Weston stated the last meeting with Atty. Krans he requested having an independent flooring person take a look at the floor and she thought that was given to Mr. Carrier; Mr. Carrier stated he hasn't contacted anyone yet but will. Ms. Weston stated when she met with Ms. Briggs Badger and Ms. Simmons they mentioned outstanding



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bills and there have been no bills paid to Mr. Beaulieu. They need to get a contract figured out and she asked if anyone remembered what the hourly rate was they agreed on; Mr. Carrier stated \$50.00 per hour. Mr. Beaulieu stated he has a project management contract that gives a job description he can forward. Ms. Weston asked Ms. Morton to look into the contract and if there was one on file. She also asked if there was anything else outstanding. There were none. Mr. Carrier stated he was disappointed because Mr. McBey & Mr. Urdi were supposed to provide information tonight on the shrubs, lighting, etc. Mr. Beaulieu stated Mr. Geuther was right and what was proposed wasn't quite what was needed and that's what Reno is going to come back with. He stated he made a note to follow-up with them and he'll initiate the process and get hold of the architect and engineer and keep BPS in the loop and tell them they need the designs. The mechanical engineer came up with a great solution for the nurse's office to put a couple of radiant panels like over the reception desk right over where the beds are and is there if you need it. Ms. Weston said they talked about the compost in front and made reference of pulling back the compost and adding stones and hasn't heard anything; Mr. Bardwell said they were waiting for a price from Andrews. Dr. Forsman said he was talking with Stormwater and Lori Chase who's heading up the group to put in the rain garden out front. First question he has is they need to take a down spout off the north corner of the gym and move it to where the rain garden is going to be. He told her he needed to check with the JBC members to take the down spout from the existing gutter draining to the middle of the roof and bring it down to the front of the building to the rain garden. Mr. Bardwell asked if it was an exterior pipe; Dr. Forsman said yes. Mr. Beaulieu asked if anyone's looked at how they were going to do that; Dr. Forsman stated there's been engineers there, Mindy Bubier and Robert Roseen who is director of the UNH Stormwater Center. They have designed it and he has some of the designs with him. The cost of the whole design on that end of the building is \$1,000.00 that their grant will pick up. They need to bring the water off the roof to the rain garden that goes underground and filters and any overflow goes into the catch basin. Piping is already there and they'll have to dig up part of the walkway which they will replace and bring it over to the walkway that goes to the flagpole. He told them he would need to okay it with the members with all the work that's been done on the roof and make sure it's something that can be done. The second part was they were parked at the end of the building and noticed the wash out and stated they could do a rain garden on that end of the building too; they'd use the same design at no cost. Dr. Mebert clarified they'd design & install another rain garden for free; Dr. Forsman stated that was correct. They'd take the design for the other side but he's not sure where it would drain to at this point. Dr. Mebert asked if there was any down side to this and asked if there would be any maintenance. Dr. Forsman stated a general drain management; check and remove any leaves, etc. The system would be designed 3' away from the building and the engineers have already talked with Mr. Knowles. Ms. Briggs Badger stated she would like Mr. Knowles kept in the loop. Dr. Forsman said he'll have BPS involved when they move the gutter for the attachment. Carolyn Mebert moved, Robert Carrier seconded to move forward with the second rain garden. An oral **VOTE PASSED: 5/0**

Ms. Weston asked if they've heard back from the neighbor; Mr. Beaulieu stated he hasn't gotten back to him yet. Ms. Weston stated at the last City Council meeting Dean Peschel was talking about Berry Brook and she asked how long this has been an issue and he stated it's been an issue for over 10 years and it's been well documented. Dr. Mebert stated they should go with Mr. Geuther's suggestion and see what was talked about at the planning board meetings. Mr. Beaulieu said he spoke with the civil engineer and was told the arborvitaes that are going in grow 10'-12' tall versus what was originally planned; they only grow 8'-10'. Dr. Forsman asked what the situation was with the shrubs; Mr. Beaulieu stated there will be a row of 18 arborvitaes going in along the abutter's line and the rest will be placed in front of the school.



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J. Schedule next JBC Meeting: The next JBC meeting is scheduled for Thursday, June 16, 2011 at 5:30 p.m. at Horne Street School in the conference room.

K. Adjournment: Ray Bardwell moved, Carolyn Mebert seconded to adjourn at 7:35 p.m. An oral
VOTE PASSED: 5/0

Respectfully submitted,

Karen Weston/pm

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