



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 5, 2011**
Meeting Time: **5:30 pm**

MEETING #111A

- A. **CALL TO ORDER:** A meeting of the Horne Street School Addition & Renovations Joint Building Committee was called to order on Thursday, May 5, 2011 at 5:34 p.m. at Horne Street School in the conference room.
- B. **ROLL CALL:** Present were Karen Weston, Carolyn Mebert, Robert Carrier, Mark Geuther, Ray Bardwell and Doris Grady. Also present were Jean Briggs Badger, Superintendent; Steve Beaulieu, Clerk of the Works; John Urdi, Dennis Mires, P.A.; and Keith McBey, BPS. Malcolm Forsman, Principal arrived at 5:35 p.m.
- C. **Public Comments:** There were no public comments.
- D. **Approval of Meeting Minutes from March 22, 2011:** Carolyn Mebert moved, Mark Geuther seconded to accept the meeting minutes of April 14, 2011. An oral **VOTE PASSED: 6/0**

Horne Street Elementary School

- E. **AIA Certification of Substantial Completion dated 8/30/2010 and 1/14/2011:** Ms. Weston started with the certificate of completion for August 30, 2010. She asked if anyone remembered why core toilets were taken out and then put back in; Dr. Mebert stated the core toilets in the certificate was for the new addition only and was not the tile issues. Mr. McBey stated the document isn't stating they accepted the work done, it's saying they have taken over ownership of the space and doesn't relieve him of his responsibilities to fix any issues on the punch list. Mr. McBey stated at the time the document was completed it was the full amount listed and he should amend the amount and was the amount billed to date. Mr. Urdi said substantial is stating they could use the space when it was turned over. Ms. Weston asked what the number should be; Mr. Beaulieu said it should be reduced to the amount remaining. Mr. Urdi said it's saying the warranties start on August 10th and the space was turned over on August 30, 2010. They know the gym floor is still a problem. Ms. Grady mentioned at the start of school students in the kindergarten wing had to use alternate ways to get to the gym, library, café, etc. Dr. Forsman said the rooms were occupied and useable; Ms. Grady said it says 'all associated corridors' and those corridors weren't accessible. Mr. Urdi said the purpose of the building was used as intended and the warranties go into affect; anything that needs to be fixed is on a punch list that's attached. Mr. Carrier said if they use the areas it's classified substantially complete; his concern is if they accept this the warranties go into effect. Mr. Urdi stated the warranties he's referring to are for the mechanical equipment, lights, fans and other items like that. Mr. Bardwell said at the end of the first line it says all existing classrooms and asked if they should strike out all existing. Mr. McBey said they had all existing classrooms for use at the time of the document. Mr. Beaulieu stated it has to be accounted for on one of the documents. Mr. McBey said he's fine making adjustments and suggested taking out core toilets and putting in music, art and add 'all associated corridors' to the end and on the second page. He asked if the following wording would be okay and read the following into record: 'The portion of the project covered under this certificate includes the six classroom addition and toilet rooms, all existing classrooms, and the core toilet rooms, Behavioral areas and all associated corridors. Areas still under construction include the Administrative Suite, Media Center, Lobby, Gymnasium, Teachers Lounge, Music, Art and Cafeteria and all associated corridors.' He can also change the date of issue to current. Ms. Weston stated she wasn't comfortable bringing the total down to zero. Mr. Bardwell suggested holding out \$10,000.00 for retainage. Mr. Carrier asked if he's been paid all the areas; Mr. McBey said mostly less retainage. Mr. McBey said he believes \$10,000.00 would cover everything on the punch list. Mr. Beaulieu stated everything on the list for this scope has been completed. Everything is off his list for the classrooms but he has to look at the floors first before making a final decision. Mr. Geuther suggested putting in understanding by both parties any incomplete/defective work is covered under second application and the value of everything is on the second application. Mr. McBey said he would like to arrive at a number that is comfortable with everyone and



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that should be fine. Mr. Carrier stated he wasn't comfortable with a number until they reconcile the financials. Mr. McBey stated its legitimate process to come up with the right numbers and wording. He stated he has over \$500,000.00 out of his pocket and would like to see some of the money paid out because BPS hasn't been paid since December. Mr. Bardwell said they need to get the verbiage and numbers and get his resolved. Mr. McBey stated he's comfortable with what they talked about and will date it May 7, 2011. Mr. Beaulieu said the document says the punch list is attached with the work due and there's no money outstanding. Mr. Geuther stated the cost estimate will be accounted for in the certificate of substantial completion document 2. Ms. Weston asked if everyone agreed on document 1; Mr. Geuther said to make sure the dates coincide with the 150 days from 8/30/10. Ms. Weston asked for the original document to be pulled to see who signed; if it was Ms. Verville they should probably have Ms. Briggs Badger or Mr. Joyal sign the documents. Ms. Weston moved to the document dated 1/14/11. Mr. McBey stated they should add 'and associated corridors' the same as the first document. The gym's on this document because he's working with Robbins to get them to change the start of the warranty to January. He's waiting for a revised document from Robbin's changing it to 1/14/11. Mr. Geuther said they're already willing to extend the warranty. Mr. Urdi stated the problem with the floor or anything else on the punch list comes out of retainage if it doesn't work. Mr. McBey stated to go further he feels the floor is a warranty issue and feels it's more Robbin's issue than BPS. Ms. Grady asked if there was much remaining on the; Mr. Beaulieu said in general there are very few outstanding punch list items. The mechanical and sewer line isn't included and he hasn't received an electrical punch list yet. Mr. Urdi stated as of req. #15 the district is holding \$267,000.00 in retainage and should be enough until the committee's satisfied everything has been completed. The heat in the nurse's room has been corrected but aren't sure it's going to be sufficient along with the heater in the foyer. Ms. Weston stated she put in a letter to him they need to reconcile the financials. Also, no one has seen req. #15 so they don't have those figures. Mr. Urdi stated they have a contract and everything they've talked about should be covered. Ms. Weston said she talked with the attorney and they came up with a cost estimate of \$200,000.00 and they filled out the contract because she was under the impression they wanted it signed tonight and a number was needed. Mr. Urdi stated \$200,000.00 is way over the amount needed to be held and his professional opinion \$70,000.00 would be enough money and include the \$10,000.00 from the first document. Ms. Weston stated they should take out the floor then; Mr. McBey told her it was a warranty item. Ms. Weston stated she was going by the legal advice she was given.

Ms. Weston said Ms. Briggs Badger had to leave and asked to talk about the EDies award for HSS. The award will be given out on June 4th in Concord. Ms. Briggs Badger had given her a sign-up sheet for anyone who wanted to attend and the cost is \$35.00 and includes a meal. Mr. Carrier asked if she could email him the information so he can look at it and see if he's available. (**RECORD NOTE:** Jean Briggs Badger left at 6:35 p.m.)

Mr. Carrier said at this point they should have Mr. McBey rewrite the documents where there's no decision tonight and they can find out his thoughts on the numbers, reconcile the invoices and then at the next meeting look at the documents make any changes before a final decision. Mr. McBey said he was comfortable with the \$200,000.00 because he would get some of the money owed. He said he'll work with Mr. Urdi and Mr. Beaulieu to come up with a number and regenerate the documents. Mr. Bardwell stated they'll need the electrical and mechanical punch lists to attach. Mr. McBey asked if they wanted to leave the floor in the second document or should he do a separate document. If he does a second document it would be dated 8/30/10 and they'd lose those extra months. The floor issues have been well documents and are on record with the problems and will need to wait it out to see if the floors come back this summer.

F. Acknowledgements:

- a. Letter dated 4/18/11 from Ed Murdough on qualification of High Performance School Incentive
- b. Email dated 4/18/11 from Ed Murdough on High Performance School Presentation at EDies



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c. Letter dated 4/29/11 from Jean Briggs Badger to Jim Maxfield on the intended use of the generator: Carolyn Mebert moved, Doris Grady seconded to accept a, b, & c into record. An oral **VOTE PASSED: 6/0**

G. Update of Timberland Earth Day Project by Mal Forsman: Dr. Forsman stated he had pictures and a video on his computer for anyone who wanted to see them. All the plants and shrubs were delivered before April 21st; they had 50 volunteers from Timberland and 60 from the community. They got about 80% of the work completed that day and put in 1 vegetable garden and the basketball court was cleaned. They'll be drilling out holes on the court for basketball hoops and the nature trail is in. Some volunteers were back on April 29th to finish up. Ms. Weston asked about the rain gardens; Dr. Forsman said it wasn't part of Timberland's project. He stated a woman from UNH (couldn't remember her name) was there and walked the grounds and was back on April 29th & 30th with the volunteers. The engineer was back on one of the rainy days with the engineer specs. The work for the rain garden should be done mid to late May. Ms. Weston stated she was here on April 21st and the wall in the front of the building looks bad after a rain. A suggestion was made to pull the compost away from the wall and put stones in. She asked what the solution was for the weeds that will be coming up; Dr. Forsman said it was explained to him that the plants they put in will become ground cover and the area won't need to be mowed. He also stated the front was also a concern of his and questioned why they didn't put in large rocks like the other wings out back for drainage from the roof. Mr. Urdi thought they put the large stones as sub drainage out back because it was too soupy. He agreed the compost should be pulled back and some kind of stones placed at the drip line. Dr. Forsman questioned the shrubs and small trees Andrews was going to put in and asked if they would be too close to the building and if landscape was part of the contract. Mr. Beaulieu said he received information from Andrews and it states he's responsible for 32 planting to go along with the property line with the abutter. He's not sure where everything is going but will look into it. Mr. Bardwell stated they still owe them a lawn and said they should see what they can do to compensate some items. Mr. McBey stated they do have plantings in front of the school as part of the scope; Mr. Urdi said he does have the drawing on where things are to go but not with him. Dr. Forsman said he has some concerns with the neighbors about the drainage from the parking lot and the trees. Mr. Geuther suggested the JBC chair write a letter to the PTG thanking them for the work they did. Also the neighbor brings up a lot of points in a recent email and they need to see if they've addressed all issues and they shouldn't do anything until they see what's in writing by the planning board. Ms. Weston stated Ms. Briggs Badger had sent a reply saying they're looking into the issues. Mr. Beaulieu stated the Andrews project rep handed him a list of what they're responsible for and there are some items that aren't available in the area and some items were suggested as a replacement but he's not sure what the difference is. Mr. Geuther suggested going back to the architect for help with the bushes.

H. CIP Financial Report – Horne Street School: Ms. Weston read into record the budget availability as of May 5, 2011 is \$231,420.96. Ray Bardwell moved, Robert Carrier seconded approval of the CIP financial report. An oral **VOTE PASSED: 6/0**

I. Progress Report – Dennis Mires, The Architects: Mr. Urdi stated Rob Garand had sent an email to Ms. Weston and Ms. Verville with information on the raised letters for the front of the building for approval. The letters are aluminum that will be polished to look like stainless and this information has been given to Mr. McBey for pricing. Reno came out on the lighting and will be getting back to him with their recommendation. The north side he's not sure if it's an issue on being dark because there area plenty of light fixtures. They had the electrical consultation for recommendations of location of the lights out front; once he gets the information he'll send it to Mr. McBey for pricing. Mr. Bardwell asked if they looked at the pole lights in the back; Mr. Urdi stated it wasn't dark enough to do a reading. They did look at the lights and a suggestion was to put a shield up on 2 sides but there could be problems with high winds and the shields being blown off. Dr. Forsman stated the wall lights outside the doors only go out 10'-15' and there are no other lights on that side of the building. Mr. Bardwell said if the latest someone is in the



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building or an event runs is 10:00 p.m., can they leave the wall packs on and turn off the other lights sooner. Mr. Geuther said to go back to the planning board letter. Ms. Weston stated they need the light testing before they go any further. Mr. Beaulieu stated it's in the process. He went back to the letters on the building and asked if the new letters would correspond to the current letters to cover the holes; Mr. Urdi said they don't correspond. Mr. Beaulieu told members there will be patches in the brick to fill in the holes. A member asked why they were replacing the letters; Mr. Beaulieu told members the letters were in poor shape and some were falling apart.

- J. Progress Report – Keith McBey, VP of Bonnette, Page & Stone:** Mr. McBey stated they are working on the punch list and then handed out an updated change order log. He stated there are a few items that are out of scope and the handouts were to go over at the next meeting. Items highlighted in yellow were new items and are attached and the peach are items being worked on and should have by May 19th. Mr. McBey stated #59 can be scratched because they found out it was a drain valve and not a control valve and a simple fix is to take the handle off the toilet. Mr. Bardwell asked who generated item #58; Dr. Forsman stated he did because the only outlets put in was a standard 4 and they don't have an electrical outlet for the refrigerator or electrical outlets on the counter tops for toasters, etc. Mr. McBey stated #60 is a cooling issue and the team is working on resolutions and the change proposal would be a worst case scenario; #67 is pricing for heating the areas previously discussed. Mr. Bardwell questioned the bathroom petition; Mr. Beaulieu said he talked with BPS on it and it's a gray area and may be a legitimate up charge. **(RECORD NOTE:** Carolyn Mebert left at 7:27 p.m.) Ms. Grady asked about the treads; Mr. McBey stated the partner sold the treads that was to be used at HSS, but now they can choose a color, if they still want treads on the stairs. Ms. Weston said they will review the top section at the next meeting.

- K. Clerk of the Works Report:** Mr. Beaulieu stated he has a list of 32 outstanding plants from Andrews with 23 of the plants being arborvitaes. They're offering a sub species that is more readily available and will work through it with Mr. Urdi. Mr. Bardwell asked when they were coming back to plant. Mr. Beaulieu stated if they go with the sub species they could get them within 7-10 days. Mr. Bardwell stated he would like to see a sign-off on the trees from the neighbor so it is all done at the same time. Ms. Weston stated they need to get the plans and information from the planning board. Mr. Beaulieu continued stating the civil punch list is in process; there's a couple of issues with the retention pond and the punch list references a better product than the original design He'll present a more in-depth report once they track down why it was changed. They have to look at 2 grates down at the pond, he believes the fabric was removed and Andrews discussed with the civil engineer that it was working properly. There are also a couple items in contention that he's working through one is the tree filter and a big structure with nothing in it. Dr. Forsman stated that is something that's going to get done with the rain garden by the end of May. Mr. Beaulieu brought up the locks between the classrooms and stated they're the same locks throughout the building and they can't lock from both sides. There are signs on the doors between the rooms stating if the room's occupied the door needs to be unlocked. There are concerns with staff and administration on the policy for lockdown situations and how to enforce it. Dr. Forsman explained his first request was to have locks between classrooms that lock both sides so during a lock down someone couldn't go through the rooms to get to an occupied room. At the other schools they have a "storage lock" and isn't what they have at HSS. Mr. McBey stated they're not hall lock sets; they're called intruder or columbine locks because you can lock inside or outside but can always leave the room. Dr. Forsman said all doors lock on the hallway side; the intention was to have both sides lock between the rooms. Mr. McBey stated what's there locks both sides. Ms. Weston asked for Dr. Forsman, Mr. McBey and Mr. Beaulieu get together and review the locks. Mr. Beaulieu continued with the sewer lines and that he's been comparing the information from the 2 companies. He also stated Blue Water was filing for bankruptcy. He asked for permission from the members to refine the scope to give to Ted Berry to look over; all members gave a verbal ok. Mr. Beaulieu continued stating the floors are 99% complete. However, he asked if any members would look at a couple of areas. He's reserving his



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opinion on the work; Mr. Carrier, Mr. Bardwell and Mr. Geuther stated they would look at the floor after the meeting. Mr. Beaulieu stated Mr. Maxfield denied the letter Ms. Briggs Badger sent on the use of the generator and they've been locked out pending approval of letter from the school department and how the building will be used when electricity goes out during a school day and an event at night. Ms. Weston asked if they could look at what the school policy is. Mr. Geuther asked about the windows and top sash and asked if the top of the window is now inoperable; Mr. Urdi stated because the windows wouldn't close properly if the top was opened, it was decided to lock the top window in place. Mr. Geuther said this should have been addressed. Mr. Urdi said right or wrong the issue was many months ago; Mr. Geuther stated what was missed was checking with the users of the rooms. Mr. Beaulieu stated this is something coming up now that the weather is getting warmer; teacher's are opening their windows and when it rains the water splashes and gets what's on the sill wet. Dr. Forsman stated the main discussion was they couldn't close the window because the weather stripping was tight; this was the solution they came up with in the fall to fix the top window issue. Dr. Forsman also mentioned there was a need to fix the windows because it was a security issue; many teachers would think the windows were locked and they weren't. Anyone from the outside would have no problem opening a window. Ms. Grady voiced her disappointment with the windows, company of the windows and how it was handled.

L. Approval of Payments:

- a. Invoice #112031 dated 4/21/11 to Millican Nurseries, Inc. for \$3,179.75:
- b. Invoice #112143 dated 4/21/11 to Millican Nurseries, Inc. for \$1,145.00:

Mark Geuther moved, Doris Grady seconded approval of both invoices to Millican Nurseries, Inc. for a total of \$4,324.75. A roll call **VOTE PASSED: 5/0**

M. Other Business:

- a. Review of Names for Plaque: Doris Grady motioned to table until the next meeting; Robert Carrier seconded.
An oral **VOTE PASSED: 5/0**

Mr. Urdi asked if there was a time frame on when they were going to receive a payment because they haven't been paid since December. Ms. Weston said the SAU office is short handed and she is waiting for a reconciliation of their invoices because at this time the committee doesn't know where they stand. She hopes to have an answer for him at the next meeting.

N. Schedule next JBC Meeting: The next JBC meeting is scheduled for Thursday, May 19, 2011 at 5:30 p.m. at Horne Street School in the conference room.

O. Adjournment: Robert Carrier moved, Ray Bardwell seconded to adjourn at 8:02 p.m. An oral **VOTE PASSED: 5/0**

Respectfully submitted,

Karen Weston/pm

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