



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting – **Horne Street School**
Meeting Location: Horne Street School – Conference Room
Meeting Date: **Thursday, June 16, 2011**
Meeting Time: **5:30 pm**

MEETING #113A

- A. **CALL TO ORDER:** A meeting of the Horne Street School Addition & Renovations Joint Building Committee was called to order on Thursday, June 16, 2011 at 5:35 p.m. at Horne Street School in the conference room.
- B. **ROLL CALL:** Present were Karen Weston, Mark Geuther, Robert Carrier and Ray Bardwell. Also present were Jean Briggs Badger, Superintendent; Steve Beaulieu, Clerk of the Works; Tim Knowles, UGL Unicco; Keith McBey, BPS and John Urdi, Dennis Mires, P.A. Absent were Carolyn Mebert, Doris Grady and Malcolm Forsman.
- C. **Public Comments:** There were no public comments.
- D. **Approval of Meeting Minutes from May 19, 2011:** Ray Bardwell moved, Robert Carrier seconded to accept the meeting minutes of May 19, 2011. An oral **VOTE PASSED: 3/0** (Geuther abstained)

Horne Street Elementary School

- E. **CIP Financial Report – Horne Street School:** Ms. Weston read into record the budget availability as of June 16, 2011 is \$231,464.46. Mr. Carrier questioned where they were at on items they're thinking of doing or things that aren't finished. Mr. Beaulieu stated some of those items were coming in and isn't included in the budget. Ms. Weston stated her interpretation is anything not already encumbered would be a change order. Mr. McBey said he has a list of change orders for their review tonight. Ray Bardwell moved, Mark Geuther seconded approval of the CIP financial report. An oral **VOTE PASSED: 4/0**
- F. **Progress Report – Dennis Mires, The Architects:** Mr. Urdi stated Mr. Beaulieu and he met for the as-builts and he left a set with him to look over and is working with him to get it done. He dropped off at the SAU office before the meeting the O & M (Operation & Maintenance) manuals for the architect items along with the information that was given to him at the beginning of the project. Mr. Knowles stated the O & M's should be at the facilities office for reference and the as-builts when completed. Mr. Beaulieu said he looked at a more up-to-date copy of the as-builts and has a copy of what was brought; he hasn't had a chance to thoroughly go through them; they are the latest revisions that Ms. Verville gave him when he started so they are at least at that point. They superimposed the SK's with the mechanical and electrical on the revisions so any changes that came out on SK's are on the sheet. He feels they're 99% closer than at the last meeting. Mr. Bardwell recommended Mr. Knowles keep the Berry Brook information in his office where it will probably be an on-going project with the city. Mr. Bardwell stated he has 6 items he would like to address with Mr. Urdi and Mr. Beaulieu; he asked if they've resolved the heat in the nurse's area. Mr. Beaulieu stated the engineer came up with an idea to put the radiant panels in and when they talked yesterday they found that was one of the disconnects that the architect hadn't reported back to him; he took half the responsibility of not approaching Mr. Urdi with it so that's on the list for pricing, but they do need an SK from Design Day to get the price. Mr. Bardwell asked about the foyer; Mr. McBey stated he has that price. Mr. Bardwell asked about the tile in the boys & girls bathroom and asked if Mr. Beaulieu's reporting on that; he said he was. Mr. Bardwell asked about the windows and asked if they still had a valid warranty. Mr. Urdi said he believed they did. Mr. McBey stated they should because he wanted to do the work but Pella insisted they do it. Mr. Bardwell mentioned the floor and the ventilation in the gym and asked Mr. Urdi if he did the design based on capacity and asked if the exhausted air is too far away. Are they moving enough air or should they have another exhaust at the Horne Street end of the gym. Mr. Urdi said the only thing he can tell them is it was designed to meet the requirements of that space when in use. He sent a note to his mechanical engineer to make sure it was working right and this afternoon he sent him some DDC (direct digital control) information. What he was finding was the temperature of the air going in and coming out was proper. The first thought when the complaint came in was the



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting – **Horne Street School**
Meeting Location: Horne Street School – Conference Room
Meeting Date: **Thursday, June 16, 2011**
Meeting Time: **5:30 pm**

coil in the duct work may have been on and was registering on so it was possibly picking up warm air and heating the space rather than just ventilating it. Right now the ER (energy recovery) ventilator sitting on the roof works both ways. When it's calling for heat the air is being mixed from the outside comes through the coils and heats the space. During the off season the recovery ventilator brings fresh air through the coils, which aren't warm, on a continuous basis. The only time there'd be any increase on the speed is when the CO monitor calls for it. They don't really need the windows, the original windows were small. The problem you're going to get into is they never looked into air conditioning that space; if it's 100° out and 100° humidity it's going to be 100° being brought in. How or what the problem was when Dr. Forsman went in that morning he couldn't tell them. He asked his mechanical engineer about it and he talked with the control people and they gave him a read out for the last three days and it seems to be working. That's how it's supposed to work and if there's a glitch in it they still have to get it worked out. The building still hasn't been fully commissioned and isn't sure if all the ERV's have been gone through as far as the sequencing to check if the system is working properly. He thinks they're still too early in it to be asking to make changes. Mr. Bardwell said the humidity control will be discussed later after everything else is addressed. Mr. Carrier said he spoke with Fran Hopkins and on a particular day she pulled out a handful of students that were passing out because it was too hot in the gym and several people are concerned. Mr. Urdi stated he isn't sure what happened but knows it wasn't designed that way and it shouldn't have happened; the system still needs to be looked at. Mr. Bardwell asked if they could have a report on the system for the next meeting. Robert Carrier moved, Ray Bardwell seconded to accept the progress report for Dennis Mires. An oral **VOTE PASSED: 4/0**

G. Progress Report – Keith McBey, VP of Bonnette, Page & Stone:

- a. Running Change Order Log with Change Proposals: Mr. McBey handed out the running change order log and change proposals, which is everything they have talked about to date. Mr. Beaulieu and he went over the list and the exhaust for the copier is now a dead issue. Jans had undercut the door and there is an exhaust fan above the door so it's no longer an issue. The fin tube radiation at the ESOL room Mr. Urdi is taking issue with because he believes it was in the original engineer's drawings, but the contractor said it wasn't; both of them are working it out. Mr. Beaulieu said it was on the original design for pricing. Mr. Bardwell asked about the excess heat being dumped into the hall. Mr. Urdi said the excess heat wasn't being dumped into the hall; there are 2 separate air circulation units and the excess heat goes outside. He spoke with Dr. Forsman about his concern on the odors and they believe the paint odors came from the open door. Ms. Weston said he also stated the floor outside the room was hot; Mr. Urdi said the blade diffusers are pointed down and the direction can be changed if needed. Mr. McBey stated the price information is for their review. He's hoping the punch list will be static anything remaining will be delegated with the contractors and be completed after school's out. Some of the items should start to be covered under warranty and not as a punch item. Ms. Weston asked if they ever tested the classrooms where the fuses were being blown to see if it happened again. Mr. Urdi stated he believes the breakers were changed so it shouldn't happen again. Mr. Beaulieu said most of the items now are warranty issues and are being addressed. The mechanical hasn't been fully commissioned so there could be some items showing up on the punch list. Mr. Bardwell asked how many bollards are needed at the generator; Mr. McBey said they only need three; two at the generator and the third will go near the gas meter. Mr. Knowles said they're at a point where some are warranty issues and Dr. Forsman isn't sure where to go. He told him to go to him and he'd contact Mr. McBey if it was necessary and asked if that was okay. Mr. Bardwell and Mr. Carrier agreed that was the right thing to do. Mr. Beaulieu said he doesn't see the electrical panel in the boiler room to be removed on the CO log and is on the contractor's green card. Ms. Weston asked if it was part of the contract to remove the panel; Mr. Bardwell said it wasn't specified to have it removed and was added after inspection. Mr. McBey said he'll ask for a proposal with a not to exceed price. Mr. Geuther asked if there was a total price for the yellow items; Mr. McBey said he didn't have one. Mr. Bardwell said it's approximately \$45,000. Mr. McBey said he



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting – **Horne Street School**
Meeting Location: Horne Street School – Conference Room
Meeting Date: **Thursday, June 16, 2011**
Meeting Time: **5:30 pm**

still has the sewer lining under his scope and is removing it where Mr. Beaulieu is handling the work. Mr. Bardwell asked if the fabric has been pulled from the pond; Mr. McBey said it has been. Ms. Weston asked about #56 and the \$18,900.00 for sod; Mr. Bardwell said it was rejected and isn't in the numbers. Ms. Weston asked about the exterior lighting; Mr. McBey said it was taken off and put back on as item #73. Mr. Bardwell asked where they stood with the neighbor. Mr. Urdi said they've met all the standards but his concern is that no matter what they do to fix the issue; the neighbor will still be looking up into the lights. If they put a shield up he's not sure how far down it would have to go and the farther down a shield goes the light becomes less affective. Ms. Weston asked if the lights were illuminating his yard; Mr. Urdi said it wasn't. Mr. Carrier asked if the lights were on a timer; Mr. Knowles said he'll have to check. Mr. Carrier stated he understands where he's coming from and asked if there was a need to have the lights on all night. The other thing is when you buy a property near industry/schools there's always going to be a chance of expansion. The planning board reviewed and accepted the changes and doesn't feel they need to go any further. Mr. Urdi suggested hanging cardboard 1 ½' in length on 2 sides to see what happens. If it works get pieces of sheet metal and have someone put them up. Mr. Geuther suggested writing a letter stating they addressed his concerns and have complied with the planning board above and beyond what was expected. Mr. Knowles said he will hang the cardboard to test. Ms. Weston asked Mr. Carrier if he would be willing to contact Mr. McCann to see if he could look at the lighting situation before and after; Mr. Carrier said that wouldn't be a problem. Mr. Geuther asked if the lights needed to be on after dark during the summer; Ms. Weston was hesitant to turn them off because of the increase in vandalism around the city. Mr. Knowles stated the custodians are in the building until 11:30 p.m. Mr. Geuther stated for the record the total of the highlighted CO's is \$46,518. Ray Bardwell moved, Robert Carrier seconded to accept the report. An oral **VOTE PASSED: 4/0**

H. Clerk of the Works Report: Mr. Beaulieu stated the punch lists are at a stand still with the final list being done after school is out. He met with Mr. Onslager on 5/26/11 and his reaction was it looked better and he took temperature and relative humidity readings. Mr. Beaulieu stated he's trying to stay objective and he's seeing some improvement; Mr. Onslager agreed to come back the beginning of August. Mr. Knowles asked that is the time when his staff would be working on the floors and asked if it would affect anything if they screened and coated the floor prior to his returning. Ms. Weston said they timed his returning with the floors being done. Mr. Beaulieu said after August if they still have a strong opinion on how the floor looks they can look at taking the next step. Mr. Urdi stated the cupping looks like it's come down. Mr. Beaulieu said they talked about cupping and Mr. Onslager had said if the boards get wet it will cup and not come back. He believes with the spacing between some of the boards it's creating an illusion. Mr. Bardwell said he was at Garrison a couple of weeks ago and their floor looks similar to the way the floor at HSS does now. Mr. Geuther said point made is Mr. Onslager has come through with what they've asked for and isn't running away from the issue. Mr. Beaulieu said cleaning was mentioned and Mr. Onslager had said it doesn't need to be cleaned and they should never put water on the floor. Mr. Knowles said he wanted to follow-up with him on that because how is he supposed to scrub the floors; Mr. Beaulieu said screen and vacuum is his guess. Mr. Geuther asked if they've been paid; Mr. McBey said they have except for retainage.

Mr. Beaulieu stated he met with Joe Cherry on the rain gardens and there is no issue with water going under the slab. Dr. Forsman can give an update on the rain garden at the next meeting. They're also working on the tree filter and might be completed in the next couple of weeks. The tile on the punch list they talked about the bottom row and cut-in edge; Mr. Urdi had suggested an accent strip along the bottom edge that might be a cleaner looking. They know its borderline on quality work, but it will be an easier fix. Mr. Carrier said they should take the next course and put in pencil edging, level and cut down or they can take 6" tiles and cut them down. Mr. Urdi stated he doesn't think the pencil tile comes in the colors but will look into. Mr. Beaulieu wanted to let the members know if they go



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting – **Horne Street School**
Meeting Location: Horne Street School – Conference Room
Meeting Date: **Thursday, June 16, 2011**
Meeting Time: **5:30 pm**

this way the joints may be off. Mr. Carrier asked this be put as an action item and they can fine tune it. Mr. Beaulieu said he spoke with Joe about the flooring and they've already changed 280 tiles and doesn't include the foyer area. They patched the VCT tiles and did a great job and they've fixed everything he's asked them to. He met with Ted Berry Co. and they re-measured and reviewed the recording and have looked at from the back wall to the front door past the patch by BPS. The base proposal includes past the patch with an option of 6" pipe to the man hole for a total of \$28,325. They'll be getting more for around \$16,000.00 less than Bluewater. Mr. Bardwell asked what he recommends; Mr. Beaulieu said it would be worth doing. They walked the tunnel and looked at the main line and it looks good but they haven't seen the café side. The other prices are for add ons if need to be done. Mr. Bardwell asked about the dip in the main trunk line; Mr. Beaulieu said they haven't seen any issues or pooling. Ms. Weston said she had a request from Ms. Grady that if they're going to do it right they should go out to the man hole and Ms. Weston agreed. Robert Carrier moved, Robert Carrier seconded to go with Ted Berry Co. for the sewer lining in the amount of \$28,325. A roll call **VOTE PASSED: 4/0**

Mr. Beaulieu said he's going to start a warranty item list and attach the electrical and mechanical to push to complete the commission report. He's going to prioritize the change proposals received at tonight's meeting and present it at the next meeting. The electrical panel needs to be addressed, they need to address issues with the split A/C units, there are some vibrations, and they still need to get the letter on the use of the generator. Mr. Knowles said Cathy Faure, Jim Maxfield, Rebecca Jalbert and he met and are working on a draft letter that once it's ready he'll bring for Ms. Briggs Badger to sign and submit it to Mr. Maxfield. He stated Mr. Maxfield is requesting a letter for all the schools not just for HSS. Mr. Beaulieu asked if Mr. McBey knew of anything else on the green card; Mr. McBey stated just the panel and the neighbor. Mr. Beaulieu said the last issue is the sensors in the classrooms, some of the lights aren't shutting off when they should be. Mr. Urdi said he received an email today and Reno's having someone come to check the sensors and make adjustments if needed. Ray Bardwell moved, Robert Carrier seconded to accept the clerk of the works report. An oral **VOTE PASSED: 4/0**

I. Other Business:

- a. Updated Proposal for Sanitary Sewer Line from Ted Berry Co.: see above
- b. Email dated 5/23/11 from Ray Bardwell: Ray Bardwell moved, Robert Carrier seconded to accept the email into record. An oral **VOTE PASSED: 4/0**
- c. Action Item List: Removed from list are item numbers 17, 46, 60, 61, 63, 64 and 70. To be added is checking on the ventilation system/coils in the gym to make sure they're working properly. Items 65, 68 and 69 are still pending.

Mr. Bardwell asked who was taking care of the cable in the building. Mr. Beaulieu stated he's spoken with Dr. Forsman and Longchamps has wired the building and the installer from Comcast stated a project manager needs to come and look to see if he can find the problem. Mr. Urdi stated he believes Dr. Forsman said he would contact and talk with the project manager.

Mr. Geuther stated they have money encumbered for Mr. Beaulieu and was wondering how much he's been paid to date. Mr. Beaulieu apologized stating he hasn't done a contract yet and he doesn't have a breakdown on what he's been paid to date. Ms. Weston stated if the change proposals didn't need to be acted on right now she would like them placed on the next agenda for discussion; Mr. McBey stated there was no rush. Ms. Weston asked about CP #68 for painting the walls and asked what the \$1,761.00 was for; Mr. Beaulieu stated there are 4 rooms that only the accent wall was painted and the other 3 walls need to be painted. The quote is the cost of painting 3 walls in one room. Mr. Knowles asked if the work was completed; Mr. Beaulieu stated it wasn't. Mr. Knowles said he could add the rooms to his painting list for the summer. Mr. Beaulieu asked Mr. McBey if he could get pricing for a fourth



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting – **Horne Street School**
Meeting Location: Horne Street School – Conference Room
Meeting Date: **Thursday, June 16, 2011**
Meeting Time: **5:30 pm**

bollard and updated pricing for the lighting on the sign. Mr. Urdi stated 13b shows the light fixtures and is included in the pricing. Mr. Knowles said there were discussions at previous meetings on the parking lot and stairs and asked if that would be included as part of the JBC or outside of the JBC where Mr. Beaulieu or he could oversee any of the work. He stated he's working with Dana Lynch on the Alt School parking lot and had a preliminary discussion on reengineering some of the items at HSS; Mr. Lynch said he could make himself available for the next meeting if members were interested. Ms. Weston asked he be at the next meeting. Mr. Geuther asked if they can hire a consultant without going out to bid; Ms. Briggs Badger stated she believed they could hire someone on the preliminary work but would need to go out to bid on the work itself. Mr. Carrier stated they should also include Keach Nordstrom who did the original design. Mr. Bardwell asked if it would be appropriate to meet with Mr. Lynch to bring him up to speed on what they're looking for; all members were okay with him meeting with Mr. Lynch.

- J. Schedule next JBC Meeting:** The next JBC meeting is scheduled for Thursday, June 30, 2011 at 5:00 p.m. at Horne Street School in the conference room.
- K. Adjournment:** Ray Bardwell moved, Robert Carrier seconded to adjourn at 7:10 p.m. An oral
VOTE PASSED: 4/0

Respectfully submitted,

Karen Weston/pm

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