



DOVER SCHOOL DISTRICT

## JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting – **Horne Street School**  
Meeting Location: Superintendent's Office– Conference Room  
Meeting Date: **Wednesday, August 3, 2011**  
Meeting Time: **5:00 pm**

### MEETING #116A

- A. **CALL TO ORDER:** A meeting of the Horne Street School Addition & Renovations Joint Building Committee was called to order on Wednesday, August 3, 2011 at 5:10 p.m. at superintendent's office in the conference room.
- B. **ROLL CALL:** Present were Karen Weston, Robert Carrier, Doris Grady, Carolyn Mebert, Mark Geuther and Ray Bardwell. Also present were Jean Briggs Badger, Superintendent; Mike Limanni, Business Administrator and Malcolm Forsman, Principal. Absent were Steve Beaulieu, Clerk of the Works; Tim Knowles, UGL Unicco; John Urdi, Dennis Mires, P.A. and Keith McBey, BPS.
- C. **Public Comments:** There were no public comments.

#### Horne Street Elementary School

- D. **Discussion Broken Down Proposal from Dana Lynch:** Ms. Weston stated she spoke with Mr. Joyal on the impact fees. It appears the top parking lot can be done with impact fees and the JBC will do the lower lot. It still needs to go before the school board for approval before going before the city council. The bid should include both A & B and also together. Mr. Geuther asked why the money can't be transferred to the JBC; Ms. Weston said it has to do with changing the scope and they want a simple and easy way of accounting. The action of the school board would be working in conjunction with the JBC. Mr. Carrier stated there's approximately \$649,000.00 remaining in impact fees and there is a request for the full amount for the high school media center/auditorium. Ms. Briggs Badger said they had a conversation Monday night regarding the auditorium and are looking in phase 2 to renovate/convert the auditorium to tie into the media center; a case still has to be made and is something they're looking at down the road. Ms. Weston stated they still need to finish the core of the project and then use the money remaining along with the impact fees. Mr. Bardwell went over the breakdown Dana Lynch provided. He outlined in greater detail what he discussed during his presentation then does a survey and does a preliminary design to present to the JBC. Then have planning and engineering look at and go out to bid with a pre-site walk-through. He also included the number of meetings he'll do at no additional charge and included a fee schedule, terms of payment and exclusions. Mr. Limanni stated they asked him to break out the projects in two sections and that's what he's provided. Mr. Geuther asked why would they do it as two project designs; Mr. Limanni said the reality is it should be designed as one project but bid for 2 projects. They asked Mr. Lynch to design as one project because it made more sense to have it all designed even if they only had enough money to the lower lot. Ms. Weston asked if they feel with the time frame they can go out to bid and get done before the cold weather. Mr. Carrier stated they wouldn't be able to do any paving until after schools out. Mr. Geuther stated based on the schedule they can but they don't want to do while schools in session and it's not Dana's constraints but the school's for safety reasons. Dr. Mebert said they can still go out to bid and get a guaranteed prices and signed contract. Ms. Weston stated she feels they should do the design so they know what needs to be done and go out to bid and if they can do both lots they will. The school board still needs to pass the resolution then it needs to go to the city council. Ms. Briggs Badger asked if they'll know numbers by September 30<sup>th</sup>; Mr. Carrier said by mid to late October would be reasonable. Mr. Geuther suggested giving more time for the bid to stay open because they're apt to get more people interested and having a couple more weeks could be advantageous. Mr. Bardwell questioned what the JBC will do when the project is wrapped up; Ms. Weston stated the committee will be together until the project is completed. Mr. Carrier stated they can make a decision and encumber monies by the end of November. Mr. Geuther questioned turning the money over to the school dept. and have the school take over the project; Ms. Weston stated by state statute/law it can't be done. Ms. Weston stated the school board can work in conjunction with the JBC and believes Mr. Parker has already put money aside for the upper lot. Mr. Limanni stated Mr. Parker said he would help with the wording for the city council. Ray Bardwell



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motioned to accept the proposal from Dana Lynch and Civilworks dated July 27, 2011 for the HSS Parking Reconstruction in the amount of \$22,000.00; Robert Carrier seconded. A roll call **VOTE PASSED: 6/0** Mr. Geuther mentioned this proposal only takes it to the final design and not construction management, which will be another proposal from Dana Lynch or they'll need to hire someone else for construction management.

- E. Other Business:** Action item Update: Dr. Forsman stated his concern is that Mr. Beaulieu is working on the punch list and he's not sure what's outstanding; there are rooms with no intercom that are on his list but he's not sure of costs. Mr. Geuther questioned #32 for the intercom system and stated it's completed but it really isn't. Dr. Forsman stated he has concerns with the tiles outside the art & music room and the threshold gave away and the tiles were replaced but it gave way when they moved the café tables out to the court yard. Mr. Bardwell stated Mr. Beaulieu said it was an expansion issue and was out of scope. Dr. Forsman stated the tiles were breaking at the joints; Mr. Carrier stated it can't be tiled over and an expansion joint needs to be put in and should be addressed. Ms. Weston stated one item of concern for her was the lettering for the building that was supposed to be done and asked if anyone knew if they were done; no one knew if the lettering had been changed. Dr. Forsman mentioned they're still struggling with the front doors closing properly and has been repaired a number of times and BPS is working on it again; the striker at the bottom doesn't release far enough and when the door closes it drags and the doors aren't secured. Ms. Weston stated this could be a warranty issue. Dr. Forsman stated the other concern is the air conditioning systems in the administration area is noisy. The fan was fixed a couple weeks ago and the temp actually dropped to where it was supposed to be. He was told the noise was the circulation pumps that are always running and feels the systems aren't a quality product. The air noise is fine the pump is noisy and was told it was installed they best they could. Mr. Carrier questioned it wasn't central air; Dr. Forsman stated they first spoke it was going to be central air but only the library, computer room and tech office have central air; by the time a final decision was made on the administration offices they had already closed off the central air ducts. Mr. Bardwell questioned how the specs were written for the units. Mr. Geuther stated he couldn't remember the exact reason but they were told at one point why they didn't go with central air. Mr. Bardwell stated if the pumps fail the office area will get wet; Dr. Forsman stated it already happened because it was installed wrong but has since been fixed. Ms. Weston asked about the pencil tiles for the boys/girls bathrooms; Mr. Carrier stated he contacted Mr. Urdi but he was leaving on vacation and he's tried a couple of times since to try to set up a time to let him know the tiles they want to go with. Ms. Weston asked about #61-security alarm being completed; Dr. Mebert said she thought it had been taken care of. Dr. Forsman said he was in on Saturday and the alarm panel said it was clear but Dover PD showed up because the alarm went off at the police dept. Someone came to look at the system earlier today and he was told the police dept. doesn't see specific areas the alarm is going off at. Ms. Weston asked about the issue with the flag pole; Mr. Bardwell stated he thought they were going to get a new pole and he's not sure if a new one was put up. Dr. Forsman stated his only concern is the difference size holder and the holes for the original pole are a different size. Mr. Carrier stated Mr. McBey had addressed it and said the holder was much larger. Mr. Bardwell said he had asked about putting the line inside to prevent it being cut. Ms. Weston asked who to address on the weeds out front; Dr. Forsman said the PTG is taking care of the area and has been working on it and some of it was weeded today and stated they haven't done anything near the wall because the rain garden is supposed to be going in and was told it would be done in late August. Dr. Mebert asked about the vegetable garden; Dr. Forsman said there are 5-6 families weeding the garden and reaping the benefits from the garden. Ms. Weston stated the rep from Robbins said he'd be back in August to take measurements but hasn't heard when. Mr. Knowles is waiting to hear from the floor company before he does anything with it. Ms. Weston asked about the ventilation in the gym; Mr. Bardwell said Mr. Beaulieu recommended doing nothing until the final commissioning and he believes there's no movement. Mr. Bardwell said Mr. Urdi was asked if it was designed for capacity and he said it meets the state requirements, minimal standards. Dr. Forsman stated it was also designed for CO<sup>2</sup> and the system doesn't turn on



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until it hits a certain level. Ms. Weston stated they're going to wait on discussing the locks until Keith McBey is there. Ms. Grady stated she has trouble with the money paid to BPS and the architect and they haven't been there for 5/6 meetings and they're still discussing the same things at every meeting. Mr. Limanni asked how they can get things expedited. Mr. Bardwell stated they only retained \$8,000.00-\$9,000.00 from the architect and \$200,000.00 from BPS; however, if BPS did the job per the specs given they can't hold them responsible. Ms. Grady stated they have a contract that they can go to mediation if they need to. Mr. Geuther stated they're only spinning wheels because Mr. Urdi or Mr. McBey isn't there and they should tell them to be at the next meeting to get answers. Dr. Forsman stated Mr. Beaulieu has a list with what's in the scope and he wants to finish the current and he's not sure what's on the list that may not be on BPS's list. Ray Bardwell motioned to send BPS and Dennis Mires the action item list and requesting they have definitive answers with dates for the next meeting; Carolyn Mebert seconded. Mr. Geuther stated part of the issue was there have been so many items pending and some have been completed but never moved; also #13 is something for JBC. Mr. Carrier said done items should be taken off the list. Mr. Limanni stated he can send out the notice stating their presence is requested to address the items at the August 11<sup>th</sup> meeting. Mr. Bardwell moved to question. Ms. Weston asked for those in favor of having Mr. Limanni write a letter and send out to BPS & Dennis Mires, P.A. An oral **VOTE PASSED: 6/0**

- F. Schedule next JBC Meeting:** The next JBC meeting is scheduled for Thursday, August 11, 2011 at 5:00 p.m. at Superintendent's in the conference room.
- G. Adjournment:** Carolyn Mebert moved, Doris Grady seconded to adjourn at 6:30 p.m. An oral **VOTE PASSED: 6/0**

Respectfully submitted,

*Karen Weston/pm*

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