



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting – **Horne Street School**
Meeting Location: Superintendent’s Conference Room-McConnell Center
Meeting Date: **Monday, September 27, 2011**
Meeting Time: **5:00 pm**

I. CALL TO ORDER AND ROLL CALL: A meeting of the Horne Street School Addition & Renovations Joint Building Committee was called to order on Monday, September 27, 2011 at 5:04 p.m. at the Superintendent’s Conference Room at the McConnell Center. Present were Karen Weston, Mark Geuther, Carolyn Mebert, Doris Grady and Ray Bardwell. Also present were Michael Limanni, Business Administrator; Libby Simmons, John Urdi, Dennis Mires. P.A. , Keith McBey, BPS, Tim Knowles, Unicco, Mal Forsman, HSS Principal, and Steve Beaulieu. Robert Carrier arrived at 5:10 pm.

II. Public Comments: None

Ms. Weston requested the addition of Change Proposal 74 under VII.B. and Change Proposal 76 under VII. a.1.

Carolyn Mebert moved, Ray Bardwell seconded to accept the agenda changes as noted. An oral **VOTE PASSED 5/0.**

III. Approval of Meeting Minutes from September 8, 2011 & September 19, 2011: Carolyn Mebert moved, Ray Bardwell seconded to accept meeting minutes from September 8, 2011 and September 19. An oral **VOTE PASSED 6/0.**

Horne Street Elementary School

IV. Acknowledgements:

a. Email Dated 9/23 from Dana Lynch regarding Planning Board for October 25th:

Ray Bardwell moved, Carolyn Mebert seconded to accept the email from Mr. Lynch. An oral **VOTE PASSED 5/0.**

Ray Bardwell moved, Carolyn Mebert seconded to authorize the payment of \$1,000 for additional services required to place this item on the October 25th agenda. A roll call **VOTE PASSED 6/0.**

V. CIP Financial Report—Horne Street School Project

The budget availability is \$219,714.01 (after spending the additional \$1,000 on the above item). Carolyn Mebert moved, Doris Grady seconded accepting the financial report. An oral **VOTE PASSED 6/0.**

VI. Discussion:

a. Action Items with BPS & Dennis Mires, P.A.:

Steve Beaulieu reviewed the list of pending items. He stated that Mr. Limanni had been working with Simplex to determine possible resolutions to the problem. One recommendation is to tear out what was installed. Another is to discuss with the City about updating their receiver since it is very old and most likely needs updating anyway. Mr. Limanni has not discussed this with City representatives, but thinks that it is worth the discussion. The city, and not Burns Security, owns the equipment.

Dr. Mebert asked if the other schools would be affected if this happened. Mr. Limanni responded that all schools and city buildings would be affected since they would all tie in to the new system.



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Ms. Weston recommended that this item be added to the Joint Fiscal Committee agenda.

The problem with the current system is that the fire or police departments will not know what the issue is at the school until they arrive and check the panel. They will only know that there is an issue. There is a zone map on the outside for the fire department. The police would need to go into the school to see the panel.

Mr. Limanni stated that they could get a service contract for a year at a reduced rate of \$250 for a monitoring system. The occurrence would go to the monitoring system prior to going to the police department.

Mr. Bardwell stated that if it is more economical to update the city equipment, then that is what should be done and makes more sense.

The normal cost for one year of monitoring is \$1,000. The deal that is offered to the JBC is for one year only.

Ms. Weston recommended contacting the City to inform them of the option to regionalize and what impact that would have. She was also concerned that WPS have enough lines available for this option. Mr. Limanni agreed, but stated that it is much more complex and the JBC may want to just monitor for a year.

Mr. Bardwell asked if the best option would be to just monitor for a year. Mr. Limanni agreed and stated that he would also need to obtain a quote for Longchamps for monitoring the fire system. The combined cost for monitoring for a year would most likely not exceed \$1200.00.

Mr. Bardwell commented that the JBC should review all of the costs in a spreadsheet so that they can make a comparison as to what the best option is for solving the problem.

Ms. Weston commented that the main concern is the monitoring of Horne Street School.

For the next meeting, Mr. Limanni will have an estimate for fire monitoring so that the JBC has an accurate estimate for the total of the monitoring for one year. Then over the course of the next year, he will discuss other options with City Manager Mike Joyal.

Mr. Carrier added that GES and DHS would both be undergoing renovations within the next few years, so the City should look at all systems and the possibility of all buildings being connected. There is a much larger scope.

Ms. Weston asked if all buildings communicate at this time through city dispatch except for HSS. Mr. Knowles responded that the middle school works the same way that HSS works and does not communicate in the same manner as the other schools. Ms. Weston would still like it discussed with the Joint Fiscal Committee so that initial discussions are started.

Mr. Geuther commented that the JBC might be worrying about something that it doesn’t need to worry about. After contacting the police and fire departments, it may be determined that they do not even look at the location of the problem until they arrive at the scene of the incident. Mr. Limanni stated that he didn’t understand the depth of the issue, until he spoke with Simplex.



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Mr. Beaulieu continued to discuss the Action items with the JBC.

- The IT ventilation issue was closed on September 8.
- The issue of no heat in the guidance office was closed on September 8.
- Quote to add lighting to front and side of building—fixtures are in and will be installed when the intercom upgrades are completed. The intercom parts should arrive soon.
- Check excess heat and coils in gym—it is ventilating per design and is working at 100%. It will be closed, with monitoring.
- Tiles in boys and girls rooms were closed on September 8.

Mr. Beaulieu stated that the air in the gym will continue to be circulated, bringing air in from the outside. Dr. Forsman will keep the JBC updated as to the temperature of the gym when assemblies take place and when the temperature rises. Mr. Carrier questioned the use of large, industrial size fans as a possibility. It was determined that the noise generated by these fans would be too distracting. Dr. Forsman added that the doors are not allowed to be opened at any time.

Members of the JBC agreed that for the most part, the warm days are limited and for the cost associated with making changes, they would probably need to live with it. The temperature will be monitored, along with the need for further action. Dr. Forsman commented that it is difficult to cancel assemblies or transport students to cooler areas.

Mr. Beaulieu stated that most items on the “Other Items of Concern” are closed as of September 8th. The gym floor status is still open, but looks better. Ms. Weston commented that the JBC will be able to tell over the next few months how it will look, when the heat is activated. Mr. Beaulieu commented that hopefully, the affects of heat will be reduced each cycle.

Mr. Beaulieu asked Mr. Knowles about the missing lock on the generator. Mr. Knowles responded that it was just that a worker took his lock. Mr. Knowles also added that the lock was in place because the electrical inspector and fire department wanted a policy in place to evacuate the building in case of a power loss. He sent two draft documents to the fire department and the electrical inspector and is awaiting their response and comments on the draft documents. If he doesn’t hear from them by September 28, he will call Fire Chief Driscoll.

Mr. Urdi asked why they are so tough on HSS. Mr. Knowles responded that they want to look at the situation across the district and are starting with HSS. Mr. McBey commented that Mr. Maxfield was also tough as an electrical inspector on the WPS project. Mr. Urdi commented that if there is no Certificate of Occupancy on HSS, and something happens, insurance may not cover it. Ms. Weston advised Mr. Knowles to contact Chief Driscoll directly to resolve the situation.

Ms. Weston asked about the status of the parking light shining in the neighbor’s back yard. Mr. Carrier stated that he is friendly with the resident and will discuss withdrawing his complaint with the electrical inspector. He doesn’t believe that it will be a problem. Mr. Urdi stated that they can put a shield on the light to reduce the shine, although he recommended starting by taping cardboard on it to see if this will work. The warranty will be negated if the product is altered.



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Open House at HSS was discussed. Ms. Weston stated that Superintendent Briggs Badger had recommended having an open house during that week. A date of Thursday, November 17th was selected. Dr. Forsman will discuss with the HSS PTG to determine if they would like participate. If they do not want to participate, there will be a simple ribbon-cutting, without an Open House. At this time, there are no events planned at HSS for National Education Week.

Mr. Beaulieu will follow-up on the frequent “kicking-in” of air conditioning unit in the administrative offices. He is not sure what else can be done to resolve the issue, but will check into it.

Dr. Mebert asked about the previously discussed signage within the building providing a “green” reference to the construction. Mr. Urdi stated that they didn’t have to because they didn’t need the CHPS points. Dr. Mebert thought that it was being done for educational benefit, but was told by Mr. McBey and Mr. Urdi that it wasn’t necessary, but a possible “fake display” can be done at a later date.

Mr. Beaulieu stated that he will update the full, master list for the next meeting. A few of the items on the list will be adding lights to the trophy list, end caps instead of end covers, and lettering on the building. There are still a handful of items that he will address at the next meeting.

Mr. Bardwell commented that he would rather spend money on other items than new lettering. They are stainless steel and still in good shape. Mr. Beaulieu responded that he will provide estimates and a vote can be taken at a future meeting.

Ms. Weston asked if someone would check anchor points to make sure they are sufficient. Mr. Knowles and Mr. Beaulieu will verify that they are satisfactory.

Mr. Beaulieu asked Mr. Knowles to add a lock to the disconnect on the generator until it is signed off. This is just a precautionary task.

Mr. Geuther asked where the JBC stands with commissioning. Mr. Urdi stated that it is complete and all items are corrected. A report will be send to Mr. Beaulieu. Mr. Urdi added that he has an extra set of Operation and Maintenance manuals that he will give to Mr. Beaulieu.

b. Sur-Guard: SG-System III Virtual Receiver—Karen Weston (Simplex Recommendation Email)
This was discussed above and Mr. Limanni will report more on that at a future meeting.

c. Update: Simplex Communication issue with city dispatch—See email from Mike Chames.
This was discussed above and bullet points on email were pointed out to the JBC by Mr. Limanni.

VII. Progress Report—Keith McBey, VP of Bonnett, Page & Stone

Mr. McBey stated that most of the items had been discussed earlier in the meeting. He will review the CO status again with the City. He only has proposals and credit for hydro-seeding.

a. 1. Change Proposal #77 and a. 2. Change Proposal #76—Add for winter repair work—There is a credit for \$460.20 for seeding the front of the building and a charge of \$870.00 Mr. Knowles stated that Unicc would pay for Change Proposal 77. The difference in the Change Proposals is \$409.80. Mr. Geuther



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commented that Unicco will be getting the credit, when it could actually go to the JBC. This is not something he is opposed to, but wanted the JBC to be aware of it. The JBC agreed that Unicco has gone above and beyond in many ways with this project.

Carolyn Mebert moved, Ray Bardwell seconded rejection of Change Proposal 76 and 77. **A roll call VOTE PASSED 6/0.** BPS will bill Unicco directly for this cost.

Mrs. Grady questioned the issue and Mr. Geuther clarified the situation.

- b. Change Proposal #74—Heat at the Nurse’s Suite—**Mark Geuther moved, Ray Bardwell seconded tabling Change Proposal #74 while monitoring. An oral **VOTE PASSED 6/0.**

VIII. Approvals:

- a. Proposal for an Additional window treatment, adding \$215 to formerly approved proposal, “Not to exceed \$1400.”) Recommended by Steve Beaulieu.**

Library shades for one window that wasn’t on the list needs to be purchased.

Mark Geuther moved, Ray Bardwell seconded approval of a window treatment for an increased cost of \$215. A roll call **VOTE PASSED 6/0.**

- b. Payment: Pro-Controls Invoice #120079—Pending updated language to include, “Not to exceed...”**

Mr. Knowles emailed the owner and asked him to update the invoice. He hasn’t heard from him yet.

Ray Bardwell moved, Carolyn Mebert seconded to table this item until language has been amended. An oral **VOTE PASSED 6/0.** It was determined there is a typographical error on the invoice that references “High School” instead of HSS.

- IX. Other Business:** Ms. Weston asked for the status of Steve Beaulieu’s contract. He stated that it has been signed and returned. Mr. Limanni will look into his payment. Mr. Beaulieu stated he would not be billing the JBC for more than the target cost of \$10,000. The bill was submitted in August.

Ms. Weston also inquired about the contract for Peggy Morton, the former recording secretary. Mr. Limanni stated that her contract was not approved. He added that she had been paid by the School District general fund and it equaled approximately \$10,000 per year. He doesn’t believe that her costs were ever charged to the JBC. Mr. Bardwell stated that for another JBC project, the cost should be included in the budget.

Mrs. Grady asked about the plants in the front of the school. She commented that it currently looks like a hay field. Dr. Forsman stated that the PTG would be working to make sure it is taken care of. The plants that were chosen were placed so that they will grow in and make all areas green. Spacing is necessary for a project like this. It could take a year or two for them to grow in.

Mrs. Grady asked when the project may be closed. It was determined that it would definitely be after spring when the parking lot project is complete.

- X. Schedule next JBC meeting:** The next JBC meeting will be Thursday, October 27 at 5:00 pm at the SAU Conference Room. Ray Bardwell moved, Carolyn Mebert seconded to adjourn at 6:35 p.m. An oral **VOTE PASSED: 6/0**



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Respectfully submitted,

Karen Weston/ral

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