



DOVER SCHOOL DISTRICT

## JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Special Meeting – **Horne Street School**  
Meeting Location: Superintendent's Conference Room-McConnell Center  
Meeting Date: **Monday, September 19, 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 19, 2011 at 5:05 p.m. at the Superintendent's Conference Room at the McConnell Center. Present were Karen Weston, Mark Geuther, Robert Carrier, Carolyn Mebert, Doris Grady and Ray Bardwell. Also present were Michael Limanni, Business Administrator; Libby Simmons, Supervisor of Business Affairs.

### Horne Street Elementary School

- II. Approval of Change Proposals:** Ray Bardwell moved Robert Carrier seconded to pay change order 56 for \$2,164.00. These have already been approved for payment. Ms. Weston stated that change orders 56, 57 and 62 were voted to be paid in a past meeting. Ms. Simmons commented that the votes had not been recorded in prior meeting minutes, therefore it is best to vote again on them. Ms. Weston stated that they should be discussed individually.

Mr. Geuther asked for a point of clarification. He asked if they were voting for the change proposal or to pay them. Mr. Limanni responded that they are voting to approve the change proposal because the payment is on application #17. The work for all of the change proposals has been completed, so Mr. Bardwell and Mr. Carrier withdrew their motion.

This will allow them to be paid. Dr. Mebert asked if the dates are correct, just never approved. Mr. Limanni stated that they couldn't be found in minutes so it's best to re-vote.

Mr. Geuther stated that change order #6 is a credit for not doing the sewer work, an accumulation of several change orders. This is typical of what has happened throughout the process.

Mr. Geuther stated that when Mr. McBey made the comment that they would cover extra costs, but this was not intended to allow us to have "carte blanche" on changes.

Mr. Geuther explained change orders 56, 57 and 62.

Ms. Weston asked if everyone was in agreement that change proposal are out of the scope and that they need to be paid. All members agreed.

The budget availability includes the three change orders. The obligations move up to expenditures instead of obligations. The obligations list keeps a tally of what needs to be paid. All of #16 and #17 are being paid from retainage.

Mark Geuther moved, Ray Bardwell seconded to approve change proposals 56, 57, and 62. A roll call **VOTE PASSED 6/0.**

Mark Geuther moved, Carolyn Mebert seconded to approve change proposal #77. Motion was withdrawn.

Mr. Geuther stated there is an offsetting credit for this item. He is not sure if this is a stand alone or if the credit is included in the invoice.



DOVER SCHOOL DISTRICT

## JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Special Meeting – **Horne Street School**  
Meeting Location: Superintendent's Conference Room-McConnell Center  
Meeting Date: **Monday, September 19, 2011**  
Meeting Time: **5:00 pm**

Mr. Geuther added that he remembered hearing that Unicco would be taking care of the cost. The credit would be because loam and seed wasn't needed at the front of the school/

Carolyn Mebert moved, Mark Geuther seconded to table approval of change proposal #77 until the next meeting. An oral **VOTE PASSED 6/0**.

There are two questions that need to be asked regarding this change proposal:

1. Is there offsetting credit?
2. Is this a Unicco responsibility?

### III. Payment of Outstanding Bills

Ms. Simmons summarized the bills. The district short paid #15 by \$44,434.00 because the blue water expense wasn't paid. The credit shows up on application #17.

The JBC had approved to pay \$177,293, leaving a balance of \$44,434.00.

Mr. Carrier summarized that the \$221,727 was the balance of #1-15, all inclusive. Since blue water has been cleared, the JBC can move forward. The credit is showing up on #17.

Mr. Geuther stated that if #15, 16 and 17 are paid, the JBC has \$220,714.01 left.

Mr. Bardwell asked how much retainage will be left after paying the bills. Ms. Simmons responded that the retainage will be gone.

Ms. Weston asked if there are any outstanding bills other than these. Ms. Simmons said that there is only the \$870 and a few others that are under review.

Mr. Bardwell recommended not paying all of #17. Mr. Geuther agreed.

Mark Geuther moved, Carolyn Mebert seconded paying Balance Application #15 in the amount of \$44,434. A roll call **VOTE PASSED 6/0**.

Mark Geuther moved, Robert Carrier seconded paying Balance Application #16 in the amount of \$73,924.90. A roll call **VOTE PASSED 6/0**.

Mr. Geuther stated that change order #6 must have included several items since there is a \$44,434 credit. Ms. Simmons responded stating that \$8,820 already paid (change order 42) for smoke barriers. The three change orders paid this evening and change proposals #64 and #69 that have already been encumbered. All change orders are included on reconciliation sheet as obligations or expended.

Mr. Bardwell stated that we do not have a Certification of Occupancy yet so we should not pay the entire amount.



DOVER SCHOOL DISTRICT

## JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Special Meeting – **Horne Street School**  
Meeting Location: Superintendent's Conference Room-McConnell Center  
Meeting Date: **Monday, September 19, 2011**  
Meeting Time: **5:00 pm**

Mr. Geuther stated a rule of thumb is to take the value of the punch list and double it. This is the amount that is typically held back.

The motion should not be tied to the CO, because there still could be items on the punch list that need to be completed before payment is approved.

Ray Bardwell moved, Doris Grady seconded to pay \$73,430.00 toward Application #17. \$100,000 will be held back until the project is completed to the satisfaction of the JBC. A roll call **VOTE PASSED 6/0**.

Carolyn Mebert moved, Robert Carrier seconded to approve the CivilWorks plan presented by Dana Lynch so that bid documents can be ready by October 1. An oral **VOTE PASSED 6/0**.

Changes made to the presentation included a one-way travel area recommended by the City Planner and increasing the area between railings to 4 feet 4 inches. A few parking spaces have also been added.

Mike Limanni will inform Mr. Lynch of the vote for approval. Next meeting is Tuesday, September 27 at 5:00 pm at the Superintendent's Office conference room.

**IV. Adjournment:** Ray Bardwell moved, Doris Grady seconded to adjourn at 5:50 p.m. An oral **VOTE PASSED: 6/0**

Respectfully submitted,

*Karen Weston/ral*

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