



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting – **Horne Street School**
Meeting Location: Horne Street School – Conference Room
Meeting Date: **Thursday, September 8, 2011**
Meeting Time: **5:30 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 Thursday, September 8, 2011 at 5:35 p.m. at Horne Street School in the conference room. Present were Karen Weston, Mark Geuther, Robert Carrier, Carolyn Mebert, Doris Grady and Ray Bardwell. Also present were Jean Briggs Badger, Superintendent; Michael Limanni, Business Administrator; Malcolm Forsman, Principal; Steve Beaulieu, Clerk of the Works; Dana Lynch, CivilWorks; Tim Knowles, UGL Unicco; and Keith McBey, BPS. Absent was John Urdi, Dennis Mires, P.A.
- II. **Public Comments:** There were no public comments.
- III. **Approval of Meeting Minutes from August 16, 2011:** Ray Bardwell moved, Carolyn Mebert seconded to table acceptance of meeting minutes until the next meeting due to lack of time to review minutes. An oral **VOTE PASSED: 6/0**

Horne Street Elementary School

Ray Bardwell moved, Carolyn Mebert seconded to suspend the rules and move Other Business up in the agenda. An oral **VOTE PASSED 6/0**.

VII. **Other Business:**

Dana Lynch of CivilWorks reviewed the plan for the parking lot areas for the Horne Street School project. He summarized what had been discussed at the June meeting and presented his plan and drawings for the project. His plan is designed to alleviate frost heaves, find a better way to get students to the building, and a better drop-off circulation pattern.

He has sampled the pavement to determine what the material is below the pavement and completed a topographic survey below the site. They found 5 to 5 ½ of pavement in some areas and reduced areas in other areas of the parking lot. Mr. Lynch commented that the parking lot has held up fairly well. The plan will allow for 58 parking spaces and the circulation pattern has been addressed and there will be more control in the drop-off pattern.

Mr. Lynch proposed grinding up pavement and reusing for the base pavement after being supplemented with gravel. Curbing will be torn out, stairs will be removed, and two trees will need to come down. New trees will be planted to replace the two that were removed. There will be three handicap spaces that will point toward Horne Street. Granite curbing will protect the building. Bollards will be installed to protect the building as well.

An ADA compliant ramp will be installed with a retaining wall to absorb the grade and will have railings. The entrance to the parent drop off loop will be located directly across from Roosevelt Avenue. This will allow parents to drive straight through. There will be a few limited spaces in case a parent would like to enter the school with their child. The walk area has been shortened and there will not be multiple areas to cross.

Ms. Weston asked what the difference is in number of parking spaces. Mr. Lynch responded that there would be a decrease of two spaces, located at the cafeteria wall. There will be diminished need for “zig-zagging” through the parking lot with the new process.



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Dr. Forsman asked if a sign could be installed to let parents know that they can only turn right at the intersection. He stated that it might be able to help keep traffic flowing. Mr. Knowles asked Mr. Lynch if a sign could be installed that stated, “Right turn only” at certain times. Mr. Lynch responded that this would be possible, but was unsure of the cost. There are variable message signs activated on a digital time clock available for this purpose.

Ms. Weston wasn’t sure that it would be possible to allow a right turn only at only certain times of the day and suggested that this be discussed at a Tack meeting, who could make a recommendation to the City Council. Mr. Lynch stated that the problem with adding a sign indicating “right turn only” is that it may be difficult to enforce. The sign would be instructional only. Ms. Weston reiterated that an ordinance change could be made, although she sees many red flags.

Mrs. Grady asked where the bus pick up and drop off is. Dr. Forsman responded that the location is right in the front of the school and that will not change. Mr. Limanni suggested waiting to see what happens naturally. The problem could be eliminated just by changing the flow. Ms. Weston stated that once a final decision is made on the design, the crosswalks can be reviewed. The city doesn’t like mid-block crosswalks, but maybe something could be done.

Mr. Carrier added that when he is driving along Horne Street, he constantly notices that cars that are parked on the opposite side of the street always have doors flying open and it makes it difficult to pass. There are also locations where cars do this on both sides of the street, making it even more difficult to pass. He feels that parents need to be educated on what they need to do in the drop-off process.

Mr. Lynch stated that he would like to minimize the need to do that, by making the process more efficient. Currently, there are parking spaces that are extremely awkward and people don’t want to park in them for fear of being trapped. This causes them to block others when they park. To alleviate this, he has improved the radius of the curve. This will allow for cleaner parking and a wider aisle for passing and people will feel less trapped.

Ms. Weston asked Mr. Lynch if he would suggest a one-way in and a one-way out pattern. He responded that there would be a one-way path at a certain point. It is similar to what is there now, but improved. There are 12 foot lanes in this area and Ms. Weston commented that most roads are 10-11 feet so this should be sufficient.

Cars will not be allowed to cut through the parking lot or pull onto the lawn (because of a guardrail). Mr. Lynch commented that the proposal is not a perfect situation, but is much better than the current one. It is also a much improved situation for staff because they will be able to get into the building quicker.

Mr. Lynch continued his presentation explaining the drainage situation and that the under drain has been reduced to one main branch. Everything will drain to a low point below the surface. The ground water will drain away from the pavement preventing frost heaves. There is also a gentle ditch that is cut beyond the guard rail that will cut off the water flow from the hill. There will also be another catch basin installed to pick up all flow that now cuts across the pavement. All the flow from the parking lot will be directed to a single catch basin and directed toward the street. This will not be in the way of snow plows. He has been trying to keep it simple and cost effective.



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The next step of the process would be to add details and generate contract documents. The goal would be to put out to bid by the end of September. Mr. Bardwell asked about cost estimates. Mr. Lynch responded that the cost would be similar to what they discussed earlier. The engineer's cost estimate would be approximately \$191,000 which would include everything discussed in the plan. The cost of the upper area would be approximately 60% of the total cost and the lower area would be 40%. He also added that due to the added contingency, it would most likely be less than the estimate. There is \$24,000 in the contingency. He noted that if this project was completed in phases, the cost would increase.

Ms. Weston asked Mr. Limanni about impact fees. He responded that the request would be made for summer 2012, which would be FY13. Ms. Briggs Badger added that the School Board would be receiving a CIP proposal on Monday evening with this information in it. The process has begun for the request of impact fees with a request for \$125,000 for the upper parking lot included in the new 5-year CIP plan. Ms. Weston stated that what is requested for Impact fees does not all need to be used. Mr. Limanni added that there is a chance that it will not need to be used at all. Mrs. Grady discussed impact fees saying that they can only be used if enrollment increases, which they have.

Dr. Forsman asked how wide the walkway is. Mr. Lynch responded that it is 4 feet. Mr. Geuther asked if it would be sufficient. Mr. Geuther suggested the walkway be increased from 4 feet to 6 feet. He felt there would be too small of an area once the railings are added. Mr. Lynch stated that the problem would be that retaining walls would need to be added. He also commented that the railing would be in the soil, not the concrete. Mr. Beaulieu commented that a 5 foot walkway should be sufficient, taking the railings into consideration.

Mr. Carrier asked if there is a restrictive swing for cars to make in parking spaces to the right. Mr. Lynch responded that it is a tight space, but doable. Mr. Lynch stated that he can make the radius wider.

Mr. Beaulieu asked if there are new bollards inside the courtyard area at the generator and the gas meters. Mr. Lynch responded that they are. Mr. Beaulieu also asked if the existing bollards at the corners are going to be re-used or replaced. Mr. Lynch responded that most will be re-used or moved to different areas.

Ray Bardwell moved, Doris Grady seconded to approve the plan as is, with an additional cost estimate for as wide of a ramp as possible. After a cost estimate is made, Mr. Lynch will send a memo to Ms. Weston with the information. An oral **VOTE PASSED 6/0**.

Mr. Lynch recommended that the committee discuss the process with the Planning Board as a courtesy. He will be meeting with the City Engineer and the Planner to discuss the proposal. Ms. Weston stated there is a Joint Fiscal Meeting scheduled that the city will be hosting in September where this should be discussed.

- IV. CIP Financial Report—Horne Street School Project:** Ms. Weston read into record the current budget availability as of September 8, 2011 is \$226,097.01. Ray Bardwell moved, Doris Grady seconded approval of the CIP Financial Report. An oral **VOTE PASSED: 6/0**



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V. Discussion of Action Items with Steve Beaulieu, Clerk of the Works – Horne Street School:

Steve Beaulieu discussed items and their status at this time.

- Replace sod—BPS gave credit for hydro-seeding. John Urdi also approved this item, although it hasn't been distributed yet. This item is closed in BPS internal items, but is still open in JBC status. It should be on next agenda. The credit will be -\$400-\$500.
- Alarm compatibility—Tim Knowles stated that the only thing shows up is that there is an issue. It doesn't show where the problem is. The system is doing what it was designed to do. Dispatch doesn't see where the problem is. Mr. Bardwell stated that this has been a problem all along and should have been worked out by now. He assumed it was part of the original contract. Mr. McBey responded that security has never been part of the original contract. Ms. Weston agreed with Mr. Bardwell stating that had requested that they have the same thing that WPS had. The JBC had been led to believe that this issue had been resolved. Mr. McBey explained that the Simplex and Burns Systems were not "talking" to each other and were not compatible. Members of the JBC agreed that this has been discussed many times before and will check past meeting minutes to verify. Mr. Knowles stated that he is not 100% sure that WPS system works differently. Each school runs differently. Mr. Geuther commented that some improvements have occurred recently since now it is communicating, there are just limitations. Mrs. Grady is disappointed because the architect did not listen to the JBC. He didn't follow directions and doesn't come to meetings at this time. Ms. Weston asked if there is a way for this to work. Mr. McBey stated he didn't think it could happen with the Burns system. Removing the Burns system might not be possible due to contractual limitations. Mr. McBey stated that the first step should be contacting Simplex. Business Administrator Mike Limanni will check into the situation. Mr. Geuther stated that Burns should be contacted first. (RECORD NOTE: Carolyn Mebert left at 6:50 pm). Mr. McBey commented that Simplex is most likely sending out the correct information, but Burns is not able to read it correctly.
- IT Room Venting—item has been addressed and ventilation is installed and John Waite is paying for it. Complete item.
- No heat in guidance room—BPS had Century install and is complete.
- Add light to front of building—lights have been ordered and will be delivered on 9/22/11. In process.
- Check excess heat in coils in gym—engineer has taken screen shots of everything working correctly. A motor was "tripping out" on a fan and will be fixed. Still in process and open.
- Tile work in bathrooms—Steve feels it's much better. Ray agreed that it was an improvement and acceptable. Closed item and no further action.
- Flagpole installed-closed item
- Intercom devices (speaker/clock combos)—still waiting on delivery of items.
- Winter repair work—billed to Unicco
- Signage installed—complete
- Code enforcement—issue with emergency exterior lighting in new addition corridor. Might need to re-test the area to prove to the enforcement officer. She is worried about getting people off property if necessary. Mr. Bardwell stated that "if it meets code, it meets code". There may be a need for additional lighting. There may be need for lighting from corner to road. Ms. Weston asked if we can get an estimate for a few more emergency lights. Mr. McBey will meet with the code officer. Mr. Bardwell asked why it is being brought up so late. Mr. Beaulieu stated that she has always had this issue, even though it most likely meets code –still open



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- Bill for storage containers—change proposal. The former BA asked for storage units and BPS has been paying for storage containers. The cost is approximately \$5,000.
- Foyer heat—Mr. McBey feels that the convector shouldn't stay. He doesn't think a unit from 1950's shouldn't be in the new foyer. Mr. Beaulieu stated the heater was removed because it made sense since there were no pipes. The issue is should the pipes have been removed. Mr. Bardwell asked if the old pipes have been used with a new heater. There had been a pending change order request for a heater. Mr. McBey feels it should be tied in with the office space. Mr. Bardwell stated that the money shouldn't be spent for heating in that area. A motion had been made previously not to add heating and this item is closed.
- Adjust front entry panic device—tested numerously and works ok. It is under warranty if it malfunctions at a later date—item closed.
- Condensate pump at conference room cycles every 15-30 seconds—Quite a bit less than before. Mr. Bardwell is disgusted that the JBC didn't pick up on the lack of space in the ceiling. There should be dropped ceilings and the unit should be on the roof. Inept in architectural design. He feels they should be torn out and something else should be added. Ms. Weston agreed that this isn't a good setup. Ms. Weston stated the problem will not go away as it becomes warmer. Mr. Bardwell commented that Mr. McBey has not had the support of the John Urdi and the JBC should go to arbitration. He would prefer not to pay anything else until they have their CO. He stated that John Waite should be contacted with a change order to put in a new system. Mr. McBey stated that many projects use the system that is installed. It is commonplace and used frequently in new construction. He doesn't have many problems with these types of systems. The pumps have been insulated since the last meeting, in an effort to reduce the problem. Mr. Carrier stated there is no capacity for water to build up and kick the pump on. The elevation doesn't warrant gravity unless dropped below. Mr. Beaulieu asked if an add-on would help to reduce the pump from going on. Mr. McBey stated John Waite would need to be included in the discussion. All agreed the noise has been reduced, but would like to reduce the frequency.
- Mrs. Grady asked if the Pella windows have been fixed. Mr. Beaulieu responded that they were fixed and are in proper working order in April. They are all under warranty still.
- Building lettering—Mr. McBey has a sketch, but it isn't something that BPS would normally do. They should speak to the company who did the other lettering and plaques. Mr. McBey will give the drawing to Mr. Beaulieu. Mr. Beaulieu had asked Mr. Urdi for information 4 times and has received no response.
- Open House—would like to be done in NEA week. Ms. Briggs Badger will find out when NEA week is. The ribbon cutting will be done at the same time.
- Mr. Bardwell asked what would happen with the heat in the Nurse's office—they are going to wait until the season ends to see if there is a problem.
- Installation of plaques—old plaques will be re-installed with new ones. Ms. Briggs Badger asked if the brick would be cleaned. Options included sand blasting or painting. It was determined that painting would be the best option. Unicco will paint, using remaining, "Dover White" paint. Ray Bardwell moved, Bob Carrier seconded authorizing Unicco to use Dover White paint to paint brick where plaques will be placed. An oral **VOTE PASSED 5/0**.
- Dr. Forsman, Ms. Briggs Badger and Mr. Limanni will determine where plaques will be placed.
- Window treatments in teacher's lounge and guidance area—Library, computer room, and behavioral offices also do not have window treatments. The cost to add window treatments for these 5 rooms



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would be approximately \$1400.00. Mr. McBey recommended ordering window treatments from Budget Blinds so that architect will not get a percentage of the change order.

Ray Bardwell moved, Mark Geuther seconded to approve spending not to exceed \$1400 for new shades for the 5 rooms. A roll call VOTE PASSED 5/0. (Mebert absent)

- Mr. Beaulieu contacted a company who provides humidification systems that will be compatible for the gym and the existing ductwork. The cost will be approximately \$20,000 and is a luxury add-on that will maintain the look of the gym. Mr. Bardwell stated that the floor looks beautiful today and should continue to look this way all the time. He will pursue the system and come back to JBC with more information. Ms. Weston asked if the JBC would need to go with a change order. Mr. McBey suggested closing out the issue and then proceeding with a work order as a separate item. It was determined that the JBC should obtain pricing and be ready to go if needed. Ray Bardwell moved, Bob Carrier seconded approval to obtain pricing on humidification control system in case it is required. An oral **VOTE PASSED 5/0**.

Dr Forsman discussed the proposal of an installation of a rain garden to capture roof run-off and eliminated overflow. The cost would be \$2,000 from the JBC and the City would add \$3,000, from a grant for the project. Mr. Bardwell commented that this should have been discussed long ago. Dr. Forsman stated it was from a grant and at the time of his knowledge of it, the building was in the middle of renovations. Mr. Geuther asked what would happen to landscaping. Dr. Forsman stated it would not be affected.

He stated there are three options:

1. Install rain garden with no drain-\$0—there will be minor overflow
2. Install rain garden with drain-\$2,000 (+\$3,000)—there should be no overflow
3. Use white stones (that are around the rest of the building)--\$1,000-\$2,000—could be overflow

Ms. Weston asked where the water would overflow to. It would most likely overflow to the sidewalk.

Rain garden plants are a bit taller, and have a more ecological purpose as a filter. Ms. Weston asked what the cost of the rocks would be. Mr. Beaulieu responded that they would cost \$1,000-\$2,000 anyway.

Mark Geuther moved, Doris Grady seconded to pay \$2,000 (with \$3,000 from city grant) to do the rain garden with the drain.

It was determined that Dr. Forsman would be making a presentation on this at the next meeting since there were some assumptions that weren't certainties. Mrs. Grady had thought that in a prior meeting it was discussed that the rain garden would not have a cost to it.

Mr. Carrier asked who would be supervising the installation of the project. It was thought that it may be Public Works department.

Mr. Beaulieu stated that he would look into this further to obtain more information. The motion made was withdrawn.



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- VI. Approval of Change Proposals: (RECORD NOTE: On the agenda, items a. and b. were listed as Dennis Mires, not BPS)**
- a. BPS Requisition #17—Mr. McBey stated that #16 had not been acknowledged yet and #15 has not been paid yet. The amount of #17 is \$173,430.00. The actual balance to BPS is over \$300,000 since past requisitions have not been paid. Ms. Weston requested Mr. McBey and Mr. Limanni determine what the actual financials are. He said that it was possible, but Mr. McBey requested that Req. #17 be paid since BPS has not received a payment in a long period of time. She responded that she was uncomfortable paying anything since the JBC doesn't know what they are paying for. Mr. Bardwell stated that he feels BPS should be paid, but not before the JBC knows what they are paying. Mr. Bardwell recommended having an emergency meeting in order to approve payment to BPS for their work done to date. Mr. Geuther asked Mr. McBey if they are to the point of paying retainage. Mr. McBey responded that they were to that point on #17, but not on #15 and #16. Retainage has been encumbered and budget availability is what is left to spend that is unencumbered. The \$173,430.00 has been encumbered already and is retainage. At this point, the JBC is beyond retainage because the contract is more than 50% complete. Mr. Geuther continued to say that he agrees with Mr. Bardwell and would like to pay in order. There should be a meeting as soon as possible to approve payment. Mr. Limanni would like to include #16 in the approval process. Mr. McBey will provide another copy of #16 to Mr. Limanni. Ms. Weston would like everything put in order before a meeting is scheduled. The JBC agreed that they do not want to wait for two weeks to approve payment for BPS.
 - b. BPS Change Order #6—to be discussed at next meeting
 - c. BPS Change Proposal #77—to be discussed at next meeting
 - d. Payment of Ted Berry Invoice #8809—Mr. Bardwell moved, Bob Carrier seconded to approve payment of \$28,325.00 to Ted Berry Co, Inc. A roll call **VOTE PASSED 5/0**.
 - e. Payment for Pro Controls Invoice #120079—Mr. Knowles stated there is an issue with this invoice because the quote given for this work was for \$5,700, not to exceed \$7,000.00. The next invoice could be a problem if they automatically bill for \$3,500. Mr. Carrier suggested they not pay the invoice until they receive further clarification and the proper amount is resolved. Mr. Geuther asked how this is different to change orders received by BPS, since the quote was “not to exceed”. Mr. Beaulieu stated there could be incidentals included in the \$7,000 invoice. They might be paying for the additional items and including them in the invoice submitted to the JBC. Bob Carrier moved, Ray Bardwell seconded not approving payment of this invoice until further clarification is received. An oral **VOTE PASSED 5/0**.
- VII. Schedule next JBC Meeting:** The next regular JBC meeting is scheduled for Tuesday, September 27, 2011 at 5:00 p.m. at the SAU conference room (McConnell Center). An emergency meeting may be scheduled prior to that date.
- VIII. Adjournment:** Ray Bardwell moved, Robert Carrier seconded to adjourn at 8:30 p.m. An oral **VOTE PASSED: 5/0**

Respectfully submitted,

Karen Weston/ral

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