



DOVER SCHOOL DISTRICT

## JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Special Meeting – **Horne Street School**  
Meeting Location: Horne Street School Conference Room  
Meeting Date: **Thursday, November 10, 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 Thursday, November 10, 2011 at 5:03 p.m. at the Horne Street School Conference Room. Present were Karen Weston, Mark Geuther, Carolyn Mebert, Doris Grady, Ray Bardwell and Robert Carrier. Also present were Clerk of the Works Steve Beaulieu, Superintendent of Schools Jean Briggs Badger, HSS PTG President Danielle Holt and UNICCO representative Tim Knowles.
- II. Public Comments:** None
- III.** Approval of Meeting Minutes from September 27<sup>th</sup> and October 12<sup>th</sup>, 2011. Carolyn Mebert moved, Mark Geuther seconded to approve the minutes of the meetings listed above. An oral **VOTE PASSED 6/0**.

### Horne Street Elementary School

Mark Geuther moved, Carolyn Mebert seconded to suspend the rules and move up item V. c. Open House in the agenda. An oral **VOTE PASSED 6/0**.

**c. Open House**—Superintendent Jean Briggs Badger discussed plans for the Open House that is being held on Thursday, November 17<sup>th</sup> from 6:00-7:00 pm. Danielle Holt informed the JBC what the HSS PTG would be providing for the event. Invitations have been mailed and a list of invitees was distributed to the JBC. The Chamber of Commerce will be contacted to provide ribbon and scissors. The JBC will provide cider for the event and the PTG will provide baked goods and paper products. Dr. Forsman will provide a microphone and easel for the presentations and 200 chairs will be set up for the event. It is being advertised on WTSN, Foster's and Channel 22 and 95. Foster's will be contacted to cover and photograph the event. All elementary and middle school teachers have been invited and an announcement will appear in newsletters and on the HSS marquis in the front of the school.

### **IV. CIP Financial Report—Horne Street School Project**

There is \$100,000 in retainage which BPS would like to have quickly closed. The budget availability is \$218,000. The balance of funds will most likely be used for the upper and lower parking lot. Mr. Limanni commented that the Planning Board approved plan for the upper parking lot next summer. Impact fees or debt financing will be discussed next year, although Mr. Limanni is hopeful that impact fees or local funds will not need to be used. Ms. Weston asked if was beneficial to use impact fees because of a deadline. Mr. Limanni stated that City Planner Chris Parker assured him that a deadline would not be an issue. There are no funds that are older than three years since the Woodman Park project used all of the fees. Mr. Limanni added that bids have been low due to the economy and we should be able to obtain savings when receiving bids. Mr. Limanni stated that it could be a "tough sell" for use of impact fees because there is no growth. Ms. Briggs Badger stated that the impact fees could be used for debt service payments. This would put the impact fees to the best possible use. Ms. Weston added that there is a certain amount of impact fees that are used for the school and a certain amount used for the city, so there shouldn't be a concern with the city using all of the impact fees. There is currently approximately \$620,000 in the school impact fee fund. Mr. Geuther asked what happens if the money isn't used. Mr. Limanni responded that the money goes back to the developers. Garrison School, Dover High School and the DHS auditorium are all possible recipients of impact fee money. Mrs. Grady added that the CTC might receive some funding also because of its growth. Mr. Weston asked if we are in jeopardy of losing the money because of the 6 year deadline. Mr. Limanni assured her that the funds would be spent within the time limit. Mrs. Grady clarified that the city charter states that impact fees can be used when there is increased



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population. City Planner Chris Parker stated that they can be used if there is an increase in a “program”. She is still waiting for written confirmation of this issue. Mr. Limanni thinks that Mr. Parker may have changed his opinion on the matter. Mr. Geuther asked if the planning board approved the parking lot plan. Mr. Limanni responded that they had, but had a concern for the staircase. They felt the 90 degree angle created a “pinch point”. Mr. Limanni discussed the issue with them and they agreed that what was proposed would be sufficient. Mr. Geuther asked when the parking lot project would go out to bid. Mr. Limanni stated that February or March would be an opportune time so that the work can be completed in the summer. The project should take one month to complete. Ms. Weston asked when a better deal would be received. Mr. Knowles stated that an RFP may need to be created to go with the engineering documents. Mr. Limanni stated that he thought that Civilworks had all of the necessary documents required to go to bid. It was generally thought that the bid should occur before there is snow so that the worksite can be viewed.

**Timeline for Bid:** Bid on 11/21, walk through on 11/29, bids due on 12/16, JBC meeting on 12/27. The money will be encumbered before the end of the year with this timeline. Mr. Carrier commented that there could be a different JBC with the new council and school board taking office in January. It was felt that this is a doubtful scenario.

Mr. Geuther asked if this JBC stays in place until a new one is appointed. Ms. Weston responded that this JBC will terminate at the end of their respective school board or council terms which end on December 31, 2011. Most likely, they will be re-appointed.

Ray Bardwell moved, Mark Geuther seconded authorizing Business Administrator Mike Limanni contact Dana Lynch to put out to bid on November 21. An oral **VOTE PASSED 6/0**.

Mr. Lynch would need to provide a written recommendation for the December 27 JBC meeting. Mr. Geuther commented that the JBC might need to pay additional compensation to review bid documents and put out to bid (including the walk-through). The bid documents will separate the items in the project so that they will show separate costs.

Ray Bardwell moved, Bob Carrier seconded that a bid request be completed as soon as possible with the opening of the bid occurring prior to the end of the year, with the work being completing during the summer of 2012.

Ray Bardwell moved, Bob Carrier seconded accepting the financial report. An oral **VOTE PASSED 6/0**.

### V. Discussion:

#### a. General Report from Clerk of the Works—Steve Beaulieu

- The additional blinds have been installed on all remaining windows.
- Clocks and intercom systems have been installed, but there are still a few minor issues that need to be fixed. Longchamps is aware and they will be fixing.
- Exterior lights are installed in kindergarten wing and in front of new addition and above the sign in the gym. Now it seems the end of the kindergarten wing is dark. There are two canopy lights that are being considered and do not exist. They were drawn in as “existing”. He is hopeful that the issue goes



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away, but if not, they may need to get a price for one more light. Needs to be a low profile because the canopy is so low. Ms. Weston asked if we need to be concerned with the light flowing into the neighbor’s backyard. Mr. Beaulieu suggested we wait until it is installed to see how it looks. Dr. Forsman wants to make sure that there is enough illumination so that safety isn’t compromised.

- There has been communications between the Fire Department and Inspector for the past month. They all need to meet to discuss the issues and look at the situation in the dark. Mr. Maxfield would like the light fixture to meet performance specs. Vic Reno, the lighting design person, states that it does. This issue will be resolved one way or another since progress is being made. Mr. Limanni asked Mr. McBey to create a proposal for a new light just in case it is needed. Mr. Beaulieu stated that they may not have installed the correct light fixture.
- Approval of HSS Loss of Power policy. It is going to School Board on 11/14.
- Mr. Carrier talked to HSS neighbors about withdrawing complaint regarding light in yard and he feels this will not be a problem. He will obtain written notice that the complaint has been withdrawn.
- Dr. Forsman commented that there could be an additional cost to Comcast installation of cable. He was told there would be a maximum cost of \$3,000. Mr. Limanni suggested, and Mr. Geuther agreed, that the JBC wait to discuss until a proposal is received. Mr. Beaulieu remembers a discussion of this subject from last summer. Mrs. Grady inquired if cable franchise fees might be able to pay for this expense.

Carolyn Mebert moved, Ray Bardwell seconded to access the Clerk of the Work’s report. An oral **VOTE PASSED 6/0**.

**b. General Report from BPS—Keith McBey**-Mr. McBey was absent so there was no report from BPS.

**c. Open House—See above**

**VI. Approval of Outstanding Bills:**

- a. **Budget Blinds—PO#201203384 Complete \$1,615.00**—Mark Geuther moved, Ray Bardwell seconded to approve payment for this purchase order. A roll call **VOTE PASSED 6/0**.

**VII. Other Business:** Mrs. Grady asked that a closing date be set for this JBC. Ms. Weston commented that the parking lot needs to be completed prior to the closing of this JBC. A date of August 14, 2012 was set as a tentative date for the closing. There is a target date of December 27<sup>th</sup> for Mr. Beaulieu to receive the Certificate of Occupancy for this project. A JBC meeting is scheduled for December 1<sup>st</sup> at 5:00 PM at the SAU Office Conference Room and December 27<sup>th</sup> at 5:00 PM at the SAU Office.

Carolyn Mebert moved, Bob Carrier seconded to adjourn at 6:45 p.m. An oral **VOTE PASSED: 6/0**

Respectfully submitted,

*Karen Weston/ral*

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