



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – MINUTES

Meeting Type: Regular Meeting – **Horne Street School**
Meeting Location: SAU Conference Room
Meeting Date: **Tuesday, December 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 Tuesday, December 27, 2011 at 5:05 p.m. at the SAU Conference Room. Present were Mark Geuther, Carolyn Mebert, Doris Grady, Ray Bardwell and Robert Carrier. Also present were Business Administrator Mike Limanni, BPS Vice President Keith McBey and UNICCO representative Tim Knowles. Karen Weston was absent.
- II. Public Comments:** None
- III.** Approval of Meeting Minutes from November 10, 2011. Ray Bardwell moved, Bob Carrier seconded to approve the minutes of the meetings listed above. An oral **VOTE PASSED 5/0.**

Horne Street Elementary School

IV. CIP Financial Report—Horne Street School Project

Business Administrator Mike Limanni summarized the Financial Report and stated that the only change on it was the addition of the charge of the storage trailers at a cost of \$5,299.00. Including the storage trailers, there is a budget availability of \$210,399.01.

Mark Geuther moved, Ray Bardwell seconded accepting the financial report. An oral **VOTE PASSED 5/0.**

V. Discussion:

a. Status of Commissioning Report

Tim Knowles spoke on behalf of Steve Beaulieu stating that he believes the building is commissioned and ready to go. The generator is commissioned, but not accepted by the City of Dover.

Mr. Geuther asked if there are any open holes in the report. Mr. Knowles responded that there are a few open issues, but hasn't reviewed it in detail yet to determine all of the issues. The majority of the report is positive, but there are a few issues including the gym unit, that need to be reviewed carefully since they are still outstanding.

b. Status of Date for inspections relating to the CO

Keith McBey discussed the status of the Certificate of Occupancy and stated that the most significant issue is the addition of exterior emergency lightening at the area of the 6 classroom addition. The cost of this item is \$1,925. \$1,600 is for Longchamps Electric and \$325 for additional costs. These items have been ordered and will be installed quickly. Mr. McBey talked with Jim Maxfield, who said that he should speak with Rebecca Jalbert to determine what was needed. The issue will be resolved after the lights have been installed.

Mr. Carrier stated that the main issue with the lighting carrying over into the neighbor's (McCann's) yard has also been resolved. The only remaining issue with the neighbor is the light that seems to be on at all times in the addition. Mr. McBey stated that it could be on at all times because of a malfunctioning sensor. This issue will be looked into by Mr. Knowles.

Mr. Limanni will draft a letter that will be given to the McCann family asking them to "sign off" on their original complaint regarding the lighting at HSS.



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c. Status of Occupancy Schedule Assignment

Mr. Knowles stated that items needed for a certificate of occupancy are the resolution of light that carries over into the neighbor's yard, generator letter (policy approved by School Board), and emergency lighting. After the lights are installed, Mr. McBey will obtain Jim Maxfield and Rebecca Jalbert's signatures for the CO.

d. Discussion of open issues with: critical alarms on HVAC controls, freeze stat on gym ERV, exhaust fans, Art/Music & Storage Room controls

Mr. Knowles stated that there are operational/warranty issues with HVAC. He received training and passwords for HVAC so that he can see issues in the system. The freeze stat keeps tripping so that the gym is not being heated and not getting satisfactory feedback on issue. He thinks it's a control issue and something that BPS should discuss with the contractor.

HVAC operations training was only provided a month ago to Mr. Knowles and they just received passwords about 2 weeks ago. Prior to that, he was not able to see what was happening in the school. The warranty has expired and he feels that because of the lateness in training, the warranty should be extended. He doesn't feel that it has ever been fully operational. Mr. McBey disagreed, stating the one-year warranty began in October 2010 and these are separate issues.

Dr. Mebert asked why training was only provided 2 weeks ago. Mr. McBey stated that the graphics were part of the original package purchased. He also commented that the equipment had been commissioned and verified that it worked properly.

Mr. McBey and Mr. Knowles agreed that the equipment seemed to function properly last winter.

Mr. McBey stated that he will pressure Century as much as the JBC would like, but he believes they will say that it is owned by the JBC now and they will need to maintain it. Mr. Knowles responded that he wasn't trained until recently and wasn't able to see issues, so it should be Century's issue.

Mr. Limanni suggested that the cost should be shared. Dr. Mebert stated that maybe there are glitches in the system due to lack of experience due to lack of experience. Mr. Knowles just wanted to let the JBC know that it is still an open issue and he is working with Pro Controls to resolve it.

Mr. McBey will do his best to get the items fixed, but isn't sure which items are warranty and which issues are maintenance.

Mr. Geuther stated that the JBC needs to negotiate an ending date of the warranty. Mr. McBey doesn't see a need to extend the warranty at all. It is unfair to the company to ask them to extend the warranty on a \$500,000 job for a few small items. The problem that is going on seems to be a new problem. Mr. Limanni added that the JBC has never been able to say that the equipment has functioned properly. Mr. McBey doesn't think the graphics was part of the package.

Mrs. Grady stated that there were problems with the system last October.

Mr. Knowles commented on the number of issues with the HVAC. The commissioning report should have been done before October and the training should have been done much earlier. How can the warranty be over, when



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the project hadn't been really completed and the full product hadn't been fully received. The tweaking of the product should have been done prior to the beginning of the warranty.

Mr. Carrier commented that it is a code of honor. In litigation the warranty is up after the first year.

Mr. Geuther stated that issues should be resolved by February 15th. Dr. Mebert stated that this is an unusual situation for the JBC and the commissioning is usually done before the warranty expires.

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. Progress Report—Keith McBey of BPS

a. HSS Change Order 007 Dated 11/29/11—Mr. McBey discussed the change order which included exterior lighting, storage trailers, credit to eliminate seeding at front of building, and adding for winter repair work at courtyard lawns and drip lines. Mr. Geuther questioned the cost for the exterior lighting. Mr. McBey stated the \$8,991 is the revised amount. Mark Geuther moved, Ray Bardwell seconded to approve change order #7. A roll call **VOTE PASSED 5/0**.

VII. Approvals:

- a. Requisition Memo—Civilworks for authorization to create bid document and plan revisions**
Mr. Limanni explained that the previous timeline for the bid was not realistic. He discussed a timeline with Dana Lynch and proposed a bid being released on February 1, with a bid opening on February 29. Mr. Lynch will complete the bid specifications. Mr. Geuther expressed concern with the amount of snow on the grade at the time of the bid. Mr. Limanni assured him that most of the information would be from Mr. Lynch's documents. Mr. Limanni received approval from the Department of Education to use impact fees to pay down debt (eligible for building aid). This will free up money to use to pay for the project. Dr. Mebert asked how much of Impact fees can be used. Mr. Limanni responded that \$310,000 can be used, but he hopes not to use Impact fees for the project
The project should cost between \$180,000 and \$205,000 (to do both parking lots)
Ray Bardwell moved, Mark Geuther seconded authorizing the Business Administrator and Dana Lynch, of Civilworks to create the bid documents and plan revisions. An oral **VOTE PASSED 5/0**.
- b. Requisition Memo—BPS to add for exterior emergency lighting**
Mark Geuther moved, Ray Bardwell seconded approving the requisition Memo to BPS to add exterior emergency lighting. A roll call **VOTE PASSED 5/0**.
- c. Requisition #18—For contract increase relating to HSS Change Order #007 dated 11/29/2011**
Mark Geuther moved, Ray Bardwell seconded approval of Requisition #18. A roll call **VOTE PASSED 5/0**. Mr. McBey will provide John Urdi's signature on the document as requested by Mr. Limanni.
- d. Payment—Pro-Controls Invoice #120079—see below**
- e. Payment—Pro-Controls Invoice #120144**
The above items (d. and e.) are combined for voting purposes. Mr. Knowles researched the amounts on these invoices and found there was additional work completed to increase the cost from the original cost of



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\$5800 to \$7000. Mark Geuther moved, Bob Carrier seconded approval of payment for Invoice #120079 for \$3500 and Invoice #120144 for \$3500 to Pro-Controls. A roll call **VOTE PASSED 5/0**.

f. Payment—Civilworks Invoice #3

Mark Geuther moved, Ray Bardwell seconded approval of payment for Civilworks Invoice #3 for \$500. A roll call **VOTE PASSED 5/0**.

VIII. Other Business:

Mr. McBey requested a reduction of retainage to \$20,000. After discussion, the JBC agreed to reduce the retainage. Mrs. Grady stated that the project was supposed to be completed in January 2011 and the administrative area wasn't supposed to be done until the rest of the renovations were complete. Leftover funds were supposed to be used for the administrative area. Mr. McBey stated that all renovations were completed under budget and there was a large scope to this project. Mrs. Grady stated that she has respect for BPS, but is troubled and frustrated with the architect.

Mark Geuther moved, Ray Bardwell seconded to reduce the retainage to \$25,000. A roll call **VOTE PASSED 5/0**.

Ray Bardwell moved, Mark Geuther seconded to adjourn at 6:25 p.m. An oral **VOTE PASSED: 5/0**

Mr. Geuther offered his thanks to Dr. Mebert for her service to the Joint Building Committee. Dr. Mebert stated it had been an honor and privilege to serve on the JBC.

The next JBC meeting will be scheduled after the new School Board and City Council have been inaugurated on January 2 and a new School Board representative has been selected.

Respectfully submitted,

Carolyn Mebert/ral

Carolyn Mebert, Joint Building Committee Member
Joint Building Committee
CM/ral