



**DOVER  
SCHOOL  
DISTRICT**

## JOINT BUILDING COMMITTEE, SCHOOL DISTRICT MEDIA ACCESS CENTER - MINUTES - (DRAFT)

Meeting Type: Regular Meeting  
Meeting Location: McConnell Center, Room 346, 61 Locust Street  
Meeting Date: **Monday, August 16, 2010**  
Meeting Time: **6:00 p.m.**

Members Present: Parks Christenbury, Dean Trefethen, Audra Lurvey, Kirt Schuman, Aviva Grasso

Members absent: Sarah Fuller

Others Attending: Media Access Coordinator Mike Gillis, City Manager J. Michael Joyal, Jr., Libby Simmons (SAU), Gary Goudreau of Davis Goudreau Architects, Inc.

Meeting commenced at 6:00 p.m.

### **1. Call to Order**

Chairman Christenbury called the meeting to order at 6 p.m.

### **2. Approval of meeting minutes for July 19, 2010**

Lurvey moved, Trefethen seconded, to accept the minutes. Unanimous.

### **3. Update on construction**

Gillis explained that some demolition has occurred in one of the rooms at the site, and work was expected to begin in earnest soon, once all permitting had concluded.

Goudreau said questions about some permitting related to electrical work were already resolved.

Gary Goudreau then presented the JBC with color scheme options for carpeting and paint. He indicated he had not confirmed with Peter Middleton of Martini Northern the number of schemes available, but he presumed it would be two. He said that could mean one scheme for the meeting rooms and another for the offices and control room.

There were three varieties of carpet schemes, including the rubber base. He also presented paint fans and tile options for the kitchenette.

The JBC reviewed the options, and decided to select blue carpeting for the meeting rooms and a lighter, taupe color in the office area and kitchenette. The door frame will be outlined in a different color. They selected Reliable White as a paint scheme for the walls.



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#### **4. Discuss and review furniture options**

Gillis presented the JBC with an RFP for the purchase of furniture for the Access Center. He reviewed the RFP, which detailed what each room requires for furniture. There was discussion about the type of furniture needed, including the main meeting table in main meeting room, and there was consensus that furniture does not need to be custom built, and should instead be already manufactured, ideally.

Because the smaller meeting room also doubles as a studio, and because the chairs and table need to be moved, Trefethen suggested that chairs be stackable. Gillis said he would include that language in the RFP, explaining the furniture in that room would be portable.

Joyal said the process would involve vendors offering samples to review.

Christenbury asked if the options should be presented to the JBC. Gillis said yes, even though the timeline is tight. Christenbury said because of the price, he would prefer it came back to the JBC. To accommodate the timeline, the date of vendor selection was moved from "by Sept. 15" to "by the end of September."

Joyal explained that past furniture purchases have required 60 days to delivery.

Christenbury said the JBC could meet in September, on Sept. 20, which would allow enough time to consider furniture vendors.

#### **5. Other Business**

##### **a. Financial update**

Gillis presented the JBC with a financial summary to date. Of the total budget of \$351,902.20, \$162,200 has been expended for construction with Martini Northern. An expenditure of \$67,956 for equipment and installation has been approved and is awaiting release. The remaining budget is \$121,746.20.

##### **b. Wiring update**

Gillis handed out a schematic of wiring drops. He said Martini Northern will install the drops, but wiring will still need to be installed. Because Martini Northern's electrical vendor will not so that work, another vendor was asked by the City to offer an estimate. Gillis said he explained the project to Howard Systems, the company that has wired most of the McConnell Center, and they were asked to offer an estimate.



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- c. Other matters of interest**  
Gillis said he has not confirmed the channel number for the City's second, educational channel, but has seen indication it will be Channel 17.
- 5. Set Next Meeting**  
The next meeting was set for Sept. 20, 6 p.m., at a location to be determined.
- 6. Adjourn**  
Lurvey motioned to adjourn, Grasso seconded. The meeting adjourned at 6:47 p.m.