



**DOVER  
SCHOOL  
DISTRICT**

## JOINT BUILDING COMMITTEE, SCHOOL DISTRICT MEDIA ACCESS CENTER – MINUTES

Meeting Type: Regular Meeting  
Meeting Location: McConnell Center, Room 346, 61 Locust Street  
Meeting Date: **Monday, October 25, 2010**  
Meeting Time: **5:15 p.m.**

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

Members absent: Sarah Fuller

Others Attending: Media Access Coordinator Mike Gillis, Libby Simmons (SAU)

Meeting commenced at 5:15 p.m.

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

Chairman Christenbury called the meeting to order at 5:15p.m

### **2. Approval of meeting minutes for October 4, 2010**

Motion made by Lurvey, seconded by Trefethen, to approve the minutes. Unanimous.

### **3. Review of furniture bids and approval of vendor**

Gillis presented a list of furniture bid results to the JBC. Five were received. He said that two of the bids weren't likely what the project needed and extra copies of those bids were not made. He passed out the originals received to review.

He then handed out copies of the remaining three, starting with Berkshire. The cost is quite a bit higher than others, Gillis noted. He said it is very similar to the others, with the exception of the main meeting room table. He said he does like the layout of the table presented by Berkshire. He said the remaining list of furniture is very similar to others.

He handed out the bid from Warren's, which had bid previously. Gillis said they changed some of the components. He noted they are the lowest bidder, but he said the main meeting table is the weakest part of the proposal, which he said doesn't have the right aesthetic, including the modesty shield. He said the podium was also lacking.

There was some discussion by the JBC about the main meeting table not fitting the expected look of the room.

Gillis then handed out copies of the proposal by W.B. Mason. He said they are the second lowest bidder.



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He said the proposal is similar to the others. He said the difference is that the main meeting table is better suited to the needs of the main meeting room. He said it is the same furniture line used in the superintendent's office. He said the podium is ideal.

It was noted the difference is that the main meeting table is modular.

Gillis said the meeting room chairs are similar to other proposals, but are padded, which is not pictured, and are gangable.

The conference room tables are modular as well, which is something Gillis said was requested as an option to accommodate distance learning, which the SAU is pursuing.

Trefethen asked how the chairs in the proposal are gangable. Gillis said he wasn't sure; on some you can see a clip, but Gillis said clarification could be sought. He said it might also be a good idea to ask to see some samples.

Lurvey asked about colors. She said it seemed to be light wood. Gillis said the bid specs out mahogany, but other colors are available.

Christenbury said there are two paths: The high end with Berkshire or W.B. Mason, which meets the criteria economically. He asked for opinions.

Trefethen asked if it is possible to split the bid. Gillis said he is not sure, but would think so. Trefethen said if the JBC like most of one, but not another, it could be split.

Christenbury said he agreed the meeting table from Berkshire was closest to what was being sought.

Schuman asked how much was budgeted for furniture. Gillis said no specific amount was budgeted, but the JBC had discussed not going overboard.

Schuman asked what happens to money left over.

Gillis said there are additional options for other needs, which he would discuss later.

Gillis also said the JBC could decide to interview a vendor and ask to see samples.



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Christenbury said he would like to see some of the furniture. He said he wouldn't feel comfortable making a decision without seeing some samples and better visualize the quality. He said the main meeting table is the important element, but it is hard to see from drawings and pictures.

He said it would make sense to contact W.B. Mason and request to see samples. If the W.B. Mason table works out, he said he was leaning toward selecting them, but wants to see it first.

Gillis said he would arrange a meeting with W.B. Mason.

Schuman said it would be good to see some specific examples.

Grasso said it was too difficult to know how much space some of the proposed tables would require in the room, based on the drawing.

Grasso said she was also not sure the W.B. Mason said the round table in the conference room did not seem like the best use of space. Lurvey and Trefethen said it looked like the table could be rearranged.

#### **4. Review and approval of Martini Northern change order for infill: \$891.25**

Gillis handed out copies of change order CO1 for \$891.25. He said the change order was for the additional infill needed in the office area. He said the swail in the room proved to be even deeper than anticipated. It was addressed initially, without trying to over fill the space, but more fill was needed to level the floor.

Lurvey moved to accept and pay the change order. Seconded by Grasso. Unanimous.

#### **5. Review and approval of quote for Access Center window treatments**

Gillis handed out copies of a quote for window treatments from Portsmouth Blind and Shade Company for \$3,198. He said the vendor has provided and installed window treatments throughout the McConnell Center.

Christenbury moved to approve the award the quote. Seconded by Lurvey. Unanimous.



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### **6. Update on construction and equipment installation**

Gillis said construction is essentially done. He said there is some minor finishing work to be completed. He said one of the main issues to be resolved is the location of the heat pumps. He said the plumbing vendor had not been able to install the units above the ceiling and instead installed them on the walls. Gillis said that was unacceptable, which was communicated to the general contractor, and a solution was being sought.

Gillis said there would likely be a few additional change orders for electrical work, primarily for the location of additional outlets for mounted flat screen panels.

He said equipment was about 70 percent installed and would be finished once the furniture is installed.

### **7. Other Business**

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

Gillis handed out an updated budget, which includes the window treatments, totaling about \$108,500. It does not include furniture.

Grasso revisited an earlier comment about money left over. Gillis explained the breakdown between state aid and the budget from franchise fees. Gillis said he wasn't exactly sure how left over funds would be redistributed, but assumed the City budget would be returned to the fund.

Trefethen said he wanted to be sure no money is being spent for the sake of spending money.

#### **b. Comcast update**

Gillis said Comcast was in the process of preparing the space for the broadcast of two channels.

#### **c. Additional equipment needs**

Gillis said he would like to prepare and provide a list of additional equipment to the JBC, which he said is possible because of the available budget. He said the edit system had already been discussed and would need to be budgeted. He said, ideally, because student training will eventually be involved, both PC and Mac-based systems are critical.



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Trefethen asked how much each system would cost.

Gillis said each would be about \$5,000, for a total of \$10,000.

Gillis said there would likely be some other equipment, such as lights and a teleprompter. Gillis said a teleprompter is needed for informational videos and PSAs, for example.

Christenbury said he would like to see a list of what's needed, and the cost.

**d. Other matters of interest**

None.

**8. Set Next Meeting**

The next meeting was set for Monday, Nov. 22, at 5:15 p.m., at a place to be determined.

**9. Adjourn**

Motion made by Grasso to adjourn. Seconded by Schuman. Unanimous. Meeting adjourned at 6:09 p.m.