



**DOVER
SCHOOL
DISTRICT**

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

Meeting Type: Regular Meeting
Meeting Location: Second Floor Conference Room, City Hall
Meeting Date: **Monday, November 22, 2010**
Meeting Time: **5:15 p.m.**

Members Present: Aviva Grasso, Dean Trefethen, Audra Lurvey, Kirt Schuman, Sarah Fuller

Members absent: Parks Christenbury

Others Attending: Media Access Coordinator Mike Gillis, Christine Goodwin (W.B. Mason)

Meeting commenced at 5:18 p.m.

1. Call to Order

Acting Chairman Trefethen called the meeting to order at 5:18 p.m.

2. Approval of meeting minutes for October 25, 2010

Motion made by Lurvey, seconded by Schuman, to approve the minutes, with one correction. Unanimous.

3. Interview with furniture vendor

Gillis introduced Chris Goodwin with W.B. Mason, who was asked to meet with the JBC about the company's bid. Gillis explained the JBC had expressed concern, specifically, about the main meeting room furniture.

Trefethen asked how the chairs in the main meeting room are gangable. Goodwin provided a sample chair, explained that they are padded, and are gangable and stackable. She said they will support up to 250 pounds each. She explained how they can be moved or joined and how they match the requested décor of the space.

Goodwin said the desks in the Finance Department are good examples of the type that would be used for the main meeting table. She said each person at the table would have 30 inches of space for each section. She said they all have the trim on the approaching side and a plain front. She said it is quality material.

Fisher asked if more units were needed, is it possible to extend the unit. Goodwin said yes. Goodwin said she could make the space for each space larger.

Trefethen asked how the units are joined.



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Goodwin explained the units are heavy and will be flush together, but could be attached by brackets, if needed.

Trefethen said it may make more sense that they not be connected. Gillis concurred, saying it does allow some flexibility if the room needs to be configured, but because there will be microphones at each space, it is not likely they will be moved.

Gillis asked if the modesty shield covers the entire unit. Goodwin said yes.

The JBC decided to step out and inspect the units in place in the Finance Department.

Goodwin explained the look and configuration of the units in Finance and how they would differ, slightly, in School Board Chambers.

There was some discussion about the trim expanding to provide more of a shield over the desk area. Goodwin said that could be done very easily, but there would likely be a small cost to do so.

Trefethen said after reviewing the furniture, it was the JBC's consensus that the furniture meets the needs of the space, once the expanded privacy shield is added.

Gillis asked Goodwin to discuss how the table in the conference room can be configured. Gillis said there had been some questions about the size of the space in the middle, but also how it can be rearranged.

Goodwin said the unit is four corner pieces which can be made into a round, pushed together more like desks, or lined up.

Trefethen said the casters are on one side, which helps keep it stable. Goodwin said they are also lockable.

Fisher asked if the podium is in the same color. Goodwin said yes. She said it is 36 inches wide.

Lurvey asked if the chairs for both meeting room tables are the same. Goodwin said the chairs in School Board Chambers are high back and the chairs in the conference room are midback. She also explained how they adjust.



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The JBC and Gillis thanked Goodwin for her time.

4. Discussion of furniture RFPs

Trefethen reminded the JBC the RFPs were reviewed extensively at the previous meeting. Gillis said the question about the main meeting table in W.B. Mason's was how it was configured. The bid was hard to visualize.

The JBC discussed the gaps in the tables, as proposed, and Gillis suggested it might be possible to create some wedges to fill that space.

Fisher asked if the bid can be conditionally approved, pending the additional cost for the wedges and shield. Schuman said he would also like to see a rendering, perhaps in CAD, to help the JBC visualize the table in the space. He said another option is, if the JBC is not satisfied with the main meeting table, choose another vendor for the main meeting table.

Grasso said a final price is needed to assess whether the W.B. Mason bid is selected.

Gillis said he would ask for the additional information and ask for a rendering.

Fisher asked if the JBC needs to meet again or if the requested materials are acceptable.

The JBC decided to make a decision via e-mail, after receiving the materials and finding them acceptable.

Lurvey motioned to request additional materials and conditionally approve the bid. Seconded by Grasso. Unanimous.

5. Review and approval of change orders, electrical, totaling \$863

Gillis explained the electrical change orders were for additional electrical work, including adding some outlets and moving others, and troubleshooting on the transformer.

Lurvey moved to approve the change orders. Seconded by Fisher. Unanimous.



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6. Update on construction and equipment installation

Gillis said construction is essentially complete. He said the heat pumps had finally been taken care of and no longer visible. He said minor aesthetic work is complete. He said Howard Systems has completed the wiring and Access A/V will finish installation of broadcast equipment, including microphones. He said Portsmouth Blind and Shade would

7. Review and discussion of additional equipment needs

Gillis asked to postpone discussion until the next meeting. Because the total cost of the project was unknown, the additional multimedia equipment was not included in the broadcast equipment bid. He said the additional equipment is primarily multimedia equipment and that he was working with the school district on additional equipment. He said he would send the list in advance of the next meeting for discussion.

Gillis said the list of additional equipment so far has been seen by the state and is within the scope of state building aid for the project.

8. Other Business

a. Financial update

Gillis said the figure has not changed since the previous meeting, totaling about \$108,500. It does not include furniture.

b. Other matters of interest

None.

9. Set Next Meeting

It was decided the next meeting would be set for Dec. 13, if the furniture was not resolved, otherwise in January, at a place and time to be determined.

9. Adjourn

Motion made by Fuller to adjourn. Seconded by Grasso. Unanimous. Meeting adjourned at 6:15 p.m.