



**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, September 20, 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, Libby Simmons (SAU), Peter Middleton of Martini Northern

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 August 16, 2010

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

3. Update on construction

Mike Gillis began with an update, explaining that construction was continuing at a good pace, with no reported problems. He handed out a sheet from Martini Northern with expected work over the next two weeks. He said most of the drywall was up, the grids for the drop ceilings were largely installed and much of the electrical work was complete. He said that some other work would continue once some pieces of equipment arrive, including the projection screen.

Peter Middleton said he expected to complete the construction by early October. He said everything is moving along, as anticipated, with no real surprises. He said they did discover an archway and window behind the wall where they cut brick for the double doors in the main meeting room. Mill work was expected the following week, followed by carpeting. Some sprinkler work is yet to be finished.

Chairman Christenbury asked if any of the tenants in the building had been disturbed. Middleton said he had not heard of any complaints. Gillis agreed, saying there have been no complaints to him or city staff about the construction.

Gillis and Middleton talked about some changes, including moving a fire alarm and accounting for some power outlets.



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There was some discussion about the location of outlets for the podium and meeting tables.

Chairman Christenbury said the JBC would tour the space at the conclusion of the meeting. Middleton said he would wait for the board.

4. Update on equipment installation

Gillis explained that the space was not ready yet for much equipment, but that the projection screen would arrive this week.

Trefethen asked about the location of the screen. Gillis explained the screen would be positioned on the wall across from the windows and is designed to be seen by the public body and audience. Images projected would also be sent to smaller LCD screens.

5. Review furniture RFPs

Gillis explained that several vendors had attended the walkthrough, but only 2 bids were submitted. The two bids were from Warren's Office Supplies of Springvale, Maine, at \$24,261; and Berkshire Business Equipment Company, of Pittsfield, Mass., at \$36,282.17.

Gillis reviewed the two bids with the JBC.

He said that both contained many of the components that reflect the vision for the access center, but both fell short in some key areas. He said the first bid called for a main meeting table that was on wheels and seemed subpar for a public body. He said that may also be why that bid was significantly lower in price. He said the pew-style seating also did not fit the needs and aesthetic of the space.

The other bid, Gillis said, was closer to what is needed in the space, including the pew-style seating, and the main meeting table.

It was pointed out that some of the seats at the main meeting table were larger, which was not needed, and also was one seat short of the 11 needed. There were some inconsistencies in numbers and furniture types on various specifications and drawings.

Gillis said the second bid also required longer lead times for some of the furniture, including three months for seating.



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Lurvey said the two vendors are not local and asked why local vendors did not bid.

Gillis explained that two local vendors were contacted and asked why they did not bid. The first, he said, was supplied a list of furniture by another vendor that was subpar and did not have time to prepare a new proposal in time. The second local vendor said they decided not to bid because they felt there is a history of always choosing the low bidder, and the quality of their furniture often means they are not the low bidder.

Christenbury said that was unfortunate, since, in this case, the low bidder may not be the right option.

Gillis said the JBC had some options, including a rebid.

Christenbury said he had concerns about the high bid, which he felt was too high for the prefab furniture called for in the proposal.

Christenbury said it's too bad that Prison Industries wasn't considered for the work.

He added that, if everyone was comfortable, he would prefer going out to bid again.

Kirt Schuman said it makes sense to sharpen the RFP.

There was some discussion about the description of chairs for the main meeting room, and whether pew-style seating was ideal. There was a consensus that the seating should perhaps be a bit more flexible.

Christenbury said it makes sense to ask for options because the JBC is not necessarily looking for the low bid, but what's best.

Dean Trefethen said the main meeting room should maintain the aesthetic of chambers for a public body, but agreed that quality and flexibility was a better option.

Gillis said it could be spelled out that the JBC is seeking chair-style seating that maintains the proper aesthetic.

Christenbury asked for a motion to instruct Gillis to rebid the furniture based on the committee's discussion.



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Lurvey made a motion to do so, seconded by Grasso. Unanimous.

6. Other Business

a. Financial update

Gillis said the figure had not changed since the last meeting and the remaining budget remains at \$121,746.20.

b. Wiring proposal

Gillis said he had hoped to have the proposal in hand for the meeting, but it had not arrived. It was expected later in the week. This is for the remaining wiring of data, coax and phone

c. Purchase of video storage server

Gillis handed out a quote for a video storage server. This is needed, he said, to store archival data, including video, but also resources for editing and content creation. The quote was for \$4,543.76. Dean Trefethen asked if this is a scalable system. Gillis said yes. Grasso moved to accept the quote and purchase the server. Seconded by Lurvey. Unanimous.

d. Other matters of interest

Trefethen asked Gillis or the City Clerk to provide electronic versions of the minutes and construction updates to him and Lurvey, who would use that material for their reports to the City Council and School Board.

Trefethen asked if, with what was remaining to spend, if the budget was OK. Gillis said the budget is in good shape, based on what is left to complete the access center.

Gillis said he spoke with Comcast, and now, it seems, the second channel will be Channel 98.

7. Set Next Meeting

The next meeting was set for Oct. 8, 2010, at 6 p.m., at a location to be determined.

8. Adjourn

Grasso motioned to adjourn, Lurvey seconded. Unanimous. The meeting adjourned at 6:47 p.m.