



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room
Meeting Date:	Thursday, March 24, 2016
Meeting Time:	5:00 p.m.

- I. CALL TO ORDER AND ROLL CALL:** A meeting of the Garrison School Joint Building Committee was called to order on Thursday, March 24, 2016 at 5:02 p.m. in the Superintendent's Conference Room at the McConnell Center by Superintendent Elaine Arbour. Present JBC members included Karen Weston, Steve Haight, Betsey Andrews Parker, Keith Holt and Jan Nedelka. Joe Nicolella was excused. Also in attendance were Superintendent Elaine Arbour, Garrison Principal Beth Dunton, CW Services Manager Jeff White, Business Administrator Karen Taylor and Foster's reporter Nik Beimler.
- II. CITIZENS' FORUM:** No one addressed the JBC.
- III. INTRODUCTIONS:** Introductions were made by all in the room.
- IV. ELECTION OF A CHAIRPERSON:** Keith Holt moved, Karen Weston seconded to nominate Betsey Andrews Parker as Garrison School Joint Building Committee Chairperson. An oral **VOTE PASSED 5/0**. It was determined that at the next meeting, a co-chairperson would be discussed and possibly elected. This person would chair the meetings if the Ms. Andrews Parker was unable to attend a meeting.
- V. TIMELINE AND PROCEDURE MOVING FORWARD:** Dr. Arbour provided a summary of activity regarding the GES project to date. She explained that an RFQ for a current conditions study of Garrison School has been released with a due date of April 8. This study would provide an assessment of necessary renovations to the school. Mr. Haight stated that he has never been part of a JBC and asked for a summary of the role of the committee and a timeline. Dr. Arbour explained that GES had been removed from the City CIP a number of years ago but had been added back in the past few years. A study had been completed 5-8 years ago, but work was not done which was most likely due to funding. Fire and safety issues seem to be the largest areas of concern.

Dr. Arbour continued to say that there are random leaks, old fixtures, an issue with handicap accessibility, drainage issues, among other concerns.

Mr. White commented that 13 architectural companies and 4 engineers attended the walk through.

Dr. Arbour added that the RFQ was generated to see how current concerns compare to past studies. They will be looking at compliance issues, effectiveness and possibility for expansion.

Ms. Taylor added that the hope is that the building will be able to serve the community for a minimum of 20 more years.

Ms. Weston asked if legislation on the requirement for full day kindergarten may help in terms of funding the project. Dr. Arbour responded that she hasn't heard if full day kindergarten will be a requirement of the state, therefore providing additional funding for communities. She added that there is no building aid at this time. The State is only providing funding for projects before the moratorium. There is a potential for Safety Building Aid, but it is a competitive process and the committee can apply after the final report is received. This project would probably not currently be high on the list.



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Mr. Holt recommended a white boarding session, to which others agreed. In addition, City Planner Chris Parker will be invited to future meetings for information on growth areas of the City.

Mike Gillis will be contacted regarding creation of a GES Project webpage.

Monthly financial and project status reports would go to the School Board and City Council and all documents would be archived with meeting minutes.

Mr. Haight questioned the timeline for this project and it was determined that after the RFQ results were received, current conditions could be reviewed and placed on the Capital Improvement Plan (CIP) for FY18. It would then go to the Planning Board in September of 2016 and the City Council would provide approval for the beginning of design work with construction beginning in July of 2017 at the earliest.

Dr. Arbour added that there is currently \$160,786.36 available for the study from remaining funds from previous school capital improvement projects. The City Council approved its immediate use with the understanding that they would appropriate additional funds at a later date when needed.

Companies who submit responses to the RFQ can be asked to present information to the JBC.

Meeting dates are scheduled for 6:00 pm on 4/4, 5/2 and 5/16 in the Superintendent's Conference room.

- VI. MATTERS OF INTEREST:** Dr. Arbour reviewed 91A and RSA 199 and reminded all members of the committee to email only when necessary, do not reply to all, copy Recording Secretary Robin LaFleur on all emails, and address questions to Ms. LaFleur. There would most likely not be a need for nonpublic meetings. Meetings are all open to the public. She added that plans and specifications would need to be approved by the School Board.

Ms. Weston requested enrollment estimates since they would be helpful in determining needs of the building. The school footprint is also requested for future meetings.

Ms. Weston asked if the State requires information on square footage to which Dr. Arbour responded that she believes this would be for new construction.

- VII. BUILD NEXT AGENDA:** The focus of the next meeting will be white boarding by the committee for thoughts on the project. Provided for the next meeting will be the Habib and Associates Capital Asset Assessment Report of February 27, 2008, State Standards for School Approval, 91A primer, the school footprint, Financial and Status reports, current and future enrollment projections, pre-bid questions.

It is the intention that all meetings will start on time and will continue for no longer than 2 hours, unless notified beforehand. Minutes from the prior meeting will be approved at each meeting.

- VIII. ADJOURNMENT:** Karen Weston moved, Jan Nedelka seconded to adjourn the GES JBC meeting at 6:17 p.m. An oral **VOTE PASSED 5/0.**

***Meeting was not recorded due to technical issue.**