



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room
Meeting Date:	Monday, April 4, 2016
Meeting Time:	6:00 p.m.

- I. CALL TO ORDER AND ROLL CALL:** A meeting of the Garrison School Joint Building Committee was called to order on Monday, April 4, 2016 at 6:02 p.m. in the Superintendent's Conference Room at the McConnell Center by JBC Chairperson Betsey Andrews Parker. In addition to Ms. Andrews Parker, present JBC members included Karen Weston, Steve Haight, Keith Holt, Joe Nicolella and Jan Nedelka. Also in attendance were Superintendent Elaine Arbour, Garrison Principal Beth Dunton, and CW Services Manager Jeff White.
- II. CITIZENS' FORUM:** No one addressed the JBC.
- III. APPROVAL OF MEETING MINUTES OF 3/24/16:** Karen Weston moved, Jan Nedelka seconded to approved meeting minutes of 3/24/16 as amended. An oral **VOTE PASSED 5/0 (Nicolella abstained)**.
- IV. CO-CHAIRPERSON DISCUSSION:** Discussion ensued regarding the addition of the co-chair to this committee. Ms. Andrews Parker suggested a rotating vice chair position in her absence. Some members felt it made sense to have a vice chair in case Ms. Andrews Parker is unable to attend a meeting. Steve Haight moved, Karen Weston seconded to nominate Joe Nicolella as Vice Chair of the Garrison JBC. An oral **VOTE PASSED 5/1 (Andrews Parker opposed)**.
- V. REVIEW OF MATERIALS:**
 - A. Habeeb and Associates Report**

Dr. Arbour reviewed the February 2008 report with the JBC. Ms. Weston questioned the \$11 million estimate from 2008 to which Dr. Arbour responded that some projects have been completed since then, including the GES roof.
 - B. RSA 199:3**

Dr. Arbour reviewed the rules that govern the work of the JBC. Dr. Arbour noted that the School Board has only voted on the RFQ and CIP to date.
 - C. Elementary State Standards**

Dr. Arbour reviewed the state standards noting that only appropriate pages were included, but the entire report can be found online.
 - D. GES IBAS Survey**

Dr. Arbour reviewed the annual survey that is completed by school principals and noted that comments from past years will be removed.
 - E. 91A Primer**

Dr. Arbour reviewed the RSA 91A, Right to Know and cautioned the Board on excessive emailing. All JBC members are to reply to Robin only and not the group, but to ask questions if needed. Robin should also be copied on all emails.
 - F. Garrison School Map**



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room
Meeting Date:	Monday, April 4, 2016
Meeting Time:	6:00 p.m.

Dr. Arbour reviewed the Garrison School map and asked that it be removed from agenda materials and taken off line.

Agenda Note: The map has been removed from the 3/24 agenda materials that are found online.

G. Enrollment Projections

Dr. Arbour and Ms. Andrews Parker reviewed enrollment projections provided by NESDEC. Ms. Andrews Parker commented that Dover is the fastest growing community in the state and school enrollment is increasing quickly. New subdivisions were discussed that may affect elementary school enrollments in Dover. Dr. Arbour added that it is difficult to make accurate predictions regarding enrollment. She feels that the estimates provided are low and would recommend that options are identified for expansion as much as possible for changing demographics. The committee reviewed the most current monthly enrollment report. Ms. Weston agreed with Dr. Arbour that it is more difficult to estimate enrollment at the elementary level. It was determined that further investigation is needed on this subject. Ms. Andrews Parker commented that she would like Garrison School to be able to hold a target of 700 students, possibly moving 5th grade students back to elementary schools with possible redistricting. Mr. Nedelka requested that the energy audit performed on or around 2005 be reviewed since it has detailed information on Garrison's energy systems. Mr. Nicolella requested a copy of a Garrison site plan to which Mr. Haight responded he may be able to locate.

VI. TIMELINE

RFQ responses for feasibility study are due on 4/8/16 at 2:00 pm. Packets will be given to JBC members by 4/11/16. Meeting will be 4/21/16 to discuss submissions with interviews on 4/28/16.

VII. WHITE BOARDING ACTIVITY

Mr. Holt facilitated the white boarding activity making notes on comments made by JBC members. This document is archived with meeting minutes.

Principal Beth Dunton commented that her wish list would include more storage, flexible layout of classrooms (lack of outlets, etc.), common space for the building, update to kitchen/café, travel flow in building, one main entrance to building, lighting, and parking. Ms. Weston asked if the kitchen/café areas could be rented out for revenue. Café Services will need to be consulted to determine the cafeteria equipment situation and if this would be possible.

Mr. Holt stated he would categorize list and discuss with committee at a later meeting.

VIII. RFQ QUESTIONS AND PROCESS

Dr. Arbour stated that packets would be submitted as hard copies and will be available by Monday afternoon either for pickup or by email depending on size. Using a rubric for

 DOVER SCHOOL DISTRICT	JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES <table border="0"> <tr> <td>Meeting Type:</td><td>Regular Meeting</td></tr> <tr> <td>Meeting Location:</td><td>Superintendent's Conference Room</td></tr> <tr> <td>Meeting Date:</td><td>Monday, April 4, 2016</td></tr> <tr> <td>Meeting Time:</td><td>6:00 p.m.</td></tr> </table>	Meeting Type:	Regular Meeting	Meeting Location:	Superintendent's Conference Room	Meeting Date:	Monday, April 4, 2016	Meeting Time:	6:00 p.m.
Meeting Type:	Regular Meeting								
Meeting Location:	Superintendent's Conference Room								
Meeting Date:	Monday, April 4, 2016								
Meeting Time:	6:00 p.m.								

evaluation was discussed. Mr. Holt noted that since this is a RFQ and not an RFP, a scoring sheet may not be needed. Process for interviews will be determined at the 4/21 meeting. JBC members should review all submissions by the 4/21 meeting and come to the meeting with their 4 top candidates. Finalists and questions for 4/28 will be determined on 4/21. References will also need to be checked for finalists.

Mr. Haight requested that companies be asked to submit an electronic copy of the RFQ.

The questions below were submitted by parties interested in submitting a bid for the RFQ with answers that were emailed and posted on website.

Q1. In regards to VI. - Tab 10: Scheduling, you've explained that the project would be awarded at a time TBD. You've also expressed that the final report would be due 90 days following the contract being awarded. Is there any timetable currently set for the contract to be awarded? It would aid us in conveying a more detailed schedule and avoid any potential conflicts with other works.

A1. The intent is to award the contract by May 31, 2016.

Q2. In regards to III. Scope of Work, it reads: "*Interview and obtain input from stakeholder groups, to include building and district administration, school faculty and staff, and facilities and maintenance staff.*" For our clarification, are you intending on a series of meetings with staff, faculty, and district admin? Are there any intentions to include any public sessions or workshop days, similar to the way you've approached the re-design of the Dover High School?

A2. Yes, tell us how many meetings you would suggest to ensure proper buy-in for all stakeholders, and how might this impact the proposed 90 days.

It was asked if we could be limiting candidates due to a 90 day time frame. Mr. Haight commented that it is difficult to determine. Dr. Arbour suggested that the 90 day time frame may be flexible. Ms. Andrews Parker added that it would be difficult to get information in the summer since staff and students are out of the building.

IX. MEETING DATES: Already selected meeting dates are May 2 and May 16 at 6:00 pm. Additional agreed upon meeting dates include April 21, June 6 and June 20 at 6:00, as well as April 28 from 9:00-5:00 for interviewing companies. The committee should plan on meetings for the 1st and 3rd Mondays of each month.

X. REVIEW ACTION ITEMS:

- Energy audit-Jan will email to Robin



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room
Meeting Date:	Monday, April 4, 2016
Meeting Time:	6:00 p.m.

- Site plan for GES-Steve will try to find
- Enrollment projections-Elaine will try to firm up enrollment projections
- Provide responses to Libby to send out on Tuesday
- Meeting invites sent for all meetings scheduled
- Locate questions for feasibility study of DHS and email to committee so that they can review
- Elaine will talk with Anthony to see if an electronic copy can be requested from companies
- Maps will be removed from website in packets and agenda materials

XI. MATTERS OF INTEREST: Mr. Nedelka requested a copy of the maintenance plan from previous Garrison School renovations from 1999 and 2003. This would be part of the closing acts of the JBC.

XII. BUILD NEXT AGENDA: The focus of the next meeting on April 21 will be to review submitted responses to the RFQ which is due on April 8.

XIII. ADJOURNMENT: Steve Haight moved, Karen Weston seconded to adjourn the GES JBC meeting at 8:30 p.m. An oral **VOTE PASSED 6/0.**