DOVER SCHOOL DISTRICT	JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES
	Meeting Type: Regular Meeting Meeting Location: Superintendent's Conference Room Meeting Date: **Thursday, April 21, 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 21, 2016 at 6:00 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, Interim Business Administrator Libby Simmons and CW Services Manager Jeff White.

II. CITIZENS' FORUM: No one addressed the JBC.

III. APPROVAL OF MEETING MINUTES OF 4/04/16: Karen Weston moved, Jan Nedelka seconded to approved meeting minutes of 4/04/16. An oral **VOTE PASSED 6/0.**

IV. REVIEW RFQ SUBMISSIONS AND SELECT WHO WILL BE INTERVIEWED: Discussion ensued regarding the nine firms who submitted responses to the RFQ for the Garrison School feasibility study. Committee members each submitted their top four choices based on the submissions.

After all JBC members and others provided top choices, it was determined that the four companies who would be interviewed were Banwell, Harriman, Lavallee and CMK. If one was unable to interview or chose not to after being contacted, Turner would be included in interviews.

JBC members and others provided reasons they selected companies and reasons for not selecting companies.

It was determined that there would be four 1.5 hour interviews on Thursday, 4/26 beginning at 9 am in Room 305 of the McConnell Center.

V. REVIEW WHITEBOARD ACTIVITY:

Mr. Holt reviewed the white board activity document that he had started at the last meeting. He stressed that the questions from the activity should be a part of the interview process. He asked if the Garrison project is to address immediate needs or as a springboard to larger change in the school district. Mr. Nicolella commented that future needs including enrollment should definitely be considered with this project.

Ms. Weston agreed there needs to be a basic assessment and then a site assessment to determine what can be added.

Dr. Arbour noted that adjustments can be made to the CIP in June to inform of possible additions. She added that she would like to move 5th grade students back to elementary due to space constraints at DMS along with educational reasons.

Ms. Andrews Parker commented that is would be difficult to get everything wanted for $7 million.

Mr. Nicolella added that everything may not need to be completed in a single phase.

Mr. Haight asked for clarification on the priority of this JBC to which Ms. Andrews Parker responded that it is have a renovation and/or addition to Garrison School to meet the educational needs of the Garrison School community which could also ultimately affect the district as a whole. Mr. Haight commented that there should possibly be a set of priorities outlined with a cost determined. If there are additional funds available, a new set of priorities can be set.

Ms. Andrews Parker commented that the teachers and parental input in order for the project to be successful. Mr. Haight added that the Garrison School community would know what needs to be done. Physical plant safety is a top priority at this point. There are also some distinct operational needs for the school.

Ms. Andrews Parker asked that a Garrison School JBC update be added to the School Board agenda so that the committee can receive more direction from the School Board. She does not believe that ground will be broken on this project for at least a year.

VI. INTERVIEW QUESTIONS AND PROCESS:

Ms. Andrews Parker reviewed questions that were used for the DHS-CTC project and it was determined that many of the questions would be similar. Dr. Arbour added that providing the questions to the companies helped the process. It was decided that companies would have 45 minutes to answer the questions provided and additional 30 minutes for the JBC members to ask clarifying questions or follow up questions from the presentation. There would be 15 minutes after each presentation for discussion and comfort break. Notes will be personal only and not collected. There will not be scoring sheets for this process and questions will not be asked during the presentations. Questions were determined and are archived with these minutes. They will be sent to the companies selected to interview before interviews. Interviews will be at 9:00 am, 11:00 am, 1:00 pm and 3:00 pm on Thursday, 4/28 in Room 305 in the McConnell Center.

VII. REVIEW ACTION ITEMS:

Finalize questions, contact companies and schedule times, make sure air/heat is not on in room 305 (due to distracting noise), white boarding questions answered.

VIII. MATTERS OF INTEREST:

Mr. Nedelka asked that the energy audit be attached to the next materials (archived with agenda materials). Ms. Andrews Parker asked that all requests for public comment go to her or Dr. Arbour. If second interviews are needed, Ms. Andrews Parker requested that they happen on May 2 or May 16 which are already scheduled meetings. The committee would like to have a decision on May 2.

IX. BUILD NEXT AGENDA:

Interviews will be on the next agenda of 4/28 beginning at 9:00 am.

X. ADJOURNMENT: Jan Nedelka moved, Joe Nicolella seconded to adjourn the GES JBC meeting at 7:58 p.m. An oral **VOTE PASSED 6/0.**