DOVER SCHOOL DISTRICT	JOINT BUILDING COMMITTEE – GARRISON SCHOOL MEETING NOTICE	
	Meeting Type:	**Regular Meeting**
	Meeting Location:	**Supt Conference Room, McConnell Center**
	Meeting Date:	**Thursday, July 14, 2016**
	Meeting Time:	**5:45 P.M.**

1. Call to Order and Roll Call
2. Citizens' Forum
3. Approval of Meeting Minutes of 7/7/16
4. Update from Harriman
    - Review Existing Documents (Educational Program Analysis)
    - Building Assessment (Facility and Site)
    - Site Assessment
    - Develop Concept Alternatives—Draft 2
    - Opinion of Costs—Draft 1
    - Review Existing Documents
5. AIA contract Update
6. Review Meeting Schedule
7. Review Action Items
8. Matters of Interest
9. Build Next Agenda
10. Adjournment

DOVER SCHOOL DISTRICT	**JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES**
	Meeting Type: Regular Meeting
	Meeting Location: Superintendent's Conference Room
	Meeting Date: **Thursday, July 7, 2016**
	Meeting Time: **5:30 p.m.**

I. CALL TO ORDER AND ROLL CALL: A meeting of the Garrison School Joint Building Committee was called to order on Thursday, July 7, 2016 at 5:35 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, Keith Holt, Jan Nedelka and Steve Haight. Joe Nicolella was excused. Also in attendance were Garrison Principal Beth Dunton, Business Administrator Libby Simmons, CW Services Manager Jeff White, and Mark Lee and Dan Bisson from Harriman Architects.

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

III. APPROVAL OF MEETING MINUTES OF 6/6/16 and 6/23/16:

Jan Nedelka moved, Karen Weston seconded to approve the meeting minutes with the change in language in the 6/23/16 minutes to show that Mr. Nicolella had not yet resigned from the City Council. He only stated his intention of offering his resignation. An oral **VOTE PASSED 5/0.**

IV. CAPITAL IMPROVEMENT SUMMARY: Karen Weston moved, Jan Nedelka seconded to approve the Capital Improvement Summary and Status Report. An oral **VOTE PASSED 5/0.**

V. MANIFEST APPROVAL: Mr. Nedelka asked if a rental car was used because it was a better value than paying mileage to which Mr. Lee responded in the affirmative. Karen Weston moved, Jan Nedelka seconded to approve the manifest. A roll call **VOTE PASSED 5/0.**

VI. UPDATE FROM HARRIMAN: Mr. Lee reviewed discussion from the previous meeting. He showed a PowerPoint and discussed historical enrollment and information received from City Planner Chris Parker regarding new developments in Dover.

According to Mr. Parker, there is not a lot of growth potential left in Dover. The current largest project is for 55+ community. Ms. Andrews Parker asked if the new high school may bring more students. Mr. Lee responded that it may not because there is still only a limited amount of land. Mr. Lee added that more students may go to DHS if it becomes more attractive than a private school.

Ms. Weston commented that she has heard that there is limited acreage and the largest areas of land are in Ward 6.

Mr. Lee will talk more about enrollment with the City of Dover Planning Department.

Mr. Lee showed three options for the renovation of Garrison School and highlighted the differences in the plans. Harriman will need to talk with Mr. Parker again to determine site restrictions.

Drawings showed ability to close off certain parts of the building to the public if needed. He noted that they are trying to limit circulation, but could add classrooms later if needed to certain areas.

Mr. Lee stated that they are currently looking into possibly moving parking. The front parking area will most likely be removed.

Ms. Andrews Parker asked if trees can be cut down to provide parking areas. Mr. Lee responded that there may be restrictions due to recreation.

Mr. Lee stated that based on tax maps, certain areas are owned by the City.

Ms. Weston believes that the JBC needs to look at the site and make sure there are no deed restrictions. She doesn't believe the tax maps are inaccurate. Mr. Nedelka commented that tax maps are accurate but don't deal with deeded restrictions. The JBC should investigate to make sure options aren't considered prematurely.

Ms. Andrews Parker asked if the JBC is allowed to relocate ball fields with the funds available or is funding limited to buildings. It was assumed that funds could be used for field relocation.

Mr. Holt noted that they should make sure that outside spaces are preserved.

Mr. Haight commented that if trees are removed, thinking can be changed. He added that all of the funding can't be used for site work and that it would be good to be able to piggyback on what the city is doing.

General consensus is that Option A fit the needs of the school the better than Options B and C. There is better flow, flexible space and a central hub to the building. People and busses are separated.

Ms. Weston added that Garrison may be the only school that could accommodate additional classrooms. Ms. Andrews Parker commented that this may be helpful if 5th grade returns to elementary schools.

Mr. Parker will send a map with restrictions and Harriman will visit the assessor's office. They will also narrow down options based on feedback.

Ms. Andrews Parker stressed that all life/safely issues need to be considered also. Mr. Holt asked for a drawing that shows the additional 8 classrooms also, even if for future consideration.

Kitchen space was discussed and concluded that if the kitchen is larger, there may be an opportunity for additional rentals of the space for added revenue. Mr. Bisson commented that the kitchen size will be three times larger than its current size. Café Services owns most of the kitchen equipment, but there are restrictions on the use by outside groups.

Ms. Andrews Parker cautioned about limitations of the school based on colors and design. Elementary schools may not always be elementary schools and certain colors and design may be limiting. She also believes that the schools should look similar so that they are not separate and the perception is that they are similar in all ways so that one is not seen as better than another.

Mr. Lee presented the scope of work document which would be changed as choices are made since there is a fixed budget for the project.

Mr. Lee stated that there didn't appear to be any glaring life safety issues. Ms. Andrews Parker commented that there are issues in the school that need to be addressed including the sliders in classrooms. Mr. Bisson added that engineers would be reviewing the facility. She stressed that these items, including the bus loop need to be a top priority.

The purpose of the scope is to add costs to the different tiers of the project to determine what can be afforded by the JBC.

Mr. Holt stated that it would be helpful to know where all items fit in to the goals of renovation.

A communication plan was also distributed to the committee by Mr. Lee and Mr. Bisson who also recommended that a subcommittee be formed.

Transgender restroom policy was discussed.

Dover Police and Fire will be contacted sometime between the second and third meetings for input to configure the set up.

VII. **AIA CONTRACT UPDATE:** Mr. Lee stated that the contract is being worked on and a draft will be sent to Robin who will share with the JBC. A district attorney will review language before approval by the JBC.

VIII. **REVIEW MEETING SCHEDULE:** The next meeting is 7/14. The August 18 meeting will need to be rescheduled. A doodle poll will be sent to committee members to determine dates for August and September.

IX. **REVIEW ACTION ITEMS:** JBC action items include sending a Doodle poll to committee members to schedule meetings, continue to work on website, requested documents (technology plans, educational planning reports, class size policy, security and safety audits, 3 year fuel usage documents, and 1 year electrical bill) sent to Harriman. Harriman action items include conduct facility analysis, align scope with major goals, check in with the city accessor, follow up with Chris Parker on site restrictions, discuss storm water potential, show classroom additions, preliminary cost estimates, draft contract sent.

X. **MATTERS OF INTEREST:** Mr. Nedelka stated that in Roberts Rules committee members are able to vote on meeting minutes even if they were absent at the meeting in question.

XI. **BUILD NEXT AGENDA:** Site priorities and information communication plan, site assessment, develop concept, opinion of costs, review existing documents.

XII. **ADJOURNMENT:** Steve Haight moved, Jan Nedelka seconded to adjourn the GES JBC meeting at 7:50 p.m. An oral **VOTE PASSED 5/0.**