DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room
Meeting Date:	**Thursday, September 8, 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, September 8, 2016 at 5:31 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, Keith Holt, Jan Nedelka, Dennis Ciotti and Steve Haight. Ms. Weston arrived at 5:35 p.m. Joe Nicolella resigned from the City Council due to out of state employment and Mr. Ciotti was approved by the City Council as his replacement. 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. Superintendent Elaine Arbour arrived at 6:00 p.m.

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

III. APPROVAL OF MEETING MINUTES OF 7/7/16:

Jan Nedelka moved, Keith Holt seconded to approve the meeting minutes of July 7, 2016. An oral **VOTE PASSED 4/0. (Ciotti abstained)**

IV. APPROVE JULY AND AUGUST CAPITAL IMPROVEMENT SUMMARIES AND STATUS UPDATE: Jan Nedelka moved, Dennis Ciotti seconded to approve the Capital Improvement Summaries and Status Report. An oral **VOTE PASSED 5/0.**

V. MANIFEST APPROVAL: Jan Nedelka moved, Steve Haight seconded to approve the manifest. A roll call **VOTE PASSED 5/0. (Weston abstained)**

VI. UPDATE FROM HARRIMAN: Mr. Bisson shared information that they found from talking with the City Assessor's office including the plot plans with lot lines. Mr. Lee stated that multiple people searched documents and files to determine possible site restrictions. In addition, Marge Schoonmaker from the DOE was contacted and she verified that there was nothing out of the ordinary that she found regarding site restrictions. She added that ball fields were paid with federal funds and if they are moved, a space needs to be found on the same site with the same dimensions or the money will need to be repaid. Mr. Lee clarified that the restriction is for open recreation spaces. He believes that this can be converted to a different location that has an equal or greater value of land and does not need to be the same outdoor recreation, but does need to be used for outdoor recreation. He added that he believes that this land can be located anywhere in the city. Ms. Weston recommended that Mr. Bisson and Mr. Lee meet with Mr. Parker and view the maps. Mr. Ciotti's recollection is that if the money is used for recreation and is tied to a public school, the gym renovation was allowed. If this is the case, then possibly the recreation building could be expanded, but not the classrooms. Architect Gary Goodreau was also contracted to determine if he knew of past site restrictions, to which he did not. Mr. Lee stated that they have not found any restrictions in all of their research.

Mr. Lee presented a revised scheme drawing (Option D) based on what could be done that wouldn't encroach on areas if there are restrictions on the site. There is a net addition of 5 room with the revised scheme.

Mr. Lee stated that the revised scheme provides an option if funding is restricted.

Dr. Arbour stated that Garrison School is the only school that can be expanded at this point.

Ms. Andrews Parker commented that it seems that the committee prefers Option A and until the committee hears differently, they prefer the option that allows goals to be met. All members were in agreement that the loop for traffic in Option A is a benefit. Mr. Ciotti added that there is an allowance for parking in open space. There just needs to be access to the area and this would be taken into consideration when determining parking.

Mr. Bisson provided a facilities analysis and explained needs to bring the building up to standards. These are included in the presentation that is archived with these minutes.

Mr. Lee reviewed construction costs which were approximately $200 per square foot not including site costs which is consistent with school projects in general.

Option A is a much higher cost than the revised scheme option. Priorities would need to be established to see what can actually be afforded.

Ms. Andrews Parker stated that the budget is only a placeholder and there may be an opportunity to revise the CIP. Ms. Weston stated that the School District would need to be able to fund the debt service for the GES project.

Mr. Lee stated that the approximate cost of Option A would be about $1 million more in construction costs than the revised scheme ($1.6 million more for total project). The revised scheme would be approximately $9.8 million versus $11.4 million for option A. The JBC currently has a $6.9 million budget.

Mr. Haight stated that life safety issues, entry, and possibly negotiate with Harriman for reduced fee would be in a $6.9 million budget. (no classroom additions).

Mr. Lee reiterated that interior renovations to classroom wings, renovate the office area and a new entrance would most likely be approximately $7.18 million. This would be a net loss of 1 classroom and not the choice of the committee.

Dr. Arbour asked if it would make sense to leave the entry way and add extra classrooms. Mr. Lee responded that additional parking will not be available if the entry remains as is. Mr. Haight added that a secure entrance is needed and should be a priority. He continued to summarize that there is enough funding to renovate the building but it doesn't provide any immediate future ability to expand. He is not in favor of overspending, but believes that the city council should be contacted to determine if there is any additional funding for the project.

Ms. Andrews Parker agreed and added that a renovation will not meet the future educational needs of the students and would prefer to do it right the first time.

Mr. Holt stated that the committee is in a good place since there are options. They can do any of 4 phases depending on funding. 1. Address renovations, 2. Additional classrooms, 3. Improve further, 4. Do all and meet the needs. If all can't be done, a phased approach may be necessary.

Mr. Nedelka agreed with the phased approach to the process. He would prefer to renovate for 21st century environment in the existing space, then to add classrooms if that is the choice. Much would depend on the long term vision of the School Board and elected bodies should be contacted regarding the decision.

Ms. Weston commented that she would like to see additional classrooms also but it will be difficult to sell above and beyond and would prefer a phased approach. When the budget was adopted, the guidance given to the School Board was to come in with a tax cap budget with an increment for the high school because there have never been two capital projects going on at the same time in the City of Dover. She would like to see life safety issues addressed because this was the charge of the committee. Site restrictions also need to be determined. She questioned the effect of value engineering on the cost of the project. Mr. Lee responded that sometimes value engineering can achieve a savings of up to 5% depending on the construction costs which probably isn't enough to substantially change the scope of the project.

Dr. Arbour stated that CIP is the primary topic of an upcoming Joint Fiscal Committee meeting. Ms. Weston added that the CIP is being presented to the City Council on October 5.

Mr. Ciotti commented that the JBC was formed in order to renovate Garrison School, not to address future needs or add classrooms which would be another issue.

Ms. Andrews Parker commented that Harriman was asked to plan for future options and additional classrooms can be taken off the table for now. Educational issues are not being addressed. Responsibility of the JBC would be to make plans for now and also what needs to be done in the future. This is one of the reasons that she does not like the revised scheme option (D). Option A without additional classrooms is the option that would most address needs at this point.

Mr. Holt asked Harriman to cost out items in phases so that discussions can take place for achievement, something more or optimal results.

Dr. Arbour asked what the finished product will look like so that phasing can be done properly and not make additional work and higher cost in the future. Mr. Lee stated that Harriman had not looked at it from a phasing point of view and noted that the first phase must be the renovation.

Ms. Weston commented that if the committee is fiscally careful, more may be able to be accomplished as was the case with the Horne Street School renovation.

Mr. Haight summarized and asked Harriman to show how Option A (with the extra classrooms) can be achieved with the phasing process. Mr. Holt added that selling points will be needed to back this up. Mr. Ciotti stated that the city needs a 10-20 year projection of what is projected.

VII. AIA CONTRACT UPDATE: The contract has been completed and reviewed by the District attorneys. Timeline dates need to be adjusted due to some date changes. Mr. Lee reviewed the changes with the committee and will amend the contract and return to the JBC for signatures. A final version will be distributed to committee members after changes have been made.

Jan Nedelka moved, Steve Haight seconded to approve the draft AIA contract. A roll call **VOTE PASSED 5/0 (Ciotti abstained).**

VIII. WEBSITE UPDATE: The website is up and able to be amended. The location is not easy to find, so Robin will check with Mike Gillis about making it more user friendly. The committee purpose will be obtained from the resolution creating the JBC and added to the website.

IX. REVIEW MEETING SCHEDULE: The regular meeting schedule was agreed to be the 2nd and 4th Tuesday of each month at 5:00 pm beginning on September 27. This will allow for regular meetings that do not conflict with the DHS JBC.

Record Note: The DHS JBC meets every two weeks (not the 1st and 3rd Tuesdays) so the GES JBC will meet every two weeks on alternate Tuesdays also. The existing meeting date for Thursday, September 29 is cancelled.

X. REVIEW ACTION ITEMS: JBC action items include add meeting dates to shared calendar, invite Chris Parker and City Attorney Anthony Blenkinsop to the next meeting, Harriman will look at a phasing approach and cost associated with it for Option A and overlay of classrooms, City Council and School Board will meet at JFC to talk about CIP, AIA contract will be revised by Harriman and signed by Ms. Andrews Parker, website updated with materials with better navigation (including link from school website).

XI. MATTERS OF INTEREST: Mr. White stated that the city is looking to reconnecting piping that is currently dumping to the ravine. It will be put underground into one pipe and distributed near the Bellamy River. The drawings created in 2004 addition were not followed. There will be a water and dye test that shows how and where everything flows. Ms. Simmons stated that the City will be adding trees to the area either this fall or next fall. The fencing will be in by the end of September and dust will decrease over time.

Process note: Votes will be added to the end of future agendas due to time constraints with a 5:00 meeting time.

XII. BUILD NEXT AGENDA: See above

XIII. ADJOURNMENT: Karen Weston moved, Dennis Ciotti seconded to adjourn the GES JBC meeting at 8:00 p.m. An oral **VOTE PASSED 6/0.**