



JOINT BUILDING COMMITTEE – GARRISON SCHOOL MEETING NOTICE

Meeting Type:	Regular Meeting
Meeting Location:	Supt Conference Room, McConnell Center
Meeting Date:	Tuesday, October 25, 2016
Meeting Time:	5:00 P.M.

1. Call to Order and Roll Call
2. Citizens' Forum
3. Selection of a Vice Chair
4. Site Restrictions Update
5. Actions Steps in Interim
6. Energy Savings Performance Contract Discussion
7. Survey Update
8. Approval of Minutes of 9/27/16 Meeting
9. Financial and Status Update
10. Manifest Approval
11. Review Action Items
12. Matters of Interest
13. Build Next Agenda
14. Adjournment



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES

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Meeting Date:	Tuesday, September 27, 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 Tuesday, September 27, 2016 at 5:00 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, Keith Holt, Dennis Ciotti, and Karen Weston. Mr. Nedelka arrived at 5:18 p.m. Mr. Haight was excused. Also in attendance were Superintendent Elaine Arbour, Garrison Principal Beth Dunton, Business Administrator Libby Simmons, CW Services Manager Jeff White, Asst. Supt and City Planner Chris Parker, City Attorney Anthony Blenkinsop and Dan Bisson and John Kuchinski from Harriman Architects.

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

III. SITE RESTRICTIONS UPDATE:

Mr. Parker provided background regarding the City's use of federal government funds (Land Water Conservation Fund) approximately 40 years ago. The money was used to upgrade parks in the community including the Garrison parks. Approximately \$60,000 was used between 1967 and 1982 with a certain part that had a requirement that it be used permanently for recreational use. Mr. Parker continued to say that he and SAU staff reviewed files and nothing was found that showed approval for use of these areas for anything else at the 2004 GES renovation or earlier. It was determined that the entire 2004 addition is within the restricted area.

City Attorney Blenkinsop stated that property that is permanently restricted can be converted out of the program and into other use through a process determined by the state. New property would need to be substituted and it would need to be reasonably equivalent in usefulness and location and at least fair market value. The City would need to work with the State (DRED) and would ultimately need government approval. The process could take a substantial amount of time and assuming there was not an approval in 2004, Dover is in violation of the law. The 2004 error needs to be corrected since it is now known by the City.

Surveys and appraisals will need to be completed and an equivalent piece of property will need to be found. A new playground and basketball court will need to be identified to make up for the ones that were lost in the past. Something that is already in existence would not be sufficient.

Ms. Andrews Parker recommended a new playground and possibly a running track at Shaw's Lane. Mr. Parker responded that he agrees that there would be value to adding infrastructure to Shaw's Lane.

Attorney Blenkinsop reminded that a physical piece of land is needed and not just the structure. He added that it may be a parcel already in use by the City, but it would need to be approved by the State. Putting land in the program puts it aside forever for recreational purposes.

He and Mr. Parker encouraged contacting State officials early in the process and asking for forgiveness and permission at the same time.

Mr. Parker also recommended a wetlands analysis.



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Mr. Holt inquired if the costs associated with this process would come from the GES JBC budget. It was determined that it is a 12-year-old mistake and would need to be fixed regardless of the GES project.

Mr. Blenkinsop stated that the City Council would need to authorize the conversion on other city land. He added that they would need to determine the encroachment onto the restricted area, have an appraisal to determine value and determine what land would be of value.

Currently survey work is not included in the feasibility study.

The next step will be to contact DRED to see what next steps for the District regarding this situation. Dr. Arbour recommended doing this sooner rather than later since the JBC is recommending a phased approach to the GES project.

Mr. Parker suggested one option would be to hire Harriman to do a change order to include survey work. The JBC is thinking about what is the best benefit for the students. Ms. Andrews Parker stated that the JBC is looking at future needs and an opportunity to meet the educational needs of students, but not as drastic as building a new school. She is in favor of asking what is needed for future needs.

Mr. Blenkinsop recommended that future needs and the 2004 issue are both addressed at the same time. Mr. Parker added that Dr. Arbour should contact City Manager Joyal to inform him of the situation and to determine the process for moving forward.

Mr. Parker will put together a scope for surveying with the purchasing agent and review with Dr. Arbour. This will give the committee quotes of what the costs may be. He asked Mr. Bisson to take the basic image and draw where he thinks the line may need to be.

Mr. Nedelka stated that he is comfortable in good faith authorizing funds for the survey if the City Councilors understand that there may be additional funding needed. Ms. Andrews Parker added that she does not want to pay penalties.

Ms. Andrews Parker summarized the discussion and action items.

- IV. UPDATE FROM HARRIMAN:** Mr. Bisson presented a PowerPoint that highlighted the phasing process and costs. In summary, Phase 1 takes care of the primary charge of the JBC and provides infrastructure updates including mechanical and electrical work and life safety issues. Phase 2 moves the kitchen area. Phase 3 involves the library and center area. Phase 4 can be completed in two parts if desired, which could add 6 classrooms or all 12 could be added at the same time. The total project cost for phase 1 would be approximately \$7,429,479. The cost could be reduced by \$96,000 due to the hiring of a Clerk of the Works who will serve for both the DHS and GES Joint Building Committees.

At the end of the Phase 1, there will be a net loss of one classroom. Principal Beth Dunton stated that she can find ways to make up for the loss of the classroom. At the end of the project, there will be a net gain of 11 classrooms. The total cost of all phases would be \$16-\$17 million.



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Dr. Arbour commented that Phase 1 can be completed, but the JBC may need to think about how their decision will be affected if the City Council chooses not to endorse the entire project. The City Council and community will need to be a part of the conversation early in the process.

Ms. Weston added that funding will be very lean for the next few years due to other city projects. She stated her appreciation for the phased approach. Mr. Nedelka agreed that it provides multiyear predictability.

Mr. Ciotti added that at times, funds are not used for other projects and may become available or converted for other projects.

Estimates provided by Harriman will be for the entire project. For example, HVAC costs will cover air conditioning for the complete project after all phases.

Ms. Bisson confirmed that Phase 1 doesn't include the sliders but can be added into the project and would be considered a priority.

Mr. Holt asked that transportation be addressed in Phase 1 also although Mr. Ciotti noted that they don't want to build a road only to have it dug up for other phases.

Dr. Arbour will speak to City Manager Joyal regarding the phasing process.

Mr. Bisson stated that sliders and site work for traffic will be included in the phasing plan. He will also try to provide an estimate on how long each phase will take, noting that phases will not overlap. Much of the construction will occur during summer months and school vacations.

Ms. Andrews Parker was excused at 5:50 pm.

V. AIA CONTRACT UPDATE: The contract has been completed, reviewed and signed by Ms. Andrews Parker and Mr. Lee.

VI. WEBSITE UPDATE: The website is up and running at this point with easy access to it from the Dover School District website. Thank you to Mike Gillis for his help with this.

VII. APPROVAL OF MEETING MINUTES OF 9/8/16:

Dennis Ciotti moved, Jan Nedelka seconded to approve the meeting minutes of September 8, 2016. An oral **VOTE PASSED 4/0.**

VIII. MANIFEST APPROVAL: Jan Nedelka moved, Dennis Ciotti seconded to approve the manifest. A roll call **VOTE PASSED 4/0.**

Ms. Bisson stated that the project is on track financially at this point.

IX. REVIEW ACTION ITEMS:

- Dr. Arbour is meeting with City Manager Joyal next week to discuss site issues and phasing process to project, along with CIP.
- Attorney Blenkinsop and Mr. Parker will be contacting DRED to start conversation.



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- Mr. Bisson will send Mr. Parker the Registry of Deeds documents and Mr. Parker will obtain quotes for surveying which the JBC authorized.
- Harriman will add sliders into Phase I plan

- X. MATTERS OF INTEREST:** Dr. Arbour recommended asking the Board for approval of Phase I. Mr. Holt and Ms. Weston suggested waiting until after the following meeting (Oct 25) until more information has been obtained.
- XI. BUILD NEXT AGENDA:** Selection of Vice Chair, Harriman Update, Survey Update, Site Restriction Update, Financial and Status Update, Chris Parker will be invited
- XII. ADJOURNMENT:** Dennis Ciotti moved, Karen Weston seconded to adjourn the GES JBC meeting at 6:35 p.m. An oral **VOTE PASSED 4/0.**

CAPITAL IMPROVEMENTS SUMMARY
Garrison Elementary School Project

As of: September 30, 2016

Transfer of Appropriations from Garrison School Facility Improvements, FY2006, CC approval 2/10/2016	\$ 14,830.98
Transfer of Appropriations from Woodman Park Elementary School Facility Improvements, FY2008, CC approval 2/10/2016	\$ 56,455.62
Transfer of Appropriations from Dover High School, FY2009, CC approval 2/10/2016	\$ 471.76
Transfer of Appropriations from Garrison School Facility Improvements, FY2015, CC approval 2/10/2016	\$ 89,028.00
Appropriation (FY16), CC approval 12/9/2015	\$ 6,900,000.00
Total Appropriation:	\$ 7,060,786.36

<u>Date</u>	<u>CIPM#</u>	<u>Expenditures to Date:</u>	<u>Amount:</u>
7/21/2016	GES01	Harriman - For Professional Services provided between 6/1/2016-6/30/2016	\$ 5,250.00
7/21/2016	GES01	Harriman - Reimbursable Expenses (travel) through 6/30/2016	\$ 83.77
9/15/2016	GES02	Harriman - For professional Services provided between 7/1/2016-7/31/2016	\$ 9,550.00
9/15/2016	GES02	Harriman - Reimbursable Expenses (travel) through 7/31/2016	\$ 12.49
Total Expenditures:			\$ 14,896.26

<u>Obligations:</u>		
Harriman - Architectural & Engineering Services for Facilities Study - Proposal Approved 5/26/2016		\$ 38,700.00
Harriman - Estimate for Reimbursable Expenses (travel, postage, permits, etc)		\$ 1,803.74
Total Obligations:		\$ 40,503.74

Budget Availability: \$7,005,386.36

JBC Monthly Status Report – October

GES Building Project

- Due the high cost of options presented by Harriman at previous meetings, the JBC requested that they provide costing using a phasing approach. This would allow recommended work to be completed over the course of several years. And would require City Council approval. The first phase would include the primary charge of the JBC and provide infrastructure updates including mechanical and electrical work and life safety issues.
- Site restrictions are being investigated with the State of New Hampshire to determine if there will be restrictions for building based on Land Water Conservation Funds that were received 40 years ago. It is difficult for the JBC to move forward until this has been clarified.
- The Garrison School Project website is available to the public and can be accessed easily from the Dover School District or City of Dover Website. Documents will continue to be added as the project continues.

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MAN. NO. CIPM#GES04
DATE: 10/25/2015

VENDOR VOUCHER MANIFEST
SCHOOL DISTRICT SAU #11

1. DATE	2. PAYEE NAME AND ADDRESS	3. FINANCE PO NO:	4. AMOUNT EXPENDED	5. AMOUNT OF CHECK	6. PROJECT NAME
1. 10/25/2016	Harriman 46 Harriman Drive Auburn, ME 04210				
	<u>4006.1.600.46900.4725.07103.06.000.000.700</u>	201611093		\$ 12,450.00	Fee
	<u>4008.1.600.46900.4725.07103.08.000.000.700</u>	201701723		\$ 114.63	Reimbursables
	Professional Services from 9/1/2016-9/30/2016			<u>\$ 12,564.63</u>	Inv#1609089
TOTALS				\$12,564.63	

TO THE TREASURER; PAYMENTS AUTHORIZED AND ORDERED
TO THE PERSONS LISTED ABOVE FOR THE SUMS INDICATED
IN COLUMN 5. AMOUNT OF CHECK AMOUNTING IN THE
AGGREGATE TO:

12,564.63

Superintendent of Schools or Business Administrator

Date

Betsey Andrews Parker, School Board Vice Chair, JBC Chair

Date



46 Harriman Drive
Auburn, ME 04210
207.784.5100 telephone
INVOICE

Ms. Elaine Arbour
Dover School District
McConnell Center
61 Locust Street, Suite 409
Dover, NH 03820

September 30, 2016
Project No: 15618
Invoice No: 1609089

Project 15618 Dover School District, Garrison Elementary School Facilities Study
Professional Services from September 01, 2016 to September 30, 2016

Phase	00	Base Fees				
Fee						
Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing	
Data Gathering	4,000.00	100.00	4,000.00	3,600.00	400.00	
Demographic Analysis	4,500.00	100.00	4,500.00	4,050.00	450.00	
Educational Program Analysis	8,000.00	90.00	7,200.00	6,400.00	800.00	
Facilities and Site Analysis	12,000.00	80.00	9,600.00	7,200.00	2,400.00	
Preliminary Options & Estimates	8,000.00	80.00	6,400.00	1,600.00	4,800.00	
Energy Analysis	4,000.00	0.00	0.00	0.00	0.00	
Concept Design	9,000.00	80.00	7,200.00	3,600.00	3,600.00	
Financial Model & Estimate	4,000.00	0.00	0.00	0.00	0.00	
Total Fee	53,500.00		38,900.00	26,450.00	12,450.00	
			Total Fee			12,450.00
			Total this Phase			\$12,450.00

Phase	ZEXP	Expenses			
Reimbursable Expenses					
Rmb Travel					
9/27/2016	Kuchinski, John	Joint School Board Committee		10.25	
		- Tolls			
9/27/2016	Kuchinski, John	Joint School Board Committee		93.96	
		- Mileage			
	Total Reimbursables		1.1 times	104.21	114.63
			Total this Phase		\$114.63
			Total this Invoice		\$12,564.63

Outstanding Invoices

Number	Date	Balance
1608067	8/31/2016	11,871.32
Total		11,871.32

Project	15618	Dover School District, Garrison Elementa	Invoice	1609089
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TERMS: Net 30 Days

1.5% Interest (18% Annually) will be charged on accounts over 30 days past due.