



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MEETING NOTICE

Meeting Type:	Regular Meeting
Meeting Location:	Supt Conference Room, McConnell Center
Meeting Date:	Tuesday, December 6, 2016
Meeting Time:	5:00 P.M.

1. Call to Order and Roll Call
2. Citizens' Forum
3. Harriman—Review Phases/Determine impacted area based on Option A/Share options
4. Update on DRED conversion
5. Approval of Minutes of 11/22/16 Meeting
6. Financial and Status Update
7. Manifest Approval
8. Review Action Items
9. Matters of Interest
10. Build Next Agenda
11. Adjournment



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I. CALL TO ORDER AND ROLL CALL: A meeting of the Garrison School Joint Building Committee was called to order on Tuesday, November 22, 2016 at 5:00 p.m. in the Superintendent's Conference Room at the McConnell Center by JBC Chair Betsey Andrews Parker. In addition to Ms. Andrews Parker, present JBC members included, Keith Holt, Jan Nedelka and Steve Haight. Ms. Weston and Mr. Ciotti were excused. Also in attendance were Mark Lee and Dan Bisson from Harriman, Garrison Principal Beth Dunton, Business Administrator Libby Simmons and Asst. City Manager Chris Parker.

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

III. QUESTIONS REGARDING DRED DISCUSSION:

Ms. Andrews Parker summarized the status of the project and read the email that Attorney Blenkinsop sent regarding the situation with DRED. The questions below are part of the email.

a. How much land to pull out of program (LWCF) at GES: Mr. Lee stated that the minimum encroachment would need to be known for this. Parking and play areas still need to be considered. Harriman can come back to the GES JBC with options for the phased approach. Ms. Andrews Parker commented that if only life/safety issues are addressed, the footprint would remain the same. She would like the JBC to consider how much land is needed for future expansion, even if only life/safe updates are addressed with this project. Mr. Nedelka noted that land still needs to be found of equal or greater values since the issue has been raised with DRED.

Mr. Parker recommended that the committee should not ask for the minimum or the entire amount, but what is actually needed. He recommended not making multiple trips to DRED. The current encroachment is approximately 1.5 acres. He added that land at Henry Law Park needs to go through a similar process. Creating a park along the waterfront may satisfy this requirement since it is a new area. Coordination of projects should be considered before going to DRED. The land for Garrison needs to be close to the school since proximity is a requirement. He added that there are a few options that may work to satisfy this requirement. The area needs to be included in the Garrison neighborhood but doesn't need to be attached directly to the school. Mr. Parker commented that Morningside Park could be an option. Harriman will show the impact for Option A which has the greatest impact of the options shared with the JBC. They will need to inform the JBC what is needed for the GES project.

Mr. Parker recommended taking the site plan from 2004 and overlaying with other (sketch with hand drawn line) plan to see how much of an encroachment Option A would be. Mr. Nedelka asked if DRED would find the response from Dover acceptable to which Mr. Parker responded that he believed they would if the City did more than the minimum to make up for the issue. He added that the land and value of amenity can determine values to submit to DRED.



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Mr. Haight recommended providing a neighborhood land sketch to DRED and if they confirm that the committee is going in the right direction, a survey can be completed to provide exact dimensions.

Mr. Holt asked if Option A is as far as the District would ever go to which Ms. Andrews Parker responded that this should be brought to the School Board for confirmation.

Ms. Andrews Parker summarized that Attorney Blenkinsop will speak with DRED after Harriman provides an estimate of land. All agree on Option A. The city will take care of the substitute land. After it is confirmed that the committee is on the right track, the names of the three surveyors on the city list will be provided to Harriman so that they can complete the site survey completed.

It was determined that the information should be shared with the School Board at the December 12 meeting and the futures plans for Garrison School should be discussed.

Mr. Parker believes the new road will most likely be a permanent structure.

Mr. Parker confirmed that there is 3 years to spend from the CIP. Mr. Lee stated that they would determine if there is an option that will allow going forward before the conversion occurs. Mr. Parker recommended allowing a year, but it could be less.

The other conversion projects would be considered separate events so that the GES project wouldn't be delayed because of their status.

- b. What would substitute for land be?** Attorney Blenkinsop, Recreation Director Gary Bannon and Asst. City Manager Chris Parker will work on this task and the original issue.
- c. Are there any other conversion issues in the city to address at the same time?** The City will address this question.

IV. SURVEY UPDATE: There may not be the need for the survey, but the names should still be given to Harriman so they will be ready if it is needed.

V. APPROVAL OF MINUTE FOR 10/25/16 MEETING:

Jan Nedelka moved, Keith Holt seconded to approve the meeting minutes of October 25, 2016. An oral **VOTE PASSED 4/0**

VI. FINANCIAL AND STATUS UPDATE: Ms. Simmons reviewed the financial update. The last payment to Harriman was October 6.

VII. MANIFEST APPROVAL: NONE

VIII. REVIEW ACTION ITEMS: Harriman will review phases and determine impacted area based on option A. They will send to Ms. LaFleur, Ms. Andrews Parker and Dr. Arbour who will pass on to Attorney Blenkinsop. Attorney Blenkinsop and Mr. Parker will work on the conversion. The City will identify land available for the conversion. The School District will request names of 3



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approved vendors and share with Harriman. Options, future expansion, and plans for Garrison will be added to the December 12 School Board meeting. (to determine if needs of school district are met with the project). Harriman will attend the meeting.

Ms. Andrews Parker will articulate the scope and charge of JBC to the School Board. Mr. Haight added that he didn't want to lose sight on the needs of Garrison School. It was agreed that there will be 2 agenda items on the December 12 meeting: JBC update and Land Use conservation.

- IX. MATTERS OF INTEREST:** Mr. Holt recommended that people re-read the resolution and remember the charge is for renovation and construction.
- X. BUILD NEXT AGENDA:** See Action Items. The next meeting is December 6 to review items prior to the December 12 SB meeting. After the School Board meeting, the committee will wait for DRED to see if on the right path. There should be clarity from the School Board after the presentation. At this time, the December 20 meeting will most likely be cancelled. Mr. Lee commented that the next piece would be getting started with the electrical and mechanical system upgrades. The design phase would involve an RFP.
- XI. ADJOURNMENT:** Steve Haight moved, Jan Nedelka seconded to adjourn the GES JBC meeting at 6:00 p.m. An oral **VOTE PASSED 4/0.**

CAPITAL IMPROVEMENTS SUMMARY

Garrison Elementary School Project

As of: November 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
10/6/2016	GES03	Harriman - For professional Services provided between 8/1/2016-8/31/2016	\$ 11,650.00
10/6/2016	GES03	Harriman - Reimbursable Expenses (travel) through 8/31/2016	\$ 221.32
11/3/2016	GES04	Harriman - For professional Services provided between 9/1/2016-9/30/2016	\$ 12,450.00
11/3/2016	GES04	Harriman - Reimbursable Expenses (travel) through 9/30/2016	\$ 114.63
Total Expenditures:			\$ 39,332.21

<u>Obligations:</u>		
Harriman - Architectural & Engineering Services for Facilities Study - Proposal Approved 5/26/2016	\$	14,600.00
Harriman - Estimate for Reimbursable Expenses (travel, postage, permits, etc)	\$	1,467.79
Total Obligations:	\$	16,067.79

Budget Availability: \$7,005,386.36

JBC Monthly Status Report – December

GES Building Project

- GES JBC Chair Betsey Andrews Parker and GES JBC committee member Keith Holt will present information to the School Board regarding the project at the December 12 School Board meeting. Mark Lee and Dan Bisson from Harriman Associates will attend the meeting also and present options with the Board. Future expansion of Garrison School will also be discussed at the meeting.
- Harriman will work to determine the impacted area regarding the conversion and site issue and will provide at the next meeting.
- 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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