



**DOVER SCHOOL  
DISTRICT**

## **JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES**

|                   |                                  |
|-------------------|----------------------------------|
| Meeting Type:     | Regular Meeting                  |
| Meeting Location: | Superintendent's Conference Room |
| Meeting Date:     | <b>Tuesday, January 17, 2017</b> |
| Meeting Time:     | <b>5:00 p.m.</b>                 |

- I. CALL TO ORDER AND ROLL CALL:** A meeting of the Garrison School Joint Building Committee was called to order on Tuesday, January 17, 2017 at 5:03 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, Karen Weston, and Steve Haight. Dennis Ciotti was excused. Also in attendance were Superintendent Elaine Arbour, Garrison Principal Beth Dunton, Business Administrator Libby Simmons, Jeff White, Harriman representative Dan Bisson, and Clerk of the Works Mike Brooks.
- II. CITIZENS' FORUM:** No one addressed the JBC.
- III. UPDATE ON DRED CONVERSION:** Dr. Arbour provided an update stating that Chris Parker and Anthony Blenkinsop would be meeting with DRED representatives in two weeks and touring possible conversion areas. The results of the meeting may not be known for an extended period. Steve Haight moved, Karen Weston seconded to amend the agenda so that item # 6 becomes #4 and #4 becomes #6. **An oral VOTE PASSED 5/0.**
- VI. CLERK OF THE WORKS ROLE DISCUSSION:** Mr. Brooks summarized his role in the high school project stating that he communicates with groups as the representative for the City of Dover. He reviews submittals and requests for payment and provides quality control. Mr. Brooks also provides general oversight for the project and acts as a liaison between the City and the construction manager. He also gathers information for architects as needed. He talks with project managers and superintendents each day and keeps a daily log for the project. Mr. Brooks added that he provides weekly updates and status reports to the JBC.
- Dr. Arbour recommended that Mr. Brooks support the Garrison project, but not take on the full project.
- IV. REVIEW OF HARRIMAN DESIGN AND CONSTRUCTION DOCUMENTS:** Mr. Bisson reviewed the proposal with the JBC noting that it follows Option A Phase I that was presented to the School Board. The greatest concern is the amount of work that can be accomplished in the summer. Mr. Bisson stated that most likely two summers would be needed to complete the project.
- Ms. Andrews Parker asked if all exclusions will be able to be done with leftover funds in the budget. She stated her concern for issues being discovered after the project has been started and wants to be sure that life and safety issues are addressed. Mr. Bisson responded that there is a sufficient contingency to cover issues that may arise after the project has begun.
- Ms. Weston commented that she wants to make sure that all systems (alarms) can communicate with others. This had been an issue with the Horne Street School project.
- Mr. Bisson stated that there may be ways to reduce costs of the project including limited use of paper and more use of electronic communication.
- Mr. Haight noted that much of the schematic design had been done earlier in the process to which Mr. Bisson added that schematic designs are more detailed. Mr. Bisson recommended discussing



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this with Mr. Lee. Mr. Bisson confirmed that design development includes construction phasing and manipulation of classes, etc. Construction documents include hundreds of pages of all details including windows, hardware, software, etc. The contingency may be better known between the design and construction phase.

Mr. Bisson clarified that when bidding occurs, documents are put out and a site walk would occur. Ms. Weston asked for clarification between conceptual and schematic design. Mr. Bisson responded that although they overlap, conceptual is more of an overview and a schematic is more detailed.

Ms. Andrews Parker asked what part of the process affects the community. Mr. Bisson stated that representatives from Harriman could attend meetings as needed. He added that there will always be a Principal involved in the project and all disciplines have a different PE.

Dr. Arbour recommended informational meetings to explain phases to the community and staff, especially since all the work will not be visible and may need more explanation.

Ms. Andrews Parker suggested having a future JBC meeting occur at Garrison School which would include a walk through.

Mr. Holt noted that it sounds like it is at least 6 months before any construction occurs. Mr. Bisson agreed but added that some work may be able to be done this summer. Approval of land conversion could also affect timing.

Dr. Arbour asked Ms. Dunton and Mr. White to meet with Mr. Bisson about possible swing spaces.

Jan Nedelka moved, Karen Weston seconded to authorize the SAU to enter negotiations with Harriman. An oral **VOTE PASSED 5/0**.

### **V. CONSTRUCTION MANAGEMENT VS. DESIGN/BID/BUILD:**

Mr. Haight asked if this project would be best suited for a design/bid/build, construction manager or Clerk of the Works. The JBC discussed construction management and design/bid/build and which would be best for this project.

It was determined that Mr. White and Mr. Brooks would both be extremely busy during the time when this project is scheduled to begin and would have difficulty coordinating this project in addition to their other duties.

Mr. White commented that he believes that the project will not be able to begin in 5 months due to the amount of preparation needed beforehand. Mr. Bisson agreed that a significant amount of work would not be completed this summer and would therefore continue through the summer of 2018. Mr. Brooks added that obtaining permits alone takes a great deal of time and can delay the process.

Mr. Haight asked if design/build would be a good option for this project. Dr. Arbour noted that the State frowns on design/build to which Mr. Bisson agreed stating that it's a bigger risk.



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Ms. Weston summarized pros and cons of design/build and asked how the City would be protected from design errors. Mr. Bisson responded that there is a project cost built in for unforeseen errors. If it isn't used, it goes back to the customer.

Dr. Arbour asked about the significant amount of bidding in a design/bid/build. Mr. Bisson responded that Harriman would do the process, but would ask general contractor for assistance. All bids need to be approved by the JBC. Mr. Haight added that if the committee requests a higher level of detail regarding bids, it can be provided.

A design/bid/build would require a great deal of work for Mr. White and Mr. Brooks. Mr. White commented that he doesn't have sufficient manpower for that level of responsibility and would be doing a disservice to the District if he accepted this project. Design/build was removed from consideration.

Hiring an additional clerk of the works was discussed but determined not to be a viable option due to funding and duplication of services.

Ms. Weston commented that she would rather slow down a bit and use the funding for the project rather than for an additional clerk of the works. She asked who is responsible for notifying the customer of issues to which Mr. Bisson responded the construction manager would inform the customer since there is no reason to keep anything hidden.

Mr. Brooks is paid out of the bond premium fund. The intention is that he work for the high school project, do additional work for Garrison and then shift to the City.

Dr. Arbour noted that the high school construction management team has influenced value engineering and the building committee has a lot of control in the process. There has been a very open relationship.

Dr. Arbour stated that she felt that Mr. Brooks could work as clerk of the works if a construction manager option was selected, but would not feel comfortable with that amount of responsibility in a bid/build/design capacity due to the amount of work in the high school project.

Ms. Weston summarized that the construction management provides more protection for the City. Ms. Andrews Parker added that it is fair for both the City and for the JBC to hire a construction manager.

Steve Haight moved, Karen Weston seconded to pursue construction management process for this project. An oral **VOTE PASSED 5/0**.

To solicit proposals from a construction manager, the JBC can put out an RFQ similar to the one used for the high school project. Interviews can be scheduled with the JBC to select a good match with the school and architects. Harriman would assist with the RFQ and have a walk through.

### **VI. CLERK OF THE WORKS ROLE DISCUSSION:** moved up in agenda.



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### **VII. APPROVAL OF MINUTES FOR 1/03/17 MEETING:**

Jan Nedelka moved, Keith Holt seconded to approve the meeting minutes of January 3, 2017. An oral **VOTE PASSED 5/0.**

### **VIII. MANIFEST APPROVAL:** Karen Weston moved, Jan Nedelka seconded to approve Manifest #CIPM#GES05 in the amount of \$1,000.00 to Harriman. A roll call **VOTE PASSED 5/0.**

### **IX. REVIEW ACTION ITEMS:** Ms. LaFleur will schedule a meeting with Mr. Lee, Ms. Simmons, and Dr. Arbour to negotiate cost, RFQ for construction manager will be reviewed, Harriman will provide a scope for construction manager RFQ. At some point, Ms. Dunton will meet with Mr. Bisson regarding swing space, ask Mr. Parker for an update on land conversion.

### **X. MATTERS OF INTEREST:** none

### **XI. BUILD NEXT AGENDA:** RFQ for construction manager, DRED Update, Review negotiated Harriman proposal, schedule date for community forum and/or GES walk through, discussion on negotiables.

### **XII. ADJOURNMENT:** Jan Nedelka moved, Steve Haight seconded to adjourn the GES JBC meeting at 6:55 p.m. An oral **VOTE PASSED 5/0.**