



JOINT BUILDING COMMITTEE – GARRISON SCHOOL MEETING NOTICE

Meeting Type:	Regular Meeting
Meeting Location:	Room 305, McConnell Center
Meeting Date:	Thursday, April 13, 2017
Meeting Time:	3:00 P.M.

1. Call to Order and Roll Call
2. Citizens' Forum
3. Approval of Agenda
4. Interviews for Construction Management Services
 - a. 3:00 Harvey Construction
 - b. 4:00 Eckman Construction
 - c. 5:00 Turnstone Corporation
5. Discussion of Interviews and Selection of Construction Management Services
6. DRED Conversion update
7. Wetland Delineation Discussion
8. Harriman Update
9. Approval of Minutes of March 28, 2017
10. Financial and Status Update
11. Manifest Approval
12. Review Action Items
13. Matters of Interest
14. Build Next Agenda
15. Adjournment



Titcomb Associates

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March 29, 2017

John Kuchinski
Harriman
46 Harriman Drive
Auburn, ME 04210

re: **Garrison Elementary School, Garrison Road, Dover, NH**

Dear John:

Thank you for contacting our office regarding additional surveying services for the Garrison Elementary School in Dover, NH.

Titcomb Associates proposes to provide you with location of wetlands on the property as delineated by TRC Environmental; TRC's services will be limited to field delineation of the wetlands and no report will be prepared. We will send a field crew to the site immediately after the delineation has been completed.

The cost to provide this additional service will be \$2000, including the services of TRC.

Thank you for the opportunity to provide you with this proposal. Please let me know if you have any questions.

Sincerely,

David E. Titcomb, PLS
President, Titcomb Associates

\\Dover_GarrisonElementarySchool[wetlands].prp



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room
Meeting Date:	Tuesday, March 28, 2017
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, March 28, 2017 at 5:00 p.m. in the Superintendent's Conference Room at the McConnell Center by JBC Vice Chair Dennis Ciotti. In addition to Mr. Ciotti, present JBC members included Keith Holt, Jan Nedelka, Steve Haight and Karen Weston. Betsey Andrews Parker was excused. Also in attendance were Superintendent Elaine Arbour, Garrison Principal Beth Dunton, Business Administrator Libby Simmons, Jeff White, Harriman representatives Dan Bisson and Mark Lee, and Clerk of the Works Mike Brooks.
- II. CITIZENS' FORUM:** No one addressed the JBC.
- III. APPROVAL OF AGENDA:** Jan Nedelka moved, Karen Weston to approve the agenda as presented. An oral **VOTE PASSED 5/0.**
- IV. UPDATE ON DRED CONVERSION:** Ms. Weston communicated to the JBC information that she received from Asst. City Manager Chris Parker. She summarized that DRED feels that more land should be taken than originally estimated. They are also not in favor of the proposed bus loop. M. Ciotti will talk with Mr. Parker and ask for a written summary to share with the committee. Mr. Nedelka asked if the City can buyback a portion of the grant money that was provided years ago, since that may be the easier and less expensive resolution to the issue. Mr. Ciotti will request an answer on this to the City Attorney. He was also concerned that DRED is reviewing the use of the space.
- V. HARRIMAN UPDATE:** Mr. Bisson reviewed drawings that show changes for Phase 1 at GES. This will include 3700 square feet of new construction. He showed the placement of student and staff bathrooms, office space, conference rooms and health office location. Her confirmed that air conditioning will remain in the office locations. A canopy will be placed over the double doors that lead into the school as well as a secure entry way. Harriman will be scheduling meetings with inspectors soon to review plans. Bathrooms were added, redesigned and brought up to code.
- Mr. Bisson commented that there shouldn't be infrastructure increases due to the increase in toilets since they have become more efficient.
- Principal Beth Dunton stated her concern for the project if only Phase I is completed. If that happens, bathrooms for the gym would be outside of the gym area and there would be no way to secure the gym for outside use on the weekends. She also stated her concern for the lack of storage. There is already minimal storage area at Garrison and should would like to preserve what little they have. Ms. Dunton also outlined some other potential issues with the drawings.
- Options for additional storage were discussed by the JBC. Harriman will review plans to find suitable bathrooms for gym use and additional storage.
- Ms. Weston asked for paper copies of the drawings for each JBC member.
- Mr. White stressed the importance of contacting Jim Maxfield early in the process regarding inspections.



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Dr. Arbour stated that she will contact Amy Clark from the DOE Engineer to determine if wings can be moved.

- VI. AWARD OF GEOTECHNICAL PROPOSAL BID:** Karen Weston moved, Jan Nedelka seconded to award the bid for Geotechnical Investigation to John Turner Consulting. A roll call **VOTE PASSED 5/0.**

- VII. REVIEW OF RESPONSES TO CONSTRUCTION RFQ:** Eckman Construction, Harvey Construction and Turnstone Corporation will be contacted to schedule interviews on Thursday, April 13 beginning at 3:00 pm. Each interview will be limited to 45 minutes. Questions will be sent to JBC members in advance. Pizza will be served. Interviews will be public, discussion in nonpublic and a vote will be taken in public session as well as other JBC business.

- VIII. ADDITION OF WETLAND DELINEATION BY TITCOMB:**

This is a revised proposal since the survey has been completed and this will require an additional visit to the site. Mr. Haight suggested that costs of other companies be checked since the amount seems high for the scope of work. Harriman will research cost savings. The JBC unanimously agreed to send back to Harriman.

- IX. REVIEW PROJECT TIMELINE:**

Mr. Lee stated that the time is getting close to make systems decisions. Ms. Dunton requested that she have information by the end of the school year so that she can share with staff and students prior to summer recess.

- X. APPROVAL OF MINUTES FOR 2/14, 2/21 and 3/18/17 MEETINGS:**

Jan Nedelka moved, Karen Weston seconded to approve the meeting minutes listed above. An oral **VOTE PASSED 5/0.**

- XI. FINANCIAL AND STATUS UPDATE:** Ms. Simmons reviewed the financial update. Karen Weston moved, Jan Nedelka seconded to approve the status report. An oral **VOTE PASSED 5/0.**

- XII. MANIFEST APPROVAL:** Karen Weston moved, Keith Holt seconded to approve GES06 invoice #1701066 to Harriman in the amount of \$10,600.00 from 1/1/17-1/31/17. A roll call **VOTE PASSED 5/0.**

Jan Nedelka moved, Keith Holt seconded to approve GES07 invoice #1701066 to Harriman in the amount of \$22,275.00 from 1/1/17-1/31/17. A roll call **VOTE PASSED 5/0.**

Jan Nedelka moved, Keith Holt seconded to approve GES08 invoice #1702038 to Harriman in the amount of \$37,152.09 from 2/1/17-2/28/17. A roll call **VOTE PASSED 5/0.**

- XIII. REVIEW ACTION ITEMS:**

- Dr. Arbour will contact DOE Engineer Amy Clark regarding GES wing movement
- Interviews will be scheduled for construction companies for 4/13/17 beginning at 3:00 pm



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- Harriman will contact Titcomb regarding wetlands proposal
- Harriman will look at alternative bathroom placement in GES Phase 1 to make more accessible
- Mr. Ciotti will contact Mr. Parker for a DRED update
- Harriman will talk with inspectors

XIV. MATTERS OF INTEREST: none

XV. BUILD NEXT AGENDA: Interview of construction companies will be on April 13. Nonpublic meeting will follow for discussion with public after nonpublic for vote and additional JBC issues including Wetlands delineation. A Harriman representative will attend the construction interviews.

XVI. ADJOURNMENT: Jan Nedelka moved, Steve Haight seconded to adjourn the GES JBC meeting at 6:30 p.m. An oral **VOTE PASSED 5/0.**

CAPITAL IMPROVEMENTS SUMMARY
Garrison Elementary School Project
As of: March 31, 2017

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
1/19/2017	GES05	Harriman - For professional Services provided between 10/1/2016-12/31/2016	\$ 1,000.00
Total Expenditures:			\$ 40,332.21

<u>Obligations:</u>			
PO#201611093	Harriman - Architectural & Engineering Services for Facilities Study - Proposal Approved 5/26/2016	\$ 13,600.00	
PO#201701723	Harriman - Estimate for Reimbursable Expenses (travel, postage, permits, etc)	\$ 1,467.79	
PO#201707153	Harriman - Architectural & Engineering Services for Design Services - Proposal Approved 1/31/2017 (Lump Sum Fee)	\$ 495,000.00	
PO#201707153	Harriman - Architectural & Engineering Services for Design Services - Proposal Approved 1/31/2017 (Reimbursable Expenses)	\$ 30,000.00	
PO#201707153	Harriman - Architectural & Engineering Services for Design Services - Proposal Approved 1/31/2017 (Permitting Fees & Service)	\$ 75,000.00	
PO#201707143	Titcomb Associates - Topographical and Boundary Field Survey - Proposal Approved 2/14/2017	\$ 9,100.00	
PO#201708227	John Turner Consulting Inc. - Geotechnical Investigation - Proposal Approved 3/28/2017	\$ 6,400.00	
Total Obligations:			\$ 630,567.79

Budget Availability: \$6,389,886.36