



JOINT BUILDING COMMITTEE – GARRISON SCHOOL MEETING NOTICE

Meeting Type:	Regular Meeting
Meeting Location:	Supt Conference Room, McConnell Center
Meeting Date:	Tuesday, May 9, 2017
Meeting Time:	5:00 P.M.

1. Call to Order and Roll Call
2. Citizens' Forum
3. Approval of Agenda
4. Update on DRED conversion
5. Harriman Update
6. Harvey Update including contract
7. Impact of Gym Use Issue
8. Review Project timeline
9. Approval of Minutes of April 25, 2017 meeting
10. Manifest Approval
11. Financial Update and Status Report
12. Review Action Items
13. Matters of Interest
14. Build Next Agenda
15. Adjournment



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Supt Conference Rm, McConnell Center
Meeting Date:	Tuesday, April 25, 2017
Meeting Time:	4:30 p.m.

- I. CALL TO ORDER AND ROLL CALL:** A meeting of the Garrison School Joint Building Committee was called to order on Tuesday, April 25, 2017 at 4:32 p.m. in the Superintendent's Conference Room of the McConnell Center by JBC Vice Chair Dennis Ciotti. In addition to Mr. Ciotti, present JBC members included, Keith Holt, Jan Nedelka, and Karen Weston. Betsey Andrews Parker and Steve Haight were excused. Also in attendance were Business Administrator Libby Simmons, GES Principal Beth Dunton, Dover Recreation representatives Gary Bannon and Krista Trefethen, Harriman representatives Dan Bisson and Jeff Cormier and Harvey Construction representative Carl DuBois, Clerk of Works, Mike Brooks.
- II. CITIZENS' FORUM:** No one addressed the JBC.
- III. APPROVAL OF AGENDA:** Karen Weston moved, Jan Nedelka seconded to move up item 7. Impact of Gym Use in the agenda. An oral **VOTE PASSED 4/0.**
- IV. UPDATE ON DRED CONVERSION:** There is no update at this time.
- VII. IMPACT OF GYM USE: moved up in agenda**

Per Mr. DuBois, the time period will be approximately 18 months from start to finish. The goal would be to install temporary classrooms this summer and the first wing would move to the temporary classrooms for the start of the school year. Mr. Bannon stated that there is no other location for their (recreation) programs and school programs.

Ms. Dunton offered use of the cafeteria for programs in the summer. Ms. Trefethen noted some issues with this solution. Mr. Bannon added that there would be a domino effect if the gym is out of commission. Ms. Trefethen listed programs that would be impacted including (cheering, basketball, spring sports). During the fall and winter, approximately 22.5 hours per week are used at the GES gym. Saturdays are also used.

It was also determined that there are not enough coaches to split locations Mr. Bannon noted that they may need to cancel or eliminate a program. Mr. DuBois stated that the cost for rental units would be a minimum of \$500,000. Plumbing, electrical and fire alarm hookup would be an additional cost.

Ms. Weston summarized her email from AD Peter Wotton who stated the gym would be impacted 12-14 hours per day and Saturdays and Sundays. PE classes, as well as other groups would be great affected.

Mr. Bannon asked to be involved in further discussion and the decision when it is made since so many are affected by this.

- V. HARRIMAN UPDATE:** Mr. Bisson reviewed updated drawings that were included in the JBC packet. There will be a meeting next week with building officials to review code issues (all 5 inspectors). Mr. Ciotti asked that the Planning Director also be involved. HVAC options were provided by Harriman. It is recommended that all units be located on the roof although unsure as to the extent of enclosure.



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- VI. HARVEY CONTRACT UPDATE:** The contract is still under review by the City Attorney.
- VII. IMPACT OF GYM USE ISSUE**-moved up in agenda
- VIII. REVIEW PROJECT TIMELINE:** Tabled until next meeting.
- IX. APPROVAL OF MINUTES FOR 4/13/17 MEETING:**
- Keith Holt moved, Karen Weston seconded to approve the meeting minutes listed above as amended including removal of sections 9 and 10 which were duplicates from the previous 3/28/17 meeting minutes. An oral **VOTE PASSED 4/0.**
- X. MANIFEST APPROVAL:** Jan Nedelka moved, Keith Holt seconded to approve manifest for CIPM#GES09 to Harriman for professional services from 3/1/17-3/31/17 for Phase 1 Design in the amount of \$14,863.20. A roll call **VOTE PASSED 4/0.**
- XI. REVIEW ACTION ITEMS:** Coordinate gym and classroom switchover/re-use, alternatives with Beth
- XII. MATTERS OF INTEREST:** Ms. Weston stated a citizen brought up traffic situation again at the transportation advisory committee meeting. He had emailed his concern earlier. Others may receive an email from this concerned citizen.
- XIII. BUILD NEXT AGENDA:** The next meeting is scheduled for 5:00 on Tuesday, May 9. Project Timeline, coordinate gym and classroom switchover and re-use, Harvey alternatives with Beth, Harvey update (including contract), Harriman Update, DRED Update will be on the agenda.
- XIV. ADJOURNMENT:** Jan Nedelka moved, Karen Weston 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: April 30, 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 - Facilities Study	\$ 5,250.00
7/21/2016	GES01	Harriman - Reimbursable Expenses (travel) through 6/30/2016 - Facilities Study	\$ 83.77
9/15/2016	GES02	Harriman - For professional Services provided between 7/1/2016-7/31/2016 - Facilities Study	\$ 9,550.00
9/15/2016	GES02	Harriman - Reimbursable Expenses (travel) through 7/31/2016 - Facilities Study	\$ 12.49
10/6/2016	GES03	Harriman - For professional Services provided between 8/1/2016-8/31/2016 - Facilities Study	\$ 11,650.00
10/6/2016	GES03	Harriman - Reimbursable Expenses (travel) through 8/31/2016 - Facilities Study	\$ 221.32
11/3/2016	GES04	Harriman - For professional Services provided between 9/1/2016-9/30/2016 - Facilities Study	\$ 12,450.00
11/3/2016	GES04	Harriman - Reimbursable Expenses (travel) through 9/30/2016 - Facilities Study	\$ 114.63
1/19/2017	GES05	Harriman - For professional Services provided between 10/1/2016-12/31/2016 - Facilities Study	\$ 1,000.00
4/6/2017	GES06	Harriman - For professional Services provided between 1/1/2017-1/31/2017 - Facilities Study	\$ 10,600.00
4/6/2017	GES07	Harriman - For professional Services provided between 2/1/2017-2/28/2017 - Phase I Design	\$ 22,275.00
4/6/2017	GES08	Harriman - For professional Services provided between 2/1/2017-2/28/2017 - Phase I Design	\$ 37,125.00
4/6/2017	GES08	Harriman - Reimbursable Expenses (travel) through 2/28/2017 - Phase I Design	\$ 27.09
Total Expenditures:			\$ 110,359.30

<u>Obligations:</u>			
PO#201611093	Harriman - Architectural & Engineering Services for Facilities Study - Proposal Approved 5/26/2016	\$ 3,000.00	
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)	\$ 435,600.00	
PO#201707153	Harriman - Architectural & Engineering Services for Design Services - Proposal Approved 1/31/2017 (Reimbursable Expenses)	\$ 29,972.91	
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	
PO#201708658	Titcomb Associates - Add'l Services for Wetland Delineation - Proposal Approved 4/13/2017	\$ 2,000.00	
Total Obligations:			\$ 562,540.70

Budget Availability: \$6,387,886.36

JBC Monthly Status Report – April

GES Building Project

- Harvey Construction was selected by the JBC to provide construction management services for the project.
- DRED Conversion process is ongoing.
- The committee is working with Principal Beth Dunton on options for classroom switchover during the project. The gym is being considered, but the impact of the use of the gym is being studied since that is an option.