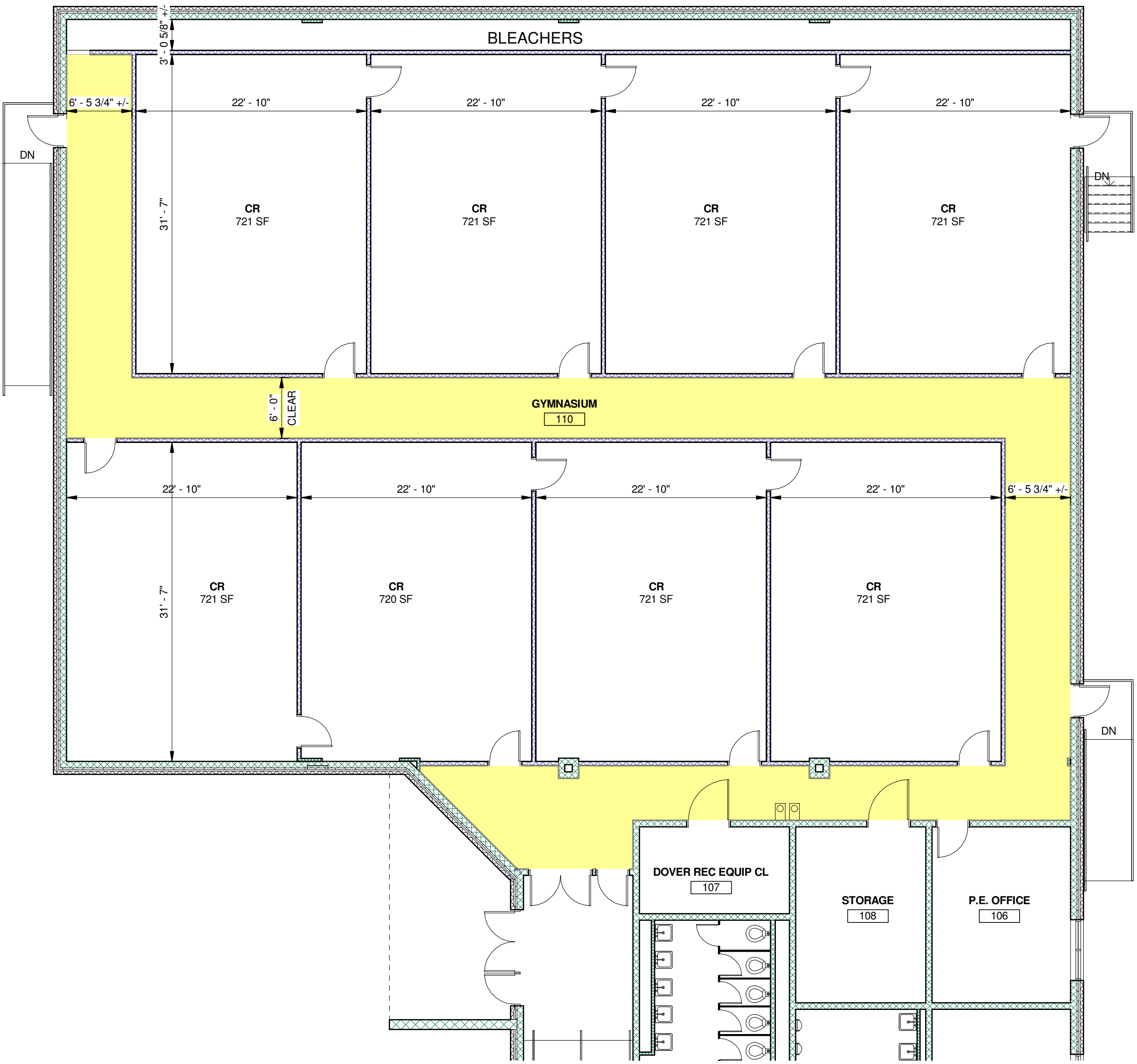
DOVER GREEN WAVE

DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MEETING NOTICE

Meeting Type:	**Regular Meeting**
Meeting Location:	**Supt Conference Room, McConnell Center**
Meeting Date:	**Tuesday, May 23, 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. Temporary Classroom Layout
8. Phasing for Wing Renovation Order
9. Outline Bidding/RFP Process and Requirements
10. Review Project timeline
11. Approval of Minutes of May 9, 2017 meeting
12. Manifest Approval
13. Review Action Items
14. Matters of Interest
15. Build Next Agenda
16. Adjournment



BLEACHERS
3' - 0 5/8" +/-
6' - 5 3/4" +/-
22' - 10"
22' - 10"
22' - 10"
22' - 10"
DN
DN
31' - 7"
CR
721 SF
CR
721 SF
CR
721 SF
CR
721 SF
6' - 0" CLEAR
GYMNASIUM
110
22' - 10"
22' - 10"
22' - 10"
22' - 10"
6' - 5 3/4" +/-
31' - 7"
CR
721 SF
CR
720 SF
CR
721 SF
CR
721 SF
DN
DOVER REC EQUIP CL
107
STORAGE
108
P.E. OFFICE
106

DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Supt Conference Rm, McConnell Center
Meeting Date:	**Tuesday, May 9, 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, May 9, 2017 at 5:02 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, Steve Haight and Karen Weston. Betsey Andrews Parker arrived at 5:07. Also in attendance were Superintendent Elaine Arbour, Business Administrator Libby Simmons, GES Principal Beth Dunton, Dover Recreation representative Gary Bannon, Harriman representatives Dan Bisson and Mark Lee and Harvey Construction representative Carl DuBois, Clerk of Works, Mike Brooks.

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

III. APPROVAL OF AGENDA: Jan Nedelka moved, Karen Weston seconded to approve the agenda as presented. An oral **VOTE PASSED 5/0**. Since Ms. Andrews Parker alerted the committee that she would be a few minutes late, Karen Weston moved, Jan Nedelka seconded to move items #9-11 to after item #4. An oral **VOTE PASSED 5/0.**

IV. UPDATE ON DRED CONVERSION: Mr. Ciotti read an email from Attorney Blenkinsop which stated that they are waiting for the JBC and City to identify land and they would like more use of side and front land. Mr. Nedelka asked if they would consider allowing the City to buy back land. Mr. Ciotti responded that they haven't allowed that in the past.

IX. APPROVAL OF MINUTES FOR 4/25/17 MEETING: moved up in agenda

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

X. MANIFEST APPROVAL: moved up in agenda

Jan Nedelka moved, Steve Haight seconded to approve manifest for CIPM#GES10 to Titcomb Associates for boundary survey and existing conditions survey in the amount of $9,100.00. A roll call **VOTE PASSED 6/0**.

XI. FINANCIAL UPDATE AND STATUS REPORT: moved up in agenda

Ms. Simmons reviewed the financial report. Jan Nedelka moved, Keith Holt seconded to approve the financial update. **An oral VOTE PASSED 6/0.**

Ms. Andrews Parker reviewed the status report. Keith Holt moved, Jan Nedelka seconded to approve the status report. An oral **VOTE PASSED 6/0.**

V. HARRIMAN UPDATE: Mr. Lee and Mr. Bisson reviewed the revised site plan. Ms. Andrews Parker commented that it is important to communicate to the public what will be occurring since much of the work will not be outwardly visible. She recommended photographing the building before and after the renovation. Mr. Bisson stated that new roof would remain under warranty if it is cut and certified after work has been completed. The revised plans are also located on the Garrison project website.

VI. **HARVEY UPDATE INCLUDING CONTRACT:** Mr. DuBois stated his concerns regarding the budget. Comparable projects have cost more than the budget for this project. Harvey will separate elements so that decisions can be made by the JBC. Infrastructure should be looked at first, with frills being included a later phase. Mr. Haight summarized that priorities for the JBC are life safety issues, no leaks, all up to code and new bathroom areas. Mr. DuBois commented that demolition and abatement need to be completed this summer if construction is going to start in the fall.

Ms. Simmons stated she met with Attorney Blenkinsop regarding the status of the Harvey contract and is checking with Primex. It should be ready for the next meeting.

Steve Haight moved, Jan Nedelka seconded to authorize Ms. Andrews Parker to sign contracts after all issues are clear. An oral **VOTE PASSED 6/0.**

VII. **IMPACT OF GYM USE ISSUE:** Ms. Dunton, Ms. Simmons, Mr. Bannon, Mr. Wotton and Ms. Faure met to discuss options for placement of recreational activities if the GES gym is used for classes. Mr. Bannon summarized the changes and who would be affected. He is optimistic that it will work out and he will work around the needs of the JBC. He requested that schools be flexible and noted that they may need to schedule activities around the Dover Recreation schedule at times. The City Hall auditorium will be used as well as gyms from other schools to house activities. August through March is the key time for finding alternate areas and when the new high school is complete, it will also be used. Mr. Bannon stated that the next step is to finalize the schedules. Ms. Andrews Parker asked if an option would be to rent PCA or SMA gyms to which Mr. Bannon responded that they have program at similar times and mats for cheering would be unable to be moved there.

Ms. Weston added that all City meetings would have priority to use Room 305 or 306 over other meetings.

This information will be communicated to parents in advance so that everyone is aware of the changes.

The committee thanked Gary Bannon and his staff for their work on this and flexibility.

VIII. **REVIEW PROJECT TIMELIME:** Mr. DuBois reviewed a timeline with the committee but added that it would need to be amended for accuracy. There will be storage trailers on site. He added that he was hoping to start the office renovation in July, but is not optimistic that it will happen at that time. Mr. Bisson stated that permits are needed from the fire marshall before starting and it could be a 60-day delay. Mr. DuBois confirmed that they could do the foundation steel package in the meantime if a foundation permitted is given.

Dr. Arbour stated they need to determine what items require JBC approve and will meet with Ms. Simmons to determine items to bid. The JBC needs to know everything that falls outside of the two contracts. Mr. DuBois added that they need to develop a list of everything that they may encounter including asbestos, leading, etc. Harvey can solicit bids and can assist the JBC with soliciting bids for testing. Special inspections can be a change order for Harriman.

Mr. DuBois stated that testing, hygienist, abatements would be the school responsibilities unless they would like Harvey to take over. Materials testing may be the only item that the District would need to do.

Mr. DuBois will meet with Beth to complete a phasing plan that will be posted online and communicated to parents.

Mr. Ciotti stressed the importance of obtaining an industrial hygienist as soon as possible so that surprised are minimized and work can be started.

IX. APPROVAL OF MINUTES FOR 4/25/17 MEETING: moved up in agenda

X. MANIFEST APPROVAL: moved up in agenda

XI. REVIEW ACTION ITEMS:

- Mr. DuBois will modify the timeline to reflect discussion
- Ms. Dunton will add information to website
- Ms. Dunton will take "before" photos of GES
- Mr. DuBois will bring an order of magnitude to the next meeting. More detailed budgeting information will be provided at the June 6 meeting
- Harvey contract will be finalized and Ms. Andrews Parker will sign
- The City purchasing department will be contacted to determine if the City has contracts with Industrial Hygienists
- Small groups of items for RFP's that can be completed at the same time outside of Harriman and Harvey
- Ms. Dunton and Mr. DuBois will meet to discuss phasing, class re-location
- Dr. Arbour will follow up with Amy Clark from the DOE
- Dr. Arbour and Ms. Simmons will review timeline and clarify duties
- Dr. Arbour and Ms. Simmons will send priority list to Mr. DuBois
- Dr. Arbour will be provided with a list of everything that falls outside of the Harriman and Harvey contracts
- Harriman will concentrate on the early design package and getting it permitted
- The City (Chris Parker) will provide update on DRED and determine next steps

XII. MATTERS OF INTEREST: none

XIII. BUILD NEXT AGENDA: Agenda items will include items listed above

XIV. ADJOURNMENT: Jan Nedelka moved, Karen Weston seconded to adjourn the GES JBC meeting at 6:58 p.m. An oral **VOTE PASSED 5/0.** Mr. Ciotti was excused at 6:53.

MAN. NO. CIPM#GES11
DATE: 5/23/2017

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. 5/23/2017	Harriman 46 Harriman Drive Auburn, ME 04210				
Line #1	4017.1.600.46900.4725.07103.17.000.000.700	201707153		$ 29,700.00	Fee
Line #2	4017.1.600.46900.4725.07103.17.000.000.700	201707153		$ 188.79	Fee
				$ 29,888.79	Inv#1704075
	Professional Services from 4/1/2017-4/30/2017 for Phase 1 Design Reimbursable Expenses (printing & travel) from 4/1/2017-4/30/2017 for Phase 1 Design				
TOTALS				**$29,888.79**	

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: 29,888.79

Superintendent of Schools or Business Administrator ***Date***

Betsey Andrews Parker, School Board Vice Chair, JBC Chair ***Date***

HARRIMAN

46 Harriman Drive
Auburn, ME 04210
207.784.5100 telephone

INVOICE

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

April 30, 2017
Project No: 15618
Invoice No: 1704075

Project 15618 Dover School District, Garrison Elementary School Facilities Study

Professional Services from April 01, 2017 to April 30, 2017

Phase 00A Base Fees - Phase 1 Design

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing	
Schematic Design	74,250.00	100.00	74,250.00	74,250.00	0.00	
Design Development	99,000.00	30.00	29,700.00	0.00	29,700.00	
Construction Documents	198,000.00	0.00	0.00	0.00	0.00	
Bidding	24,750.00	0.00	0.00	0.00	0.00	
Construction Administration	99,000.00	0.00	0.00	0.00	0.00	
Total Fee	495,000.00		103,950.00	74,250.00	29,700.00	
		Total Fee				29,700.00
				Total this Phase		$29,700.00

Phase ZEXP Expenses

Reimbursable Expenses

Rmb Reproduction					
4/24/2017	Infinite Imaging	24 X 36 Color Bond W/Medium Coverage		36.00	
Rmb Travel					
4/5/2017	Cormier, Jeffrey	Mtg W/ Contractor - Tolls		4.25	
4/5/2017	Cormier, Jeffrey	Mtg W/ Contractor - Fuel		9.81	
4/25/2017	Commerce Bank	Jeff Cormier- Car Rental 04/04/17		27.77	
4/25/2017	Commerce Bank	Jeremie Briggs - Car Rental 04/07/17		93.80	
	Total Reimbursables		1.1 times	171.63	188.79
			Total this Phase		$188.79
			Total this Invoice		$29,888.79

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

Infinite Imaging | WEST END CREATIVE

933 Islington Street, Portsmouth, NH 03801
603.436.3030 www.infiniteimaging.com

INVOICE

DATE	INVOICE #
4/24/2017	208286

P.O. NUMBER

BILL TO:

Harriman
123 Middle Street
Portland, ME 04101

SHIP TO:

Harriman
46 Harriman Drive
Auburn, ME 04210

Terms EMAIL Net 30 **Phone** 603-626-1242 **Contact** Will/Nery **Delivery:** YES NO

QUANTITY	DESCRIPTION	PROJECT	RATE	AMOUNT
3	24"x36" Color Bond with medium coverage.	Garrison Elementary	12.00	36.00

VENDOR Infinite
A/C # 15618 · ZEXP 5155
DUE DATE NEXT
BATCH 20170424V

It's a pleasure working with you!

PAYMENTS/CREDITS $0.00

TOTAL **$36.00**

Customer Signature ______________________

CASH MC VISA AMEX DISC CHECK #________ DATE:

Infinite Imaging & West End Creative will archive your digital files for 24 months. Since the files are not held indefinitely, and to safeguard against loss, please make sure to obtain and hold a copy of your file print-ready file.

EXETER
75 Portsmouth Avenue, Suite 3
Exeter, NH 03833

YORK
470 US Route One
York, ME 03909

HARRIMAN

EXPENSE VOUCHER

Employee Name:	Jeffrey Cormier
Date:	4/5/17

Project Name:	Garrison ES Dover / Main St School Exeter				Project Number:		15618/16115
Start Date:	4/5/17				Return Date:		4/5/17
Studio:	☑ K-12	☐ Higher Ed	☐ Healthcare	☐ Retail	☐ General	☐ Other	
Destination:	Dover, NH / Exeter, NH						
Reason for Trip/Business Discussed:	Mtg w/ Contractor / Site Investigation						

Itemized Expenses (Please Submit Receipts for All Expenses)

		Miles	Rate	Total
Transportation:		0	0.54	$0.00
	Mileage subject to BGS limitation.	*yes* ☐	*no* ☐	
Tolls:				$8.50
Hotels:	Split 50/50			
Other:	Gas			$19.62

Subtotal:		$28.12
Less Advance Received / Postage Due (Enter as a Negative Number)		
Total Amount Due:		$28.12

VENDOR USCOR
A/C # 15618 & 16115 - ZEXP- 5160
DUE DATE NEXT
BATCH 20170412EMP

New Hampshire DOT

NEW HAMPSHIRE BUREAU OF TURNPIKES
Hampton Side
04/04/17 09:42:33
LANE N1 ATTENDANT 84929
Class 1 $0.75 US Cash

"EZ Pass Save Your Time And Money!"

New Hampshire DOT

NEW HAMPSHIRE BUREAU OF TURNPIKES
Hampton Side
04/04/17 11:45:55
LANE S1 ATTENDANT 85011
Class 1 $0.75 US Cash

"EZ Pass Save Your Time And Money!"

MAINE TURNPIKE

TIME 19:08:04 DATE 04/04/17

COLLECTOR 3684

PLAZA 7 LANE 16

CLASS 1 CASH 3.00

THANK YOU

MAINE TURNPIKE

ME 09:30:00 DATE 04/04/17

LLECTOR 3740

AZA 7 LANE 2

ASS 1 CASH 3.00

THANK YOU

Maine Turnpike

T O L L R E C E I P T

Date : 04/04/2017
Time : 08:53:24 AM

Plaza : 46
Lane : 1
Attendant: 3150
Class : 1
Toll : $1.00

THANK YOU!!

WELCOME TO
00024389134
JETPORT GAS/CONVENIENCE
446 WESTERN AVE
SOUTH PORTLAND ME 04106

< DUPLICATE RECEIPT >

Description	Qty	Amount
-------	---	------
UNLD CR #10	8.459G	19.62
SELF @ 2.319/ G		

	Subtotal	19.62
	Tax	0.00
TOTAL		**19.62**
	DEBIT $	19.62

CARD TYPE: DEBIT
PYMNT TIME: 19:32:36
APPROVAL#: 083921
Account Type: NA
Network Name:
Terminal Seq Num: 987458
Ref #: 98000260533

DEALER#: 00024389134   Term ID: 10

THANKS COME AGAIN
ST' JPORT TILL XXXX DR# 0 TRAN# 9107172
1   04/04/17 19:34:10

Commerce Bank

72681140 - 000215 - 0003 - 0007 - 7

HARRIMAN ASSOCIATES
DEBBIE TEMPESTA
0000-0145-3901
[redacted]

ACCOUNT ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
		RENTAL AGREEMENT:D142980 RENTER'S NAME:GATCHELL/HAR CHECK OUT DATE:03-28-17 CUSTOMER SERVICE:6033736764	CITY:PORTSMOUTH CHECK IN DATE:04-03-17	
04-05	04-03	05410197094018514628276 RENTAL AGREEMENT:D704880 RENTER'S NAME:STRONG/HARRI CHECK OUT DATE:04-04-17 CUSTOMER SERVICE:2077837001	ENTERPRISE RENT-A-CAR AUBURN ME CITY:AUBURN CHECK IN DATE:04-04-17	$12.25
04-06	04-04	05410197095018514711410 RENTAL AGREEMENT:D703749 CHECK OUT DATE:04-05-17 CUSTOMER SERVICE:2077837001	ENTERPRISE RENT-A-CAR AUBURN ME CITY:AUBURN CHECK IN DATE:04-05-17	$40.00
04-06	04-05	05410197095018514711600 RENTAL AGREEMENT:D705313 RENTER'S NAME:STORY/HARRIM CHECK OUT DATE:04-03-17 CUSTOMER SERVICE:2077837001	ENTERPRISE RENT-A-CAR AUBURN ME CITY:AUBURN CHECK IN DATE:04-05-17	$126.91
04-06	04-05	05410197095018514711618 RENTAL AGREEMENT:D705324 RENTER'S NAME:ROY/HARRIMAN CHECK OUT DATE:04-03-17 CUSTOMER SERVICE:2077837001	ENTERPRISE RENT-A-CAR AUBURN ME CITY:AUBURN CHECK IN DATE:04-05-17	$55.55
04-06	04-05	05410197095018514689707 RENTAL AGREEMENT:D991039 RENTER'S NAME:CORMIER JE CHECK OUT DATE:04-04-17 CUSTOMER SERVICE:2078228990	ENTERPRISE RENT-A-CAR SOUTH PORTLANME CITY:SOUTH PORTLAND CHECK IN DATE:04-05-17	$55.55 ½ to other client
04-07	04-06	05410197096018514787088 RENTAL AGREEMENT:D705314 RENTER'S NAME:DUNN/HARRIMA CHECK OUT DATE:04-03-17 CUSTOMER SERVICE:2077837001	ENTERPRISE RENT-A-CAR AUBURN ME CITY:AUBURN CHECK IN DATE:04-06-17	$173.54
04-07	04-06	05410197096018514787096 RENTAL AGREEMENT:D705323 RENTER'S NAME:JOHNSON/HARR CHECK OUT DATE:04-03-17 CUSTOMER SERVICE:2077837001	ENTERPRISE RENT-A-CAR AUBURN ME CITY:AUBURN CHECK IN DATE:04-06-17	$95.69
04-07	04-06	05410197096018514787120 RENTAL AGREEMENT:D705378 RENTER'S NAME:MARCHESSAULT CHECK OUT DATE:04-04-17 CUSTOMER SERVICE:2077837001	ENTERPRISE RENT-A-CAR AUBURN ME CITY:AUBURN CHECK IN DATE:04-06-17	$96.05
04-07	04-06	05410197096018514787138	ENTERPRISE RENT-A-CAR AUBURN ME	$96.05

Commerce Bank

72681140 - 000216 - 0004 - 0007 - 7

HARRIMAN ASSOCIATES
DEBBIE TEMPESTA
0000-0145-3901
[redacted]

ACCOUNT ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
		RENTAL AGREEMENT:D705380	CITY:AUBURN	
		RENTER'S NAME:MCCLENAHAN/H		
		CHECK OUT DATE:04-04-17	CHECK IN DATE:04-06-17	
		CUSTOMER SERVICE:2077837001		
04-07	04-06	05410197096018514786833	ENTERPRISE RENT-A-CAR WESTBROOK ME	$156.88
		RENTAL AGREEMENT:D777735	CITY:WESTBROOK	
		RENTER'S NAME:JOHNSON JU		
		CHECK OUT DATE:04-04-17	CHECK IN DATE:04-06-17	
		CUSTOMER SERVICE:2078540560		
04-07	04-06	05410197096018514787575	ENTERPRISE RENT-A-CAR SACO ME	$134.68
		RENTAL AGREEMENT:D817069	CITY:SACO	
		RENTER'S NAME:OUELLETTE		
		CHECK OUT DATE:04-04-17	CHECK IN DATE:04-06-17	
		CUSTOMER SERVICE:2072842004		
04-07	04-06		PAYMENT	$2,433.17CR
04-10	04-07	05410197097018514872160	ENTERPRISE RENT-A-CAR PORTLAND ME	$113.70
		RENTAL AGREEMENT:D622670	CITY:PORTLAND	
		RENTER'S NAME:AMES/HARRIMA		
		CHECK OUT DATE:04-05-17	CHECK IN DATE:04-07-17	
		CUSTOMER SERVICE:2077720030		
04-10	04-07	05410197097018514870768	ENTERPRISE RENT-A-CAR AUBURN ME	$118.55
		RENTAL AGREEMENT:D705412	CITY:AUBURN	
		RENTER'S NAME:STORY/HARRIM		
		CHECK OUT DATE:04-05-17	CHECK IN DATE:04-07-17	
		CUSTOMER SERVICE:2077837001		
04-10	04-07	05410197097018514870776	ENTERPRISE RENT-A-CAR AUBURN ME	$93.80
		RENTAL AGREEMENT:D705416	CITY:AUBURN	
		RENTER'S NAME:LAPIERRE/HAR		
		CHECK OUT DATE:04-05-17	CHECK IN DATE:04-07-17	
		CUSTOMER SERVICE:2077837001		
04-10	04-08	05410197099018514962084	ENTERPRISE RENT-A-CAR SALISBURY MA	$53.60
		RENTAL AGREEMENT:D592283	CITY:NEWBURYPORT	
		RENTER'S NAME:SNYDER HOW		
		CHECK OUT DATE:04-07-17	CHECK IN DATE:04-08-17	
		CUSTOMER SERVICE:9783577053		
04-11	04-09	85187387100900016224112	ENTERPRISE CAR TOLLS 877-8601258 NY	$6.50
04-11	04-10	05410197100018515049029	ENTERPRISE RENT-A-CAR AUBURN ME	$93.80
		RENTAL AGREEMENT:D705460	CITY:AUBURN	
		RENTER'S NAME:BRIGGS/HARRI		
		CHECK OUT DATE:04-07-17	CHECK IN DATE:04-10-17	
		CUSTOMER SERVICE:2077837001		
04-12	04-11	05410197101018515167820	ENTERPRISE RENT-A-CAR AUBURN ME	$96.05
		RENTAL AGREEMENT:D705415	CITY:AUBURN	
		RENTER'S NAME:FORTIN/HARRI		
		CHECK OUT DATE:04-05-17	CHECK IN DATE:04-11-17	
		CUSTOMER SERVICE:2077837001		
04-12	04-11	05410197101018515167853	ENTERPRISE RENT-A-CAR AUBURN ME	$106.80