



**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.



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- 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 TIMELINE:** 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.



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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 surprises 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



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- 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.