



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MEETING NOTICE

Meeting Type:	Regular Meeting
Meeting Location:	Supt Conference Room, McConnell Center
Meeting Date:	Tuesday, August 1, 2017
Meeting Time:	5:00 P.M.

1. Call to Order and Roll Call
2. Citizens' Forum
3. Approval of Agenda
4. Approval of Minutes of July 18, 2017 meeting
5. Financial Reconciliation
6. Manifest Approval
7. Design Documents-Harriman/Harvey Updates
8. CIP/Bonding Update
9. Review Action Items and Build Agenda for next meeting
10. Matters of Interest
11. Adjournment



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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, July 18, 2017 at 5:01 p.m. in the Superintendent's Conference Room of the McConnell Center by JBC Chair Betsey Andrews Parker. In addition to Ms. Andrews Parker, present JBC members included Dennis Ciotti, Steve Haight, Jan Nedelka and Karen Weston. Keith Holt was excused. Also in attendance were Superintendent Bill Harbron, GES Principal Beth Dunton, Harriman representative Dan Bisson, Harvey Construction representative Carl DuBois, Business Administrator Libby Simmons, Facilities Manager Jeff White, City Planner Chris Parker and Clerk of Works Mike Brooks,
- II. CITIZENS' FORUM:** No one addressed the JBC. All people in attendance introduced themselves to incoming Supt. Bill Harbron
- III. APPROVAL OF AGENDA:** It was unanimously approved to move approval of the manifests up in the agenda to directly after approval of agenda.
- VIII. MANIFEST APPROVAL:** moved up in agenda.
- Jan Nedelka moved, Dennis Ciotti seconded to approve manifest CIPM#GES13 to Harriman Architects in the amount of 19,800.00 for professional services and CIPM#GES14 to Titcomb in the amount of \$2,000.00. A roll call **VOTE PASSED 5/0.**
- IV. UPDATE ON DRED CONVERSION:** Planning Director Chris Parker provided a summary of the issue with DRED for the benefit of Dr. Harbron. He informed the JBC that he had received a response from DRED regarding the request of the City of Dover to use certain areas of land to make up for the land that had been encroached on by a Garrison building project that had occurred in 1977. The playground amenity that was removed previously will need to be replaced and will need to be a recreation property as opposed to a transportation property (i.e. walking trail would not be sufficient). DRED was appreciative of the approach of the City of Dover to address the problem rather than hide it.
- DRED will provide a letter stating the building process can begin if the project doesn't go outside of the existing footprint. They will also need to complete a city-wide walk-through assessment of parks with Mr. Parker and Mr. Bannon to ensure that there are no other encroachments. Mr. Parker does not believe they will find anything, but if anything was found, they would need to be settled at the same time.
- Overall, this is a positive response and outcome by DRED.
- V. PROJECT FINANCIAL UPDATE:** Ms. Simmons reviewed the updated financial report. She stated that additional funds required to complete the project would be approximately \$872,372.64. This is still a preliminary number since bidding still needs to occur and would allow the 3 wings to be completed. The committee discussed the timeline and whether the Capital Improvement Plan could be approved later in the fall. The Harriman deadline for 75% is July 31 and would still not be enough for a firm cost. Mr. Haight asked Mr. Bisson if 90% could be achieved sooner and if so, would it be sufficient to provide as a CIP number. Ms. Andrews Parker commented that it may be



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possible for the GES JBC to approve the amount on September 26 with the School Board approving on October 2.

During the meeting, Mr. Ciotti communicated with Mr. Parker and determined the deadline for CIP is August 21. Ms. Simmons will also talk with Mr. Parker to determine if it is a “hard” deadline.

VI. REVIEW PROJECT TIMELINE: Reviewed in discussion.

VII. APPROVAL OF MEETING MINUTES FOR JUNE 20:

Karen Weston moved, Jan Nedelka seconded to approve meeting minutes of June 20, 2017 as presented. An oral **VOTE PASSED 5/0.**

VIII. MANIFEST APPROVAL: moved up in agenda.

IX. REVIEW ACTION ITEMS: Determine the firm date for submitting the CIP and minimum amount able to bond.

X. MATTERS OF INTEREST: Meeting dates were reviewed and will continue every other Tuesday at 5:00 pm.

XI. BUILD NEXT AGENDA: The next meeting is August 1 at 5:00 p.m.

XII. ADJOURNMENT: Karen Weston moved, Jan Nedelka seconded to adjourn the meeting at 5:37 p.m.

Garrison Project Reconciliation

Total Appropriation		\$ 7,060,786.36	
	Vendor		Description
Paid to Date	Harriman	\$ (50,932.21)	Facilities Study, per 5.26.16 proposal
	Harriman	\$ (133,650.00)	Phase I Design (Lump Fee - A/E Services)
		\$ (293.82)	Phase I Design (Reimbursable Expenses)
		\$ -	Phase I Design (Permitting Fees)
	Titcomb Associates	\$ (9,100.00)	Topographical/Boundary Field Survey
	Titcomb Associates	\$ (2,000.00)	Wetland Delineation
	Total Paid to Date	\$ (195,976.03)	

Remaining Contract Balance	Harriman	\$ (4,467.79)	Facilities Study, per 5.26.16 proposal
	Harriman	\$ (361,350.00)	Phase I Design (Lump Fee - A/E Services)
		\$ (29,706.18)	Phase I Design (Reimbursable Expenses)
		\$ (75,000.00)	Phase I Design (Permitting Fees)
	John Turner Consulting	\$ (7,000.00)	GeoTech Investigation
	Total Encumbered to Date	\$ (477,523.97)	

Total Budget Availability \$ 6,387,286.36

Values as Noted on Harriman Document Rec'd 7/3/2017

Less Items Already Encumbered Above

\$ (6,141,597.00)	Construction Contract
\$ (184,248.00)	Moveable Equipment
\$ (184,248.00)	Technology
\$ (55,000.00)	Advertising and Legal
\$ (307,080.00)	Project Contingency
\$ (225,586.00)	A/E Basic Services (Less \$495,000 already encumbered above)
\$ -	A/E Reimbursables (\$30,000 already encumbered above)
\$ -	A/E Permitting & Approvals (\$75,000 already encumbered above)
\$ (36,900.00)	Survey and Soils (Less \$11,100 for Titcomb & \$7,000 for John Turner paid/encumbered above)
\$ (40,000.00)	Construction Testing
\$ (35,000.00)	Clerk of Works
\$ (50,000.00)	Commissioning
\$ (7,259,659.00)	

Add'l Funds Required \$ (872,372.64)

MAN. NO. CIPM#GES15
DATE: 8/1/2017

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. 8/1/2017	John Turner Consulting 19 Dover Street Dover, NH 03820				
Line #1	<u>4018.1.600.46900.4725.07103.08.000.000.700</u>	201708227	COMPLETE	\$ 7,000.00	
	Services: Geotechnical Investigation at GES Invoice#1715017-01 & #1715017-02			\$ 7,000.00	
TOTALS				\$7,000.00	

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:

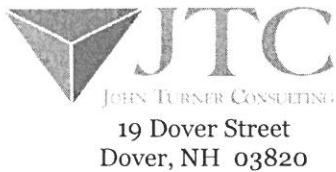
7,000.00

Superintendent of Schools or Business Administrator

Date

Betsey Andrews Parker, School Board Vice Chair, JBC Chair

Date



INVOICE

Date	Invoice #
4/30/2017	1715017-01

Bill To:
Dover School District Attn: Brenda LeClair 61 Locust Street, Suite 409 Dover, NH 03820
JTC Project: 1715017 Garrison Elementary

REC'D 7/27/2017
BY EMAIL

Client Account/PO# PO #201708227

Issued: 7/26/17

Terms: Net 15

QUANTITY	DESCRIPTION	DATE	TECH	RATE	AMOUNT
1	Pre-Mark/DigSafe	4/22/2017	RCannon	375.00	375.00
1	Project Management	4/29/2017	TCarpenter	375.00	375.00
1	Fieldwork	4/29/2017	RCannon	750.00	750.00
1	Project Communications, Work Plan, Subcontractors	4/29/2017	JZachar	500.00	500.00
1	Subcontract Drilling	4/29/2017	GEO SUBS	2,150.00	2,150.00
1	Subcontract Test Pits	4/29/2017	GEO SUBS	1,250.00	1,250.00
1	Add-On: Private Utility Locator	4/29/2017	GEO SUBS	600.00	600.00

Credit card payments accepted. JTC will split the 4% processing fee; therefore an additional 2% will be collected at time of payment.

Past due invoices will be assessed a finance charge of 1.5% per month or 18% annually.

Questions? Please contact Becky at beckyr@consultjtc.com or 603-749-1841

Thank you for your business!

Total \$6,000.00

Payments/Credits \$0.00

Balance Due \$6,000.00



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REC'D 7/27/2017
BY EMAIL

Client Account/PO# PO #201708227

Terms: Net 15

Credit card payments accepted. JTC will split the 4% processing fee; therefore an additional 2% will be collected at time of payment.

Total	\$1,000.00
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Payments/Credits	\$0.00
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Balance Due	\$1,000.00
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