



## JOINT BUILDING COMMITTEE – GARRISON SCHOOL MEETING NOTICE

|                   |                                               |
|-------------------|-----------------------------------------------|
| Meeting Type:     | <b>Regular Meeting</b>                        |
| Meeting Location: | <b>Supt Conference Room, McConnell Center</b> |
| Meeting Date:     | <b>Tuesday, August 15, 2017</b>               |
| Meeting Time:     | <b>5:00 P.M.</b>                              |

1. Call to Order and Roll Call
2. Citizens' Forum
3. Approval of Agenda
4. Approval of Minutes of August 1, 2017 meeting
5. Design Documents-Harriman/Harvey Updates
6. CIP/Financial Update
7. Approval for Chair to authorize payment
8. Sprinkler System
9. DRED Update
10. Community Forum Plans
11. Manifest Approval
12. Financial Report and Status Update
13. Review Action Items and Build Agenda for next meeting
14. Matters of Interest
15. Adjournment



**DOVER SCHOOL  
DISTRICT**

## **JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES**

|                   |                                      |
|-------------------|--------------------------------------|
| Meeting Type:     | Regular Meeting                      |
| Meeting Location: | Supt Conference Rm, McConnell Center |
| Meeting Date:     | <b>Tuesday, August 1, 2017</b>       |
| Meeting Time:     | <b>5:00 p.m.</b>                     |

- I. CALL TO ORDER AND ROLL CALL:** A meeting of the Garrison School Joint Building Committee was called to order on Tuesday, August 1, 2017 at 5:10 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, Keith Holt and Karen Weston. Jan Nedelka was excused and Steve Haight arrived at 5:18 p.m. Also in attendance were Superintendent Bill Harbron, Harriman representative Dan Bisson, Harvey Construction representative Carl DuBois, Clerk of Works Mike Brooks,
- II. CITIZENS' FORUM:** No one addressed the JBC.
- III. APPROVAL OF AGENDA:** Keith Holt moved, Karen Weston seconded to approve the agenda. An oral **VOTE PASSED 4/0.**
- IV. APPROVAL OF MEETING MINUTES FOR JULY 18, 2017:**

Karen Weston moved, Dennis Ciotti seconded to approve meeting minutes of July 18, 2017 with the following amendments. Insert "very preliminary estimate" in the Financial Project Update and insertion of the statement, "The JBC requested a letter from DRED confirming that the building process can begin if the project doesn't go outside of the existing footprint of the building."

An oral **VOTE PASSED 4/0.**
- V. FINANCIAL RECONCILIATION:** The JBC reviewed the reconciliation. There was a minimal change with no change to the bottom line.
- VI. MANIFEST APPROVAL:** Karen Weston moved, Keith Holt seconded to approve manifest CIPM#GES15 in the amount of \$7,000.00 to John Turner Consulting. A roll call **VOTE PASSED 4/0.**
- VII. DESIGN DOCUMENTS—HARRIMAN/HARVEY UPDATES:** Mr. Bisson presented 74 design documents that are in the process of being reviewed by Harriman and Harvey. This is the first step and there should be a 75% estimate completion by the end of the month. The final documents will be completed within two months.

Ms. Weston asked if the walls will go to the ceiling as they hadn't at Horne Street School to which Mr. Bisson responded that they would. This issue had held up the HSS project and she didn't want this to happen at Garrison.

Drawings of exterior windows were viewed as an example of one of the drawings and Mr. Bisson explained some of the properties of the windows in the design drawings.

Ms. Andrews Parker suggested sharing design documents with the Garrison community at their Open House on September 28 to which Mr. Bisson agreed. A date for a community forum also needs to be scheduled in the fall for a presentation of the project.

Mr. DuBois asked if the basketball court should be included to which the committee responded that it should be included since it will need to be part of the project budget (asphalt, markings, and



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hoops) The committee is not responsible for the cost of moving the t-ball fields to Morningside Park.

Ms. Weston asked if exterior lighting is included in the plan. Mr. Bisson responded that there are already existing wall packs and it is unnecessary at this time.

Mr. DuBois asked if sprinkler testing has been done. Mr. Bisson responded that they are currently trying to schedule Carter Sprinkling to do an evaluation since they installed the system. They also want to do bacteria testing and an assessment of pipes. The sprinkler system was installed in 2005 and the evaluation will determine if it needs to be replaced.

Ms. DuBois summarized that they will bring pricing for 3 wings, admin and related site work and basketball courts to the next meeting.

- VIII. CIP/BONDING UPDATE:** It was determined that the bond minimum is \$250,000. Per Chris Parker, the hard deadline for the CIP submittal is 8/21 or 8/22. Mr. DuBois commented that he will provide numbers at the 8/15 meeting which is after the 8/14 School Board meeting. Because of this, it was determined that a Special Session of the School Board will be scheduled for 8/21 so that the Board can approve the CIP. The committee didn't see the value of selecting a random number at this meeting when a firmer number will be known on 8/15. The CIP will be submitted to Mr. Parker on 8/22.

Ms. Andrews Parker confirmed that the \$872,000 was for the 3 wings alone and not the admin area.

Ms. Weston asked if the School had other projects being included in the CIP. Ms. Andrews Parker responded that the School Board will discuss at their meeting to determine other projects or if the phases for Garrison School be added to the CIP. It was reminded that increases for future years inflation need to be factored into the CIP figures.

Mr. DuBois asked if the bus loop is part of the admin. Mr. Bisson confirmed that it is not included in the figures and was intended for future discussion. Mr. Holt commented that it should be included in the CIP for the future. Mr. DuBois stated he would add the bus loop into the admin and site work group. Ms. Weston reminded that the renovation is the first priority of the committee.

Mr. Holt commented that there are other issues that need to be addressed and before too much has been done, more study involving enrollment needs to occur.

Ms. Weston commented that there are 4 acres of city-owned land near Thornwoods. Ms. Andrews Parker asked if it is enough for a new school. Mr. Bisson explained that the DOE requires 5 buildable acres for schools and 1 additional acre per 100 students so the parcel of land would be insufficient for a new building.

- IX. REVIEW ACTION ITEMS:** Determine GES PTA meeting dates and times, add CIP discussion to School Board on 8/14, date for community forum at GES in fall, ask Chris Parker to request confirmation letter from DRED.

- X. MATTERS OF INTEREST:** none



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- XI. BUILD NEXT AGENDA:** The next meeting will be August 15 at 5:00 pm. Items will include Community forum plans for the fall, move financial/CIP issue to the top of the agenda, DRED update.
- XII. ADJOURNMENT:** Karen Weston moved, Dennis Ciotti seconded to adjourn the meeting at 6:12 p.m. An oral **VOTE PASSED 5/0.**

DRAFT

MAN. NO. CIPM#GES16  
DATE: 8/15/2017

VENDOR VOUCHER MANIFEST  
SCHOOL DISTRICT SAU #11

| 1.<br>DATE   | 2.<br>PAYEE<br>NAME AND ADDRESS                                                                       | 3.<br>FINANCE PO<br>NO: | 4.<br>AMOUNT<br>EXPENDED | 5.<br>AMOUNT OF<br>CHECK | 6.<br>PROJECT<br>NAME |
|--------------|-------------------------------------------------------------------------------------------------------|-------------------------|--------------------------|--------------------------|-----------------------|
| 1. 8/15/2017 | Harriman<br>46 Harriman Drive<br>Auburn, ME 04210                                                     |                         |                          |                          |                       |
| Line #1      | <u>4017.1.600.46900.4725.07103.17.000.000.700</u>                                                     | 201707153               | \$                       | 39,600.00                | Fee                   |
| Line #2      | <u>4017.1.600.46900.4725.07103.17.000.000.700</u>                                                     | 201707153               | \$                       | 12.23                    | Fee                   |
|              |                                                                                                       |                         | \$                       | <b>39,612.23</b>         | Inv#1707042           |
|              | Professional Services from 7/1/2017-7/31/2017 for Phase 1 Design (Design Development) & Reimbursables |                         |                          |                          |                       |
| TOTALS       |                                                                                                       |                         |                          | <b>\$39,612.23</b>       |                       |

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:

39,612.23

\_\_\_\_\_  
Superintendent of Schools or Business Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Betsey Andrews Parker, School Board Vice Chair, JBC Chair

\_\_\_\_\_  
Date



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

July 31, 2017  
Project No: 15618  
Invoice No: 1707042

Project 15618 Dover School District, Garrison Elementary School Facilities Study  
Professional Services from July 01, 2017 to July 31, 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  | 100.00                     | 99,000.00  | 59,400.00            | 39,600.00           |             |
| 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 |                            | 173,250.00 | 133,650.00           | 39,600.00           |             |
|                             |            | Total Fee                  |            |                      |                     | 39,600.00   |
|                             |            |                            |            | Total this Phase     |                     | \$39,600.00 |

| Phase                 | ZEXP                  | Expenses           |  |       |             |
|-----------------------|-----------------------|--------------------|--|-------|-------------|
| Reimbursable Expenses |                       |                    |  |       |             |
| Rmb Postage           |                       |                    |  |       |             |
| 7/31/2017             | United Parcel Service | Design Development |  | 11.12 |             |
|                       | Total Reimbursables   | 1.1 times          |  | 11.12 | 12.23       |
|                       |                       | Total this Phase   |  |       | \$12.23     |
|                       |                       | Total this Invoice |  |       | \$39,612.23 |

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

# CAPITAL IMPROVEMENTS SUMMARY

## Garrison Elementary School Project

As of: June 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        |
| <b>Total Appropriation:</b>                                                                                         | <b>\$</b> | <b>7,060,786.36</b> |

| <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             |
| 5/4/2017                   | GES09        | Harriman - For professional Services provided between 3/1/2017-3/31/2017 - Phase I Design                   | \$ 14,850.00         |
| 5/4/2017                   | GES09        | Harriman - Reimbursable Expenses (travel) through 3/31/2017 - Phase I Design                                | \$ 13.20             |
| 5/18/2017                  | GES10        | Titcomb Associates - Topographical and Boundary Field Survey                                                | \$ 9,100.00          |
| 6/1/2017                   | GES11        | Harriman - For professional Services provided between 4/1/2017-4/30/2017 - Phase I Design                   | \$ 29,700.00         |
| 6/1/2017                   | GES11        | Harriman - Reimbursable Expenses (priting & travel) through 4/30/2017 - Phase I Design                      | \$ 188.79            |
| 6/29/2017                  | GES12        | Harriman - For professional Services provided between 5/1/2017-5/31/2017 - Phase I Design                   | \$ 9,900.00          |
| 6/29/2017                  | GES12        | Harriman - Reimbursable Expenses (travel) through 5/31/2017 - Phase I Design                                | \$ 64.74             |
| 6/30/2017                  | GES13        | Harriman - For professional Services provided between 6/1/2017-6/30/2017 - Phase I Design (ck date 7/20/17) | \$ 19,800.00         |
| 6/30/2017                  | GES14        | Titcomb Associates - Add'l Services for Wetland Delineation (ck date 7/20/17)                               | \$ 2,000.00          |
| 6/30/2017                  | GES15        | John Turner Consulting Inc. - Geotechnical Investigation (8.1.17 manifest, FY17 expense)                    | \$ 7,000.00          |
| <b>Total Expenditures:</b> |              |                                                                                                             | <b>\$ 202,976.03</b> |

### Obligations:

|                           |                                                                                                                                |                      |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 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)               | \$ 361,350.00        |
| PO#201707153              | Harriman - Architectural & Engineering Services for Design Services - Proposal Approved 1/31/2017 (Reimbursable Expenses)      | \$ 29,706.18         |
| PO#201707153              | Harriman - Architectural & Engineering Services for Design Services - Proposal Approved 1/31/2017 (Permitting Fees & Services) | \$ 75,000.00         |
| <b>Total Obligations:</b> |                                                                                                                                | <b>\$ 470,523.97</b> |

**Budget Availability: \$6,387,286.36**

# CAPITAL IMPROVEMENTS SUMMARY

## Garrison Elementary School Project

As of: July 31, 2017

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### Obligations:

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| <b>Total Obligations:</b> |                                                                                                                                | <b>\$ 470,523.97</b> |

**Budget Availability: \$6,387,286.36**



## JBC Monthly Status Report – June

### GES Building Project

- Preliminary design documents were presented by Harriman at the August 1 meeting. Costing information will be presented at the August 15 meeting.
- Documents will be available at the September 28 Garrison Open House for the GES community to see. A community forum will be scheduled in the fall at Garrison School to present the plan for the project.
- DRED Conversion process is ongoing. DRED has been receptive to the plan presented by the City of Dover and the JBC is optimistic that a resolution will occur.