DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MEETING NOTICE

Meeting Type:	**Regular Meeting**
Meeting Location:	**Supt Conference Room, McConnell Center**
Meeting Date:	**Tuesday, October 24, 2017**
Meeting Time:	**4:30 P.M.**

1. Call to Order and Roll Call
2. Citizens' Forum
3. Approval of Agenda
4. Approval of Minutes of October 10, 2017 meeting
5. Harriman/Harvey Update
6. Testing Update
7. DRED Update
8. Community Forum Update
9. Financial and Status Update
10. Manifest Approval
11. "Sand Castle" Building Communication
12. Review Action Items and Build Agenda for next meeting
13. Matters of Interest
14. Adjournment

Meeting Type:	Regular Meeting
Meeting Location:	Supt Conference Rm, McConnell Center
Meeting Date:	**Tuesday, October 10, 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, October 10, 2017 at 4:32 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 Steve Haight, Keith Holt, and Jan Nedelka. Karen Weston arrived at 4:33 p.m. Dennis Ciotti was excused. Also in attendance were Superintendent Bill Harbron, Harriman representative Dan Bisson, Harvey Construction representative Carl DuBois, Facilities Manager Jeff White, Clerk of the Works Mike Brooks, Business Administrator Libby Simmons and GES Principal Beth Dunton.

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

III. **APPROVAL OF AGENDA:** Jan Nedelka moved, Steve Haight seconded to move agenda item #9 Manifest approval to after #4. An oral **VOTE PASSED 4/0.** Jan Nedelka moved, Karen Weston seconded to approve the amended agenda. An oral **VOTE PASSED 4/0.**

IV. **APPROVAL OF MEETING MINUTES FOR AUGUST 29, 2017**:

Jan Nedelka moved, Keith Holt seconded to approve meeting minutes of August 29, 2017 as presented. An oral **VOTE PASSED 4/0.**

V. **MANIFEST APPROVAL:** moved up in the agenda.

Jan Nedelka moved, Karen Weston seconded to pay manifest CIPM#GES17 in the amount of $99,096.75 to Harriman for professional services rendered through 8/31/2017. A roll call **VOTE PASSED 4/0.** Mr. Bisson stated that this is on track for the project.

Jan Nedelka moved, Keith Holt seconded to pay manifest CIPM#GES18 in the amount of $25,000.00 to Harvey Construction for preconstruction services. A roll call **VOTE PASSED 4/0.**

Jan Nedelka moved, Karen Weston seconded to pay manifest CIPM#GES19 in the amount of $2,370.00 to John L. Carter Sprinkler Co. for Sprinkler MIC testing. A roll call **VOTE PASSED 4/0.**

It was determined that the sprinkler testing is inconclusive. Mr. Bisson commented that some pipes will be replaced and some will be treated by removing oxygen by nitrogen. This will be an add alternate.

Keith Holt moved, Jan Nedelka seconded to encumber the balance of preconstruction funds. A roll call **VOTE PASSED 4/0.**

VI. **HARRIMAN/HARVEY UPDATE:** Mr. DuBois stated that based on findings and ~~PCB~~ additional sampling, there was no additional asbestos or PCB materials found, however they never tested the window caulking for asbestos. Desmararis will be back to take additional samples for testing. Mr. Nedelka questioned the finding based on notes that state that insufficient plaster for analysis. Mr. DuBois will follow-up. In addition, an updated report will be provided after window caulking is tested for asbestos.

Lead testing was not completed although water in the schools was tested previously.

Mr. DuBois noted that the numbers are very positive. He distributed a vendor list to JBC members and asked that it be reviewed before tomorrow so that any requests for additions be added.

Mr. DuBois summarized ~~a~~ changes in scope from the DD estimate to the 75% CD estimate. Due to a transposition error, ~~and~~ HVAC equipment numbers coming in higher than expected and architectural changes. Documents are archived with these minutes outlining the issue and resolution possibilities. The total deficit is $346,791 and will be made up with options including reductions to project and design contingencies and reduction in moveable equipment.

Ms. Dunton also added requirements that added additional costs including change in office and storage space and restrooms areas. Storage space ~~will~~ maybe added to the stage area which is what it is used for now anyway. The JBC requested that all asbestos tiles be removed at a cost of approximately $2400. The floor of the stage area will remain as concrete.

Mr. Haight was excused at 5:13 pm.

Mr. DuBois asked if the JBC wanted to continue to include air conditioning to the project (all 3 wings). Mr. White stated that the new high school is fully dehumidified but not airconditioned.

Ms. Andrews Parker supports air conditioning since it's a community school and should be built for the 21st Century but doesn't feel that it should be added to just one school since it will show inequality among schools.

Ms. Dunton commented that she would prefer furniture to air conditioning. She needs functional classroom space.

Mr. Holt cautioned that there are already financial issues and construction hasn't started yet.

Dr. Harbron added that the other buildings should be air conditioned also for equity among all schools. In addition, he stated that Garrison won't be fit for 21st century learning until all phases are complete.

Ms. Andrews Parker requested that Ms. Dunton speak to Dr. Harbron when there are items that should be addressed.

Numbers from the bid documents will be available to the committee at the November 7 meeting.

Ms. Andrews Parkers noted for the record that the committee cannot request additional money for this project in the CIP.

VII. **TESTING UPDATE:** Addressed earlier in the meeting

VIII. **DRED UPDATE**: There is no update on DRED situation.

IX. **COMMUNITY FORUM PLANS:** Mr. DuBois stated that they took the concerns from questions that parents asked at Open House and made changes to their phasing plan. A major concern was that students would be displaced for two consecutive years. They rectified this by swapping the order of wing renovations which will prevent any student from being disrupted for two years.

Ms**.** Dunton and Mr. DuBois confirmed that students in the summer program will not need to be relocated due to construction.

Ms. Dunton stated that she created an in-store committee called Sand Castles to address issues that may come up relating to the project. She also has a section on the Garrison website that is devoted to the project where parents will find answers to most of their questions.

The forum will take place on October 18 from 6-7:00 pm at the Garrison School cafeteria. Ms. Dunton will recap the Open House presentation and allow time for questions.

Ideas for forum:

- Summary and time frame of work including phasing plan
- History of Garrison renovations
- Discussion of life and safety issues
- Set up of gymnasium for classes
- Dr. Harbron will be speaking with Ms. Dunton, Mr. DuBois and Mr. Bisson answering questions.
- Mr. Nedelka and Mr. Holt will represent the JBC. Others may attend.
- Budget vs visible changes
- Background checks of subcontractors (completed by subcontractors and given to School District)
- Web site on handouts
- Offer tour date for parents
- Inform of meeting schedule so that parents may attend if they want
- Recommendation to provide questions before meeting or small groups
- Possible ground rules provided

X. **MANIFEST APPROVAL:** Moved up in the agenda.

XI. **REVIEW ACTION ITEMS AND BUILD NEXT AGENDA:** October 18 meeting is for purpose of community forum only. October 24 meeting will include testing results, DRED update, Forum summary, manifest, financial report, Sand Castle building communication. The meeting scheduled for November 7 at 4:30 has been changed to November 6 at 5:00.

XII. MATTERS OF INTEREST: Mr. DuBois asked for clarification on approval of exhibits which would include bid documents. Mr. DuBois explained the process for Letters of Recommendation and determined that meeting every other week is acceptable for now, but may need to be amended. Numbers will start to be presented to the JBC on November 21.

XIII. ADJOURNMENT: Karen Weston moved, Jan Nedelka seconded to adjourn the meeting at 6:25 p.m. An oral **VOTE PASSED 4/0.**

CAPITAL IMPROVEMENTS SUMMARY
Garrison Elementary School Project
As of: August 31, 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**

Date	*CIPM#*	*Expenditures to Date:*		*Amount:*
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
8/24/2017	GES16	Harriman - For professional Services provided between 7/1/2017-7/31/2017 - Phase I Design	$	39,600.00
8/24/2017	GES16	Harriman - Reimbursable Expenses (travel) through 7/31/2017 - Phase I Design	$	12.23
		Total Expenditures:	**$**	**242,588.26**

	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)	$	321,750.00
PO#201707153	Harriman - Architectural & Engineering Services for Design Services - Proposal Approved 1/31/2017 (Reimbursable Expenses)	$	29,693.95
PO#201707153	Harriman - Architectural & Engineering Services for Design Services - Proposal Approved 1/31/2017 (Permitting Fees & Services)	$	75,000.00
PO#201801525	John L. Carter Sprinkler Co., Inc. - MIC Testing at GES for leak	$	2,370.00
PO#201801821	Desmarais Environmental, Inc. - Industrial hygiene services to conduct haz material survey for asbeestos	$	2,000.00
	Total Obligations:	**$**	**435,281.74**

Budget Availability: **$6,382,916.36**

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PO#201707153	Harriman - Architectural & Engineering Services for Design Services - Proposal Approved 1/31/2017 (Reimbursable Expenses)	$	29,693.95
PO#201707153	Harriman - Architectural & Engineering Services for Design Services - Proposal Approved 1/31/2017 (Permitting Fees & Services)	$	75,000.00
PO#201801525	John L. Carter Sprinkler Co., Inc. - MIC Testing at GES for leak	$	2,370.00
PO#201801821	Desmarais Environmental, Inc. - Industrial hygiene services to conduct haz material survey for asbeestos	$	2,000.00
PO#201803230	Harvey Construction Corp., - CM's preconstruction phase services based on current construction budget of $6,331,202	$	31,656.00
	Total Obligations:	**$**	**466,937.74**

Budget Availability: **$6,351,260.36**

JBC Monthly Status Report – October

GES Building Project

- A public forum was held on October 18 at a Garrison School PTA meeting. Approximately 25 parents attended and questions were answered by Dr. Harbron, Ms. Dunton, Mr. DuBois, Mr. Lee and Mr. Bisson regarding the project.
- Costs for the project continue to be reviewed and refined. Numbers from bid documents will be available in November.
- DRED Conversion process is ongoing. The GES JBC has not received an update from DRED.

MAN. NO. CIPM#GES20
DATE: 10/24/2017

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. 10/24/2017	Desmarais Environmental 320 Hemlock Lane Barrington, NH 03825				
	4017.1.600.46900.4725.07103.17.000.000.700	201801821		$ 1,960.00	Inv#8467
				$ 1,960.00	
	Asbestos sample analysis				
TOTALS				**$1,960.00**	

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: 1,960.00

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

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

Invoice

desmarais environmental

320 Hemlock Lane, Barrington, NH 03825

Date	Invoice #
10/3/2017	8467

Bill To

Dover Schools District
61 Locust Street
Dover, NH 03820

Terms	P.O. No.	Project
	201801821	Garison Add Asb & PCB T...

Description	Qty	Rate	Amount
Industrial Hygienist Hourly	7	65.00	455.00
Asbestos Bulk Sample Analysis	21	25.00	525.00
Bulk analysis for PCBs EPA 8082	5	160.00	800.00
Federal Express	2	25.00	50.00
Report Writing - Hourly	2	65.00	130.00

Total $1,960.00

Libby Simmons

From: Carl Dubois <cdubois@hccnh.com>
Sent: Wednesday, October 18, 2017 12:01 PM
To: Libby Simmons
Subject: RE: Garrison Elem School Doer NH

Yes that's completes the request

HARVEY

Carl DuBois – Vice President - Pre-Construction Manager
10 Harvey Road - Bedford, NH 03110 - Telephone: (603) 624-4600
Direct Dial: (603) 621-2248 - Facsimile: (603) 668-0389
cdubois@hccnh.com

From: Libby Simmons [mailto:l.simmons@dover.k12.nh.us]
Sent: Wednesday, October 18, 2017 10:51 AM
To: Carl Dubois <cdubois@hccnh.com>; Bisson Dan <dbisson@harriman.com>
Subject: RE: Garrison Elem School Doer NH

Hi Carl/Dan,
Have we now received all of the reports from Desmarais so that I can submit this invoice for payment?
Thanks!
Libby

Libby Simmons
Business Administrator
Dover School District
61 Locust Street, Suite 409
Dover, NH 03820
603-516-6482

MAN. NO. CIPM#GES21
DATE: 10/24/2017

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. 10/24/2017	Harriman 46 Harriman Drive Auburn, ME 04210				
Line #1	4017.1.600.46900.4725.07103.17.000.000.700	201707153		$ 79,200.00	Fee
Line #2	4017.1.600.46900.4725.07103.17.000.000.700	201707153		$ 207.36	Fee
				$ 79,407.36	Inv#1709088
	Professional Services from 9/1/2017-9/30/2017 for Phase 1 Design (Construction Documents) & Reimbursables				
TOTALS				**$79,407.36**	

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: 79,407.36

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

September 30, 2017
Project No: 15618
Invoice No: 1709088

Project 15618 Dover School District, Garrison Elementary School Facilities Study

Professional Services from September 01, 2017 to September 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	100.00	99,000.00	99,000.00	0.00	
Construction Documents	198,000.00	90.00	178,200.00	99,000.00	79,200.00	
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		351,450.00	272,250.00	79,200.00	
		Total Fee				79,200.00
				Total this Phase		$79,200.00

Phase ZEXP Expenses

Reimbursable Expenses

Rmb Postage				
9/5/2017	United Parcel Service	75 % Review	17.30	
Rmb Reproduction				
9/26/2017	Infinite Imaging	24"X36" COlor Bond W/ MD Coverage	60.00	
9/26/2017	Infinite Imaging	24"X36" Foam, Mounted	17.00	
Rmb Travel				
8/29/2017	Briggs, Jeremie	Tech Meeting - Tolls	9.75	
9/26/2017	Commerce Bank	Jeremie Briggs - Car Rental 08/29/17	84.46	
	Total Reimbursables	1.1 times	188.51	207.36
		Total this Phase		$207.36

Total this Invoice $79,407.36

Outstanding Invoices

Number	Date	Balance
1708071	8/31/2017	99,096.75
Total		99,096.75