



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MEETING NOTICE

Meeting Type:	Regular Meeting
Meeting Location:	Supt Conference Room, McConnell Center
Meeting Date:	Tuesday, January 16, 2018
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 January 3, 2018
5. Manifest Approval
6. Financial Report and Status Update
7. Approve Letters of Recommendation for subcontractors—Harvey
8. Approve RFP's--Harriman
9. Harriman/Harvey Update
10. Color Board of Finishes Update
11. Sand Castle Update
12. DRED Update
13. Review Action Items and Build Agenda for next meeting
14. Matters of Interest
15. Adjournment



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Meeting Date:	Wednesday, January 3, 2018
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 Wednesday, January 3, 2018 at 4:34 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 Karen Weston, Steve Haight, Carolyn Mebert and Keith Holt. Jan Nedelka was excused. Also in attendance were Superintendent Bill Harbron, Business Administrator Libby Simmons, Harriman representatives Mark Lee, Neri Bordas, Dan Bisson, Harvey Construction representatives Carl DuBois and Adam Reynolds, GES Principal Beth Dunton.

Karen Weston moved, Steve Haight seconded to elect Dennis Ciotti as Chairperson.

Keith Holt nominated Carolyn Mebert as Chairperson since she has experience as a JBC Chair and her representation as a School Board member for this school project. Discussion ensued. He withdrew his motion.

A roll call **VOTE PASSED 5/0** to approved Mr. Ciotti as Chairperson.

Keith Holt moved, Steve Haight seconded to elect Carolyn Mebert as Vice Chairperson. A roll call **VOTE PASSED 5/0**.

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

- III. APPROVAL OF AGENDA:** Keith Holt moved, Steve Haight seconded to approve the agenda as presented. An oral **VOTE PASSED 5/0**.

- IV. APPROVAL OF MEETING MINUTES FOR DECEMBER 19, 2017:**

Karen Weston moved, Keith Holt seconded to approve meeting minutes of December 19, 2017 as presented. An oral **VOTE PASSED 4/0 (Mebert abstained)**.

- V. MANIFEST APPROVAL:** There are no manifests for this meeting.

- VI. APPROVE LETTERS OF RECOMMENDATION FOR SUBS:**

a. Roofing: Karen Weston moved, Keith Holt seconded to award the bid for Roofing work in the amount of \$46,100.00 to Academy Roofing. A roll call **VOTE PASSED 5/0**.

b. HVAC and Plumbing: Steve Haight moved, Karen Weston seconded to award the bid for HVAC and Plumbing in the amount of \$1,167,200.00 to Oliver Mechanical. A roll call **VOTE PASSED 5/0**.

Dr. Mebert asked for the policy on change orders and if history of company change orders is reviewed when recommending contractors to which Mr. DuBois responded in the negative.



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Mr. Lee added that they have a good record of change orders with Harvey Construction.

c. Architectural Millwork: Keith Holt moved, Karen Weston seconded to award the bid for architectural millwork in the amount of \$231,920.00 to Aubin Millwork. A roll call **VOTE PASSED 5/0.**

d. Windows, Storefront & Glazing: Karen Weston moved, Keith Holt seconded to award the bid for windows, storefront & glazing in the amount of \$219,800.00 to Pentucket Glass & Aluminum. A roll call **VOTE PASSED 5/0.**

At this point in the bidding process, there is a potential savings to date of approximately \$165,000. There may be a possible recommendation at the next meeting regarding air conditioning.

VII. APPROVE RFP'S--HARRIMAN: Keith Holt moved, Karen Weston seconded to award the RFP for construction testing services to S.W. Cole in the amount of \$3,200.00. A roll call **VOTE PASSED 5/0.**

Ms. Weston asked about potential solar panels. Mr. Bisson responded that a possible re-design would most likely be needed due to the integrity of the roof.

VIII. HARVEY/HARRIMAN UPDATE: Mr. Bisson stated that they are still waiting for a response from the fire marshal, but it should be received soon. Mr. DuBois added that the fire inspector responded that they "can proceed at own risk". A formal permit won't be issued until everything is resolved. Mr. Reynolds added that the electrical review is almost completed. Fencing and framing are being started soon as preparations for the temporary classrooms. Students will occupy the temporary areas directly after February vacation. Ms. Dunton has contacted AD Wotton and Gary Bannon regarding storage for items in the gym (cheer mats, etc.) Chairs will be moved, and office trailers added. She showed drawings of the re-worked drop off and pick up loop.

IX. COLOR BOARD OF FINISHES UPDATE: Ms. Bordas and Mr. Lee presented 3D renderings of the color choices discussed at the last meeting. Dr. Mebert noted that from research it has been determined that orange increases oxygen to the brain. Mr. Lee added that choices were made to be child-like and youthful. Ms. Weston commented that she did not like the green color choice. Colors were discussed in more detail and it was agreed that it would be difficult to please everyone. The small samples also were not believed to be a good representation of the actual color. Mr. Holt asked that 4 tiles be shown to the JBC to see the pattern a little more clearly. The tiles are vinyl and used often due to durability as opposed to price point. Maintenance includes annual stripping and re-waxing. There will be carpets in front of doors, so wear will be reduced in those areas.



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Dr. Harbron commented that a building project from his former district used vibrant shades as accents.

Mr. Lee will bring more visual guidance to the next meeting. JBC approval is needed to move forward with color choices. The JBC is agreeable with colors shared with school staff although there will not be a formal rollout.

Ms. Dunton asked to borrow orange cones from Harvey to mark the drop off loop.

X. SAND CASTLE COMMITTEE UPDATE: Items discussed earlier in the agenda.

XI. DRED UPDATE: There is no update on the DRED situation.

XII. REVIEW ACTION ITEMS AND BUILD NEXT AGENDA: DRED update, letters of recommendation, colors update, manifest.

XIII. MATTERS OF INTEREST: Mr. Reynolds stated that the major trades are almost complete with possibly 6-8 additional to be approved by the JBC. All lights will be LED with some upgraded through JBC and others through Affinity, as with the rest of the district. Ms. Simmons will send a spreadsheet of lights that will be touched. The next meeting is scheduled for January 16 at 4:30 pm.

XIV. ADJOURNMENT: Keith Holt moved, Karen Weston seconded to adjourn the meeting at 5:55 pm.

MAN. NO. CIPM#GES22
DATE: 1/16/2018

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. 1/16/2018	Harriman 46 Harriman Drive Auburn, ME 04210				
Line #1	<u>4017.1.600.46900.4725.07103.17.000.000.700</u>	201707153		\$ 59,400.00	Fee
Line #2	<u>4017.1.600.46900.4725.07103.17.000.000.700</u>	201707153		\$ 547.61	Fee
				\$ 59,947.61	Inv#1712039
	Professional Services from 10/1/2017-12/31/2017 for Phase 1 Design & Reimbursables				
TOTALS				\$59,947.61	

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:

59,947.61

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

REC'D
1/12/2018

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

December 31, 2017
Project No: 15618
Invoice No: 1712039

Project 15618 Dover School District, Garrison Elementary School Facilities Study
Professional Services from October 01, 2017 to December 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	99,000.00	0.00
Construction Documents	198,000.00	100.00	198,000.00	178,200.00	19,800.00
Bidding	24,750.00	100.00	24,750.00	0.00	24,750.00
Construction Administration	99,000.00	15.00	14,850.00	0.00	14,850.00
Total Fee	495,000.00		410,850.00	351,450.00	59,400.00
		Total Fee			59,400.00
				Total this Phase	\$59,400.00

Phase	ZEXP	Expenses	
Reimbursable Expenses			
Rmb Postage			
10/16/2017	United Parcel Service	Construction Documents	47.97
10/23/2017	United Parcel Service	Addendum # 1	24.00
10/23/2017	United Parcel Service	Addendum # 1 & CD	9.99
10/31/2017	United Parcel Service	Addendum # 2	46.86
11/6/2017	United Parcel Service	Addendum # 3	46.86
12/5/2017	United Parcel Service	SFM	11.22
Rmb Reproduction			
10/19/2017	Infinite Imaging	24"X36" Color Bond	60.00
10/19/2017	Infinite Imaging	24"X36" Foam , Mounted	17.00
Rmb Travel			
10/12/2017	Briggs, Jeremie	Coordination Meeting - Tolls	12.00
10/24/2017	Commerce Bank	Jeremie Briggs - Car Rental	93.08
		10/16/17	
10/25/2017	Kuchinski, John	Planning Board Meeting - Mileage	93.09
10/25/2017	Kuchinski, John	Planning Board Meeting - Tolls	10.50
12/5/2017	Bordas, Nery	Color Review - Mileage	12.63
12/11/2017	Bordas, Nery	Admin Review - Mileage	12.63

Project	15618	Dover School District, Garrison Elementa	Invoice	1712039
Total Reimbursables		1.1 times	497.83	547.61
		Total this Phase		\$547.61
		Total this Invoice		\$59,947.61

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: December 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
Appropriation (FY18), CC approval 12/13/2017	\$ 1,200,000.00
Total Appropriation:	\$ 8,260,786.36

<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 (printing & 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
10/19/2017	GES17	Harriman - For professional Services provided between 8/1/2017-7/31/2017 - Phase I Design	\$ 99,000.00
10/19/2017	GES17	Harriman - Reimbursable Expenses (travel) through 8/31/2017 - Phase I Design	\$ 96.75
10/19/2017	GES18	Harvey Construction Corp., - CM's Preconstruction Phase Services	\$ 25,000.00
10/19/2017	GES19	John L. Carter Sprinkler Co., Inc. - Sprinkler MIC Testing	\$ 2,370.00
11/2/2017	GES20	Desmarais Environmental, Inc. - Industrial hygiene services to conduct haz material survey for asbestos	\$ 1,960.00
11/2/2017	GES21	Harriman - For professional Services provided between 9/1/2017-9/30/2017 - Phase I Design	\$ 79,200.00
11/2/2017	GES21	Harriman - Reimbursable Expenses (travel/printing) through 9/30/2017 - Phase I Design	\$ 207.36
Total Expenditures:			\$ 450,422.37

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)	\$ 143,550.00
PO#201707153	Harriman - Architectural & Engineering Services for Design Services - Proposal Approved 1/31/2017 (Reimbursable Expenses)	\$ 29,389.84
PO#201707153	Harriman - Architectural & Engineering Services for Design Services - Proposal Approved 1/31/2017 (Permitting Fees & Services)	\$ 75,000.00
PO#201801821	Desmarais Environmental, Inc. - Industrial hygiene services to conduct haz material survey for asbestos	\$ 40.00
PO#201803230	Harvey Construction Corp., - CM's preconstruction phase services based on current construction budget of \$6,331,202	\$ 6,656.00
PO#201805582	Desmarais Environmental, Inc. - Abatement Design and Monitoring Services	\$ 13,000.00
PO#201805630	Harvey Construction Corp., - GMP	\$ 6,148,800.00
Total Obligations:		\$ 6,420,903.63

Budget Availability: \$1,389,460.36

JBC Monthly Status Report – December

GES Building Project

- The CIP was approved at the December 13 City Council meeting. This allows the JBC to moved forward with approval of sub-contractor bids. Many of the trades have been approved, with more to be approved at future meetings.
- Colors boards were reviewed by the JBC with an approval to occur within the next few meetings. Colors selected are “vibrant” and include shades of orange, green and blue.
- Students will occupy temporary spaces beginning after February vacation.
- DRED Conversion process is ongoing. The GES JBC has not received an update from DRED.