Joint Building Committee – GARRISON SCHOOL Minutes

Dover School District

Meeting Type:	Regular Meeting
Meeting Location:	Supt Conference Rm, McConnell Center
Meeting Date:	**Tuesday, January 30, 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 Tuesday, January 30, 2018 at 4:32 p.m. in the Superintendent's Conference Room of the McConnell Center by JBC Chair Dennis Ciotti. In addition to Mr. Ciotti, present JBC members included Karen Weston, Steve Haight, Carolyn Mebert and Keith Holt. Jan Nedelka arrived at 5:11 pm. Also, in attendance were Superintendent Bill Harbron, Business Administrator Libby Simmons, Harriman representatives, Nery Bordas, Dan Bisson, Harvey Construction representative Carl DuBois, GES Principal Beth Dunton, Jeff White, Clerk of the 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 with deletion of Approval of Letters of Recommendation for Subcontractors. An oral **VOTE PASSED 5/0.**

IV. **APPROVAL OF MEETING MINUTES FOR JANUARY 16, 2018**:
Keith Holt moved, Karen Weston seconded to approve meeting minutes of January 16, 2018 with changes below:

- Change spelling of Nery -was incorrectly spelled as Neri
- On page 2, paragraph 2, change "Dr. Mebert ~~recommended~~ **inquired about** ~~that~~ stand up desks…"
- On page 2, paragraph 4, change, "They found a projector that can use the white board as an interactive" to They found a new style projector that can be used with standard white boards."
- On page 2, paragraph 1, add "from sub-bids" to directly after "agenda" and before "for approval next week".

An oral **VOTE PASSED 5/0.**

V. **MANIFEST APPROVAL:** There were no manifests to approve at this meeting.

VI. **APPROVE LETTERS OF RECOMMENDATION FOR SUBS:** There were none for approval at this meeting.

VII. **APPROVE RFP'S--HARRIMAN:** There were no RFP's at this meeting.

VIII. **HARVEY/HARRIMAN UPDATE:**

Mr. DuBois summarized Change Order #001, stating that Schluter Dilex would be added at transition from wall to floor in restrooms. There is no cost for this since it was applied to Harvey GMP budget.

Keith Holt moved, Karen Weston seconded to approve Change Order #001 with a zero cost. A roll call **VOTE PASSED 5/0.**

Mr. Bisson stated that Ms. Dunton and Ms. Bordas had been working on creating a space for "cubbies" outside of the classrooms since they take up a great deal of space when placed in classrooms. This plan is needed in case there is money available for this additional storage. The enclosed cubbies would be plastic and hang on the wall in the halls. There would be plastic pans on the floor to allow for boots and dripping. Two students would share the cubbies with most being in the wings, but additional units in a different location.

Colors will be discussed if they are able to move forward with this plan. If there is not sufficient funding for the cubbies, the current plan is for placement of hooks.

A very loose estimate for cubbies would be $40,000-$60,000.

Karen Weston moved, Steve Haight seconded to request Harriman put together a proposal that would include cost and also address fire inspections issues. An oral **VOTE PASSED 6/0.**

Mr. Bisson informed the JBC that they received approval from the fire inspector with no changes required.

Mr. Bisson discussed the Furniture, and Equipment Design proposal and stated that there would be a sub-committee created with teachers, staff, etc., and he recommended the addition of a JBC member. The funding for this service is included in the budget and this is a typical service of the architect. Competitive bid process will be used.

Ms. Simmons and Ms. LaFleur will be informed of meetings and this information will be emailed to JBC members. Meeting time will most likely be 3:30 pm.

Steve Haight moved, Keith Holt seconded to accept the FFE proposal. A roll call **VOTE PASSED 6/0.**

Mr. DuBois stated that the temporary classrooms in the Garrison gym are being constructed and will be ready by vacation week. Abatement will occur during the week of winter break. He discussed the process of using a chemical to remove the asbestos mastic and may have to go to grinding unless a letter of acceptance of the product is received from Armstrong flooring. Mr. DuBois is doubtful that Armstrong will respond due to their reluctance of use of chemicals. This will increase the cost of the process but will be paid for out of the savings in the budget.

Mr. DuBois asked that photos not be posted on social media sites unless reviewed by him prior to posting.

IX. HARRIMAN BID SUMMARY: Discussed earlier in agenda.

X. COMMITTEE FINANCIAL REPORT: Ms. Simmons reviewed the financial report which is a different format from past reports. Savings to date include $191,376 from bids, $66,950 from the contract. There is also an additional savings of $279,288.36 that has not been committed at this point. She noted that there may be some costs for DRED and testing at a later time so the $66,950 should not be touched in case it is needed. Contingencies have not been used so all budgets are still intact.

Mr. Holt stated his concern that additional money was requested and approved in the CIP and may not be needed. He would have liked the estimate to be more accurate.

Mr. Ciotti stated that it is still unknown what will be found under the walls that could potentially increase costs.

Ms. Weston stated that the committee needs to make sure that all life safety issues are addressed.

Mr. Nedelka agreed that the budget is favorable at this time, but he stressed it is better to tell taxpayers that all the money wasn't needed, rather than the alternative.

Mr. DuBois and Mr. Bisson believe that the estimate was the best they had at the time and would prefer to be under budget than over budget. He asked that all the savings not be used at this time in case additional costs arise.

XI. DECISION ON ALTERNATIVE 6:

Some JBC members stated their desire to wait on deciding about the alternative 6(air conditioning) until more financial information is obtained. Mr. DuBois requested that the decision be made at this meeting for scheduling purposes.

Ms. Weston asked for confirmation that there are funds available for DRED costs if needed to which Mr. Bisson responded that it is included in the budget.

The all-inclusive cost for Alternative 6 is $394,877. Ms. Weston commented that if they need additional funding, she would request that it come from furnishings. She agreed that air conditioning should be installed now, if possible since walls will already be opened.

Jan Nedelka moved, Carolyn Mebert seconded to accept alternative 6 for $394,877 as specified in the contract. A roll call **VOTE PASSED 6/0.**

Mr. Holt requested that documents with financial information be included in agenda materials whenever possible.

XII. SAND CASTLE COMMITTEE UPDATE: Ms. Dunton commented that she is working with teachers to try and take their students for up to 6 hours to provide teachers with uninterrupted packing time. They have a meeting scheduled for last minute planning regarding logistics. They are still working with IT Director Jeffrey Myers on technology. She will start to assemble an FF&E committee.

XIII. DRED UPDATE: There is no update on the DRED situation. Mr. Ciotti asked Mr. Parker for guidance. Mr. Parker will schedule a meeting with DRED. Costs should be minimal since replacement land has been identified.

Mr. Bisson recommended that the line agreed upon by DRED be registered with the Registry of Deeds so that it won't be challenged in future years.

XIV. REVIEW ACTION ITEMS AND BUILD NEXT AGENDA: Mr. Holt recommended moving the next meeting to GES. DRED update, final letters of recommendation, financials, manifest, change orders, FFE committee. The next meeting is February 13 in the GES library at 4:30.

XV. MATTERS OF INTEREST: Mr. Bisson stated the possibility of planning a ground-breaking ceremony. Mr. DuBois provided a few options for student participation. He will work with Ms. Dunton on this.

XVI. ADJOURNMENT: Karen Weston moved, Keith Holt seconded to adjourn the meeting at 6:25 pm**.**