JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES

DOVER SCHOOL DISTRICT

Meeting Type:	Regular Meeting
Meeting Location:	Garrison School Library
Meeting Date:	**Tuesday, February 13, 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, February 13, 2018 at 4:50 p.m. in the Garrison School Library by JBC Chair Dennis Ciotti. In addition to Mr. Ciotti, present JBC members included Karen Weston, Steve Haight, Jan Nedelka and Keith Holt. Carolyn Mebert arrived at 5:00 pm. Also, in attendance were Superintendent Bill Harbron, Business Administrator Libby Simmons, Harriman representative Dan Bisson, Harvey Construction representative Adam Reynolds, GES Principal Beth Dunton, Jeff White, Clerk of the Works Mike Brooks and DHS Dean of Students Tom Waldron.

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

III. **APPROVAL OF AGENDA:** Jan Nedelka moved, Keith Holt seconded to approve the agenda. An oral **VOTE PASSED 5/0.**

IV. **APPROVAL OF MEETING MINUTES FOR JANUARY 30, 2018**:
Keith Holt moved, Karen Weston seconded to approve meeting minutes of January 30, 2018 with change below:

- On page 2, next to last paragraph, change to read, "He discussed the process of using a chemical to remove the asbestos mastic and may have to go to grinding unless…"

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

V. **MANIFEST APPROVAL:** Jan Nedelka moved, Karen Weston seconded to approve manifest CIPM#GES23 to Harvey Construction in the amount of $5,744.00. A roll call **VOTE PASSED 5/0**.

VI. **APPROVAL OF CHANGE ORDERS:**

a. **Change Order #1:** Jan Nedelka moved, Karen Weston seconded to approve Change Order #1 to include Alternate 6 (Air Conditioning) in the amount of $393,319. A roll call **VOTE PASSED 5/0.** This number is $1,558 less than the original amount quoted.
b. **Change Order #2:** Karen Weston moved, Steve Haight seconded to approve Change Order #2 to include Ceramic Tile in the amount of $0.00. Back up will be provided and archived with minutes. A roll call **VOTE PASSED 6/0.**
c. **Change Order #3:** Jan Nedelka moved, Karen Weston seconded to approve Change Order #3 to include Asbestos Removal in the amount of $25,846.00. A roll call **VOTE PASSED 6/0.** The funding comes from construction contingency and there is no change to the GMP.

VII. **APPROVE LETTERS OF RECOMMENDATION AND/OR RFP'S:** There were none for approval at this meeting.

VIII. **HARVEY/HARRIMAN UPDATE INCLUDING HARRIMAN CONTRACT AMENDMENT:**

Mr. Bisson summarized Harriman's Amendment to the Professional Services Agreement. This is adding $225,586 to the original contract for a total of $720,586 which is based on a percentage of the Harvey Construction contract.

There is a $30,000 discrepancy between the contract amendment and the committee financial report which is believed to be permitting fees.

Jan Nedelka moved, Karen Weston seconded to table the Amendment to the Professional Services Agreement until the next meeting pending verification of numbers. An oral **VOTE PASSED 5/0.**

Mr. Reynolds provided an update on the project stating that the temporary classrooms are progressing well and will be ready for the students after winter recess. The temporary occupancy permit should be in next week. He reviewed the purchasing summary and stated smaller items will be brought to the committee within the next few meetings. Eversource has approved temporary service.

Mr. Bisson stated the FF& E committee met and he provided a timeline for FF&E. Ms. Dunton is still accepting new members on this committee. Staff are inventorying the entire building and furniture, making notes if it is personal or school owned and their condition. This will help to make decisions about purchasing furniture for the project. Student needs are top priority. FF&E items will need 12 weeks for delivery.

IX. **COMMITTEE FINANCIAL REPORT:** Ms. Simmons reviewed the financial report stating she has separated contingency and miscellaneous costs. Alternative 6 is not included since it hadn't been approved at the time of the report. Reimbursables will be included on a separate line when reported. Mr. Holt confirmed contingency and technology figures. Potential savings remain listed in the report.

Mr. Haight clarified if everything is spent in the budget, there is a balance of $347,150.36. Ms. Simmons confirmed, with the exclusion of Alternative 6.

X. **FINANCIAL AND STATUS UPDATE:**
Karen Weston moved, Jan Nedelka seconded to nominate Mike Brooks as the Clerk of the Works for the project. An oral **VOTE PASSED 6/0.**

Keith Holt moved, Karen Weston seconded to approve the financial and status update with the change of Carolyn Mebert as Vice Chair and removal of Keith Holt. An oral **VOTE PASSED 6/0.**

XI. **SAND CASTLE COMMITTEE UPDATE**: Ms. Dunton commented that she is working with teachers to get ready to move 8 teachers from their classrooms. She is coordinating with Mike Brooks, Facilities and teachers to make a smooth transition. 4th grade will move Wednesday night and the 3rd grade will move Thursday night, so they will be ready to go after winter break.

XII. **FFE COMMITTEE UPDATE:** Discussed earlier in agenda.

XIII. **DRED UPDATE:** There is no update on the DRED situation. Mr. Parker contacted DRED but hasn't heard.

XIV. **REVIEW ACTION ITEMS AND BUILD NEXT AGENDA:** The next meeting will be February 27 at 4:30 p.m. at the Superintendent's Conference Room in the McConnell Center. Agenda items include DRED update, letters of recommendation, financials, manifest, change orders, FFE committee. Mr. Nedelka asked for agenda items to be included in packets emailed prior to the meeting.

XV. **MATTERS OF INTEREST:** The committee toured the temporary classrooms.

XVI. **ADJOURNMENT:** Karen Weston moved, Jan Nedelka seconded to adjourn the meeting at 5:53 pm**.**