DOVER SCHOOL DISTRICT	JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES	
	Meeting Type:	Regular Meeting
	Meeting Location:	Superintendent's Conference Room, McConnell Ctr.
	Meeting Date:	**Tuesday, February 27, 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 27, 2018 at 4:30 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, Steve Haight, Jan Nedelka and Keith Holt. Karen Weston arrived at 4:31 p.m. and Carolyn Mebert was excused. Also, in attendance were Harriman representative Dan Bisson, Harvey Construction representatives Carl DuBois and Adam Reynolds, GES Principal Beth Dunton, Jeff White, 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 4/0.**

IV. **APPROVAL OF MEETING MINUTES FOR FEBRUARY 13, 2018**:
Jan Nedelka moved, Keith Holt seconded to approve meeting minutes of February 13, 2018 as presented. An oral **VOTE PASSED 5/0**.

V. **MANIFEST APPROVAL:**
CIPM#GES24 was discussed and determined that it was approved at the meeting held on February 13.

The JBC questioned the energy analysis credit amount, so decided to wait until Mr. Bisson can provide accounting clarification. Steve Haight moved, Jan Nedelka seconded to table manifest CIPM#GES25 to Harriman in the amount of $11,694.71. An oral **VOTE PASSED 5/0**.

Jan Nedelka moved, Keith Holt seconded to approve manifest CIPM#GES26 to Horizon Engineering Associates in the amount of $325.00. A roll call **VOTE PASSED 5/0**.

VI. **APPROVAL OF CHANGE ORDERS:**

a. **Change Order #4:** Jan Nedelka moved, Karen Weston seconded to approve Change Order #004 for miscellaneous electrical items in the amount of $0. A roll call **VOTE PASSED 5/0.**

VII. **APPROVE LETTERS OF RECOMMENDATION AND/OR RFP'S:**
Jan Nedelka moved, Karen Weston seconded to approve the award for Air Vapor Barrier work to Associated Concrete Coatings in the amount of $37,500.00. A roll call **VOTE PASSED 5/0.**

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

Dan presented a revised Amendment to the Professional Services Agreement. There was previously a small mathematical error which had now been corrected. Keith Holt moved, Jan Nedelka seconded to approve the amendment to the professional services agreement. A roll call **VOTE PASSED 5/0.**

Mr. Bisson provided drawings of the administration area. There is a pass through provided in the secure vestibule with a new sliding window. Heating and electrical requirements will be minimal.

Mr. Bisson will provide cost for the changes and updated budgets to a future meeting. Finishing the building with paint and shades will be included also.

People will be able to enter through the front door and then will need to be admitted to the rest of the building, similar to the Dover Middle School system.

The glass will be resistant so that it will be difficult to break, although not bullet-proof. It will be ADA accessible.

Mr. Bisson discussed a potential change order regarding a skylight in guidance that will be capped. The change order may be available for the next meeting.

Mr. Reynolds reported on status of abatement. He commented that they are in great shape and all the grinding is finished. They should know by Friday if everything is clear. Mr. DuBois added that the process went better than expected. Demo and construction are next steps.

Mr. White commended Ms. Dunton and her staff for a smooth transition and for their flexibility.

IX. **COMMITTEE FINANCIAL REPORT:** The committee reviewed the financial report prepared by Ms. Simmons. The committee questioned the $83,118.64 adjustment for Harvey Construction, Change Order 001. Ms. Simmons will be asked for clarification on this figure.

Record Note: After the meeting, Ms. Simmons clarified: The adjustment of $83,118.64 to owner's contingency is to account for Harvey Construction Change Order 001. The figure represents the difference between the change order in the amount of $393,319 and the remaining budget balance as of the date of the report

X. **SAND CASTLE COMMITTEE UPDATE**: Ms. Dunton commented that the move of 3rd and 4th grade classrooms went well. There is some noise in the temporary classrooms, but it was not a normal day with unpacking occurring, etc. so she expects the noise level to improve. Sound panels will help when they are installed which should be sometime this week.

XI. FFE COMMITTEE UPDATE: The committee met and are working on schedules. Samples will be available soon. Staff members are researching items in catalogs. There will be another meeting next week.

Many items will be disposed of, while others will remain depending on their condition. The cost for disposal of items will most likely be taken from the FF&E budget. Discussion will continue on this topic.

Bidders who are invited to provide a "show and try" will be all on show samples on the same day. Mr. Bisson commented that this process has worked well for them in the past. Students, teachers, JBC members, etc. are all invited to attend. Mr. Dunton and Ms. Bordas will coordinate a schedule. It may be helpful to ask the vendor who is doing the high school project to participate, even though their needs are different. The "show and try" take between 2 ½ to 3 hours and the timeframe is flexible.

XII. DRED UPDATE: Mr. Parker contacted DRED and they have confirmed that they would like to schedule a meeting. No other update.

XIII. REVIEW ACTION ITEMS AND BUILD NEXT AGENDA: Agenda items include DRED update, letters of recommendation, financials, manifest, change orders, FFE committee.

XIV. MATTERS OF INTEREST: Mr. Bisson stated that they will be meeting with Inspector Maxfield and Rebecca Jalbert on their expectations and concerns. Mr. Bisson hopes to obtain their approval and also hopes to get their opinion on locker locations.

Mr. Holt asked for ideas on where to store left over items from the temporary classrooms including doors and frames. He recommended an inventory of items and asked that it be included on a future agenda. Ms. Weston asked for the square footage needed for storage. The carpet tiles will most likely be in poor shape after there use. The policy will be checked to see if items can be posted on Craigslist or disposed of in another way.

Mr. Holt recommended paint and ceiling tiles for the cafeteria since that area won't be touched. Mr. Bisson will assemble a plan for this area and a cost which would come from the contingency. The basketball hoops will be removed and disposed of since they are unsafe.

XV. ADJOURNMENT: Keith Holt moved, Karen Weston seconded to adjourn the meeting at 5:43 pm**.** An oral **VOTE PASSED 5/0.**