DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room, McConnell Ctr.
Meeting Date:	**Tuesday, March 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, March 27, 2018 at 4:35 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, Karen Weston and Keith Holt. Jan Nedelka and Carolyn Mebert were excused. Also, in attendance were Harriman representative Dan Bisson, Harvey Construction representatives Carl DuBois and Adam Reynolds, GES Principal Beth Dunton, Jeff White, Clerk of the Works Mike Brooks and Business Administrator Libby Simmons.

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

III. **APPROVAL OF AGENDA:** Steve Haight moved, Karen Weston seconded to approve the agenda. An oral **VOTE PASSED 4/0.**

IV. **APPROVAL OF MEETING MINUTES FOR FEBRUARY 27, 2018**:
Karen Weston moved, Steve Haight seconded to approve meeting minutes of February 27, 2018 as presented. An oral **VOTE PASSED 4/0**.

V. **MANIFEST APPROVAL:**
Ms. Simmons explained the credit from CIPM#GES25 that was tabled at the February 27 meeting.

Karen Weston moved, Steve Haight seconded to remove CIPM#GES25 from the table. An oral **VOTE PASSED 4/0.**

Steve Haight moved, Keith Holt seconded to approve manifest CIPM#GES25 to Harriman Associates for professional services in the amount of $11,694.71. A roll call **VOTE PASSED 4/0**.

Keith Holt moved, Karen Weston seconded to approve manifest CIPM#GES27 to Harvey Construction Services in the amount of $248,555.26. A roll call **VOTE PASSED 4/0**.

VI. **APPROVAL OF CHANGE ORDERS:** none

VII. **APPROVE LETTERS OF RECOMMENDATION AND/OR RFP'S:**
Steve Haight moved, Keith Holt seconded to approve the award for Site Work to Wickson Construction Corp in the amount of $130,300.00. A roll call **VOTE PASSED 4/0.**

Mr. Reynolds explained that there is a risk of reducing the $80,000 utility allowance to $54,000. They will know more after they receive feedback from Eversource. If needed, the funds would come from contingency. An adjustment will be made at a later date if needed.

Steve Haight moved, Karen Weston seconded to approve the award for Spray Foam Insulation to Optimum Building Systems in the amount of $22,966.00. A roll call **VOTE PASSED 4/0.**

Steve Haight moved, Keith Holt seconded to approve the award for PVC Panels to Milford Lumber in the amount of $46,044.00. A roll call **VOTE PASSED 4/0.**

These are the last three bids for the project. Any others will require change orders.

VIII. HARVEY/HARRIMAN UPDATE: Mr. Bisson showed drawings and photos of "cubbies" for the JBC to discuss as possible options for Garrison. They would be open with no doors and heavy plastic or metal. They would be placed in the halls and 4 feet high, suitable for 2 students. Plastic was recommended over metal for durability reasons. Total cost for plastic would be $80,000 and metal would be $60,000. Ms. Weston requested that the JBC view a piece of plastic, so they could have a better idea of the type of material. She also asked Mr. Bisson to verify references to ensure that customers are still happy with the product.

The JBC authorized Harriman to go out to bid for plastic cubbies to include the kindergarten classes which would be an additional $4500.

Mr. Reynolds stated that all is going well. This week, steel joists installation will be complete, framing of exterior is ongoing and windows removed. Masonry work was started this week also. There were no major surprises when the ceiling was opened.

IX. COMMITTEE FINANCIAL REPORT: Libby reviewed the working budget with the committee. She stated the reduction of $83,118.64 from contingency was after adding Change Order 1. The line is a placeholder and will be continually updated. Mr. Reynolds stated there is approximately $120,000 left in the GMP contingency.

When asked about timeline for spending the approximately $500,000 in contingency funds, Mr. DuBois recommended leaving $200,000 in the contingency, spending $300,000. He and Mr. Bisson may be able to provide a more accurate update at the next meeting.

Mr. Bisson added that he is hopeful, the FF & E will go out to bid this week with a 2-week turnaround time.

Ms. Dunton discussed her current technology plan stating renovated classrooms will have laser projectors, Classrooms not being renovated will have ceiling mounts. She is hoping to install the Top Cat system in all rooms being renovated (for amplifying voices). Classrooms not being renovated will receive a table top version. They are losing space in this renovation, so she would like to turn the computer lab into a learning space and obtain more mobile carts for technology.

X. FINANCIAL AND STATUS UPDATE: Ms. Simmons reviewed the report stating there is a budget availability of $1,018,273.36 including contingencies. She cautioned that there are still allocated expenses that have not been encumbered.

Keith Holt moved, Steve Haight seconded to approve the financial and status update. An oral **VOTE PASSED 4/0.**

XI. SAND CASTLE COMMITTEE UPDATE: Ms. Dunton stated that they are focusing on logistics for yearend activities such as 4th grade graduation. They are also starting discussions on the process for some moving into new wing and others moving into the gym in July when there is no staff available. She also is trying to determine if office staff can stay in the building over the summer. Ms. Dunton noted that there is some noise in the temporary classrooms, but the situation should improve when the acoustical panels are installed over April vacation.

XII. FFE COMMITTEE UPDATE: Ms. Dunton stated that it is going ok at this point. They are currently looking at a spreadsheet of inventory which will be translated into a bid document. The date for the "touch and feel" event is tentatively set at April 13.

XIII. DRED UPDATE: No update at this time.

XIV. REVIEW ACTION ITEMS AND BUILD NEXT AGENDA: Agenda items include DRED update, financials, manifest, change orders, FFE committee. In addition, a list of what needs to occur during the summer for contingency purposes, "cubbie" update.

XV. MATTERS OF INTEREST: Ms. Weston asked for the status of the road to the gully. Mr. White responded that filling of the road will be a possible 10-year process. A fence was installed, and drainage completed.

School tours for the City Council and School Board will occur on April 7. Garrison will be able to be included in the tour since there will be no work occurring on that date.

Mr. Ciotti requested the JBC approve a letter to Inspector Maxfield to issue permits for renovations to Garrison School. City Manager Joyal will also sign off on the building permits.
Karen Weston moved, Steve Haight seconded to request Dover Inspection Services issue permits for the renovations/alterations to Garrison School in accordance with submitted drawings. The building permit should be issued to Harvey Construction with Harriman Associates being the responsible charge. An oral **VOTE PASSED 4/0.**

XVI. ADJOURNMENT: Karen Weston moved, Steve Haight seconded to adjourn the meeting at 6:00 pm**.** An oral **VOTE PASSED 4/0.**