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| DOVER SCHOOL DISTRICT | **JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES** |
| | Meeting Type: Regular Meeting<br>Meeting Location: Superintendent's Conference Room, McConnell Ctr.<br>Meeting Date: **Tuesday, May 22, 2018**<br>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, May 22, 2018 at 4:34 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, Jan Nedelka, Karen Weston, Carolyn Mebert, Steve Haight and Keith Holt. Also, in attendance were Superintendent Bill Harbron, Harriman representative Dan Bisson, Harvey Construction representatives Carl DuBois and Adam Reynolds, Clerk of the Works Mike Brooks, GES Principal Beth Dunton, Facilities Director Jeff White and Business Administrator Libby Simmons.

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

**III. APPROVAL OF AGENDA:** Jan Nedelka moved, Karen Weston seconded to approve the agenda. An oral **VOTE PASSED 6/0.**

**IV. APPROVAL OF MEETING MINUTES FOR MAY 8, 2018**:
Jan Nedelka moved, Keith Holt seconded to approve meeting minutes of May 8, 2018 as presented. An oral **VOTE PASSED 6/0**.

**V. MANIFEST APPROVAL:**
Jan Nedelka moved, Keith Holt seconded to approve manifest CIPM#GES35 to Horizon Engineering for commissioning services through April 27 in the amount of $453.00. A roll call **VOTE PASSED 6/0**.

Jan Nedelka moved, Karen Weston seconded to approve manifest CIPM#GES36 to S.W. Cole Engineering in the amount of $950.00 for steel inspection services through May 19. A roll call **VOTE PASSED 6/0**. White Engineering is subcontracted to do the inspection.

Jan Nedelka moved, Keith Holt seconded to approve manifest CIPM#GES37 to Harvey Construction for services provided through April 30 in the amount of $264,422.75. A roll call **VOTE PASSED 6/0**.

Jan Nedelka moved, Keith Holt seconded to approve manifest CIPM#GES38 to Harriman Architects for professional and FF&E services through April 30 in the amount of $7,348.25. A roll call **VOTE PASSED 6/0**.

**VI. APPROVAL OF CHANGE ORDERS:**
Jan Nedelka moved, Keith Holt seconded to approve change order 009 in the amount of $0.00 contingency—Demo existing floors at Corridor. A roll call **VOTE PASSED 6/0.**

Jan Nedelka moved, Keith Holt seconded to approve change order 010 in the amount of $70,448.60 for Incorporate PR-006 Cubbies. MHS will be performing the work. A roll call **VOTE PASSED 6/0.**

VII. **BID FOR AUDIO EQUIPMENT:** Ms. Dunton reviewed the document and summarized the bids. Her recommendation was for Pro Av Systems even though the bid was higher since schools typically share and us the same system. This system would be used in the entire school.

Jan Nedelka moved, Karen Weston seconded to award the bid to Pro Av Systems for $51,813.32. A roll call **VOTE PASSED 6/0.**

Ms. Dunton summarized a bid for Wireless Access Points, stating that it will match the high school, as well as monitored and controlled by the high school. This will help to increase wireless capacity throughout the District. The District would be only be responsible for installation. Harvey would provide the wiring. First choice is for a local engineer our of Portsmouth to complete the work.

Karen Weston moved, Carolyn Mebert seconded to award the bid to Optiv Security, Inc. for $24,734.48. A roll call **VOTE PASSED 6/0.**

VIII. **HARVEY/HARRIMAN UPDATE including additional items list:** Mr. Reynolds stated that everything is going well. Floorings are starting to be installed, ceiling grids are in, windows are complete, vents installed, PVC panels will start to be installed next week. By June 8, most of finishes will be complete. Mr. Brooks stated that all is well, but there are still some time sensitive issues. Mr. Bisson agreed that all is going well and stated the largest issue is FF & E.

IX. **DIAGRAM/EXPLANATION OF CHAIR LOCATION:** Ms. Dunton explained that chairs are needed in all rooms including classrooms, related arts rooms, reading rooms, special education classrooms. She also shared the updated furnishings selection list. Items were prioritized so that the total was within the budget of $170,848. Vendors used will be Creative Office Pavilion, School Furnishings, and Vircom, Inc. Some of the current furniture will be used since some is in good shape. Most chairs are falling apart. The furniture should be in during the first Wednesday in August.

Steve Haight moved, Carolyn Mebert seconded to strike the limit of 500 chairs in the approval from last meeting. An oral **VOTE PASSED 6/0.**

Record Note: The motion passed at the 5/8 meeting was to go with the bid list and will modify if needed with a maximum of 500 chairs and a maximum budget of $170,848.00

X. **PR FOR CAFETERIA AND EXTERIOR:** Mr. Reynolds reviewed the potential change order for the cafeteria which would include painting, demolition, etc. He stated it is critical to approve at this point so that materials can be ordered. The cost could be approximately $36,000 more per month for a total of $72,000 if work is delayed until summer of 2019.

Keith Holt moved, Karen Weston seconded to accept $107,145 to move forward with PR-009 Cafeteria Renovation. A roll call **VOTE PASSED 6/0.**

Pricing doesn't include moisture mitigation, but that can be added if needed at a cost of $6 per square foot.

LED lights will be added when available and are grant funded.

Mr. Reynolds reviewed PR-009 which included repairing metal components on the exterior of the building. This would include removing and replacing ceiling of the kitchen area.
Mr. Ciotti commented that he would like to hold off on the kitchen renovations. Mr. Nedelka agreed, stating they had discussed not doing kitchen renovations at this time. Doors will be replaced for safety reasons.

Carolyn Mebert moved, Jan Nedelka seconded to accept $22,656.80 to move forward with PR-008. A roll call **VOTE PASSED 6/0.** This does not include kitchen related work.

**XI. FUNCTION OF LADDER:** Mr. Bisson stated that they have found a way to find a ladder system that connects 2 doors in the stage area. Ms. Dunton noted that facilities uses the area more than the building and stores air filters in the location.

**XII. COMMITTEE FINANCIAL REPORT:** Ms. Simmons reviewed financial report. After tonight's adjustments, there is a total of $419,447.60 remaining in contingency, GMP and Unobligated funds**.**

**XIII. FINALIZE SUMMER PLANNING:** Ms. Dunton is working on the June 25 moving plan and coordinating summer work spaces. There are 3 classrooms that will not be moving on that day. She thanked Mike Brooks for his help with the logistics for planning end of the year activities. Commissioning planning is occurring. Teachers will pack items now (deadline of June 1) and stored in a trailer over the summer.

**XIV. DRED UPDATE:** There is no update at this time.

**XV. REVIEW ACTION ITEMS AND BUILD NEXT AGENDA:** Agenda items include bids, wish list, Harvey additional items list, DRED update, financials, manifest, change orders. The next meeting will be June 5 at 4:30 pm.

**XVI. MATTERS OF INTEREST**: Mr. Dubois suggested completing demolition before looking at contingency amounts.

**XVII. ADJOURNMENT:** Keith Holt moved, Jan Nedelka seconded to adjourn the meeting at 6:00 pm**.** An oral **VOTE PASSED 6/0.**