



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Supt Conference Rm, McConnell Center
Meeting Date:	Tuesday, July 31, 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, July 31, 2018 at 4:46 p.m. in the Superintendent's Conference Room in the McConnell Center by JBC Chair Dennis Ciotti. In addition to Mr. Ciotti, present JBC members included Karen Weston, Keith Holt and Jan Nedelka. Carolyn Mebert and Steve Haight were excused. Also, in attendance were Harriman representative Dan Bisson, Harvey Construction representative Carl DuBois, Clerk of the Works Mike Brooks, Superintendent Bill Harbron and Principal Beth Dunton.
- II. CITIZENS' FORUM:** No one addressed the JBC.
- III. APPROVAL OF AGENDA:** Keith Holt moved, Jan Nedelka seconded to approve the agenda. An oral **VOTE PASSED 4/0.**
- IV. APPROVAL OF MEETING MINUTES FOR JULY 17, 2018:**
Karen Weston moved, Keith Holt seconded to approve meeting minutes of July 17, 2018 as presented. An oral **VOTE PASSED 4/0.**
- V. MANIFEST APPROVAL:**
Keith Holt moved, Jan Nedelka seconded to approve manifest #GES44 to Desmarais Environmental for additional work performed in the amount of \$20,340.00. A roll call **VOTE PASSED 4/0.**
- Jan Nedelka moved, Keith Holt seconded to approve manifest #GES45 to Pro AV Systems for 30% of project cost for Phase 1 in the amount of \$15,544.00. A roll call **VOTE PASSED 4/0.**
- Jan Nedelka moved, Keith Holt seconded to approve manifest #GES46 to Ockers for 36 projectors in the amount of \$98,784. A roll call **VOTE PASSED 4/0.**
- VI. APPROVAL OF CHANGE ORDERS:**
- Jan Nedelka moved, Keith Holt seconded to approve Owner's Change Order #015 in the amount of \$1,656.46 to incorporate PCO's 22, 23. A roll call **VOTE PASSED 4/0.**
- VII. HARVEY/HARRIMAN UPDATE:** Mr. Bisson updated the committee on the status of the handrails by the stage area. James Maxfield will be discussing the situation with Harriman outlining pros and cons of hand rails and if they should be installed. An update will be provided at the next meeting.
- The decking for the stage, including ladder will be included in a PR for a future meeting.
- FF&E deliveries will occur on August 8. They are talking with vendors to ensure that all items, including chairs will be delivered on the prescribed date.



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Mr. Dubois stated they are confident that everything will be completed and ready for classes. They have asked Inspector Rebecca Jalbert to visit the site next week and twice the following week to be proactive and make sure that there are no issues. Cubbies will be installed by August 13.

Many items will be done ahead of schedule including the opening of the staff toilet and abatement. Cafeteria grid is complete. Sprinkler replacement is scheduled to be completed by August 10. Flooring, including carpeting has been installed. They have all materials and are not waiting for materials. Teachers are scheduled to be able to set up rooms from 8/20-8/25. Punch issues are scheduled for 8/13 for architectural and 8/15 for engineers.

- VIII. ADMIN AREA UPDATE:** The administrative area is being finished in the next few days. Ms. Dunton shared a photo of the area and committee members were pleased with the results.
- IX. COMMITTEE FINANCIAL REPORT:** The committee reviewed the financial report provided by Ms. Simmons.
- X. FINANCIAL AND STATUS REPORT:** Karen Weston moved, Jan Nedelka seconded to approve the financial and status report. An oral **VOTE PASSED 4/0.**
- XI. DRED UPDATE:** There is no update to share.
- XII. REVIEW ACTION ITEMS AND BUILD NEXT AGENDA:** Agenda items include bids, DRED update, financials, manifest, change orders, Admin area update, FFE update. The next meeting will be August 14 at Garrison School at 4:30 pm in the Garrison School Library. The August 28 meeting may also be held at Garrison School and will be determined at the next
- XIII. MATTERS OF INTEREST:** none
- XIV. ADJOURNMENT:** Jan Nedelka moved, Keith Holt seconded to adjourn the meeting at 5:15 pm. An oral **VOTE PASSED 4/0.**