DOVER SCHOOL DISTRICT	JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES	
	Meeting Type:	Regular Meeting
	Meeting Location:	Garrison School Library
	Meeting Date:	**Tuesday, August 28, 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, August 28, 2018 at 4:39 p.m. in the Garrison School Library by JBC Chair Dennis Ciotti. In addition to Mr. Ciotti, present JBC members included Karen Weston, Keith Holt, Carolyn Mebert, Steve Haight and Jan Nedelka. Also, in attendance were Harriman representative Dan Bisson, Harvey Construction representative Carl DuBois, Clerk of the Works Mike Brooks, Business Administrator Libby Simmons, Interim Facilities Manager Joe Stone, Superintendent Bill Harbron, IT Director Christy Prosser and Principal Beth Dunton.

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 6/0.**

IV. APPROVAL OF MEETING MINUTES FOR AUGUST 14, 2018:
Jan Nedelka moved, Carolyn Mebert seconded to approve meeting minutes of August 14, 2018 as presented. An oral **VOTE PASSED 6/0**.

V. MANIFEST APPROVAL:
Jan Nedelka moved, Steve Haight seconded to approve manifest #GES51 to Harriman Architects for professional and FF&E services through July 31in the amount of $4,650.50. A roll call **VOTE PASSED 6/0.**

Mr. Harriman updated the committee on FF&E stating that furniture had arrived with minimal damages. Some of the tables were assembled, but at the incorrect height, so Mr. Bisson and Mr. Brooks changed them to the appropriate heights.

VI. APPROVAL OF POE& SWITCHES FOR OUTDOOR CAMERAS:
Jan Nedelka moved, Steve Haight seconded to approve the POE& switches in the amount of $6,587.10 to Optiv Security. A roll call **VOTE PASSED 6/0.** These items are needed to run the outdoor security system and funding will come from contingency.

VII. APPROVAL OF CHANGE ORDERS:
Jan Nedelka moved, Steve Haight seconded to approve PCO #025 for additional glazing of doors and windows in the amount of $1,154.53. A roll call **VOTE PASSED 6/0.** Funding for this item will come from Harvey contingency.

Jan Nedelka moved, Karen Weston seconded to approve PCO #026 for prep canopy lead paint in the amount of $0. A roll call **VOTE PASSED 6/0.**

VIII. HARVEY/HARRIMAN UPDATE: Mr. Dubois provided the JBC with a summary of an issue due to the need for an additional transformer. The electrical work, including the transformer and panels, is approximately $27,700. This is very preliminary and will change based on other items. Because of this issue, the gym unit cannot run. The use of fans is not enough to keep the temperature down in the gym. Mr. DuBois added that they have ordered a temporary generator to help to keep the gym cool. This generator will most likely be needed for a few weeks. The cost would be $475.00 per day. He estimated that it would be 2-3 weeks to get everything running again. If the JBC doesn't approved the use of the generator, it can be sent back. The cost would be approximately $5,000-$6,000 for the temporary solution and about $35,000 to fix the situation for a total of $41,000.

Mr. Bisson explain that the reason for this situation stating that the outside new transformer is sized correctly, but the inside panel was missed since it was in a janitor's closet hidden by the door. Mr. Bisson stated that it was Harriman's error and takes responsibility for it. The solution will be the addition of a transformer so the current one will not be wasted. At the request of the JBC, Mr. Bisson will speak to Mr. Lee about the error and a potential compensation for the cost of the temporary solution.

Steve Haight moved, Jan Nedelka seconded to approve up to $42,000 for the new transformer and for the temporary generator with the stipulation that Mr. Bisson will speak to Mr. Lee on the responsibility of extra cost. A roll call **VOTE PASSED 6/0.**

Mr. DuBois noted that this solution would not be available for Wednesday, the first day for students and the hottest day of the week. Ms. Dunton summarized her plan stating she would be arriving at 5:15 am to open doors to let the cooler air in. Fans are not providing relief since they are moving hot air around.

The JBC brainstormed ideas for Wednesday for keeping the area cool and found limited options. Ultimately, it was determined that the 64 second grade students would be told not to attend school on Wednesday, unless childcare is an issue in which case, they should attend school and other arrangements would be made for them in other classrooms for the day.

Mr. DuBois discussed issues regarding exit signs and sprinklers that Ms. Jalbert noted when she inspected.

Mr. Dunton commended Harvey Construction for all their efforts during the process and when there were unexpected issues. She also praised C&W Services for their excellent work during the process.

Inspector Jim Maxfield approved the areas after inspecting.

IX. FF&E UPDATE: Addressed earlier in the agenda.

X. RESTROOM UPDATE: Mr. Harriman summarized the situation stating that the staff restroom does not meet code requirements at the door entrance and access to fixtures. The toilet also needs to be moved due to not meeting code requirements. These are usable, but do not meet ADA requirements.

When changes are made, some storage will be lost. Currently there are PTA items and folding chairs in this area.

The question was asked if the staff restroom could be identified as non-ADA if there are other ADA compliant restrooms in the building to which the answer was in the negative.

Carolyn Mebert was excused at 5:48 pm.

Adding a second toilet was also discussed as a possibility. Mr. DuBois recommended pricing both options for the JBC.

Ms. Weston noted that after something is touched, everything must be ADA compliant if a public building.

Mr. Bisson recommended pricing of a single bathroom initially and then moving forward with pricing of a second bathroom if still requested. He confirmed that determining this cost would not be an additional cost to the District.

Keith Holt moved, Karen Weston seconded to move forward with pricing a single bathroom and explore potential of other options with Jim Maxfield for fixing the existing restroom. An oral **VOTE PASSED 5/0.**

XI. COMMITTEE FINANCIAL REPORT: Ms. Simmons reviewed the financial report. The JBC asked her to add $42,000 as a place holder for the transformer. Ms. Simmons added that there may be some reimbursements to the project when it is complete. There could be a rebate from Eversource for LED lighting for approximately $27,000. Mr. DuBois recommended submitting in December so that they could be first in line to receive the reimbursements. Ms. Bisson commented that he will look Unitil to trigger an application for their rebate.

Ms. Simmons added that they could receive grant money from the state of approximately $30,000 for security cameras.

XII. DRED UPDATE: Mr. Ciotti informed the committee that DRED representatives met with Gary Bannon and Chris Parker last week. DRED is looking at the entire city and projects at this time and information is in DRED's hands at this point. They will inform the City of the outcome when it is determined. There will be a follow up meeting in September. Gary Bannon is the point person.

It was determined that the ball field will be in that location, and the court will not be placed there. There will be a temporary fence around the area so that children don't play in that area.

XIII. REVIEW ACTION ITEMS AND BUILD NEXT AGENDA: Agenda items include bids, bathroom, generator, DRED update, financials, manifest, change orders, FFE update. The next meeting will be September 11 at the Superintendent's Office at 4:30 pm. Gary Bannon will be invited to the meeting.

XIV. MATTERS OF INTEREST: Ms. Weston asked Ms. Dunton if she needs anything from the JBC at this time. Ms. Dunton responded that she is all set for now. It was determined that the floor tile in the mail hall will be completed by Christmas.

Mr. DuBois asked to relocate the $25,000 that wasn't used in the security allowance to skim the walls in the corridor. Mr. Ciotti felt that this shouldn't happen at this time until any additional unexpected costs are known.

Dr. Harbron commended Joe Stone and C&W Services on last minute cleaning of DHS and GES. He added that the other schools look great too. Mr. Stone noted that the culture of the District has helped and the custodians all chipped in because of the culture.

Ms. Weston asked about the status of the Animal Science building. Mr. Brooks stated that it would be finished sometime next week. There is a floor finishing process that takes more time.

XV. ADJOURNMENT: Jan Nedelka moved, Steve Haight seconded to adjourn the meeting at 6:10 pm**.** An oral **VOTE PASSED 5/0.**