DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Supt. Conference Room, McConnell Center
Meeting Date:	**Tuesday, September 11, 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, September 11, 2018 at 4:30 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 arrived at 4:45 p.m. Steve Haight was excused. Also, in attendance were Harriman representative Dan Bisson, Harvey Construction representatives Carl DuBois and Adam Reynolds, Clerk of the Works Mike Brooks, Recreation Director Gary Bannon, Business Administrator Libby Simmons, and Principal Beth Dunton.

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

III. **APPROVAL OF AGENDA:** Karen Weston moved, Jan Nedelka seconded to approve the agenda as amended moving DRED Update to immediately following this item. An oral **VOTE PASSED 4/0.**

IV. **DRED UPDATE: moved up in meeting**

Mr. Bannon provided a brief summary on the DRED situation and commented that this issue should be taken care of sooner rather than later to which the JBC agreed. His recommendation would be to provide additional recreation area for the benefit of the school and city. He believes a single basketball court with 2 adjustable baskets would be the best option for younger children. Adults have the option of playing basketball at Woodman Park School. The baseball field would also need to be returned to the same location.

Mr. Bannon is optimistic that DRED will approve the recommended land swap as long as it's reasonable and maintains the requirement that it cannot currently be a park. Mr. Bannon added that he would like to take a thoughtful approach to the plan and make sure that it is exactly what the city and schools need.

Karen Weston moved, Jan Nedelka seconded to schedule a meeting between Mr. Bannon, Mr. Ciotti, Dr. Harbron, Ms. Dunton, Mr. Parker and any others requested, after Mr. Bannon researches the situation and has a plan for the resolution to the issue. An oral **VOTE PASSED 5/0.**

Mr. Bannon confirmed that he would contact Ms. LaFleur when he is ready to schedule the meeting. He is hopeful it will be within the next few weeks and added that he believes that all parties would like to work together to resolve this issue. He should be able to bring more information to the committee within the next 2 meetings.

Mr. DuBois stated that he would look for points from the surveyor's documents before Mr. Bannon does more research on the project to save him time.

It was confirmed that the JBC is responsible for replacing the baseball field. Mr. DuBois commented that the basketball hoops have been purchased and he doesn't believe they are adjustable.

V. APPROVAL OF MEETING MINUTES FOR AUGUST 28, 2018:
Jan Nedelka moved, Karen Weston seconded to approve meeting minutes of August 28, 2018 as amended. An oral **VOTE PASSED 5/0**. Language was added stating that funding for PCO #25 will come from the Harvey contingency.

VI. MANIFEST APPROVAL:
Jan Nedelka moved, Karen Weston seconded to approve manifest #GES52 to Optiv Security for POE+ Switches for outdoor cameras in the amount of $6,557.54. A roll call **VOTE PASSED 5/0.**

Jan Nedelka moved, Karen Weston seconded to approve manifest #GES53 to Harvey Construction for construction services through August 31 in the amount of $692,027.78. A roll call **VOTE PASSED 5/0.**

VII. APPROVAL OF CHANGE ORDERS:
Jan Nedelka moved, Keith Holt seconded to approve PCO #028 for replacement of two doors that were inadvertently disposed of in the amount of $0. A roll call **VOTE PASSED 5/0.** The cost will come from Harvey Contingency

VIII. HARVEY/HARRIMAN UPDATE: Mr. Reynolds stated that everything is going well, and they are making progress. The work looks good and people seem to be happy with the results.

They are starting to skim and prime walls. Two bathrooms will be complete in two weeks. They are off the generator and on permanent power as of today and the secondary transformer has been installed. Mr. Reynolds believes they will be within the not to exceed figure of $42,000 for this additional transformer.

Mr. Holt commented that the expectation is that the drawings, including the location of the hidden panels, will be available for future projects. It was determined that all areas touched by this project would be included in documentation. Mr. Ciotti will talk with the City Manager and Superintendent regarding a safe location for all documents.

Mr. Harriman is waiting a response from Mr. Lee regarding recouping costs for the transformer since it was an error in design.

Mr. Harriman stated that he has looked at replacement of a mechanical unit above the mezzanine in the cafeteria and found that it will fit but will need to be custom. This was a high priority item requested by Mr. White.

IX. **FF&E UPDATE:** Mr. Bisson stated there was a site meeting held to determine delivery for the next set of furnishings. After they verify a date, it will be released to vendors so that they can schedule delivery.

X. **RESTROOM UPDATE:** Mr. Harriman showed options and concluded the original design of the two shown would be better and more cost effective. The door frame would need to be moved slightly and piping would need to be re-routed. They also have an option for an additional toilet. Mr. Maxfield sent the sketch to Jim Maxfield to determine if the restroom can be used as a non-ADA toilet since there will other ADA compliant restrooms.

Mr. Reynolds stated the cost for a single restroom would be approximately $35,000 and double that amount for double toilets. After discussion, it was determined that a single restroom may be sufficient if the non-ADA restroom is accepted. Based on his past experience, Mr. Brooks felt that it would be accepted due to additional compliant restrooms in the same area. He added that he will ask Mr. Maxfield when he sees him.

XI. **GENERATOR UPDATE:** Discussed earlier. Mr. Ciotti thanked Harvey for their efforts to quickly resolve this situation.

XII. **COMMITTEE FINANCIAL REPORT:** Ms. Simmons reviewed the financial report. Mr. DuBois and Mr. Reynolds will review contingencies to make sure they are consistent with Ms. Simmons numbers. Mr. Reynolds commented that the $25,000 for security can be used for the restrooms.

XIII. **FINANCIAL REPORT AND STATUS UPDATE:** Jan Nedelka moved, Karen Weston seconded to approve the financial and status report. An oral **VOTE PASSED 5/0.**

XIV. **DRED UPDATE:** Discussed earlier in the agenda.

XV. **REVIEW ACTION ITEMS AND BUILD NEXT AGENDA:** Agenda items include bathroom, generator, DRED update, financials, manifest, change orders, FFE update., contingency. The next meeting will be September 25 at the Superintendent's Office at 4:30 pm.

XVI. **MATTERS OF INTEREST**: Mr. Holt asked about the status of the generator during a brief period since he had received inquiries from parents that it was offline. Mr. Reynolds confirmed they almost ran out of diesel but had some delivered quickly.

XVII. **ADJOURNMENT:** Karen Weston moved, Carolyn Mebert seconded to adjourn the meeting at 5:50 pm**.** An oral **VOTE PASSED 5/0.**