JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Supt. Conference Room, McConnell Center
Meeting Date:	**Tuesday, October 9, 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, October 9, 2018 at 4:38 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, Carolyn Mebert, Jan Nedelka and Steve Haight. Keith Holt were excused. Also, in attendance were Harriman representative Dan Bisson, Harvey Construction representatives Adam Reynolds and Carl Dubois, Clerk of the Works Mike Brooks, Facilities Director Joe Stone, Superintendent Bill Harbron, Business Administrator Libby Simmons, and Principal Beth Dunton.

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

III. **APPROVAL OF AGENDA:** Jan Nedelka moved, Karen Weston seconded to approve the agenda as presented. An oral **VOTE PASSED 5/0.**

IV. **APPROVAL OF MEETING MINUTES FOR SEPTEMBER 25, 2018**:
Jan Nedelka moved, Karen Weston seconded to approve meeting minutes of September 25, 2018 as amended. The wording, "from other projects" was inserted to the end of the sentence, "will be offset with savings" in paragraph 5 on page 3. An oral **VOTE PASSED 5/0**.

V. **MANIFEST APPROVAL:**
Jan Nedelka moved, Karen Weston seconded to approve manifest #GES55 to Harvey Construction for construction services in the amount of $506,833.41 through September 30. A roll call **VOTE PASSED 5/0.**

Karen Weston moved, Jan Nedelka seconded to approve manifest #GES56 to Horizon Engineering Associates for commissioning services in the amount of $612.00 through August 31. A roll call **VOTE PASSED 5/0.**

VI. **APPROVAL OF CHANGE ORDERS:**
Karen Weston moved, Jan Nedelka seconded to take no action on PCO #29 since this will be paid for by a school district insurance claim. A roll call **VOTE PASSED 5/0.**

PCO #34 will show up on the next Owner's Change Order.

VII. **PROPOSAL TO APPROVE DOOR CORES:**
Ms. Dunton provided a summary stating that the doors are all double-cored and are now able to be locked by key from inside and outside. Some cores were pulled from others and more will be needed for this phase. These will now meet homeland security recommendations. Connecting doors are included in this discussion.

Karen Weston moved, Jan Nedelka seconded to approve the purchase of door cores from Kelley Bros. in the amount of $3,494.40. A roll call **VOTE PASSED 5/0.**

VIII. HARVEY/HARRIMAN UPDATE: Mr. Bisson provided the Harriman update stating that everything is going well. He discussed the Eversource energy incentive submission schedule. Ms. Simmons will contact Eversource to schedule the first round after December 20.

Mr. Bisson added that he will review all change orders to obtain the percentage of what may be included in errors and omissions. They are aware of the urinal screens and the generator, but will look at all change orders.

Mr. Reynolds provided the Harvey update stated that everything is going well. Architectural finishings are starting this week. The grid is 50% complete. Most of the walls are final painted. Mill work starts on Wednesday. There is approximately 10 weeks before inspections, after which it will be turned over to C&W for cleaning.

Mr. Reynold stated that they are pricing the added ADA compliant restroom and the new pump in the boiler room.

IX. KINDERGARTEN CLASS CONFIGURATION: Mr. Reynolds stated that he is in the process of configuring the pricing for this. The current estimate is $17,000 with an additional $10,000 required for flooring and prep and another $3,000 for plumbing bringing the total to approximately $30,000.

Mr. Nedelka and Mr. Ciotti stated they are hesitant to decide on these changes due to the additional cost and unknown information. There will be time for a decision to be made on this part of the project at a later date.

Mr. Bisson added that removing the toilets and making the rooms into storage areas would be part of Wing 30.

X. FF&E UPDATE: Mr. Bisson stated a memo was sent to three vendors with a plan for furniture to be delivered from 12/26-12/28. Vendors will work with Harriman to determine a specific date and time. Mr. Bisson added that they need to make sure that Harriman representatives are present when deliveries are made so that items are delivered to the correct location.

XI. RESTROOM UPDATE: Mr. Reynolds stated that pricing for this is ongoing and he will have an update at the next meeting.

XII. COMMITTEE FINANCIAL REPORT: Ms. Simmons reviewed the financial report. Harvey's contingency, including door cores approved at today's meeting is $254,388. Mr. DuBois confirmed that they are in good shape at this time.

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

XIV. DRED UPDATE: Mr. Ciotti stated that he spoke with Mr. Bannon who will send specifics/drawings on the baseball field and requested that work begin soon. It will be built on little league standards. Mr. DuBois asked if benches are needed to which the committee responded that they didn't have benches in the past. DRED would like the phase 2 plan submitted to them so that they can make a final decision on what they will accept for overall properties. Mr. DuBois and Mr. Ciotti will work with the Dover Engineering Department on this.

XV. REVIEW ACTION ITEMS AND BUILD NEXT AGENDA: Agenda items include bathroom, K-1 configuration, DRED update, financials, manifests, change orders, FFE update. The next meeting will be October 23 at the Superintendent's Office at 4:30 pm.

XVI. MATTERS OF INTEREST: Ms. Weston asked how Open House went to which Ms. Dunton responded that it went well, and she is considering keeping the format for future years.

Mr. Ciotti stated the basketball court will most likely not be completed soon since a final location hasn't been determined yet. More discussion will occur after it is known how much is left in the contingency. Ms. Dunton stated that the basketball equipment can be stored in the trailers so that they will be out of the weather until they are needed.

XVII. ADJOURNMENT: Karen Weston moved, Jan Nedelka seconded to adjourn the meeting at 5:20 pm**.** An oral **VOTE PASSED 5/0.**