DOVER SCHOOL DISTRICT	JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES	
	Meeting Type:	Regular Meeting
	Meeting Location:	Supt. Conference Room, McConnell Center
	Meeting Date:	**Tuesday, December 4, 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, December 4, 2018 at 4:33 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 Jan Nedelka, Carolyn Mebert, Karen Weston and Keith Holt. Steve Haight arrived at 4:40 p.m. Also, in attendance were Harriman representative Dan Bisson, Harvey Construction representatives Adam Reynolds and Carl Dubois, Facilities Representative Mike Brooks, 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, Carolyn Mebert seconded to approve the agenda as presented. An oral **VOTE PASSED 5/0.**

IV. **APPROVAL OF MEETING MINUTES FOR NOVEMBER 20, 2018**:
Jan Nedelka moved, Keith Holt seconded to approve meeting minutes of November 20, 2018 as presented. An oral **VOTE PASSED 3/0 (Weston and Mebert abstained)**.

V. **MANIFEST APPROVAL:**
Jan Nedelka moved, Keith Holt seconded to approve manifest #GES67 to Harvey Construction in the amount of $192,934.59. A roll call **VOTE PASSED 4/0.**

VI. **APPROVAL OF CHANGE ORDERS:**
Jan Nedelka moved, Karen Weston seconded to approve PCO #050 in the amount of $2,319.57 for modification of sprinkler heads in wing 10. ISD request. A roll call **VOTE PASSED 6/0.**

VII. **UPDATE ON CREDITS FROM HARRIMAN:** Mr. Bisson distributed and Architect PR/Contractor CP Log and reviewed the errors and omissions with the committee. He stated that they are proud of their errors and omissions for the project that are much lower than industry standards, coming in at .38% as opposed to an AIA standard amount of 3-5%.

Mr. Nedelka felt that some of the list is selective and questioned the method for categorization. He added that there are costs beyond material costs for the errors that may not be stated. Mr. Bisson responded that some items were taken into account and included in Harriman's errors and omissions. Mr. Nedelka noted the bathroom issue where the measurements were inaccurate, and the cost was placed in the "unforeseen" column as opposed to the errors and omissions. Mr. Bisson commented that they will recalculate the errors and omissions figure to include the bathroom change. He commended Mike Halliday and Harvey Construction company noting that they work closely with the construction management company to help reduce costs. Mr. Nedelka commended both companies for being responsive.

Ms. Weston asked if a credit would be issued to which Mr. Bisson responded that Mr. Lee would need to make a determination. The JBC requested that Mr. Lee attend the next meeting to respond or to send something in writing with a response regarding a credit.

Mr. Brooks commented that under 3% is typical in the industry and anything under this amount doesn't show a large errors and omissions problem.

Mr. DuBois noted that Harriman is one of the better coordinated teams to work with, in part because they have everything in house.

Mr. Ciotti and Mr. Brooks commented that $150,000 in unforeseen costs is very low for this size budget and it was agreed by all that it could have been much worse.

VIII. HARVEY/HARRIMAN UPDATE: Mr. Reynolds stated that everything is going well and there are no concerns at this time and issues going forward are not anticipated. Floors are being waxed, movers scheduled, working through inspections who have found only minor issues so far.

Mr. Bisson stated that they have scheduled deliveries within a week and a half period of time around the holidays.

IX. HEATING SYSTEMS: Mr. Reynolds stated that they are testing the system and the consensus is that the existing configuration isn't typical. The don't know the cause of "no flow" yet. The new boiler is not linking with the existing one. The building isn't cold at this point, but the issue needs to be solved by the holiday break.

X. SECURITY SYSTEMS: Mr. Brooks hasn't spoken with Burns Security yet about the cost to fix but will contact him soon.

XI. FF&E UPDATE: addressed above

XII. COMMITTEE FINANCIAL REPORT: Ms. Simmons reviewed the financial report.

XIII. FINANCIAL AND STATUS UPDATE: Jan Nedelka moved, Keith Holt seconded to approve the financial and status update. An oral **VOTE PASSED 6/0.**

XIV. DRED UPDATE: Mr. Ciotti stated that there is no DRED update at this time. Mr. Reynolds stated that grading for the ball field has begun. They received the first load on infield mix. The only issue that may slow them down is the weather. The goal is to be completed within two weeks. They are also hoping to complete the side drainage (near the second-grade wing) also. If it isn't completed until spring, it won't be a big deal.

XV. **REVIEW ACTION ITEMS AND BUILD NEXT AGENDA:** Agenda items include DRED update, financials, manifests, change orders, FFE update, update on credits from Harriman, heating systems, security system. The next meeting will be December 18 at 4:30 p.m. in the Superintendent's Office. Originally, it was planned to be held at Garrison School, but they will be waxing floors at that time. Due to the New Year's holiday, the meeting after will be on January 15.

XVI. **MATTERS OF INTEREST**: Ms. Weston asked for an estimated date of completion to which Ms. Dunton responded that it should be sometime in the middle of June. Interviews are occurring for the vacant Clerk of the Works position which is a city position. It is unclear as to what the responsibilities will be for this position and his/her role in the Garrison project.

XVII. **ADJOURNMENT:** Karen Weston moved, Keith Holt seconded to adjourn the meeting at 5:40 pm**.** An oral **VOTE PASSED 6/0.**