DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Supt Conference Room, McConnell Center
Meeting Date:	**Tuesday, February 12, 2019**
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, February 12, 2019 at 4:35 p.m. in the Supt Conference room in the McConnell Center by Chair Dennis Ciotti. In addition to Mr. Ciotti, present JBC members included Karen Weston, Jan Nedelka and Keith Holt. Steve Haight arrived at 4:40 p.m. and Carolyn Mebert was excused. Also, in attendance were Harriman representative Dan Bisson, Harvey Construction representative Adam Reynolds, Superintendent Bill Harbron, Business Administrator Libby Simmons, Clerk of the Works Stephanie Parsons, IT Director Christy Prosser 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 amended moving Switch Discussion to follow approval of meeting minutes. An oral **VOTE PASSED 4/0.**

IV. **APPROVAL OF MEETING MINUTES FOR JANUARY 29, 2019**:
Jan Nedelka moved, Karen Weston seconded to approve meeting minutes of January 29, 2019 as amended changing "Mr. Harriman" to "Mr. Bisson" in the Matters of Interest section of the minutes. An oral **VOTE PASSED 4/0**.

V. **SWITCH (IT) DISCUSSION: moved up in the agenda.** Ms. Prosser summarized the issue stating that a switch in a Garrison closet that was damaged after installation. It cannot be repaired and there are no useful parts. A reserve switch was taken from the high school until a replacement is received. She is requesting a replacement cost of $2,620.32. Mr. Reynolds commented that he could not establish liability and how it was damaged. He will try and determine the cause of the damage and will report back to the JBC. Ms. Prosser will try and make the racks less accessible in the future

Jan Nedelka moved, Keith Holt seconded to approve $2,620.32 for replacement of this switch with funds to come out of contingency**.** A roll call **VOTE PASSED 5/0.**

VI. **APPROVAL OF CHANGE ORDERS:**
Jan Nedelka moved, Keith Holt seconded to approve PCO #053 in the amount of $6,239.58 for New CUH's (cabinet unit heaters). A roll call **VOTE PASSED 5/0.**

The 2 current cabinet heaters were not functioning. Ms. Weston requested the school look into whether this is a maintenance issue before the action is completed. Mr. Bisson will check with Mr. Brooks on issues noted with facilities since this wasn't part of Harriman's scope. Ms. Parsons noted that these units were most likely at the end of their life cycle. Ms. Weston agreed but noted that it still needed to be determined if it would come from school maintenance account or the JBC funds. Mr. Ciotti questioned why these were not discovered earlier in the project.

VII. HARRIMAN/HARVEY UPDATE:
Mr. Reynolds stated that everything is going well. Rough MEPs (mechanical, electric and plumbing) are completed. The goal is to have the above ceiling sign offs by February 28. This would allow everything to be put together by April break. Over February break, punch list on twenty wing, draining sprinkler and balance of sprinkler system. They will be circling back to occupied areas to complete punch list items. VCT on the front corridor and data cables to data closets will also be completed during break per Ms. Parsons. They will also start identifying summer projects with remaining funds. There will most likely be a savings in the GMP since they are past the bulk of surprises.

Mr. Bisson stated that the roughing has been done and outside walls are ready to spray form to seal. Everything is progressing well. Extra windows have been installed.

VIII. MANIFEST APPROVAL: Jan Nedelka moved, Keith Holt seconded to approve GES76 to D.M Burns Security in the amount of $1,100.00 for down payment to relocate rear hallway keypad to security system and relocate motion detectors in suspended tiles. A roll call **VOTE PASSED 5/0.**

Jan Nedelka moved, Keith Holt seconded to approve GES77 to Harvey Construction in the amount of $264,037.15 for construction services through January 31, 2019. A roll call **VOTE PASSED 5/0.**

IX. HEATING SYSTEMS, INCLUDING AIR LEAK UPDATE: Mr. Bisson updated the JBC on the issues. Items are out for pricing and subject to Unitil rebates. He will provide an additional update at the next JBC meeting. Ms. Parsons added that she asked if the process outlined will fix the issues. She stated the data is now available for what is required to compensate for missing head pressure so she is confident that their design capabilities are able to go backwards now to verify that pressure will be there that is required minus the baseline.
Harvey will try to find a new home for the current pump so that some of the cost may be recouped. Ms. Parsons will check with Mr. Brooks to determine if one of the Dover schools has a need for this pump.
The ducts were sealed fixing the air leaks.

X. COMMITTEE FINANCIAL REPORT: Ms. Simmons reviewed the financial report. She noted that the contingency and unobligated funds is $187,142.09 with changes made at this meeting. She is working on the reimbursement from the public infrastructure grants for the surveillance systems with Mr. Reynolds. The amount is approximately $40,000 and she will bring to the School Board for approval and then to the State for their approval. She will contact Eversource to come for the Phase 2 LED lighting rebate which is available now. Mr. Reynolds is waiting to hear from the vendor for heating system invoice which will be approximately $30,000 with all costs.

XI. FINANCIAL AND STATUS UPDATE: Karen Weston moved, Jan Nedelka moved to approve the financial and status update. A roll call **VOTE PASSED 5/0.**

XII. DRED UPDATE: Mr. Ciotti stated that there is no DRED update at this time.

XIII. REVIEW ACTION ITEMS AND BUILD NEXT AGENDA: Agenda items include financials, manifests, change orders, heating system, end of project ceremony. The next meeting will be February 26 at the McConnell Center. Mr. Holt will not be in attendance.

XIV. MATTERS OF INTEREST: Mr. Holt asked if an opening celebration discussion should be started. Ms. Dunton noted at this point, school is out on June 17 and the project is due to be complete on June 18. She would prefer to know sooner rather than later when this may occur since there are already end of the year items. Mr. Holt suggested asking the culinary program to make a cake for the ceremony.

Ms. Weston asked about the drainage issue to which Mr. Ciotti responded that one of the city engineers would be looking at the area to survey the issue. Ms. Parsons will also be involved with the discussion.

Mr. Reynolds asked the JBC to start thinking about what they would like Harvey to be involved in over the summer. He can take a look at general conditions. The monthly rate for General Conditions may be able to be reduced. Ms. Weston stated that fixing drainage is a priority and they need to make sure that they have enough to cover it. Mr. Reynolds stated his hope to have more firm numbers at the next meeting.

Mr. Ciotti asked Mr. Reynolds to send him specifications for the basketball hoops that were purchased so he can share with Mr. Bannon and Mr. Storer so that they can make plans when re-doing the parking lot.

XV. ADJOURNMENT: Karen Weston moved, Jan Nedelka seconded to adjourn the meeting at 5:40 pm**.** An oral **VOTE PASSED 5/0.**