DOVER SCHOOL DISTRICT	**JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES** Meeting Type: Regular Meeting Meeting Location: Supt Conference Room, McConnell Center Meeting Date: **Tuesday, May 7, 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, May 7, 2019 at 4:30 p.m. in the Superintendent's Conference Room in the McConnell Center by Chair Dennis Ciotti. In addition to Mr. Ciotti, present JBC members included Karen Weston, Keith Holt, Steve Haight, and Jan Nedelka. Carolyn Mebert arrived at 4:33 pm. Also, in attendance were Harriman representative Dan Bisson, Harvey Construction representative Adam Reynolds, Superintendent Bill Harbron, Business Administrator Libby Simmons, Principal Beth Dunton, C&W Facilities Manager Mike Brooks and Clerk of the Works Stephanie Parsons.

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

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

IV. **APPROVAL OF MEETING MINUTES FOR APRIL 9**:
Jan Nedelka moved, Karen Weston seconded to approve meeting minutes of April 9, 2019 as presented. An oral **VOTE PASSED 5/0**.

V. **APPROVAL OF CHANGE ORDERS:**
Jan Nedelka moved, Keith Holt seconded to approve PCO #061 in the amount of $1,796.41for replacement of corroded sprinkler heads. A roll call **VOTE PASSED 5/0.** The cost for this change was substantially less than the estimate of $6,000.

VI. **HARRIMAN/HARVEY UPDATE:** Mr. Reynolds stated that everything is going well, and wing 30 came out well. They are hopeful to refinish the gym floors next week. Final commissioning is occurring. They have received their certificate of occupancy with no issues. Exterior painting will occur next week if weather permits. The punch list is 99% complete although Ms. Dunton is creating a small list of additional items. Ms. Parsons added that she would review work also and add items if needed. Mr. Bisson stated that their work is substantially complete and all that is remaining is review of invoices.

VII. **MANIFEST APPROVAL:**
Jan Nedelka moved, Karen Weston seconded to approve GES91 to Harriman in the amount of $3,960.00 for professional services through March 31. A roll call **VOTE PASSED 6/0.**

Jan Nedelka moved, Karen Weston seconded to approve GES92 to Horizon Engineering in the amount of $1,112.08 for commissioning services for the month of January. A roll call **VOTE PASSED 6/0.**

Jan Nedelka moved, Keith Holt seconded to approve GES93 to School Furnishings for FFE invoices in the amount of $2,388.00. A roll call **VOTE PASSED 6/0.**

Jan Nedelka moved, Keith Holt seconded to approve GES94 to Optiv for replacement of HPE Aruba switch in the amount of $2,620.34. A roll call **VOTE PASSED 6/0.**

Jan Nedelka moved, Karen Weston seconded to approve GES95 to Pro AV Systems for 10 installed Lightspeed Topcats in the amount of $13,119.32. A roll call **VOTE PASSED 6/0.**

Karen Weston moved, Steve Haight seconded to approve GES96 to Harvey Construction for construction services through April 30, 2019 in the amount of $411,233.25. A roll call **VOTE PASSED 6/0.**

Karen Weston moved, Steve Haight seconded to approve GES97 to Virco, Inc. for FFE purchases in the amount of $10,647.84. A roll call **VOTE PASSED 6/0.**

Ms. Weston asked if mis-matched tiles in the hall had been fixed to which Mr. Bisson responded that they are on the punch list.

VIII. UPDATE ON PARKING LOT/LIGHTING/DRAIN LINE: Ms. Parsons talked with City Engineer Gretchen Parsons for an update. Continental Paving's cost is less that Brock's contract from last year so the recommendation is to wait for approval of the Continental bid by the City Council which will occur this week after which Ms. Young will contact them for pricing of the Garrison project. This should provide a more competitive price and Ms. Young should have more information for the next meeting.

Ms. Parsons stated that she spoke with Community Services Director John Storer who said the city street lights are on a ledger account through Eversouce which provides a LED fixture on a flat rate based on consumption. This is an add-on to the Eversouce account. Mr. Storer believes this would be the most efficient way to do this. Affinity would need to be contacted for an appropriate fixture. This would provide lighting between the building and the parking lot and will be an improvement to what is there now. There is no standardized request for lighting at this time. Ms. Parsons will contact Affinity for a recommendation for a fixture.

Mr. Bisson spoke with Ms. Young also and determined that the 2 poles would be maintained and provide wall lighting, but not parking lot lighting. One pole would shine toward the building and the other would shine toward the dumpster. Ms. Parsons clarified that this will need to be revisited with Affinity. She believes the pole near the grass area closest to the dumpsters would be re-used and a fixture added on the pole with 2 heads. A ledger would need to be added for each fixture. She doesn't think that poles would be re-located. The JBC agreed with the process outlined by Ms. Parsons who will work with Ms. Simmons on this and confirm if there will be 2 or 3 poles. Mr. Reynolds noted that Ms. Young is taking on the scope of the lighting plan at this point so Harvey will not go further with this so work won't be repetitive. Ms. Parsons stated her concern that inspectional services won't find the pole placement compliant. She stated that by Community Services taking on the coordination of recommendation for lamps, does not mean that are taking on code compliance They are just providing supplemental lighting. Ms. Parsons will check with Ms. Jalbert on timeline for another Lights Out test.

Mr. Bisson stated that Ms. Jalbert allowed them to get an occupancy permit, but still has some concerns with the building.

Ms. Weston asked if there is ample lighting on the building to which Mr. Bisson responded that lighting is sufficient.

Ms. Parsons stated that Ms. Young will put together a plan for the drain basin with the total package.

IX. **HEATING UPGRADE:** Mr. Bisson stated that he sent a proposal to the SAU to take care of oversight of replacement of the secondary boiler. This would be outside of the JBC. If selected, they have an engineer involved to make sure that everything works cohesively. Mr. Bisson would recommend that Horizon do the commissioning and re-balance the entire school after the two boilers are installed and working.

X. **COMMITTEE FINANCIAL REPORT:** Ms. Simmons reviewed the financial report. The contingency and unobligated funds after the today's approvals are $172,109.00. There is also a pending $8,000 reimbursement lighting incentive from Eversource that is not listed on the summary. She added that there are a few items, including advertising, etc. that may want to be reviewed for other uses. Mr. Ciotti mentioned a possible mural. Ms. Dunton will think about other options. The grand opening is still being planned for the first day of school.

XI. **REVIEW ACTION ITEMS AND BUILD NEXT AGENDA:** Agenda items include financials, manifests, change orders, update on parking lot/lighting/drain line, heating upgrade. The next meeting will be May 21st at the McConnell Center. Mr. Brooks noted that the boiler is still on the old system and added that Siemans will provide a cost to add the new boiler to the current system which will provide control of all boilers.

Ms. Parsons added that she has spoken with IT department and they can add a static IP address to the boiler which would make for a much less involved process. She and Mr. Brooks are awaiting communication from Siemans and hope to have more information at the next meeting. The cost for the new process should be lower and the process simpler.

Ms. Dunton stated the paint is not as durable as it should be and there are areas that will need to be repainted including walls and door frames. Mr. Reynolds will look into this before the next meeting. Ribbon Cutting Ceremony and Painting Issue will be added to the next agenda.

XII. MATTERS OF INTEREST: The meeting on June 4 will be held at Garrison School**.**

XIII. ADJOURNMENT: Karen Weston moved, Steve Haight seconded to adjourn the meeting at 5:18 pm**.** An oral **VOTE PASSED 6/0.**