# Joint Building Committee – GARRISON SCHOOL Minutes

Dover School District

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| Meeting Type: | Regular Meeting |
| Meeting Location: | Superintendent's Conference Room, McConnell Ctr |
| Meeting Date: | **Tuesday, May 21, 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 21, 2019 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 was excused. Also, in attendance were Harriman representative Dan Bisson, Harvey Construction representatives Adam Reynolds and Carl DuBois, 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:** Steve Haight moved, Keith Holt seconded to approve the agenda as presented. An oral **VOTE PASSED 5/0.**

IV. **APPROVAL OF MEETING MINUTES FOR MAY 7**:
Keith Holt moved, Karen Weston seconded to approve meeting minutes of May 7, 2019 as presented. An oral **VOTE PASSED 5/0**.

V. **APPROVAL OF CHANGE ORDERS:**
Karen Weston moved, Keith Holt seconded to approve PCCO #023 in the amount of $1,796.41. A roll call **VOTE PASSED 5/0.**

VI. **HARRIMAN/HARVEY UPDATE:** Mr. Bisson stated that everything is going well, and they are finishing up "loose ends". This wing went very well. The gym floor is in the process of being sanded. The tile that doesn't match will be fixed as part of the punch list. Mr. Reynolds will ask painters to paint the heaters in the kindergarten classes. The chipped paint issue brought up at the last meeting was discussed and there will be a "walk-through" on May 22 with representatives from Sherwin Williams, Diamond Painting, Beth and Mike Halliday.

Ms. Parsons will be involved in reviewing punch list items and the JBC would like to see a punch list also. Ms. Dunton commended Harvey Construction for their quick work on punch list items.

Mr. Reynolds agreed that everything is going well, and they will be working for a few weeks after school is out to balance the entire school and to make sure that everything is working well.

Ms. Parsons asked for a meeting between Siemen's and C&W Services to make sure that everything is turned over to C&W. She wants to make sure that C&W has time to work through and learn the systems. Mr. Reynolds will schedule a meeting with Siemen's and C&W over the next few weeks.

Mr. Reynolds stated that a water cooler was damaged and needs to be replaced. Mr. Brooks will look through the schools to determine if there is one available that was previously at the old high school.

Training will occur on the systems and it was recommended that it should be videotaped for future employees.

**VII. MANIFEST APPROVAL:**

Jan Nedelka moved, Keith Holt seconded to approve GES98 to Creative Office Pavilion in the amount of $18,070.30 for FFE purchases. A roll call **VOTE PASSED 5/0.**

Jan Nedelka moved, Keith Holt seconded to approve GES99 to School Furnishings in the amount of $13,178.39 for FFE purchases. A roll call **VOTE PASSED ~~5~~/0.**

Jan Nedelka moved, Keith Holt seconded to approve GES100 to Harriman Architects professional services through April 30, 2019 in the amount of $4,620.08. A roll call **VOTE PASSED ~~5~~/0.**

**VIII. UPDATE ON PARKING LOT/LIGHTING/DRAIN LINE:** Ms. Parsons is working on a contract with Continental Paving and is hopeful that she has numbers for the next JBC meeting. She confirmed that the appropriate size drain is available, and the City is already planning on paving Shaw's Lane so the time will work well. Ms. Parsons is working with Affinity LED on pole for fixtures and will have another update at the next meeting. ~~Reynolds updated the JBC on the heating upgrade informing the committee that there was a recent heating issue with the existing boiler. It malfunctioned last week, and the new pump had arrived, so it was able to be installed. The new boiler and pump are working, but the current boiler isn't working, and they are working with C&W Services to determine if it can be repaired. The cost for a new boiler is $37,000 and with all associated costs, it is estimated to cost $126,000. Mr. Nedelka stated his opinion that it may be best to replace now since there are people here with skills to do so. Mr. Reynolds stated that he didn't know how long it will be needed and they are taking a chance not fixing it. The decision on whether to install to be in time for winter would need to be made no later than November. Ms. Dunton noted that they discovered that the air conditioning units also run as heat pumps which is beneficial, but they run on electricity which is costly.~~

**HEATING UPGRADE**: Mr. Bisson stated that the boiler is working per design and the flow from the pump meets requirements. Mr. Nedelka asked about replacing the other boiler to which Mr. Bisson responded that it would be a decision for the School District and Board. Mr. Bisson offered for the District to use their proposal as a guide if they decide to go to bid.

~~Mr. Harriman stated they can provide the replacement service, but the contract would be separate of the JBC project. JBC funds would not be used for this project.~~

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~~IX.~~ **RIBBON CUTTING CEREMONY**: Ms. Dunton asked for suggestions on the ribbon cutting ceremony. Initially the morning of the first day of school was proposed. After discussion, it was determined that an early evening event may be preferred. Ms. Dunton stated that they have an evening open house that may also double as a ribbon cutting event. Robin LaFleur will research minutes to determine what has happened in the past and it will be discussed at the next meeting. A subgroup of Keith, Beth and Karen will discuss the event also. There are funds set aside for this event.

~~X.~~ **PAINTING ISSUE**: Discussed earlier in the agenda. Mr. Reynolds will email results to Mr. Ciotti after the meeting.

~~X.~~ **COMMITTEE FINANCIAL REPORT**: Ms. Simmons reviewed the report with the JBC.

~~X.~~ ~~**FINANCIAL REPORT AND STATUS UPDATE:** Ms. Simmons reviewed~~ the report for the committee. Keith Holt moved, Karen Weston seconded to approve the financial and status update. A roll call **VOTE PASSED 5/0.**

**XIV. REVIEW ACTION ITEMS AND BUILD NEXT AGENDA:** Agenda items include financials, manifests, change orders, update on parking lot/lighting/drain line, heating upgrade, ribbon cutting ceremony, painting issue. The next meeting will be June 4th at Garrison School in Room 32 between the library and music room.

**XV. MATTERS OF INTEREST:** Mr. Brooks asked about the catwalk platform and its' status. Mr. Holt believed that this would be re-considered after the final financial status is known. Mr. Reynolds will email the wish list so that it can be sent with the next meeting's agenda materials. He will also finalize cost estimates for items.

**ADJOURNMENT:** Steve Haight moved, Karen Weston seconded to adjourn the meeting at 5:30 pm. An oral **VOTE PASSED ~~5~~/0.**

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