DOVER SCHOOL DISTRICT	JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES	
	Meeting Type:	Regular Meeting
	Meeting Location:	Garrison School Library
	Meeting Date:	**Tuesday, July 30, 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, July 30, 2019 at 4:35 p.m. in the Garrison School Library 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 4:40 p.m. Also, in attendance were Harriman representative Mark Lee, Harvey Construction representative Adam Reynolds, Superintendent Bill Harbron, Principal Beth Dunton, Clerk of the Works Stephanie Cartabona.

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

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

IV. APPROVAL OF MEETING MINUTES FOR JULY 2: Jan Nedelka moved, Karen Weston seconded to approve meeting minutes of July 2, 2019 as presented. An oral **VOTE PASSED 5/0.**

V. APPROVAL OF CHANGE ORDERS: There were none to be approved at this meeting.

VI. MANIFEST APPROVAL: Keith Holt moved, Jan Nedelka seconded to approve GES106 to Harriman in the amount of $3,950.00 for professional services through June 30, 2019. A roll call **VOTE PASSED 5/0.**

Jan Nedelka moved, Karen Weston seconded to approve GES107 to Ockers Company for installation, configuration and testing of projectors in the amount of $2,100.00. A roll call **VOTE PASSED 5/0.**

Jan Nedelka moved, Karen Weston seconded to approve GES108 to Brox Industries for stone and loam for parking lot project in the amount of $1,475.76. A roll call **VOTE PASSED 5/0.**

Jan Nedelka moved, Keith Holt seconded to approve GES109 to Horizon Engineering for commissioning services in the amount of $10,816.00. A roll call **VOTE PASSED 5/0 (Mebert abstained).**

Jan Nedelka moved, Keith Holt seconded to approve GES110 to School Furnishings for FFE purchases in the amount of $12,222.68. A roll call **VOTE PASSED 6/0.**

Keith Holt moved, Jan Nedelka seconded to approve GES111 to MacKinnon & Sons Excavating for removal of two basketball hoops, saw cut pavement & excavation for two new hoops in the amount of $7,425.00. A roll call **VOTE PASSED 6/0.** All agreed that everything looks good.

VII. HARRIMAN/HARVEY UPDATE: Mr. Reynolds stated that everything is going well. They are waiting for Siemen's to return to upgrade controls in the boiler room. After completion, this will be commissioned and all deficiencies ready for re-inspection. This will conclude on-site activities. Gym (stage) pads are the only thing that has been an issue. The current pads have not performed well, and the installer has not been responsive. New pads will be purchased from another vendor with a cost of approximately $4,000.00.

Mr. Lee stated that the certificate of occupancy was issued last week. He will look at the project to make sure that all items have been completed.

VIII. SITE LIGHTING: Ms. Cartabona stated that she has been working with Eversource and is making progress getting the light installed on the pole. She spoke with Inspectional Services and since there is an intention to replace them, they were fine to issue the Certificate of Occupancy. Ms. Cartabona will obtain a plan from Inspectional Services showing fixtures being replaced.

Mr. Ciotti inquired about additional LED lighting to which it was determined that all lights in the District will be replaced with LED lights.

IX. POTENTIAL ADDITIONAL IMPROVEMENTS: Ms. Cartabona will share a website with Ms. Dunton that has fun things for students (recess area) including stencils, etc. Basketball striping will occur also. Ms. Dunton and Ms. Cartabona will meet to discuss additional items. She also will provide information on a portable AV system for the gym. More discussion will occur about what is needed for the school and where it should be located. Mr. Haight will share contact information of a resource with Ms. Cartabona.

X. WARRANTY DATES/CERTIFICATES OF SUBSTANTIAL COMPLETION: The date of substantial completion for #4 is incorrect, but the warranty date is accurate. Mr. Reynolds will return the documents after Harvey owners sign them.

XI. COMMITTEE FINANCIAL REPORT: Mr. Reynolds stated there is approximately $49,000 remaining in the GMP that will be returned. This will bring the total to approximately $115,000.

Ms. Weston recommended the JBC absorbing the cost of the heaters since there will be funding available. Ms. Cartabona stated a cost was submitted for heater replacement a few meetings ago, but it was yet to be determined who would be covering the cost. Ms. Weston stated her belief that the school district would be paying for this. She spoke to the City Manager and the building can be turned over to the School District after all money that needs to be spent is spent. Ms. Weston stressed that it is important to have all additional costs and numbers at the next meeting.

Ms. Weston summarized the meeting regarding the ribbon cutting ceremony and stated that if there is money left over from the $10,000 budgeted for the ceremony, they could perhaps give the remaining funds to the School District to use on like-projects such as roof work at Dover Middle School or Garrison School. Mr. Ciotti stressed that it is important that everything is done at Garrison School that needs to be before returning money to the City.

Ms. Cartabona asked for status of the catwalk to which Mr. Ciotti responded that the cost was prohibitive. Mr. Reynolds added that the company declined to re-cost it also due to their large amount of work.

Mr. Ciotti recommended talking to Mr. Brooks about anything else that may need to be completed at Garrison.

Mr. Reynolds commented that there is money in the GMP to cover the cost of the heaters. If they start now, they may be installed prior to the start of the school year.

Jan Nedelka moved, Karen Weston seconded to allocate funding to replace the floor heater in the current 1st/2nd grade wing at a cost not to exceed $13,000.00. A roll call **VOTE PASSED 6/0.**

A local thermostat was recommended for this.

Ms. Weston asked to revisit the heaters in the ceiling. She would like the JBC project to fund these and it would be an internal transfer of funds between the JBC and School District if the JBC paid for these heaters.

Ms. Dunton asked to purchase rubber feet for café tables since the current table legs are damaging the new floor. All agreed that these would be beneficial, and Ms. Dunton will work with Mr. Brooks on purchasing these with the cost most likely being low. Mr. Ciotti is able to approve the purchase if the cost is under $10,000. Any other "wish" items need to be discussed at the next meeting since the project is almost completed.

Mr. Ciotti stated his concern on cars driving in the large parking lot. Ms. Dunton assured him that gates are closed during the school day. They are opened for the morning loop and she is anticipating a change to end of the day pick this year. Details haven't been finalized or shared with parents yet. Dr. Harbron would like to see a plan on this. Granite blocks and other items were discussed as options. Ms. Dunton stated that many groups use the parking lot outside of school hours. City Engineer Gretchen Young will be asked by Ms. Cartabona to complete a striping plan of the parking lot.

XII. REVIEW ACTION ITEMS AND BUILD NEXT AGENDA: Agenda items include financials, manifests, change orders, site lighting, heater cost and timeline, project close out process, ribbon cutting.- The next meeting is August 13 at the Superintendent's Office.

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~~XIV.~~XIII. **MATTERS OF INTEREST:** Principal Dunton reported that she met with Mr. Holt and Ms. Weston about the ribbon cutting ceremony and they would like to add it to the agenda for the night of Open House which is on September 26. Weather permitting, the event will occur outside. A cake, cupcakes, water will be provided. Ms. Dunton will ask the DHS band if they are able to perform at the event. She also thought it may be a nice idea to provide teachers with a t-shirt, mug, or something similar to thank them for their patience and flexibility during the project. Possibly pencils for students. The committee recommended limiting the cost of the event to $3,000.00. The plaque will need to be ordered quickly since there is a 6-week lead time. The cost of the plaque will be split by Harvey and Harriman.

Ms. Dunton stated that she asked elementary principals if they have interest in the 2 extra basketball hoops. WPS Principal Patrick Boodey expressed interest in one of the hoops. Ms. Dunton will talk with City Recreation Director Gary Bannon to determine his interest in the hoops before responding to Mr. Boodey.

The Ribbon Cutting Ceremony on September 26 will likely be the last meeting of the GES JBC.

~~XV.~~XIV. **ADJOURNMENT:** Karen Weston moved, Steve Haight seconded to adjourn the meeting at 5:42 pm. An oral **VOTE PASSED 6/0.**