DOVER SCHOOL DISTRICT	JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES	
	Meeting Type:	Regular Meeting
	Meeting Location:	Superintendent's Conference Room, McConnell Ctr
	Meeting Date:	**Tuesday, August 13, 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, August 13, 2019 at 4:37 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, and Carolyn Mebert. Jan Nedelka arrived at 5:00 p.m. Steve Haight was excused. Also, in attendance were Harriman representative Dan Bisson, Harvey Construction representative Adam Reynolds, Superintendent Bill Harbron, Business Administrator Libby Simmons, Principal Beth Dunton, Clerk of the Works Stephanie Cartabona, C&W Manager Mike Brooks.

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

III. APPROVAL OF AGENDA: Keith Holt moved, Karen Weston seconded to approve the agenda as presented. An oral **VOTE PASSED 4/0.**

IV. APPROVAL OF MEETING MINUTES FOR JULY 30: Keith Holt moved, Karen Weston seconded to approve meeting minutes of July 30, 2019 as amended. An oral **VOTE PASSED 4/0.** On page 3, "Mr. Dunton" should be changed to "Mr. Brooks".

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

VI. MANIFEST APPROVAL: Keith Holt moved, Karen Weston seconded to approve GES111R to MacKinnon & Sons Excavating in the amount of $2,025.00 for removal of basketball hoops, saw cut pavement & excavation for new hoops. This replaces GES111 which was approved at the last meeting with an incorrect amount. A roll call **VOTE PASSED 4/0.**

Keith Holt moved, Karen Weston seconded to approve GES112 to Tri-City Masonry for work related to the Garrison School parking lot in the amount of $294.00. A roll call **VOTE PASSED 4/0.**

Keith Holt moved, Karen Weston seconded to approve GES113 to Harriman for professional services through July 31 in the amount of $5,940.00. A roll call **VOTE PASSED 4/0.** This is the last final invoice from Harriman although Mr. Bisson assured the JBC that there would be representation from Harriman at remaining meetings.

VII. HARRIMAN/HARVEY UPDATE: Mr. Bisson stated that everything is pretty much complete except updating documents, manuals, drawings, etc. The JBC will need to decide where to keep these documents which will also be provided electronically. It was agreed that it makes sense to keep some at Garrison School and Mr. Brooks will have access to others. Most funds that need to be spent have been spent with the exception of paying for the electrician for the cabinet heater. Mr. Reynolds is hopeful the heater will be installed prior to the start of the school year. The stage pads were purchased for $2,000 but and will be installed at no additional cost. Operation and maintenance manuals are being assembled and will be sent to Harriman for review prior to being given to the District. The final requisition for Harvey will be provided at the September 10 JBC meeting. Mr. Reynolds stated that there will be close to $45,000 in savings from the GMP and he will know an exact figure in a few weeks.

Dr. Mebert asked about the location of as-builts to which it was determined they would remain in the school. Ms. Cartabona will talk with to Mr. Brooks and Siemens about training. The boiler room will need to be commissioned after Siemen's completes their work.

VIII. SITE LIGHTING: Ms. Cartabona will try to obtain information on this by Friday, August 23. Mr. Ciotti is authorized to approve work up to $10,000.

IX. HEATER COST AND TIMELINE: Discussed earlier. Ms. Cartabona noted a change that was made regarding the heater and stated that it will be electronic and will have a thermostat with a local control. By using this type of heater, delivery will be expedited, and work will not be as intrusive. The cost is under the amount approved and approximately $4,000 was saved. This heat will be used only for supplemental heat.

X. POTENTIAL ADDITIONAL IMPROVEMENTS: Potential items are audio visual improvements. Ms. Cartabona stated that she spoke with IT Director Christy Prosser who said that she thought the SAU had a short throw projector that may be able to be used and will look into it in order to save costs.

Ms. Cartabona contacted the person who will be able to do the stencils and will talk with her more about it. She has a great deal of experience and will be able to provide what is needed.

Concrete is being poured for the basketball hoops so will be complete for the beginning of the school year.

Ms. Dunton requested some additional furniture for the conference room to replace some chairs and table. It was determined that there could be a quick turnaround to order furniture items and Mr. Ciotti is able to approve up to $10,000 for the purchase. There may be a 6-8-week time frame for delivery. If a current vendor is used, the bid process wouldn't be needed.

Mr. Brooks added that the items that facilities would like are large cost items and not appropriate for these funds. Ms. Dunton commented that the lot is working well so far after having had some heavy rain. Additionally, all concerns related to ADA compliance have been resolved.

Mr. Ciotti asked if the JBC should consider a wall for the parking lot since it's a large lot.
The committee discussed options for the parking lot to ensure that it is safe for students and not damaging to the pavement, while allowing for snow removal and weekend use. Ms. Dunton confirmed that there are no cars on the lot/recess area during the day. There are pros and cons to all resolutions.

Mr. Holt summarized stating the JBC is interested in using stones with something between the two openings to limit/prohibit traffic. Ms. Cartabona will look into it. A decision is needed at the next meeting. The fire department will need to approve the plan.

XI. COMMITTEE FINANCIAL REPORT: Ms. Simmons reviewed the report. She is unsure of the amount of an invoice from the City. Ms. Cartabona didn't believe it wouldn't be too high. Most items will be closed out soon.

It was determined that the heater was paid for by the JBC under PCO #53 which was the intention of the JBC since there are funds available.

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

XIII. PROJECT CLOSE OUT PROCESS: The project can be closed out after all bills have been paid. There will be a resolution to disband the JBC after this and remaining funds are transferred to the CIP to be used for like-projects.

XIV. RIBBON CUTTING CEREMONY: Ms. Dunton summarized the progress. There will be cake and cupcakes, along with mugs for teachers, pencils for students. She believes the cost will be under $1,200.00. The JBC agreed that they would like to recognize teachers for their patience and flexibility with this project.

Jan Nedelka moved, Keith Holt seconded to appropriate up to $3,000 for purchasing supplies for the ribbon cutting ceremony. A roll call **VOTE PASSED 5/0.**

Ms. Dunton shared a draft of the plaque with the JBC. Harriman will order the plaque and the costs will be shared between Harvey and Harriman.

XV. REVIEW ACTION ITEMS AND BUILD NEXT AGENDA: Agenda items include financials, manifests, change orders, site lighting, ribbon cutting. The next meeting is August 27 at Garrison School.

~~XVII.~~XVI. **MATTERS OF INTEREST:** None

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~~XVIII.~~XVII. **ADJOURNMENT:** Carolyn Mebert moved, Karen Weston seconded to adjourn the meeting at 6:10 pm. An oral **VOTE PASSED 5/0.**

*The first 30 minutes of this meeting were not audio recorded due to a technical issue.