DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room, McConnell Ctr
Meeting Date:	**Tuesday, September 24, 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, September 24, 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, Carolyn Mebert and Jan Nedelka. Steve Haight and Keith Holt were excused. Also, in attendance were Harriman representative Dan Bisson, Harvey Construction representative Adam Reynolds, Superintendent Bill Harbron, Principal Beth Dunton, Clerk of the Works Stephanie Cartabona, Business Administrator Libby Simmons, C&W Manager Mike Brooks.

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

III. APPROVAL OF AGENDA: Jan Nedelka moved, Carolyn Mebert seconded to approve the agenda as presented. An oral **VOTE PASSED 4/0.**

IV. APPROVAL OF MEETING MINUTES FOR SEPTEMBER 10: Jan Nedelka moved, Carolyn Mebert seconded to approve meeting minutes of September 10, 2019 as presented. An oral **VOTE PASSED 4/0.**

V. APPROVAL OF CHANGE ORDERS/QUOTES: There were no change orders to approve at this meeting.

VI. MANIFEST APPROVAL:

Jan Nedelka moved, Carolyn Mebert seconded to approve GES126 to Hi-Way Safety Systems in the amount of $186.91 for white line lanes, fog lines, etc. for the playground area. A roll call **VOTE PASSED 4/0.**

Jan Nedelka moved, Carolyn Mebert seconded to approve GES127 to 4Promos, LLC in the amount of $490.00 for lanyards for the dedication ceremony. A roll call **VOTE PASSED 4/0.** The lanyards will be presented to staff as a token of appreciation.

Jan Nedelka moved, Carolyn Mebert seconded to approve GES128 to New England Sealcoating Co. in the amount of $2,550.00 for a 30% deposit for painting in the playground area. A roll call **VOTE PASSED 4/0.**

Karen Weston moved, Carolyn Mebert seconded to approve GES129 to Horizon Engineering Associates in the amount of $3,004.00 for commissioning services from August 3-August 30, 2019. A roll call **VOTE PASSED 4/0.** There will be an additional invoice and a final written report from Horizon.

VII. HARRIMAN/HARVEY UPDATE:

Mr. Bisson stated that operations manuals have been reviewed by engineers and they are almost complete after a few minor changes. Mr. Reynolds stated that the stage pads will be shipped the week of October 1 and he will confirm a date to install them with Ms. Dunton. They will also be scheduling a 3-hr training on systems use. The punch list is complete for the most part.

VIII. SITE LIGHTING: Ms. Cartabona stated that the light fixture was installed today. After inspection, Eversource will be contacted and she is hopeful that it will be functioning for the open house on Thursday.

IX. RIBBON CUTTING CEREMONY: Ms. Dunton confirmed that Mr. Ciotti and Dr. Harbron will be speaking briefly at the ceremony. She will perform emcee duties for the event which will be held outdoors, weather permitting. The plaque is finished and will be unveiled at the event. The annual open house will occur immediately following the ceremony.

X. STRIPING: Ms. Cartabona contacted New England Sealcoating who will be ready to stripe in approximately a week and a half. They will review placement with Ms. Dunton. Ms. Dunton was asked if there are bike racks at Garrison to which she responded that there are 3 racks, but their locations may change. Ms. Dunton commented that some of the parking spaces are small in size and not typical. Mr. Ciotti offered to speak with Community Services Director John Storer about the inconsistent parking spaces.

XI. COMMITTEE FINANCIAL REPORT: Ms. Simmons reviewed the report. The current estimated unobligated funds are $68,313 which will most likely increase as purchase orders are closed.

XII. REVIEW ACTION ITEMS AND BUILD NEXT AGENDA: Agenda items include financials, manifests. The next meeting is scheduled for October September 24 at 4:30 pm at the Superintendent's Conference Room. If there are no manifests for approval, the meeting will be rescheduled.

XIII. MATTERS OF INTEREST: Mr. Ciotti stated he had received an email regarding heating and air conditioning being on at the same time. Ms. Dunton responded that it has been fixed. Staff have been instructed on how to use the system properly. Mr. Brooks elaborated on the issue and programming of the system. There will be more user training also.

Mr. Ciotti was also contacted about paint that is chipping. Ms. Dunton confirmed that this is an issue and Mr. Reynolds stated he will talk with the painting contractor to resolve the issue. There have been several areas touched up prior to the open house.

XIV. ADJOURNMENT: Karen Weston moved, Carolyn Mebert seconded to adjourn the meeting at 5:10 pm. An oral **VOTE PASSED 4/0.**