JOINT BUILDING COMMITTEE – GARRISON SCHOOL MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room, McConnell Ctr
Meeting Date:	**Monday, December 16, 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 Monday, December 16, 2019 at 4:35 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, Steve Haight, Jan Nedelka, and Carolyn Mebert. Keith Holt was excused. Also, in attendance were Superintendent Bill Harbron, Clerk of the Works Stephanie Cartabona, Business Administrator Libby Simmons. Garrison Principal Beth Dunton, IT Director Christy Prosser.

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

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

IV. APPROVAL OF MEETING MINUTES FOR NOVEMBER 19: Jan Nedelka moved, Steve Haight seconded to approve meeting minutes of November 19, 2019 as presented. An oral **VOTE PASSED 5/0.**

V. MANIFEST APPROVAL:
Jan Nedelka moved, Steve Haight seconded to approve GES140 to School Furnishings in the amount of $35,301.03 for FFE purchases. A roll call **VOTE PASSED 5/0.**

Jan Nedelka moved, Karen Weston seconded to approve GES141 to Horizon Engineering Associates in the amount of $1,300.00 for commissioning services through November 1, 2019. A roll call **VOTE PASSED 5/0.**

Jan Nedelka moved, Karen Weston seconded to approve GES142 to Pro AV Systems in the amount of $24,412.99 for video/audio/rack equipment/Services for the gymnasium. A roll call **VOTE PASSED 5/0.**

Karen Weston moved, Jan Nedelka seconded to approve GES143 to Liberty Electric in the amount of $4,180.00 for providing power to new projector in gym. A roll call **VOTE PASSED 5/0.**

VI. PROJECTOR ISSUE: IT Director Prosser summarized the issue to the JBC stating that the new projectors are overheating and not functioning correctly. She added that since they were under warranty, they were replaced with refurbished projectors which is their practice. The refurbished projectors are also overheating. Ms. Weston suggested review of their contract to make sure that it is an accurate replacement. Ms. Prosser continued to say that there have also been issues with Ockers with the high school project. Overheating has occurred since the beginning of the school year. There is no definitive cause to this issue.

Ms. Cartabona recommended having Liberty return to make sure the conduit was "roughed in" correctly. These were purchased by the District and are separate from Harvey or Harriman.

Ms. Simmons will review the contract. It was suggested that a letter be sent to Ockers from the Superintendent, City Manager and City Attorney.

Ms. Dunton noted that refurbished projectors may be the replacements due to an expired warranty.

Ms. Prosser will assemble a timeline for Ms. Simmons on issues with the projectors.

VII. SECTION 179D ALLOCATION FORM: Ms. Simmons summarized the request from Harvey Construction requesting the approval of the 179D by the JBC. This approval will allow Harvey to receive tax deductions for an energy efficient design and construction of an energy efficient building.

Jan Nedelka moved, Karen Weston seconded to authorize obtaining a signature from an appropriate representative of the JBC.

Mr. Nedelka and Ms. Weston withdrew their motion and second.

Ms. Cartabona questioned Harvey's qualification for this since they did not provide the design for the project.

Mr. Nedelka provided a summary of the 179D deduction allocation program.

Mr. Ciotti will contact Mr. Bisson for his thoughts on approval of this document.

Jan Nedelka moved, Karen Weston seconded to authorize an appropriate designee to sign the document, pending written approval from Harriman. An oral **VOTE PASSED 5/0.**

Jan Nedelka moved, Karen Weston seconded to reconsider the previously passed motion above. An oral **VOTE PASSED 5/0.**

Ms. Simmons stated that she contacted the City Attorney who was not familiar with the form and believed it should go to the JBC.

Jan Nedelka moved, Karen Weston seconded to authorize an appropriate designee to sign the document, pending written approval from Harriman. A roll call **VOTE PASSED 5/0.**

VIII. CLERK OF THE WORKS UPDATE: Ms. Cartabona had nothing to add to the Clerk of the Works report.

IX. COMMITTEE FINANCIAL REPORT: Ms. Simmons reviewed the report. The current estimated unobligated funds are $82,177. The only change will be is a possible increase when the Horizon invoice is received. There are no other outstanding invoices at this point. Ms. Cartabona stated that Horizon has said that they wait several months or a year to send the last invoice so that they have a chance to review the work after time to make sure everything is functioning correctly. She will contact Horizon to request their last invoice and any funds needed for an additional invoice will be paid by the School District. This will be a minimal cost.

X. FINANCIAL UPDATE:

Karen Weston moved, Jan Nedelka seconded to approve the financial update. An oral **VOTE PASSED 5/0.**

XI. REVIEW ACTION ITEMS AND BUILD NEXT AGENDA: Agenda items include financials, manifests, and a Clerk of the Works update. Lighting will also be discussed at the next meeting to determine if the JBC wants to take on the project or if it should be the city. Ms. Cartabona will meet with Mr. Parker to discuss the options before the next meeting. The next meeting date will be determined at a later date. This will most likely be the last meeting and dinner will be provided to celebrate conclusion of the project.

XII. MATTERS OF INTEREST: Ms. Dunton summarized projects that Harvey will be completing over the holiday break:

1. Address peeling paint in 1st and 2nd grade hallway. These areas will be repainted.
2. Mechanical will fix ducting and look at boiler and pilot errors.
3. Warranty issues on cameras which don't handle the cold well despite cold ratings. Replacements will arrive soon
4. Cabinet Unit Heaters

Ms. Dunton stated that DMS does not want the basketball hoops. Mr. Ciotti will talk with City Manager Mike Joyal to see if they can be used at Guppy Park. If not, one of the hoops will be given to Woodman Park School.

XI. ADJOURNMENT: Jan Nedelka moved, Karen Weston seconded to adjourn the meeting at 5:40 pm. An oral **VOTE PASSED 5/0.**