

MIDDLE SCHOOL JOINT BUILDING COMMITTEE

DATE: JANUARY 11, 2012
SUBJECT: **REGULAR JBC MEETING #46**
LOCATION: LITTLE HARBOUR CONFERENCE ROOM
TIME: 6:30 P.M.

MINUTES

- I. CALL TO ORDER – The meeting was called to order at 6:34 p.m.
- II. ROLL CALL CO-CHAIR DWYER AND CO-CHAIR LEGG
CITY COUNCIL MEMBERS SPEAR AND HEJTMANEK
SCHOOL BOARD MEMBERS STEVENS AND WALKER
CITIZEN MEMBERS CARRIER, LIST AND MIDDLETON
NON-VOTING MEMBERS BUSINESS ADMINISTRATOR BARTLETT,
SUPERINTENDENT MCDONOUGH, CITY MANAGER BOHENKO, PMS
PRINCIPAL STOKEL AND CLERK OF THE WORKS HARTREY
- III. ACCEPTANCE OF MINUTES –DECEMBER 14, 2011
MOTION: Motion to accept the minutes of December 14, 2011 by Ms. Walker
SECOND: Ms. Stevens
DISCUSSION: None
VOTE: Unanimously Approved
- IV. CORRESPONDENCE
- V. PUBLIC COMMENT
- VI. OLD BUSINESS
 - i. ALUMNI WENTWORTH FIELD UPDATE - Salmon Falls Nursery, the sod vendor for the project, reported that it is unlikely that any grubs would be present this time of year. The vendor plans on conducting a follow up in the spring.
 - ii. PARROTT AVE UPDATE – Crewmen are working weekends to assure that the project stays on schedule and that sheathing is up as soon as possible. Duct work will be available in one week and windows in two so it is important that sheathing be completed by then. The air vapor barrier is complete and brickwork has begun. The balance of the joists will arrive on Tuesday and all underground utilities are in, inspected and tested. Signage for the new parking improvements has been installed and Ms. List reports no issues so far.
 - iii. TECHNOLOGY UPDATE – The committee is beginning to narrow its focus and will ask for samples of equipment for trial by staff members. Proof of concept process for the thin client network model will be implemented for testing by the end of next week. Five weeks in February have been set aside for staff members to test drive the thin client model. Concepts agreed upon now at the new middle

school will validate the concept and model used at different schools at a later date. The committee is still on schedule to deliver purchase orders ahead of the industry's busy season.

- iv. CONSIDERATION AND APPROVAL OF FF&E PROPOSAL – Co-Chair Legg reported that the committee had concern with the original proposal. It was not fully understood what JCJ Architecture role would be regarding purchasing furniture and equipment.

Mr. Roberts explained what is involved and the amount of work necessary on his end to define quality and colors of furniture/equipment going into the new building. Mr. Roberts presented a newly revised budget totaling \$1.694 million before JCJ Architecture's consulting fee of \$138,000. Additional work on the specification will need to be done to meet the current \$1.7 million budget.

Once approved, Mr. Roberts will reach out to vendors for samples for staff members to test. All samples chosen will fall within cost, quality and scope of the project budget. After Mr. Roberts receives staff member's feedback, he will put together detailed documents and specifications for bidding purposes.

Installation will be coordinated and supervised by Clerk of the Work Hartrey. Once all furniture has been delivered and put in place, Mr. Roberts will review the final punch list and make recommendations.

To reduce the overall cost down to \$1.7 million, Principal Stokel identified furniture and equipment in good condition and appropriate to meet the needs of the new building. Co-Chair Legg commended him on his work to further reduce the budget.

MOTION: Motion to engage JCJ Architecture as consultants for the FF&E project for no more than \$138,000 by Ms. Stevens

SECOND: Ms. Walker

DISCUSSION: None

VOTE: Unanimously Approved

VII. NEW BUSINESS

VIII. MANIFEST

MOTION: Motion to approve the manifest in the amount of \$6,561.00 by Ms. Walker

SECOND: Ms. Stevens

DISCUSSION: None

VOTE: Unanimously Approved

- IX. FUTURE AGENDA ITEMS - FF&E, Technology, The next meeting is scheduled for Jan. 25th. The committee will continue to have two meetings in February, tentatively scheduled for the 8th and 22nd.

- X. ADJOURNMENT Motion to adjourn at 7:38 p.m. by Ms. Stevens and seconded by Ms. Walker