



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE DOVER HIGH SCHOOL AND REGIONAL CTC MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	DHS Library
Meeting Date:	September 29, 2020
Meeting Time:	4:30 p.m.

- I. CALL TO ORDER AND ROLL CALL:** A meeting of the Dover High School and Regional Career Technical Center Joint Building Committee was called to order on Tuesday, September 29, 2020 at 4:39 p.m. in the Dover High School and Career Technical Center Library. Present were Bob Carrier, Dennis Shanahan, Matt Severson, Sarah Greenshields, Amanda Russell, and Mark Geuther. Also present were Clerk of the Works Stephanie Cartabona, Business Administrator Mike Limanni, PC Representative Nick Rouleau, DHS Principal Peter Driscoll, DHS CTC Director Samantha Tukey, City Attorney Josh Wyatt and C&W Manager Mike Brooks. Alan Pemstein participated remotely.
- II. CITIZEN'S FORUM:** No one addressed the JBC.
- III. APPROVE MEETING MINUTES FROM AUGUST 25, 2020:** Amanda Russell moved, Dennis Shanahan seconded to approve the minutes as presented. An oral **VOTE PASSED 6/0**.
- IV. APPROVE MANIFESTS:**
- Amanda Russell moved, Sarah Greenshields seconded to approve DHSCTC322 in the amount of \$54,825.00 to PC Construction for construction services through June 30, 2020. A roll call **VOTE PASSED 6/0**. Retainage of \$28,985.00 is included in the payment.
- Amanda Russell moved, Sarah Greenshields seconded to approve DHSCTC323 in the amount of \$27,450.00 to PC Construction for construction services through July 31, 2020. A roll call **VOTE PASSED 6/0**. Retainage of \$19,889.00 is included in the payment.
- V. REVIEW AND APPROVE CHANGE ORDERS:**
- Amanda Russell moved, Dennis Shanahan seconded to approve owners change order 0039 in the amount of \$40,259.94. A roll call **VOTE PASSED 6/0**.
- VI. WOOD FLOOR—DHS REVIEW AND ACTION ITEMS:** Ms. Cartabona reviewed the letter from PC Construction summarizing a meeting attended by Peter Wotton, Mike Brooks, Jim Zorbes of New England Sports Floors and Nick Rouleau of PC Construction. This letter highlighted issues with the gym floor and added action items and the responsible party. Ms. Cartabona is working with Mr. Rouleau on the action items and she will also discuss with Mr. Wotton. Mr. Driscoll commented that the floor looks great now but expressed concern on whether gaps in the floor will re-appear as the seasons change.
- Mr. Brooks noted that three other Dover schools have a similar floor and there are gaps in them, but they close as temperatures and humidity level changes.
- A discussion ensued concerning whether acceptance of the floor in its current condition would impact any future claims against the warranty. Ms. Cartabona stated that there a service contract with the installer which calls for the floor to be refinished three more times. She also stated that she felt that the warranty period will start with the completion of the corrective actions this summer, not when the floor was installed two years ago. Ms. Cartabona recommended asking New England Sports Floors to provide a letter confirming the warranty period to which the JBC agreed.



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- VII. HMFH REQUEST FOR 179D DEDUCTION:** Mr. Limanni stated that he was not aware of a precedent for negotiating a return benefit for the owner when the deduction is passed from a local government to the designers, but he recommended approval of this request. Overall, JBC members agreed to this request made by HMFH. Mr. Geuther inquired if there are any additional charges to the JBC by HMFH to which Mr. Pemstein believed that there will be no additional charges. Mr. Shanahan stated that, based on the intent of the deduction, it would not be appropriate to include any conditions with the letter authorizing transfer of the deduction to HMFH. He stressed that this is a "Pay it Forward" action and the intent of sustainability should be kept in mind. For the most part, the JBC agreed that it would be HMFH's choice to donate back to the project.

Record Note: Confirmation occurred that Dover has received its final HMFH bill and any remaining funds can be returned to contingency. Gillespie has also been contacted to determine if there will be additional billing.

Amanda Russell moved, Matt Severson seconded to authorize City Attorney Josh Wyatt to draft a letter to HMFH stating the JBC's approval of the 179D Deduction. A roll call **VOTE PASSED 6/0**.

VIII. SOLAR PANEL UPDATE:

Mr. Limanni stated that the District is closer to obtaining login credentials so that data can be viewed. He noted that the City is beginning a significant solar project and maybe a City-wide collaboration could provide valuable data. The location of the TV screen was discussed so that data could be viewed within the school. Ms. Cartabona will work with ReVision to create a narrative in "lay-person" terms to share with the Schools and City. Mr. Limanni will provide links for public-facing data that he received from the Assistant City Planner on September 17th.

Ms. Cartabona will consult with Ms. Greenshields as needed.

- IX. INSPECTIONAL SERVICES:** Ms. Cartabona summarized the building discrepancies needed for final approval. Many of the items were marked as "closed" or "accepted". Fire alarm issue is awaiting parts and should be completed after they are received in the middle of October.

X. LIST OF WORK TO COMPLETE ITEMS DIRECT Y DHS-CLERK OF WORKS:

- a. Round Pen Update:** Ms. Tukey stated that she believes the area planned for the round pen may be too small for use with larger animals. She will work with Mr. Rouleau and Ms. Cartabona to determine if there is a larger area which would need to be at least 30 feet. Mr. Carrier asked if the funds allocated for the Round Pen could be used for anything else. It was believed that they could be used for other items since enough has been spent on the Career and Technical Center, but more investigation will occur for confirmation.
- b. Fence at Bellamy Rd, Baseball Field, Top wall near Auto:** Ms. Cartabona has documents and will be ready to put out the bid in a few weeks.
- c. Softball Dugouts:** Ms. Cartabona would like to review bid documents with the team.



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- d. Fume Hood Exhaust Fan Installation for BioMed Classroom:** Ms. Tukey stated that she feels the Fume Hood is more essential than the Round Pen at this time and a bid should be put out for this due to its importance. Ms. Cartabona stated this bid was delayed until funding availability is known.

e. Other Priority Items JBC

- XI. FINANCIAL REPORT:** Mr. Limanni reviewed financial documents. Before the next meeting, he hopes to review line items to determine if remaining funds may be returned to contingency. FFE funds may remain available for a short period of time. Mr. Carrier commented that there may be available funds remaining from the GES JBC that may be used for “like” projects which would include the DHS JBC. Mr. Limanni responded that there is still a close out process that needs to occur with the GES JBC prior to funds being available.
- XII. MATTERS OF INTEREST:** Mr. Shanahan requested that the JBC set an internal goal to identify and prioritize how all remaining project funds will be appropriated and that this plan be developed by the end of the calendar year. Mr. Severson is impressed and happy about the high level of use of the new tennis courts. All JBC members agreed they are a huge asset.
- XIII. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:** Draft HMFH letter for 179D tax deduction allocation, request a letter from New England Sports Floors regarding Gym floor warranty period start date, Round Pen, Fencing, Dugout, IS updates.
- XIV. ADJOURNMENT:** Sarah Greenshields moved, Amanda Russell seconded to adjourn the meeting at 6:00 pm. An oral **VOTE PASSED 6/0.**

This is no audio recording of this meeting due to a technical difficulty.