



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE DOVER HIGH SCHOOL AND REGIONAL CTC MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Room 305, McConnell Center
Meeting Date:	November 17, 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, November 17, 2020 at 4:37 p.m. in Room 305 of the McConnell Center. Present were Bob Carrier, Dennis Shanahan, and Mark Geuther. Matt Severson arrived at 4:40 pm, Sarah Greenshields attended remotely, and Amanda Russell was excused. Also present were Clerk of the Works Stephanie Cartabona, Business Administrator Mike Limanni, DHS Principal Peter Driscoll, DHS CTC Director Samantha Tukey, City Attorney Josh Wyatt and C&W Manager Mike Brooks. Alan Pemstein, Laura Wernick, and Nick Rouleau participated remotely.
- II. CITIZEN'S FORUM:** No one addressed the JBC.
- III. APPROVE MEETING MINUTES FROM SEPTEMBER 29, 2020:** Dennis Shanahan moved, Mark Geuther seconded to approve the minutes as presented. A roll call **VOTE PASSED 4/0.**
- IV. APPROVE MANIFESTS:**
- Dennis Shanahan moved, Mark Geuther seconded to approve DHSCTC324 in the amount of \$3,811.70 to R.P. Schifilti Associates, Inc. for a partial payment for 3rd party alarm review. A roll call **VOTE PASSED 5/0.**
- Dennis Shanahan moved, Mark Geuther seconded to approve DHSCTC325 in the amount of \$33,373.00 to PC Construction for construction services through September 30, 2020. A roll call **VOTE PASSED 5/0.** Retainage of \$8,087.00 is included in the payment.
- V. CHANGE ORDER APPROVAL/LOG:**
- Ms. Cartabona reviewed the log and noted that there is nothing left on the log that PC will be doing.
- VI. WOOD FLOOR—DHS REVIEW AND ACTION ITEMS:** Ms. Cartabona reviewed the letter submitted by New England Sports Floors providing an additional one-year warranty on the gym floor. The current warranty has already ended. The extended warranty will end on October 1, 2021. New England Floors will return to do subsequent floor finishing and striping outside of the warranty but on a service contract.
- VII. HMFH REQUEST FOR 179D DEDUCTION:**
- City Attorney Wyatt summarized the request from HMFH to receive a federal tax deduction which would be transferred to them from the DHS JBC for observing significant energy efficiency achievements within the project. The amount could be between \$40,000 and \$100,000. Ms. Wernick stated their plan is to pay it forward to their next clients. She added that they would be glad to provide a donation to the school. Her only concern is the open-endedness of the request that HMFH will continue to work with the committee until the Certificate of Occupancy is complete. Normally, she would agree, but since it has been delayed for a substantial amount of time, she would prefer an end date.



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The JBC discussed her request and understood her concerns. Mr. Severson asked how much longer before a Certificate of Occupancy is received. Ms. Cartabona responded that the list is continually updated and has been reduced to 3-4 items. They are waiting for final as-built plans from PC. A full day NFPA test will be completed during the holiday break.

Fire Chief Haas confirmed that there are minimal items remaining and added that he hasn't received the as-built plans yet but is expecting them from Griffin this week. The work has been completed and just awaiting paperwork. Chief Haas also stated that if any additional items are discovered by Inspectional Services, these will not prevent issuance of a certificate of occupancy, but will be addressed similar to issues found during annual inspections.

Mr. Shanahan proposed adding an end date for HMFH's participation so that the letter may be issued to everyone's satisfaction.

Dennis Shanahan moved, Matt Severson seconded to approve a letter regarding 179D deduction written by JBC Chair Bob Carrier with an added amendment of an end date of February 28, 2021. A roll call **VOTE PASSED 5/0**. Ms. Wernick reiterated that they would not be walking away from the project if needed and there will be no additional invoices from sub-consultants.

VIII. INSPECTIONAL SERVICES UPDATE: Chief Haas stated there are 3-4 outstanding items that need to be addressed with the largest being the fire alarm process. Plans should arrive soon, and testing should occur during the holiday break. The remaining items are minimal and will be addressed as well.

IX. LIST OF WORK TO COMPLETE ITEMS DIRECT BY DHS-CLERK OF WORKS: Ms. Cartabona stated that she had been ill and was unable to complete bids. They will be available for the next meeting. She added that City is working on a carpenter labor rate bid which she believes will be more cost effective for the JBC. She added that the City is planning on issuing a request for bids for carpentry services. This would allow tasks to be accomplished without individual bids for each task, and work will be completed with materials provided by the City, who will act as the general contractor.

- a. Round Pen Update:** The area was measured and a space has been determined for a smaller "rectangle pen".
- b. Fence at Bellamy Rd, Baseball Field, Top wall near Auto:** An RFP is being prepared
- c. Softball Dugouts:** Will be accomplished using contracted carpentry services
- d. Other Priority Items JBC**

Ms. Cartabona presented information to the JBC on HVAC Service. Trane had provided two options for service maintenance agreements with a cost of \$100,000 and \$200,000 respectively. She recommended a different option of purchasing software and training C & W Manager Mike Brooks so that he and some staff members would be able to service the system independently. He currently



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has two licensed HVAC technicians on staff. She is awaiting the cost of the software. There is no intention to purchase the service maintenance agreements.

- X. FINANCIAL REPORT:** Mr. Limanni reviewed financial documents. The JBC reviewed a priority list created by Mr. Shanahan. Ms. Cartabona recommended removing the Chill Water Glycol Concentration from the list since it there isn't an issue at this time. She suggested adding the savings from the glycol to the Fume Hood. Ms. Tukey will review CTC items to prioritize. Mr. Limanni recommended creating a subcommittee of himself, Mr. Driscoll, Ms. Tukey, Mr. Brooks and Ms. Cartabona to determine priorities and bring recommendations to the JBC. Mr. Driscoll will review FFE to determine how much of the remaining funds he would like to retain for purchases. Mr. Limanni and the JBC reviewed line items with remaining funds, the report will be updated to reflect those that are complete and will have no further funds expended.

Mr. Limanni will adjust the financial documents and add to Ms. Cartabona's list.

- XI. MATTERS OF INTEREST:** None
- XII. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:** Round Pen, Fencing, Dugout, IS updates.
- XIII. ADJOURNMENT:** Sarah Greenshields moved, Dennis Shanahan seconded to adjourn the meeting at 6:11 pm. An oral **VOTE PASSED 5/0.**