



**DOVER SCHOOL
DISTRICT**

**JOINT BUILDING COMMITTEE
DOVER HIGH SCHOOL AND REGIONAL CTC
MINUTES**

Meeting Type:	Regular Meeting
Meeting Location:	DHS/CTC Library
Meeting Date:	July 19, 2022
Meeting Time:	4:30 p.m.

1. **CALL TO ORDER AND ROLL CALL:** A meeting of the Dover High School and Regional Career Technical Center Joint Building Committee (DHS/CTC JBC) was called to order via roll call on Tuesday, July 19, 2022 at 4:40 p.m. in the DHS/CTC Library. Present were Bob Carrier, Dennis Shanahan, Matt Severson, Mark Geuther, Sarah Greenshields, and Amanda Russell. Also present were Clerk of the Works Eric Sanderson, Community Services Director John Storer, C&W Services Manager Mike Brooks, and Dover Fire and Rescue Chief Michael McShane. Business Administrator Mike Limanni arrived at 5:00 pm.
2. **CITIZEN'S FORUM:** No one addressed the JBC.
3. **APPROVE MEETING MINUTES FROM OCTOBER 21, 2021:** Amanda Russell moved, Sarah Greenshields seconded to approve the minutes as presented. A roll call **VOTE PASSED 6/0.**
4. **APPROVE MANIFESTS:**
 - a) Dennis Shanahan moved, Amanda Russell seconded DHSCTC353 in the amount of \$938.91 to Northeast Electric for materials required for wiring for new light poles by the athletic fields entrance. A roll call **VOTE PASSED 6/0.**
 - b) Dennis Shanahan moved, Amanda Russell seconded DHSCTC354 in the amount of \$3,900.00 to Northeast Electric for materials required for new light poles and fixtures by the athletic fields entrance. A roll call **VOTE PASSED 6/0.**
 - c) Dennis Shanahan moved, Amanda Russell seconded DHSCTC355 in the amount of \$1,124.37 to Shea Concrete for precast concrete posts for new light poles by the athletic fields entrance. A roll call **VOTE PASSED 6/0.**
 - d) Dennis Shanahan moved, Amanda Russell seconded DHSCTC356 in the amount of \$2,805.00 to Tri-State Sealcoating and Paving to pave the entrance to the athletic fields. A roll call **VOTE PASSED 6/0.**
 - e) Dennis Shanahan moved, Amanda Russell seconded DHSCTC357 in the amount of \$6,532.56 to Brox Industries for materials required to pave the entrance to the athletic fields. A roll call **VOTE PASSED 6/0.**
 - f) Dennis Shanahan moved, Amanda Russell seconded DHSCTC358 in the amount of \$2,571.00 to Collins Sports Center for baseball outfield fence guard. A roll call **VOTE PASSED 6/0.**
 - g) Dennis Shanahan moved, Amanda Russell seconded DHSCTC359 in the amount of \$625.95 to Martineau Electric to assemble two (2) new double-headed light poles at the athletic fields entrance. A roll call **VOTE PASSED 6/0.**
 - h) Dennis Shanahan moved, Amanda Russell seconded DHSCTC360 in the amount of \$3,833.22 to R.M.S. Electric for labor and materials to run a new 100A three-phase 208V



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feed, install a fused three-phase disconnect, fuses, circuit breaker, and convert from 240V three-phase to 208V three-phase. A roll call **VOTE PASSED 6/0**.

5. REVIEW OF OUTSTANDING ITEMS:

- a. **Gymnasium Floor**—The JBC discussed the plan to again refinish the gymnasium floor. The subcontractor has committed to return on August 1st and complete the work in three weeks to support the new school year. One strip has been removed for wear testing; results of the test are not yet available. The floor is still considered to be within the original and extended warranty provided by the installer. The JBC considers that there may be future legal action warranted if the floor is not restored to an acceptable condition.
- b. **Painting the Storage Shed by the Athletic Fields** – The paint supplier recently contacted Mr. Brooks to inform him that the paint order has been misplaced. The JBC advised Mr. Brooks to seek another supplier if the order is not recovered quickly to allow the work to begin in the very near future.

6. PROPOSAL REVIEW/DISCUSSION—USE OF TRUST FUNDS (\$69,700)

- a. **DHS Auditorium—Stage Floor**— DHS Auditorium Stage Floor- The Marley floor will be put out to bid by Mr. Limani and Mr. Brooks. Amanda Russell moved, and Sarah Greenshields seconded to approve an amount not to exceed \$7,000.00 for the floor. A roll call **VOTE PASSED 6/0**.
- b. **DHS Auditorium—Undedicated Fly Bars**— The JBC discussed the presentation received at the October 21, 2021 JBC meeting and asked that Mr. Limani meet with Jeff Leaf to discuss reconfiguring the system currently installed. This would be in conjunction with stage fly option 1 and option 4 to get the most capability from the system. This reconfiguration will then go out to bid.
- c. **Fenced animal pen**—A final plan has been developed by Mr. Brooks and the CTC Director. The facility will be a 30 by 50-foot chain link fence, using the existing turf as a floor. Mr. Severson cautioned that he believed that there may be utilities buried in the area in which the fence will be installed. Mr. Brooks stated that he believed that the utilities were routed around this area in anticipation of the construction of the previous design of the pen. He added that DigSafe protocols will be followed. Amanda Russell moved, and Sarah Greenshield seconded to authorize an amount of \$7,966.00 to GC/AAA for installation of the fence and animal water station. A roll call **VOTE PASSED 6/0**.
- d. **Stair Tread Replacement** – Mr. Brooks led a discussion of a failure of the tread materials installed on the stairs leading to the Town Square from the building foyer. Due to an inappropriate choice of materials and installation techniques, the tread material is cracking and failing. Mr. Brooks had extensive discussions with the installer to resolve this and arrived at a price that would cover only the installer's costs. The JBC went to the location



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and reviewed the condition. It was determined that the treads should be replaced with a “nora systems” installation and should include the side end caps of the stairs. Mark Geuther moved, and Sarah Greenshields seconded to authorize an amount not to exceed \$14,000 to repair the stairs.

1. **FINANCIAL REPORT:** Mr. Limanni reviewed financial information, taking in to account the authorizations passed earlier in the meeting. There will be approximately \$43,000 in remaining JBC funds after the actions taken during this meeting. Additionally, the DHC/CTC principal will likely request an additional \$9,000 for additional Furniture, Fixtures, and Equipment. Chief McShane discussed a potential expenditure to bring the bidirectional amplifier (BDA) into compatibility with a recent upgrade with the City’s radio transmitting system. It is estimated that this will cost \$4,000.00. There was general discussion of whether the JBC had liability for this work or the City. It was determined to move forward with the work due to the importance of the system.

Mr. Limani stated that the fund-raising Trust Fund contained approximately \$69,000. Mayor Carrier noted that his graduating high school class recently contributed to the fund, so that number may be higher.

After discussion, the JBC determined that when the costs of all the items discussed during today’s meeting were finalized, the remaining funds will be set aside for a future DHS/CTC (or other school project, as appropriate). Ms. Greenshields re-stated her position that the JBC should spend the remaining fund-raising Trust Funds as it was raised for just that purpose. The JBC agreed to reconstitute the fund-raising committee and solicit the school principal and other administrators for input on what projects the fund-raising money should be applied to. Any remaining funds after this would be held in trust for the School Department and School Board to administer.

2. **MATTERS OF INTEREST:** Chief McShane provided the discussion captured above in the financial report.
3. **BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:** The next meeting date is to be determined.
4. **ADJOURNMENT:** Matt Severson moved, and Amanda Russell seconded to adjourn the meeting at 6:02 pm. An oral **VOTE PASSED 6/0.**