



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE DOVER HIGH ATHLETIC COMPLEX AGENDA

Meeting Type:	Organizational Meeting
Meeting Location:	Superintendent's Conference Room, Room 402, McConnell Center, 61 Locust St., Dover, NH
Meeting Date:	Wednesday, January 31, 2024
Meeting Time:	5:00 p.m.

I. CALL TO ORDER

II. ROLL CALL ATTENDANCE

III. PUBLIC FORUM

IV. MEMBER AND STAFF INTRODUCTIONS

V. OVERVIEW OF LEGAL CONSIDERATIONS (City Attorney)

VI. ADOPTION OF OPERATING RULES

VII. SELECTION OF JBC OFFICERS

- a. Chairperson, Vice Chairperson, Secretary
- b. Discussion Regarding Minute Drafting, Posting, Final Approval

VIII. PLANNING/INPUT FROM SCHOOL ADMINISTRATORS/STAFF

IX. TIMELINE AND PROCEDURE MOVING FORWARD

- a. Tasks and Sequencing
- b. Tentative Goal for Project Completion/Commissioning
- c. Procurement of Professional Consultants
- d. Overview of Existing Budget
- e. Review of Anticipated Scoping/Feasibility Decisions, such as;
 - i. Anticipated uses post-project (school/public),
 - ii. Field surfacing,
 - iii. Reconstruction of track and bleachers,
 - iv. Lighting, bathrooms, concessions, locker rooms, press box, storage, scoreboard, sound system, equipment and/or other fixtures or features
- f. Work Site Shutdown Periods/Availability/Needs of Dover School District

X. IDENTIFY NEXT MEETING DATE/TIME

XI. ADJOURNMENT



DOVER SCHOOL DISTRICT

JOINT BUILDING COMMITTEE DOVER HIGH ATHLETIC COMPLEX

OPERATING RULES OF THE DOVER HIGH SCHOOL ATHLETIC COMPLEX JOINT BUILDING COMMITTEE

Article I. Name

The name of the committee is the **Dover High School Athletic Complex Joint Building Committee** (hereinafter "Committee").

Article II. Purpose and Authority

- A. The Committee is charged with exploring and, to the extent appropriate and authorized, undertaking substantial capital improvements to the existing Dover High School Dunaway Field (football field), track, bleachers, lighting, outdoor storage improvements, and related features. The Committee shall have the authority vested in joint building committees by applicable law. The Committee shall continue to exist unless and until dissolution/termination is undertaken pursuant to, and consistent with, applicable law.

Article III. Membership

- A. **Membership.** There are six voting members on the Committee: three members approved by the Dover School Board and three members appointed by the Dover City Council.
- B. **Attendance, Vacancies and Removal.** Each member serves at the pleasure and ongoing discretion of the appointing authority.

Article IV. Officers and Staffing

- A. **Officers.** The Committee shall have the following officers: Chairperson ("Chair"); Vice Chairperson ("Vice Chair"); Secretary. These officers shall be selected by vote of the membership and each shall serve at the pleasure and ongoing discretion of the membership for one-year terms. Officers may be re-elected.
- B. **Duties of the Chair.** The Chair shall have general supervisory and directional powers over the Committee. The Chair shall preside at all Committee meetings and set the Committee's initial agenda, which agenda may be modified and/or supplemented by motion, second, and voting of other members at the beginning of each meeting. The Chair shall also be an ex-officio member of all subcommittees and shall be the sole spokesperson for the Committee, unless this responsibility is delegated in writing.
- C. **Vice Chair.** The Vice Chair shall execute all powers of the Chair in the Chair's absence.
- D. **Secretary.** The Secretary shall take (and/or oversee designated staff's taking of) minutes of each meeting, and either transmit or ensure timely transmission of all draft minutes to the Dover City Clerk.

- E. **Staff.** The Dover School District will provide staff support to the Committee for meeting notification, typing, copying, budgeting, and other duties as requested. The City of Dover may also provide staff support/input throughout the process. All school/City staff shall remain under the direction of their respective employer(s).

Article V. Procedures

- A. **Meetings.** The Committee shall hold regular meetings as necessary at a time and place designated by the Chair. The business of the public shall be conducted in public session unless otherwise permitted by state law. All meetings of the Committee and subcommittees shall be posted to comply with state law. State law requires all meetings to be posted in two (2) places with a minimum of twenty-four (24) hours notice.
- B. **Quorum.** Four voting members of the Committee shall constitute a quorum.
- C. **Parliamentary Authority.** The Committee adopts the parliamentary rules set forth in *Robert's Rules of Order Revised, 12th ed*, except as may be provided by applicable law.
- D. **Minutes.** Minutes shall be kept for all meetings of the Committee and shall contain all information required by RSA chapter 91-A and applicable law. The minutes shall include the names of the members in attendance, all actions, motions and resolutions coming before the public body including the votes of the members (roll call votes to be recorded by individual vote of each member voting), and a summary of all relevant discussions. Draft minutes shall be provided to the City Clerk no later than five (5) business days of each meeting for posting on the City website in draft form. Draft minutes shall be clearly marked "DRAFT". Draft minutes with or without revisions shall be approved by the committee at the next meeting of the committee, or as soon as possible. Final approved minutes shall be provided to the City Clerk for posting on the city website.
- E. **Recording of Meetings.** The Committee shall arrange for video or audio recording of all public meetings consistent with the requirements of Dover's Code. All video or audio recordings shall be provided to the City Clerk within five (5) business days of the meeting.
- F. **E-mail usage.** Committee members shall refrain from using e-mail to discuss substantive policy issues with other members where the e-mail discussion directly or indirectly involves a quorum of the committee. In addition, committee members shall, unless authorized by applicable law, refrain from conducting any business of the Committee outside the view of the public.
- G. **Nonpublic meetings.** The Committee shall conduct only nonpublic meetings pursuant to the laws of the State of New Hampshire. The Chair shall conduct nonpublic meetings utilizing the Checklist prepared by the City Attorney for nonpublic meetings.
- H. **Amendment of Rules.** These rules may be repealed and/or amended at any time by a vote of the Committee.

TURF FIELDS IN NEW HAMPSHIRE (42)

Division 1 High Schools:

1. Bedford – has two, one at high school, plus a town field across the street the school uses
2. Pinkerton (Derry) – has two
3. Exeter
4. Manchester West
5. Manchester Central (Gill Stadium)
6. Nashua – Stellios Stadium (used by Nashua North, Nashua South, and Bishop Guertin)

Division 2 High Schools:

1. Oyster River (Durham) – has two, one at the high school, one at middle school
2. Portsmouth (2010; renovated 2023). Portsmouth has a muni field at Community Campus (2021) with walnut shell infill and has approved a third turf field
3. Kingswood (Wolfeboro)
4. Hanover
5. Hollis-Brookline
6. Souhegan (Amherst)
7. Goffstown

Division 3 High Schools:

1. Inter-Lakes (Meredith)
2. Laconia

Private Schools:

1. St Thomas Aquinas (Dover)
2. Phillips Exeter – has two, Phelps (stadium) and Hatch Fields
3. St. Pauls (Concord)
4. Derryfield (Manchester)
5. Trinity (Manchester – built & owned by city of Manchester at Derryfield Park
6. Berwick Academy

Colleges (Every college in NH has at least one turf field):

1. UNH has five:
 - a. Wildcat Stadium
 - b. Tucker Field (soccer)
 - c. Memorial Field (in front on Whittemore Center) – AstroTurf, being replaced with turf 2024
 - d. Bremmer Field (football practice field)
 - e. Student Rec Field
2. Dartmouth has three:
 - a. Memorial Field (stadium). Converted to turf 2006, renovated 2015
 - b. Scully-Fahey Field: AstroTurf 2000, replaced by turf in 2009;
 - c. Chase Field (field hockey): AstroTurf 2000, resurfaced 2008
3. SNHU has two: Penman Stadium (2017) – 1,500 seat grandstand; plus Larkin Field
4. St. Anselm: Grappone Stadium (2022) – 2,500 grandstand
5. Keene State: Owl Field
6. Plymouth State: Panther Field (2021)
7. Franklin Pierce U: Sodexo Field
8. Colby Sawyer College: Veitch Field (2013)
9. New England College: Melander Field (2013)
10. Rivier College: Merrill Field (2010)

St. Thomas Aquinas athletic field project - 2020



Scope of Work:

1. 126,750 sq ft of artificial turf over a 390 x 325 rectangle. The over-sized field space, equivalent to about 2.2 football fields, supports one multi-sport game field and extra practice space. Lined for football, soccer, field hockey, & lacrosse
2. Four light towers
3. 1,000 seat bleacher & press box
4. Track practice items: 3 lanes / 112 meters rubberized track with jumping pit, high jump area & pole vault box
5. Softball infield relocation. Excluded here as it was priced separately / not applicable

Budget:

Design & Engineering	\$87,000
Field & lights	\$1,888,000
Bleachers (1,000 seats)	\$529,000
Track practice items	\$100,000
Contract admin	\$45,000
	\$2,649,000

Timeline: 13.5 months start to finish. 5 months active construction.

6/27/19: Hired design & engineering
 10/7/19: RFP issued
 March 2020: Site work began
 Aug 7 2020: Complete