



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE DOVER HIGH ATHLETIC COMPLEX MINUTES

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:** A meeting of the Dover High School Athletic Complex Joint Building Committee was called to order by Michelle Clancy on Wednesday, January 31, 2024, at 5:04 p.m. in room 402 of the McConnell Center.

II. **ROLL CALL ATTENDANCE:**

Present were Fergus Cullen, Linnea Nemeth, Michelle Clancy, Craig Flynn, Ronan O'Doherty. Ernie Clark was excused.

Also present were Superintendent William Harbron, City Attorney Joshua Wyatt, C&W Services Manager Mike Brooks, Chief Financial Officer Michael Limanni, Recreation Director Gary Bannon, Principal Peter Driscoll, and Athletic Director Peter Wotton.

III. **PUBLIC FORUM:**

No one addressed the JBC.

IV. **MEMBER AND STAFF INTRODUCTIONS:**

Members and staff gave brief introductions.

V. **OVERVIEW OF LEGAL CONSIDERATIONS (City Attorney):**

- City Attorney Wyatt provided an overview of statutes that provide mechanisms for JBC. Reviewed authorities of the JBC and approvals process from the School Board and Planning Board.
- The body will exist as long as it needs to exist, work is done, and final report is made.
- Overview of prior projects timeline: Bleacher schematics from 1966, were resurfaced in the 1980's. DHS JBC was formed in 2014 with an initial plan draft.
- Provided recommendations for procedural rules.
- Recommend adopting procurement policy (school).

VI. **ADOPTION OF OPERATING RULES:**

Ronan Doherty moved; Fergus Cullen seconded to adopt the operating rules. **An oral VOTE PASSED 5/0.**

VII. **SELECTION OF JBC OFFICERS:**

a. **Chairperson, Vice Chairperson, Secretary**

Ronan O'Doherty moved; Craig Flynn seconded to nominate Fergus Cullen as Chairperson. **An oral VOTE PASSED 5/0.**

Ronan O'Doherty moved; Michelle Clancy seconded to nominate Ernie Clark as Vice Chairperson. **An oral VOTE PASSED 5/0.**

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Linnea Nemeth moved; Michelle Clancy seconded to nominate Linnea Nemeth as Secretary. **An oral VOTE PASSED 5/0.**

b. Discussion Regarding Minute Drafting, Posting, Final Approval

VIII. PLANNING/INPUT FROM SCHOOL ADMINISTRATORS/STAFF:

- Peter Wotton provided an overview of the history of track/field facilities and that he is looking forward to the project. Would like to see discussion on turf infield on baseball in addition to the other items on the list due to delays we see due to drainage/flooding.
- Michael Limanni provided an overview on his role in terms of support on financial documents.
- Gary Bannon spoke to comments about the city needing more field facilities.
- Members provided comments on the number of teams, recreation groups, and school usage this facility would service.

IX. TIMELINE AND PROCEDURE MOVING FORWARD:

Fergus Cullen provided an overview of the St. Thomas project that was completed in 2020. Items to consider; turf vs. grass, priorities given the budget, creating a complete budget given the scope we decide on for the project. Timelines will need to be considered, especially given shutdown periods. Recommended timetable to be completed in 18 months was presented.

Michael Limanni advised we also consider the continuous cost of the project as we continue as well as the timing needed for the request for additional funding appropriation.

Peter Wotton advised on how we would manage a season without facilities. Spring [track] could potentially use Oyster River, Football would need to be in Dover due to needing the Athletic Trainer on-site. Would be able to move Fall sports around the fields.

Ronan O'Doherty advised thinking creatively if we are redoing facilities, consider moving the layout to open up area. Conversation on reviewing lot lines and wetlands and conservation area to be aware of as we continue forward. Agreement in looking at this space as a blank slate with goals, problems we need to solve, and improving access.

Discussion on bleacher capacity, ensure we still have enough for Graduations. The current capacity is 4,000 with 2,500 on home and 1,500 on visitors.

a. Tasks and Sequencing

- Define scope of work so RFP can be written
- Select and hire design/engineering firm
- Select and hire contractors
- Secure budget
- Execute, keep project moving, communicate with the public

b. Tentative Goal for Project Completion/Commissioning



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- Consensus on 18-month timeframe being the goal
- Challenges remain around how to plan for baseball and football impacts depending on when the timeline impacts them

c. Procurement of Professional Consultants

Noted we will be creating RFP's eventually in the process.

d. Overview of Existing Budget

e. Review of Anticipated Scoping/Feasibility Decisions, such as.

i. Anticipated uses post-project (school/public),

ii. Field surfacing

Anticipate conversation on type of field surface (turf vs. field) and pad.

iii. Reconstruction of track and bleachers,

- Track - (number of lanes and locations)
- Bleachers – Size, home and away, press box

iv. Lighting, bathrooms, concessions, locker rooms, press box, storage, scoreboard, sound system, equipment and/or other fixtures or features

Discussed - Lighting, bathrooms, concessions, ticket booth, locker rooms, press box, surrounding storage facilities, scoreboard(s), sound system, parking (handicapped/away bus) and traffic flow behind the building, equipment and/or other fixtures or features.

f. Work Site Shutdown Periods/Availability/Needs of Dover School District

Action Items:

- Pull site plan for next meeting – Michael Limanni and Joshua Wyatt
- Tour of existing facilities with Peter Wotton (Tuesday 2/6 at 4pm)
- Plan to look at nearby facilities: St. Thomas, Exeter, Oyster River, UNH (Tentative locations, 2/16 at 3pm)

X. IDENTIFY NEXT MEETING DATE/TIME:

The next meeting date will be held on Tuesday, February 20th at 5pm.

XI. ADJOURNMENT: Michelle Clancy moved; Ronan O'Doherty seconded to adjourn the meeting at 6:42 pm. **An oral VOTE PASSED 5/0.**