



CITY OF DOVER

JOINT BUILDING COMMITTEE, SCHOOL DISTRICT MEDIA ACCESS CENTER - MINUTES

Meeting Type: Regular Meeting
Meeting Location: City Hall, 2nd Floor Conference Room, 288 Central Ave.,
Dover, NH
Meeting Date: **Monday, May 3, 2010**
Meeting Time: **6:00 p.m.**

Members Present: Parks Christenbury, Dean Trefethen, Kirt Schuman, Aviva Grasso, Sarah Fisher Fuller

Members absent: Audra Lurvey

Others Attending: Media Access Coordinator Mike Gillis

Meeting commenced at 6:00 p.m.

1. Call to Order

Chairman Christenbury called the meeting to order at 6 p.m.

2. Approval of Meeting Minutes of April 26, 2010

Motion made by Trefethen, seconded by Grasso to approve the minutes. Christenbury moved to adopt. Unanimous.

3. Discussion and Approval of JBC rules

There was discussion about ensuring that the School Board be added to the rules pertaining to monthly reports. Grasso asked that the superintendent's recommendation to include substantive e-mail communication in the meeting minutes be added to the rules. Gillis suggested adding School District to the name of the committee rules. Grasso said JBC correspondence should be on School District letterhead. Motion made by Grasso to approve the rules, as amended. Seconded by Schuman. Unanimous.

4. Financial Report

Gillis explained the cap for the project is \$375,000, a combination of franchise fees and state building aid. There was a brief discussion about whether the figure might change, but Gillis explained it was fixed and is intended to cover construction of the space and equipment. The money is in a special account controlled by the JBC. Christenbury and Gillis discussed previous estimates for construction and equipment.

5. Discussion and Approval of Request for Proposal for School District Media Access Center Construction

The committee discussed changes to the language of the RFP, including the addition of School Board, where needed, the name of the JBC, and references to the JBC to replace the City. Committee members asked that more detail about electrical configuration be included. Schuman asked, and the committee concurred, that the equipment RFP be sent



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out as soon as possible. The equipment RFP will be placed on the next agenda, Gillis said. The dates for a mandatory site walk and deadline for proposals were amended to include a site walk on May 26 and deadline for proposals as June 7. Motion made by Trefethen to approve the RFP, as amended. Seconded by Fuller. Unanimous.

6. Other Business

a. Discussion of Timeline for Construction and Installation

The committee and Gillis felt the original timeline was still achievable and was only amended to reflect the new dates for a site walk and deadline for proposals.

7. Set Next Meeting

The next meeting was set for Monday, May 17, at 6 p.m.

8. Adjourn

Motion made by Fuller to adjourn. Seconded by Christenbury. Unanimous. Meeting adjourned at 6:45 p.m.