



**DOVER  
SCHOOL  
DISTRICT**

## JOINT BUILDING COMMITTEE, SCHOOL DISTRICT MEDIA ACCESS CENTER - MINUTES (DRAFT)

Meeting Type: Regular Meeting  
Meeting Location: City Hall, 2nd Floor Conference Room, 288 Central Ave.,  
Dover, NH  
Meeting Date: **Monday, May 17, 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, City Manager J. Michael Joyal, Superintendent John O'Connor, School Board member Beth Setear (on behalf of Audra Lurvey)

### **1. Call to Order**

The meeting was called to order by Chairman Christenbury at 6 p.m.

### **2. Approval of Meeting Minutes of May 3, 2010**

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

### **3. Update on construction RFP**

Gillis explained that the construction RFP had been sent out the previous week to the list of interested vendors. He reminded the JBC about the mandatory site walk for prospective contractors on May 26.

### **4. Upcoming Dates of Interest**

#### **a. RFP walkthrough on May 26**

Gillis explained the purpose of the walk-through. The date was stated to be on May 26, at 11 a.m., beginning in Room 220 and proceeding to the third floor. Fuller asked how many contractors typically attend walk-throughs. Joyal said the number varies.

### **5. Discussion of Request for Proposal, Equipment Purchase and/or installation, for School District Media Access Center**

Gillis handed out copies of the equipment RFP to the JBC. He asked the board to review the document and vote on it by the next meeting. He said the RFP may change, depending on a forthcoming demo of equipment. He also said he would like to break down the RFP into separate requests for the purchase of equipment and for the purchase, engineering and installation of equipment. There was some discussion of options for in-house installation. Gillis went through the list of equipment. There was discussion about how to break down the RFP into requests for purchase and installation. Gillis also explained how some of the equipment allows for video on demand content via the web.



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Schuman asked whether phone specifications should be included. Joyal explained that phone service will be provided to the Access Center via the City's existing vendor. O'Connor asked about the timeline. The timeline was discussed, including installation of equipment in August and September. Gillis said the timeline is somewhat optimistic, and equipment installation may be in September. O'Connor suggested that Career Technical Center students could help install low-voltage wiring if installation occurred in September, when students were back in school. Christenbury asked if the equipment helps bring the City and School District closer to on-demand content, as exists in Newmarket. Gillis said it would.

### **6. Other Business**

#### **a. Education channel activation date**

Gillis said that Comcast has tentatively set the date for activation on the educational channel for Sept. 15. The channel number has not been determined. Gillis said that Comcast will work in concert with the installation of equipment at the Access Center.

#### **b. Other topics of interest**

### **7. Set Next Meeting**

The next meeting was set for June 10 at 6 p.m. at a location to be determined.

### **8. Adjourn**

Motion made by Grasso to adjourn. Seconded by Schuman. Unanimous. Meeting adjourned at 6:30 p.m.