



**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: **Thursday, June 10, 2010**
Meeting Time: **6:00 p.m.**

Members Present: Parks Christenbury, Dean Trefethen, Audra Lurvey, Aviva Grasso, Sarah Fisher Fuller

Members absent: Kirt Schuman

Others Attending: Media Access Coordinator Mike Gillis, City Manager J. Michael Joyal, Superintendent John O'Connor

1. Call to Order

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

2. Approval of Meeting Minutes of May 17, 2010

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

3. Review and discuss bid proposals for the construction of the School District Media Access Center

Gillis distributed copies of a bid proposal for the construction of the media access center from Martini Northern of Portsmouth. Gillis said that two bids were received following a RFP and walk-through at the location, but one was disqualified. The Martini Northern proposal was the lone bid. Gillis said the bid quote for the work for \$149,500. After a review of options for the JBC by Gillis and Joyal, including inviting Martini Northern to the next meeting of the JBC, the JBC began to discuss the proposal. Gillis said he his initial assessment of the proposal was favorable. He said the price was significantly lower than a proposal requested two years ago and Martini Northern is already familiar with the McConnell Center and City of Dover, having worked with the City and School District on several projects. Lurvey said since the Martini Northern proposal was about \$100,000 less than a rough estimate from two years ago, she would be interested in talking to Martini Northern. Christenbury said, after first blush, he would prefer not to start over by throwing out the lone bid, but meeting with Martini Northern and asking about the price and seeking assurance they can work within the established timeline. JBC members discussed some of the previous work by Martini Northern within the School District. Lurvey said she would ask School District Business Administrator Laurie Verville about her experience with Martini Northern. Gillis would check with the references cited by Martini Northern, including the City's Director of Planning and Development, Christopher Parker. Grasso said, to meet the timeline mentioned in the RFP, the JBC should meet again soon. Christenbury said if anyone contacted references individually, to



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let the whole JBC know. Joyal suggested having the staff liaison to check references and apprise the commission. Christenbury said JBC members should take the bid proposal and review by the next meeting. The commission then discussed when to meet next and would include the proposal on the next agenda. The JBC set a date to meet of Tuesday, June 15, at 6 p.m. Gillis said he would contact Martini Northern about attending the meeting. Trefethen asked Gillis if Martini Northern understood the scope of the project, based on the walkthrough and proposal. Gillis said Martini Northern seemed up to speed and asked several questions. Christenbury said it appears the company has done its homework.

4. Update and discussion of Request for Proposal, Equipment Purchase and/or installation, for School District Media Access Center

Gillis handed out updated copies of the equipment RFP to the JBC. He said it has not changed significantly since the first draft, with the exception of a few changes in equipment preferences. He said two RFPs would be issued, one for the purchase, engineering and installation of equipment, and a second for purchase only. The JBC discussed the dates for the equipment RFP, which are June 23 for a vendor meeting at the location, proposals due by July 14 and selection by July 22.

5. Account summary

Gillis handed out an account summary sheet with the total balance for the project. The balance is \$351,902.20. No money has been expended to date. O'Connor joined the meeting at this time.

6. Other Business

a. Other topics of interest

Christenbury said there had been discussion about a monthly report to the City Council and School Board. Lurvey said she would prepare a report for both bodies.

7. Set Next Meeting

The next meeting was set for June 15, at 6 p.m.

8. Adjourn

Motion made by Trefethen to adjourn. Seconded by Fuller. Unanimous. Meeting adjourned at 6:27 p.m.