



**DOVER SCHOOL
DISTRICT**

**JOINT BUILDING COMMITTEE
DOVER HIGH SCHOOL AND REGIONAL CTC
MEETING MINUTES**

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|-------------------|---|
| Meeting Type: | Regular Meeting |
| Meeting Location: | Superintendent's Conference Room , McConnell Center |
| Meeting Date: | Tuesday, April 29, 2014 |
| Meeting Time: | 5:00 p.m. |

- I. CALL TO ORDER AND ROLL CALL:** A meeting of the Dover High School and Regional Career Technical Center was called to order on Tuesday, April 29, 2014 at 5:13 p.m. at the SAU Superintendent's Conference Room. Present were Amanda Russell, Sarah Greenshields, Robert Carrier, Jason Gagnon, Wayne Coolidge and Matthew Severson. Also present were Superintendent Tony Fernandes, Business Administrator Karen Taylor, High School Principal Peter Driscoll, Career Technical Center Director Louise Paradis, DTZ representative Jeff White and Foster's reporter Kimberly Haas.
- II. PUBLIC COMMENTS:** None
- III. INTRODUCTIONS:** Members and administrators went around and introduced themselves:
- Robert (Bob) Carrier, City Council representative, current and past city/school JBC experience, contractor background
 - Jason Gagnon, City Council representative, engineering and construction background
 - Jeff White, Facilities Director., DTZ
 - Karen Taylor, Business Administrator
 - Matthew Severson, school citizen representative, engineering background
 - Wayne Coolidge, city citizen representative, contractor background
 - Sarah Greenshields, School Board representative
 - Louise Paradis, Career Technical Center Director
 - Peter Driscoll, Dover High School Principal
 - Amanda Russell, School Board representative
 - Tony Fernandes –interim Superintendent
- IV. SELECTION OF A CHAIRPERSON:** Amanda Russell moved/Jason Gagnon seconded to nominate Mr. Carrier as chairperson of the JBC. An oral **VOTE PASSED 6/0**.
- V. DISCUSSION WITH ADMINISTRATORS:** Mr. Carrier asked the administrators to give their perspective on the project and how we should proceed.
- Principal Peter Driscoll spoke about the importance of the feasibility study as a starting point and determining what is sustainable from the current building. He indicated that the updated/new structure needs to reflect 21st style education which is based on collaborative, project driven learning where teachers are the facilitators. He said we need more flexible spaces that allow us to group the students in different ways and supports updated technology. He felt that the high school could be the “flagship” of the community, including meeting spaces as well services, current and new such as mental health, dental and medical.



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CTC Director Louise Paradis commented that we need to have a center that can take us 20/30 years down the road and expand our community outreach. She indicated we are currently lacking spaces to allow us to bring the community into the school, even though we have programs with services to provide such as Cosmetology, Animal Science and Automotive. She would like to see us have space to expand programs such as the LNA program, including partnering with Wentworth Douglass Hospital. She mentioned they are considering creating a Welding and Sports Science Program and would also look at expanding the plumbing and electrical programs if it made sense within the confines of the established Tri-City agreement. Mrs. Russell felt we may need to re-visit that agreement and find out when it will be re-negotiated. She commented that the Early Childhood program could become part of the CTC and moved from WPS.

Interim Supt. Fernandes informed us that he and city manager Mike Joyal attended a senate subcommittee hearing regarding Building Aid and there are funds now readily available. The amount is based on a proposal submitted 5-6 years ago for an \$18M project and we now qualify for 75% of that, which is \$13.5M. We are not eligible for the \$13.5M right away but spread out over the next two years. The subcommittee voted unanimously to award Dover approximately \$10M and next year approximately \$3.5M at the 75%/25 % rate. In the next two weeks it will go to the senate for final approval. If endorsed, it then goes to a finance subcommittee, but it looks favorable that we will get \$10M in a matter of weeks. This could be used for the design work CIP request already approved by the city council. This is for the CTC only. He believes the council will be in favor of bonding the \$13.5M to complete the project. If we wait to accept funds the ratio will change to 60%/40%, if even available.

Supt. Fernandes said we need to review the original proposal, look at our current programs, look to future needs which are not necessarily predictable anymore and secure an engineering or site survey study.

Mr. Gagnon remarked that we need to have current projections of the population we are going to serve. Mrs. Russell responded that we may change the population that is there at a certain time with flexible hours. She shared that the committee last year talked about that maybe the students don't come to class from 7:30am to 2:30pm and instead have staggered schedules that allow for internships or exploratory programs. Mr. Gagnon added that we need to have firm understanding of what space we need before bringing in an architect and/or deciding if our current building can be utilized.

Mr. Severson agreed that we need make sure we know what spaces we need determined by what programs we have, especially in the case of the CTC programs which are very specialized. "Architects can help with some of that, but we need to make sure we know what



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we want. This will save us money in the long run.” Mr. Carrier shared that the architect for the Police Station/Parking project initially interviewed the entire staff and asked “What are problems? What do you need?” He said that allowed us to formulate what we needed and we need to do the same with the school departments. He felt this could be done ourselves or with an architect. Mr. Gagnon was concerned that the architect would have the specific educational background. Mr. Severson responded that most firms would have educational experts that would be able to bridge from the educational/conceptual side to the building side and we would interview for that in the RFQs (Request for Qualification).

Mrs. Greenshields was also concerned that we might need a special conceptual consultant first to make sure we address all ideas put forth from the vision committee. Mr. Gagnon agreed. Mr. Severson responded that many architectural firms will have space planning specialist and that we need to be specific in our RFP (i.e., include a detailed scope of work and expectations). He asserted that the more detailed the document more we can control the cost and the schedule. Ms. Paradis commented that they have already started that process.

Business Administrator Karen Taylor remarked that she could have a building person from DOE to speak to us to help map our process. Mr. Carrier agreed we should go forward with that. Ms. Paradis said we also already have plans of other schools to work from.

Mr. Gagnon brought up that we do not know what careers we will need to be preparing students for based on history and that it is even more important that we build space that will be flexible and can evolve with the trades. Mr. White added that our trades’ people are aging out and that having a workforce trained in the trades is going to continue to be important in the community. Mr. Carrier added that he has heard that the high tech companies are starving for students coming out of the CTC programs.

Mr. Carrier brought up the campus model, which would allow us to utilize parts of the current building, if feasible and help us be cost effective. Ms. Paradis commented we need to make sure we think about current school needs during a renovation. Ms. Taylor added that we will need to be aware of that for athletic fields and facilities, as well. Mr. Severson commented that sequencing is of great importance and we need be concerned about safety for workers and students.

Mr. Severson asked about when funds are available. Supt. Fernandes responded that the Building Aid is not available until 7/1/14, but we have CIP funds available immediately to begin feasibility study.

Mr. Gagnon asked how funds would be split regarding the design phase if those fees are applied to our 25% match. Ms. Taylor will research and clarify.



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VI. TIMELINE AND PROCEDURE MOVING FORWARD:

- a. Ms. Taylor will have conversation this week with Dan Lynch, Finance Director regarding cash flow and setting up proper accounts regarding approved funds.
- b. Ms. Taylor will contact DOE to see if they can to speak to group.
- c. Mrs. Russell will provide documents from vision committee for next meeting.
- d. Ms. Taylor will contact Ann Legere for RFQ template.
- e. Next meeting will be at 5pm on Tuesday 5/13. At next meeting we will discuss meeting schedule going forward.
- f. Mrs. Russell will confirm that we have a JBC email group
- g. Agenda items will be sent by Thursday 10am before meeting
- h. Citizens forum will be added to each agenda as second item

VII. ADJOURNMENT: Sarah Greenshields moved/Jason Gagnon seconded to adjourn the JBC meeting at 6:25 p.m. An oral **VOTE PASSED 6/0.**

Respectfully submitted,

Robert Carrier

Robert Carrier, Joint Building Committee Chairperson
RC/mfg