



**DOVER SCHOOL
DISTRICT**

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

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room, McConnell Center
Meeting Date:	Tuesday, June 24, 2014
Meeting Time:	4:30 p.m.

- I. CALL TO ORDER AND ROLL CALL:** A meeting of the Dover High School and Regional Career Technical Center Joint Building Committee was called to order on Tuesday, June 24, 2014 at 4:30 p.m. at the SAU Superintendent's Conference Room. Present were Robert Carrier, Amanda Russell, Sarah Greenshields, Jason Gagnon, Wayne Coolidge and Matthew Severson. Also present were Superintendent Tony Fernandes, Business Administrator Karen Taylor, High School Principal Peter Driscoll and Career Technical Center Director Louise Paradis.
- II. APPROVAL OF MEETING MINUTES FROM MAY 13, 2014:** Sarah Greenshields moved, Wayne Coolidge seconded to approve the minutes of the meeting listed above. An oral **VOTE PASSED 6/0.**
- III. CITIZENS' FORUM:** No citizens were present.
- IV. DISCUSS DHS/CTC FACULTY SURVEY RESULTS:**

Committee members reviewed the survey results packet. Principal Driscoll advised the committee that the survey was given out to each department. He commented on how prevalent the themes of 21st century learning (technology driven and flexible space) were in the responses. He promoted the pod concept where departments have a pod that is tailored to their specific space needs. He thought it notable how many comments there were about the cafeteria area and the way meals were handled. He was surprised that this was communicated so strongly through the staff and felt it indicated how important an issue it was. Mr. Severson asked about the computer lab concept and whether they would be necessary if we are looking to have a 1:1 student/computer ratio. Due to the timeline for reaching that ratio, it was felt there would need to be a mix. Mrs. Russell commented that it was encouraging to see that many of the items considered important by the staff were the same as those the JBC and the vision committee had identified. She felt it indicates that the two committees are thinking along the same lines as the faculty and if three different groups are thinking similarly, we are probably on the right track. Mr. Severson noticed there were many comments on desiring natural light in the classrooms. He suggested we tour other schools that have been built recently and have concepts we are interested in. The committee fully agreed and came up with a list of schools to be contacted to coordinate visits.

Mr. Carrier mentioned there was also a checklist that Ms. Taylor put together from meeting notes. Mr. Gagnon asked about the multiple comments in the survey regarding using the old McIntosh college buildings while the construction was going on. Mrs. Russell explained that the facilities had been toured a couple of years ago and did not come close to meeting state standards for housing students and therefore were not an option. Ms. Taylor was in full agreement with that statement from the research she had done.



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The committee discussed the importance of not disrupting student learning and maintaining a safe environment during the entire construction process. It was agreed that this would be a priority whether a new building was built or with renovations on any section of the high school or CTC. Mr. Severson also brought up the concern about traffic issues during the project and whether or not this might partly fall under the city's responsibility for traffic flow (as far as 108 and Bellamy road). The committee agreed this was another major issue. Ms. Taylor mentioned that it appeared we were not entertaining any other sites in Dover to build on. Mr. Carrier asked that the committee further review the survey results packet at home for the next meeting.

- V. DISCUSS RFQ:** Mr. Carrier stressed the importance that the RFQ cover what the request for the company is, i.e. their experience, that they are bonded, a good solid firm, that they have sub-contractors w/in their system familiar with school systems and career technical centers, etc. Mr. Severson agreed that we need to have specific selection criteria regarding exactly who we are hiring. Mr. Carrier stated that for the Police station project the RFQs were reviewed and that about 5 firms were selected to then submit a RFP for the project. Mr. Severson asked if we used the QBS process. Mr. Carrier answered that the city process is similar and went on to explain that for past large scale projects they have started with the RFQ for the design team and then later put out an RFQ for the construction mgmt team. Mr. Severson was concerned that using that order might allow a design team company to submit a low bid that would later inflate because of cost projections that were not realistic and that having a construction team working in conjunction with the design team might mitigate that. Mr. Carrier commented that possibility could be considered, but the order used in the past has been successful and we have to be careful of the timeline and how that could be affected. He felt there should be further discussion on the point and that they could look at how it worked in past projects. Ms. Taylor asked for clarification on whether we need to post the two RFQs concurrently or consecutively. The committee felt they could stagger the two so that the RFQ for the design team could get out in the next two weeks. Mr. Gagnon asked about bringing in a value engineer. Mr. Severson responded that while it can be helpful in some situations, one has to make sure that cost analysis is done with the big picture in mind and that adjustments/substitutions made for pricing reasons in the short term don't end up costing the school district money later. He felt the construction manager should be the one to make those choices.

Mrs. Greenshields commented that we need to have a more specific description of what the Dover school district is looking for, specifically the vision. Mr. Carrier commented that the checklist would be a good place to start for the introduction and project description. Mr. Gagnon suggested the following sentence, "The successful applicant will be able to produce and design for a progressive 21st century educational facility that is adaptable to future needs with low operating costs to meet the needs of the DSD for 100 years." Ms Taylor asked that



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members email her their comments and that she would revise the document by Thursday to then be reviewed again. Mrs. Greenshields asserted that it would be especially important to include information regarding our funds for the CTC portion that are immediately available. Mr. Severson commented that we should also include a program of studies in the attachments. Principal Driscoll felt that the *wordle* from the vision committee would be a helpful and powerful attachment. It was agreed there would be value in attaching the *wordle* and curriculum for both the high school and the CTC. Mrs. Greenshields mentioned that it might be helpful to have the list of what needs to be submitted more clearly stated. Ms. Taylor agreed. Mr. Severson and Mr. Gagnon voiced concern that the qualifications need to be listed more specifically. Mrs. Russell responded that the more specific qualification list would be better used once we have RFQs in hand. Mr. Carrier agreed that the qualification of firms would quickly be apparent once the RFQs were looked at. Lastly, Mr. Gagnon and Mr. Severson wanted to make sure that the traffic issues were identified as a major part of the project design.

VI. OUTLINE OF ACTION ITEMS:

- a. Melissa will obtain contact information for the following schools to set up tours:
 - i. Exeter High School, Exeter, NH
 - ii. Kingswood Regional High School, Wolfeboro, NH
 - iii. Sanborn Regional High School, Kingston, NH
 - iv. Marshwood High School, South Berwick, ME
 - v. Worcester Technical High School, Worcester, MA
 - vi. Proctor Academy, Andover, NH
 - vii. Pinkerton Academy, Derry, NH
- b. Ms. Taylor will add more specific information to the Introduction, Project Description and Information Available sections of the RFQ and send to the committee members for review by the morning of Thursday 7/26. The committee will review and send back to Karen by the afternoon of Friday 7/27.

VII. ADJOURNMENT: Sarah Greenshields moved/ Amanda Russell seconded to adjourn the JBC meeting at 5:55 p.m. An oral **VOTE PASSED 6/0.**

Respectfully submitted,

Melissa F. Glidden

Melissa F. Glidden, Recording Secretary