



**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:	<b>Tuesday, May 13, 2014</b>
Meeting Time:	<b>5:00 p.m.</b>

- 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, May 13, 2014 at 5:01 p.m. at the SAU Superintendent's Conference Room. Present were Robert Carrier, Amanda Russell, Sarah Greenshields, Jason Gagnon and Wayne Coolidge. Matthew Severson was absent. 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, City of Dover Finance Director Dan Lynch, City of Dover City Planner Christopher Parker and citizen Sean Hoeing.
- II. APPROVAL OF MEETING MINUTES FROM APRIL 29, 2014:** Amanda Russell moved, Sarah Greenshields seconded to approve the minutes of the meeting listed above. An oral **VOTE PASSED 5/0**.
- III. CITIZENS' FORUM:** Sean Hoeing, Rapid Response Training Manager for Great Bay Community College introduced himself. He shared that since November GBCC has been building technical training programs throughout the seacoast area primarily in response to a need to find and /or retrain workers for technical areas lacking trained workers. GBCC has been successfully delivering these programs at Spaulding HS and with industry partner facilities because the community college system doesn't have the space. Currently milling/turning and welding courses are filling immediately. GBCC is very interested in running courses through the community college system and technical training at the Dover CTC, especially nights, summers and during school vacations. He commented that it will generate revenue for the HS, meet a need for the adult population and provide a continuing education opportunity for HS students. He offered to lend experience in curriculum design, technical training and bringing industry partners to the table for donations of equipment. He added that companies are anxious to create relationships but want to make sure they are well structured. The question of partner commitment was brought up. Mr. Hoeing responded that the earlier companies are included, the more motivated they are to partner with us and make a commitment. Mrs. Greenshields asked if he had list of private sector contacts. Mr. Hoeing responded yes and that he has made a list identifying those career pathways that are in desperate need of people, with CNC (computer numeric control) at the top of the list. Mr. Hoeing recommended looking at industry and where the jobs are and then prioritizing the design of training programs in the Dover CTC that will match that. Secondly, he suggested looking for industry partners that are trying to fill those slots and getting them involved. The committee discussed tapping into NH DRED (Dept. of Economic Development) and keeping apprised of the aerospace initiative, the state's current job training grants and the STEM (Science Technology Engineering Mathematics) education initiatives.



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**FINANCIAL REPORT-KAREN TAYLOR:** Ms. Taylor introduced City Finance Director Dan Lynch who explained how the accounts were set up. He explained that in the GL (general ledger) we have project budgets set up for each approved CIP project. The GL accounts are:

Dover High School/Dunaway Field	\$571,500
Garrison Roof	\$602,000
CTC	\$328,500

He indicated that the vendors on the project need to bill/invoice the city based on each project using a single monthly invoice, but including a breakdown as to what is applicable to each project.

Since \$328,500 is the only amount appropriated for the CTC, to expend any more than that amount will require City council to approve the appropriation of the remaining \$18 million cost estimated for the project. Once the legislation is adopted by the House and Senate and signed by the Governor, then a resolution can proceed for approval of the additional appropriation. The resolution would document that the source of revenue would be \$13.5M in state aid and \$4.5 M of bond proceeds. We will set up a revenue account for the state aid under the CTC which will allow for easy tracking of state reimbursements.

The committee discussed: including verbiage in the RFP regarding the separation of accounts specifying that documentation and accounting will need to be meticulous; the importance of knowing what our needs are; setting the expectation bar through the RFQ and making sure the RFP specifies what data belongs to the School District. A suggestion was made to create a two phase contract with phase one being the feasibility study and phase two being the building project, with benchmarks built in. It was shared that we have examples of RFQs to start tailoring to this project by including all relevant data we have on the school system, the buildings and past projects. The committee reviewed the DHS/CTC profile and enrollment information provided by Principal Driscoll.

- IV. REVIEW OF CURRENT DHS/CTC BLUEPRINTS & PROPERTY MAPS:** Facilities Director Jeff White brought CAD (Computer Aided Drawing) for the basement, 1<sup>st</sup> & 2<sup>nd</sup> floor of the high school and two aerial photographs of the DHS/CTC property including all the fields. He reviewed the photos indicating parts of the property that would not be suitable for building on. Mr. White shared that the old site plans are so old they are not readable. Ms. Taylor mentioned that there may be blue prints on disc, which she will attempt to locate.



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**V. OUTLINE OF ACTION ITEMS:**

- a. Committee will email Melissa any questions they think should be included in the survey given to the DHS/CTC staff/faculty by Tuesday 5/27/14.
- b. Principal Driscoll and Director Paradis will draft a survey to be given to DHS/CTC staff/faculty before June 20<sup>th</sup> about what is currently working and what is not in the building.
- c. Ms. Taylor will begin to tailor the RFQ to the current project.

**VI. ADJOURNMENT:** Amanda Russell moved/Jason Gagnon seconded to adjourn the JBC meeting at 6:02 p.m. An oral **VOTE PASSED 5/0.**

Respectfully submitted,

*Robert Carrier*

Robert Carrier, Joint Building Committee Chairperson  
RC/mfg