



**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, July 8, 2014</b>
Meeting Time:	<b>4:30 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, July 8, 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 Elaine Arbour, Business Administrator Karen Taylor, High School Principal Peter Driscoll, and Facilities director Jeff White. Citizen Ken Costello arrived at 4:45p.m.
- II. APPROVAL OF MEETING MINUTES FROM JUNE 24, 2014:** Amanda Russell 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. REVIEW RFQ:** The committee discussed the Candidate Firm Selection Schedule and decided that the deadline for submission should be extended by a week to 8/6/14, the review of submissions would be done independently 8/7 through 8/18 and the committee would meet to select the finalists at a meeting on 8/19/14. It was also decided that interviews will be held 9/9-9/16 and a proposal would be presented to the School Board at a special session on September 22, 2014. Ms. Taylor informed the committee that the RFQ would be posted to the website and a link sent to all architects, construction companies and engineers on the city and school vendor list. Additionally, an ad with the link information will be placed in the paper 7/14/14 through 7/16/14.  
  
Ms. Greenshields reiterated that it was important to have the term "renewable energy" on both page 3 in the Project Description, as well as page 7 under the Criteria for Evaluation. The committee discussed whether or not they should use the specific term "LEED initiatives" regarding "green" building, stailable building and renewable energy, since those initiatives can be very expense. It was mentioned that there were other "levels" of sustainable building that allowed the school district "points" with the state. It was decided that it would be looked into and written in such a way as to include other initiatives besides LEED.
- V. DISCUSS PROCESS FOR SELECTION & INTERVIEWS OF RFQ APPLICANTS INCLUDING DATES:** Mr. Carrier mentioned that it would be in the best interest of the committee to create a scorecard to be used for the ranking of the firms prior to the selection meeting. He offered to forward samples of the documents used by the Police Station JBC to Ms. Taylor to be used as models for this. He said for the Police RFQ interviews they allowed 60 minutes with 15 minutes for open questions and a half hour in between to allow for discussion. One concern voiced was that although the interviews are public, it did not seem fair that any



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company interviewed would be allowed to listen to a competitor's interview. It was decided that this process will be discussed further at the next meeting.

**VI. DISCUSS & SCHEDULE AREA HIGH SCHOOL TOURS:** Melissa shared the information she compiled for the schools that the committee intends to visit. It was agreed that she would email the spreadsheet of dates and times to the committee and members would email back with availability and first choices. A schedule will then be created. Superintendent Arbour asked about the reasons behind and agenda for the visits. The committee answered that they were most interested in what worked and what didn't for all the schools on the list. Also, Kingswood Regional High School was built 4 years prior to DHS and they renovated, so there would be a lot to be learned by their process. Additionally, Principal Driscoll shared a flyer distributed by Wells, ME school district regarding their 5 year renovation and rebuild plan. He intends to follow up with their principal on their process and funding status.

**VII. CREATE TIME FRAME & SCHEDULE FUTURE MEETING DATES:** The committee decided to schedule a meeting every other Tuesday going forward with the exception of Tuesday, Aug. 5<sup>th</sup>, 2014, including the option to cancel if there were not sufficient agenda items to warrant a meeting.

**VIII. GENERAL DISCUSSION:** None.

**IX. ADJOURNMENT:** Amanda Russell moved/ Matt Severson seconded to adjourn the JBC meeting at 5:50 p.m. An oral **VOTE PASSED 6/0.**

Respectfully submitted,

*Melissa F. Glidden*

Melissa F. Glidden, Recording Secretary