



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE-DOVER HIGH SCHOOL AND REGIONAL CTC MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room, McConnell Center
Meeting Date:	Tuesday, August 5, 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, August 5, 2014 at 4:30 p.m. at the SAU Superintendent's Conference Room. Present were Robert Carrier, Sarah Greenshields, Wayne Coolidge and Matthew Severson. Also present were Superintendent Elaine Arbour, Business Administrator Karen Taylor, Dover High School Principal Peter Driscoll, citizen Ken Costello, citizen Dallas Menard, Facilities director Jeff White and City of Dover Director of Planning and Community Development Chris Parker. CTC Director Louise Paradis arrived at 4:34p.m.
- II. APPROVAL OF MEETING MINUTES FROM JULY 8 and 22, 2014:** Matt Severson moved, Sarah Greenshields seconded to approve the minutes of the meetings listed above. An oral **VOTE PASSED 4/0**.
- III. CITIZENS' FORUM:** No citizens spoke during citizen's forum.
- IV. REVIEW QUESTIONNAIRE:** Mr. Carrier requested that a portion of the **GENERAL DISCUSSION** be held at this point due to the Planning Director Chris Parker's availability. The committee agreed. The floor was turned over to Mr. Parker. He indicated that he had recently met with the Superintendent, Dr. Arbour and the Business Administrator, Ms. Taylor to continue the Capital Improvements Program discussion. He continued that annually the planning board and the city council work on the Capital Improvements Program (CIP) in October and work through the holidays to look at the CIP infrastructure needs of the city. He said while the council and the planning board don't look at it until October, he uses the summer to talk to the different departments in order to put together a list of possible proposals. He stated that the renovation/reconstruction of the High School and Career Technical Center has clearly been a focus over the last couple of years is. He indicated that it will be crucial, as we are moving forward, to have as up to date information and numbers in the request forms that are being presented. He mentioned that the numbers that have been in the CIP over the past couple years may need to be changed before they are presented for city approval. He cited that 13M had been designated for the CTC, which is the state match and that the city is increasing the total number to 18M to reflect the actual cost of the structure which will include 13.5M from the state and the rest from the city. He further stated that in addition, there is an additional 22M that has been listed for the actual high school itself. He remarked that that number is based on a study from a few years ago, but also based on rehabilitation of the existing structure and not renovating and creating. He felt is important to be realistic with the numbers brought forward. He said he thought the Superintendent would be looking to the JBC for guidance on a more realistic number to be working with. Lastly he said there was an additional 3M for the athletic fields that will become part of the total project number. Mr. White indicated they have the



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AHERA report and have had inspections from RPF Environmental regarding asbestos. It was agreed that that inspection will be critical to the decision of whether to renovate or rebuild. Mr. Severson remarked that renovation may not necessarily be less money in the big picture than rebuilding because of the complexity of deal with asbestos abatement and the relocation of students during construction. He also mentioned that the utilities are antiquated and need to be upgraded. He suggested that the committee look at what the other schools have spent recently for their rebuilds and renovations to get real world numbers. Ms. Taylor indicated that we do have some recent square footage cost numbers from neighboring communities. The committee agreed that 22M was not a realistic number and that they need to obtain a more accurate number to present to the city council understanding that that number may also need to be adjusted once the feasibility study is completed. It was stated that 43M is what they are working with as a total including the 18M for the CTC. Mrs. Greenshields reminded the committee that when community was asked about what they would like to see in a new high school there were many request for a building that could serve as a community hub, including performance and meeting spaces. Since this was the case, she felt that the community would continue to be in support of funding a building to meet those needs. She also mentioned conversations with BizEd and how they are hopeful that the new/renovated building will support the CTC programs that can be thought of as a "business incubators", which will end up benefiting local businesses as well the community at large. The committee agreed that they should look into a square foot cost. Mr. Carrier felt they should begin with calculating what the square foot cost for the CTC would be based on the 18M and use that number to forecast a sq. foot number for the high school. He stated that the CIP is a 6 year plan and a place holder and it is important the numbers listed are closer to the actual number they need so there is not a large variance once the project is started. Dr. Arbour mentioned it that it is difficult to think about a number when we do not know if we are renovating or building new and yet knows that they need to adjust the number in the CIP by Monday to get the process going. Mr. Parker suggested integrating an insulation year into when the project begins. Mr. Carrier responded that he did not feel that was a good option since they are slated to receive the state funds this year. Mr. Parker reiterated that it is important the school increase the number in the CIP by some amount so that even if a change needs to be made later the number used to start with is closer to what the final number will be. It was concluded that the committee would continue to discuss how to come up with a sq. foot number partially based on the costs of other recent NH school projects. Mr. Parker advised the committee that he will need the revised number by Sept. 11th as opposed to Aug. 11th as originally thought. Mr. Carrier proposed that he, Dr. Arbour and Ms. Taylor meet in the next couple weeks to solidify the numbers for the CIP. Dr. Arbour asked what were the other types of uses the community would be interested in the building providing. Principal Driscoll responded that the school really could use additional mental health services. Mr. Carrier asked about privacy issues



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regarding mental health services. Dr. Arbour mentioned that there are already precedents set in other districts and Principal Driscoll added that currently the school set up does not allow for any privacy when a student is in crisis. Mrs. Greenshields suggested setting up presentation times with groups that would be interested in working out of the school. The committee agreed that was a good idea and decided that Sarah would email a list to Melissa Glidden and she would start setting up presentations for the meetings, also including department representatives from the high school.

It was determined that the questionnaire was for the interviewing portion of the process.

- V. DISCUSS SCORING RUBRIC:** Dr. Arbour mentioned that there is a category in the scoring rubric regarding timing and that we had an inquiry regarding a section in the RFQ regarding how to determine a time frame when they did not yet know whether the project was a renovation or new building. Mr. Severson indicated that any questions and answers need to be shared with anyone who received the RFQ. Dr. Arbour stated that the firm had been responded to via email. Mr. Carrier remarked that this is an RFQ which different than an RFB and we are looking for past history on firms to determine whether or not they are qualified. Ms. Taylor indicated that the RFQs were due tomorrow and that copies for each member and scorecards would be available for pick up Thursday morning. Mr. Severson noticed that there was a section for the purchasing department and it was determined that it was not necessary for this group. It was decided that that section would be changed and that our rubric would have an average for voting members of the committee, as well as staff.
- VI. GENERAL DISCUSSION:** Facilities Manager Jeff White and Principal Driscoll shared comments regarding the recent school tours to Marshwood High School and to Kingswood Regional High School. The committee discussed the tours.
- VII. ADJOURNMENT:** Sarah Greenshields moved/ Wayne Coolidge seconded to adjourn the JBC meeting at 6:12 p.m. An oral **VOTE PASSED 4/0.**

Respectfully submitted,

Melissa Glidden

Melissa Glidden, Recording Secretary