



**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, August 19, 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 4:48 p.m. at the SAU Superintendent's Conference Room. Present were Robert Carrier, Jason Gagne, Wayne Coolidge and Matthew Severson. Also present were Business Administrator Karen Taylor, Dover High School Principal Peter Driscoll, CTC Director Louise Paradis and citizen Ken Costello. Amanda Russell, Sarah Greenshields arrived at 4:55pm. Superintendent Elaine Arbour arrived at 5:03pm.
- II. APPROVAL OF MEETING MINUTES FROM AUG 5, 2014:** Sarah Greenshields moved, Wayne Coolidge seconded to approve the minutes of the meetings listed above. Amanda Russell and Jason Gagnon abstained from the vote since neither was present for the August 5, 21014 meeting. An oral **VOTE PASSED 4/0**.
- III. CITIZENS' FORUM:** No citizens spoke during citizen's forum.
- IV. REVIEW RFQ RESPONSE EVALUATIONS:** The committee went through the RFQ Response Evaluation Score sheet and discussed each firm beginning with the lowest ranking firm. The firms were initially ranked as follows:

	JBC Average	JBC RANK	Staff Average	AVERAGE	Rank w/Staff
Lavallee Brensinger	82.54	1	89.80	85.84	1
Corzilius Matuszewski Krause	70.88	2	81.70	75.80	2
Dore & Whittier	70.88	2	81.10	75.52	3
Harriman	70.88	2	80.00	75.03	4
Drummey Rosane Anderson	67.09	4	78.20	72.14	5
HMFH	68.17	3	75.70	71.59	6
PDT	61.09	6	75.40	67.59	7
WBRC	63.37	5	70.00	66.38	8
Warrenstreet	49.13	7	67.70	57.57	9



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After discussing the initial rankings in the table above, the committee decided to invite the four most qualified firms to interview: Lavallee Bresinger, Corzilius Matuszewski Krause, Dore & Whittier and HMFH.

- V. GENERAL DISCUSSION:** The committee decided to hold all interviews on the same day and Melissa Glidden will communicate possible dates to the committee. It was decided that the interview format will be as follows: Firms will have 30 to 45 minutes to provide a presentation outlining their qualifications to the committee. At the conclusion of the presentations firms should be prepared for a 15 minute question and answer session.

Amanda Russell left the meeting at 5:28pm, re-entered at 5:35pm and then left at 6:20pm.

- VI. ADJOURNMENT:** Wayne Coolidge moved/ Jason Gagnon seconded to adjourn the JBC meeting at 6:28 p.m. An oral **VOTE PASSED 5/0.**

Respectfully submitted,

*Melissa Glidden*

Melissa Glidden, Recording Secretary