



**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:	<b>Tuesday, September 2, 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, September 2, 2014 at 4:30 p.m. at the SAU Superintendent's Conference Room. Present were Robert Carrier, Amanda Russell, Sarah Greenshields and Jason Gagnon. Matt Severson was not able to attend. Also present were Superintendent Elaine Arbour, Business Administrator Karen Taylor, Dover High School Principal Peter Driscoll, CTC Director Louise Paradis, Facilities Director Jeff White, Foster's reporter Kimberly Haas and City of Dover Director of Planning and Community Development Chris Parker. Wayne Coolidge arrived at 4:38pm.
- II. APPROVAL OF MEETING MINUTES FROM AUG 19, 2014:** Amanda Russell moved / Jason Gagnon seconded to approve the minutes of the meetings listed above amended with the following statement "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." An oral **VOTE PASSED 5/0**.
- III. CITIZENS' FORUM:** There were no citizens present.
- IV. DISCUSS INTERVIEW PROCESS:**

Mr. Carrier introduced Mr. Parker and asked for his insights from past experience. Mr. Parker shared that items to be considered are, for instance: a like work project stand point, a large scope stand point and project management abilities. He continued, "Can the firm handle multiple pieces? How do they work with other subs and how is their financial recording? How will they work with the Stakeholders: the community at large, as well as the committee and school district personnel?" He remarked that we shouldn't put emphasis on the fact that a firm has worked with the city before. He also reminded that we do not have solid past practices to reference since we have not build a high school from the ground up since 1967. He suggested asking about the last time the firm did a feasibility study. "What was the result and did that get effectuated into a school and what was the difference between what was proposed and what was on the ground?" "What didn't you look at in a project, that maybe you should have?" Mr. Carrier mentioned that this is the largest project the community will undertake for decades and it is imperative that we carefully select the most qualified firm. Mr. Parker added that when the firms come in they are sales men and are auditioning for the next level and to also remember that we will need to be able to work with them for the next 8 to 12 months. Make sure we are comfortable with them and trust them. They will be supplying us with information for the committee to make the appropriate decisions for the city.



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The committee came up with the following questions to be review individually by the members of the committee, revised if necessary and then sent out to the interviewing firms by Friday, September 5th:

### Feasibility Study:

1. How do you go about determining feasibility and cost estimates for a renovation project that has many layers of unknowns and meets the specific needs of Dover?
2. What other feasibility studies have you done and how many carried forth into other projects? What do you wish you had looked at in previous feasibility studies that you didn't?
3. How do you envision the role of the community in the feasibility study process, and what is your role in communicating with the public during this project?
  - a. What have you learned from Dover Listens?
4. What information would you need from us on or before day 1 to assist you in conducting an efficient and effective feasibility study?

### Project Management:

5. How will you manage the two aspects of this project, understanding that the billing needs to be separate for the DHS and CTC projects but that they need to work in tandem as a whole campus project?
6. How would you approach determining site selection and/or management of construction in and around an occupied building?

### Project Design:

7. What is your philosophy and experience in designing a school campus that addresses traffic, proximity to the Dover Middle School campus and community uses & needs, given that the decisions we make during this project will impact the City of Dover?
8. What role does sustainability play in your philosophy and design process?
  - a. How would you help us secure special funds to pay for sustainable features in our project?
  - b. How much money have you helped other districts raise to support a sustainable design?
9. If the existing building is not able to be renovated, how would you design the new building to support flexible use and allow for possible renovation in the future? What lessons might you take from the current building to ensure a longer life and usability of the new building?
10. How can the building be designed to meet our educational needs now and in the future?
11. How can the building be designed to promote flexible community access?
12. Tell us about your team's experience in the career and technical education, academics, arts and athletics aspects of school design.

### General Information:



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13. Are you currently engaged in any other projects for the City of Dover or the Dover School District? If so, would any of your team be shared across projects?

The JBC members decided that more time is needed for each interview, and they adjusted the presentation timeframe. It was decided that the interviews will now be 1 hour 45 minutes including 10-20 minutes of an opening presentation to address the firm’s overall philosophy of the project followed by a question & answer time with prepared questions.

It was decided that the interview times would be changed to:

<u>OLD</u>	<u>NEW</u>	<u>FIRM</u>
9:00am	8 – 9:45am	Corzilius Matuszewski Krause
10:30am	10:15am – 12pm	HMFH
1pm	1:15 – 3pm	Dore & Whittier
2:30pm	3:30 – 5:15pm	Lavallee Bresinger Architects

The Chair of the JBC has asked that we not have firms visit the site at this stage of the process, as it is about qualifications of the firms. He continued that once we get to the RFP process, we will allow firms to visit the site.

**V. GENERAL DISCUSSION:** There was none.

**VI. ADJOURNMENT:** Amanda Russell moved/ Sarah Greenshields seconded to adjourn the JBC meeting at 6:08 p.m. An oral **VOTE PASSED 5/0.**

Respectfully submitted,

*Melissa Glidden*

Melissa Glidden, Recording Secretary