



**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, October 14, 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, October 14, 2014 at 4:36 p.m. at the SAU Superintendent's Conference Room. Present were Robert Carrier, Amanda Russell, Sarah Greenshields, Jason Gagnon, Wayne Coolidge and Matt Severson. Also present were, Superintendent Elaine Arbour, Business Administrator Karen Taylor, CTC Director Louise Paradis, and Facilities Director Jeff White. Dover High School Principal Peter Driscoll arrived at 4:47 p.m.
- II. APPROVAL OF MEETING MINUTES FROM OCT 7, 2014:** Matt Severson moved / Amanda Russell seconded to approve the minutes of the meetings listed above. An oral **VOTE PASSED 6/0**.
- III. CITIZENS' FORUM:** There were no citizens present.
- IV. DISCUSS AND VOTE ON GRANTING PERMISSION TO THE SUPERINTENDENT TO ENGAGE IN NEGOTIATIONS FOR A CONTRACT WITH THE DESIGN FIRM HMFH TO BE BROUGHT TO THE SCHOOL BOARD AND CITY COUNCIL:** Dr. Arbour requested permission to move forward with negotiating a contract with HMFH. Mr. Carrier asked that Supt. Arbour expound on what that process would look like. Dr. Arbour replied that she and BA Karen Taylor would begin by meeting with the City of Dover Purchasing Agent Ann Leger to learn the city process. She continued that they would then begin a conversation with HMFH and anticipate that HMFH, due to their experience of working in a highly regulated environment, will have a detailed description of how they see us moving forward.

Mr. Carrier commented that there has been approximately \$800,000 appropriated for the feasibility study. Ms. Taylor confirmed that approximately \$500,000 has been set aside for the high school and approximately \$300,000 for the CTC and that those funds are already sitting in separate accounts ready for use. Mr. Severson commented that he thinks the committee should have HMFH come to a meeting to comment on how they plan to go about the feasibility study. He added that it would be in the committee's best interest to allow HMFH to take the lead with the process, including having them be the point of contact for the project so that the JBC does not have to be managing relationships with multiple contractors. Dr. Arbour agreed that was the direction she saw them going, as well. Mr. Gagnon asked, "How do we know where we want to end up with this negotiation? What is our scope? What is the fee? Have we precisely defined what type of output we expect from this?" Mr. Carrier responded that the feasibility study will include information regarding whether we build, renovate or if the project will be a mix, the charrettes they may have, going out to the public, the media and the staff, the structural engineer



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reports, the electrical mechanical reports, etc.. Mr. Gagnon asked specifically “What are their deliverables?” Mr. Severson asked if the \$800,000 was specifically for the feasibility study and informed yes. Mr. Severson said it is HMFH’s task to present possible scenarios to us dependent on what they find out during the feasibility study and further stated that what we are really looking for is what are our options are regarding a renovation, a rebuild or some combination thereof. Dr. Arbour concurred and asserted that she considered the deliverable as a detailed write up of the pros and cons and/or viability of each option with supporting documentation. Mr. Gagnon asked, “How do we know if we are getting a good price?” Dr. Arbour responded that they would consult the city purchasing agent, other school districts and the NH DOE.

Amanda Russell moved / Matt Severson seconded to grant the Superintendent permission to begin negotiations with HMFH seeking out sources as needed. A roll call **VOTE PASSED 6/0**

- V. DISCUSS PROCESS FOR SECURING AN OWNER’S PROJECT MANAGER AND/OR CLERK OF THE WORKS:** Superintendent Arbour referred the committee to the handouts, which included the Dover School District Policy FEH on Supervision of Construction (Clerk of the Works), the DOE definition and description of a Clerk of the Works and the Commonwealth of Massachusetts Executive Office for Administration and Finance’s Owner’s Project Manager Guidelines. Mr. Carrier remarked that he was only familiar with a “Clerk of the Works” who is hired in the construction process when you need to have blueprints reviewed once the “shovel is in the ground.” He continued that as far as the feasibility study, it is just the JBC and the staff that monitors the process and their progress. Mr. Severson remarked that an owner’s rep can assess if costs are fair and would have the technical expertise to review plans and documents. He continued that we as a committee and staff do not have the expertise to review many of the plans, reports and documents that we will be handling and mentioned that the other approach would be to hire a construction manager early to provide cost estimating and to have their input on the design. Dr. Arbour pointed out that MA requires districts to have an owner’s rep on board before the designer so that during every step of the process there is an independent third party who can represent the district to make sure they haven’t missed something. Mr. Carrier voiced his concern about the cost which could be up to 3-4 hundred thousand dollars. He mentioned that they did not end up hiring a Clerk of the Works for the Police station and that for the Horne Street School renovation; they had a Clerk of the Works for a portion of the job but then utilized someone from UNICCO to complete the project. He continued that the representative from UNICCO ended up doing a better job than the initial Clerk of the Works. Mr. Severson commented that when you hire someone they are buying the liability and if you hire someone for a reduced rate they most likely will not have the appropriate insurance. Mr.



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Severson agreed that it was too early to hire a Clerk of the Works and felt if they hired an owner's rep they could be very specific about the tasks they wanted done and could control cost that way. Mr. Severson also mentioned that maybe they would want to look at utilizing someone from UNICCO and a benefit would be their familiarity with our district. Mr. Gagnon reminded the committee that most of the firms they interviewed indicated that the sooner a construction management team was involved that the better off we would be in the end, especially related to cost estimation. Dr. Arbour voiced that she agreed that they needed someone to assist them to look objectively and with knowledge at the feasibility study at different stages. She added that we will receive huge reports and then we have to make decisions and that when we spoke to people who were highly pleased with the projects that they worked in they all consistently spoke about using an owner's rep. She mentioned one reference for HMFH who was an owner's rep that was able to bring in her own cost estimator to compare numbers with those provided from HMFH. Dr. Arbour stated that an owner's rep may have resources that we do not have in house that will benefit us in the project.

Mr. Carrier indicated that he was thinking that the company hired (HMFH) has been charged with bringing forth information to the committee and until there is data to be reviewed, do we need an additional project manager? Mr. Coolidge agreed that HMFH initially will be presenting the committee with data and then during phase two, a construction manager would be useful to consult on costs and plans. Mr. Severson again mentioned that an owner's rep is useful because they can efficiently review the information presented that we as a committee do not have time or expertise to do. Dr. Arbour suggested that members review the table in the MA handout that lists the responsibilities of an owner's rep as defined by MA. Mrs. Greenshields suggested that the discussion be tabled until after HMFH has attended a meeting and we find out their perspective on hiring an owner's rep. Mrs. Russell concurred that this decision could be made at a later date since the feasibility study is not something that will be completed by the end of the year. Mr. Carrier mentioned that he sees dollars. Dr. Arbour remarked that she understands that but being that the business office is so lean, items that might typically be handled by the business office we may not have the capacity to handle. Dr. Arbour continued that with so few people here, we if we are not careful, we could end up costing us more money because we didn't have the right expertise at the table and that the committee needs to aware of our internal capacity. Mrs. Greenshields mentioned again that HMFH may be able to articulate pros and cons of hiring an owner's rep. Ms. Taylor added that we could research how other districts have handled this issue, not just Dover.

- VI. DISCUSS CHARGE AND AUTHORITY OF THE JBC AND IT'S MEMBERS:** Mrs. Russell exited the meeting at 5:20 p.m. and re-entered at 5:33 p.m. Dr. Arbour indicated that she has been speaking with the city attorney to get some clarity and he is still doing some



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research. One question asked was “What level of authority does the JBC have in terms of decision making?” Dr. Arbour stated that she has spoken to both the city attorney Anthony Blenkinsop and the City Manager Mike Joyal and that Ms. Taylor has reached out to the Purchasing Agent Ann Leger. Dr. Arbour reported that the consensus was that the JBC has been authorized by the school board and the city council to make day to day decisions including entering into negotiations with HMFH or any firm chosen to work with. Dr. Arbour continued that the statute was very vague and the resolution had very little information. Dr. Arbour reiterated that the consensus from those city employees referred to above was that the JBC owns the project stem to stern, although there may still be some items that need to go before the school board and then the city council for approval, like allocating funds.

Dr. Arbour stated that communication is key to this project and that the chair, Mr. Carrier, is the appropriate point person for communication from the committee, unless the JBC specifically tasks another person related to a specific issue. Members can speak as a committee member to answer questions of people in the community, but any official statements or press releases need to go through the chairperson. Mr. Carrier mentioned that the JBC is charged with spending money. Dr. Arbour mentioned that all members can speak as individuals, but not on behalf of the committee. Mrs. Greenshields added that she thought it would be useful if we could mention this subject at the school board meeting. Dr. Arbour suggested that it could be useful to post information on the website regarding our progress as a committee. Mr. Carrier mentioned that he will be delivering a report to the city council that goes back to day one. Dr. Arbour suggested that we also give that report to the School Board and post it on the website. Mr. Gagnon suggested we utilize Dover Download. Mr. Carrier felt that would be fine after the initial reports were given.

Mrs. Greenshields asked when and what is the next item that will need to be brought forth and voted on at the school board level. Dr. Arbour responded that the next step is to bring forward the proposed contract to the JBC, the JBC would then vote on whether to bring it forward to the School Board and if the School Board approves it, it would then be brought forward to the City Council. Mr. Gagnon asked if the JBC is authorized to spend money, why does the contract have to go before them. Ms. Taylor responded that it was most likely because it was a multi-year contract. Mr. Severson further explained that the JBC is authorized to spend the money once it has been authorized by the School Board and the City Council. Mrs. Greenshields clarified that the money has been allocated but not yet authorized. Mrs. Greenshields asked about the step moving forward. Dr. Arbour mentioned that the next big JBC vote would be regarding the feasibility report. Dr. Arbour shared that she is working to create a check list and timeline for the major items related to the project. Ms. Taylor stated that the next piece will be the money for the design and construction. Ms. Taylor shared that the CIP number right now is



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a total of \$68M. Mr. Carrier indicated that he had spoken with CTC Director Louise Paradis regarding the disbursement of the funds allocated by the state. Ms. Paradis was concerned about how quickly they needed to begin using the funds since they were available as of July 1st and has contacted the state regarding this. Dr. Arbour asked if there was a ballpark estimate of when the feasibility study will be completed, since she is often asked this question. The committee agreed that they could indicate that it would likely be in the next six months.

- VII. DISCUSS TIMELINE OF BRINGING IN SPECIALTY GROUPS TO SPEAK:** Dr. Arbour felt we should table this discussion until HMFH has started attending the meetings. Mrs. Greenshields indicated that she would send Melissa the list that she and Dr. Arbour had put together.
- VIII. GENERAL DISCUSSION:** Mr. Severson asked that we make sure we have an accurate number as far as the student population since he has heard many number thrown around. Mrs. Russell shared that she and Dr. Arbour had just met with Nottingham and are in the process of obtaining that type of information. Dr. Arbour shared that the district is a member of NESDEC , who can assist and provide information on enrollment projections and trending. Dr. Arbour said they plan to ask them to do a building capacity study globally around the district.
- IX. ADJOURNMENT:** Sarah Greenshields moved/ Matt Severson seconded to adjourn the JBC meeting at 5:47 p.m. An oral **VOTE PASSED 6/0.**

Respectfully submitted,

Melissa Glidden

Melissa Glidden, Recording Secretary