



**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 28, 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 28, 2014 at 4:30 p.m. at the SAU Superintendent's Conference Room. Present were Robert Carrier, Sarah Greenshields, Jason Gagnon and Wayne Coolidge. Also present were, Superintendent Elaine Arbour, Business Administrator Karen Taylor, Dover High School Principal Peter Driscoll, CTC Director Louise Paradis, Facilities Director Jeff White, HMFH Project Director Laura Wernick and HMFH Process Facilitator Pip Lewis. Matt Severson arrived at 4:37 p.m. Amanda Russell arrived at 4:50 p.m.
- II. APPROVAL OF MEETING MINUTES FROM OCT 14, 2014:** Jason Gagnon moved / Sarah Greenshields seconded to approve the minutes of the meetings listed above with one correction of \$800 really being \$800,000. An oral **VOTE PASSED 4/0**.
- III. CITIZENS' FORUM:** There were no citizens present.
- IV. PROGRESS REPORT:** Dr. Arbour referred to the Timeline that was drafted for Mr. Carrier to present to the City Council, which included actual events up to the present date and then a tentative timeline for events moving forward. Dr. Arbour reported that she found out from Mike Joyal that the funds have been appropriated and are available to be expended for the feasibility study and the committee does not need to seek further approval from the School Board or City Council. She continued that the JBC does have the authority to approve the HMFH contract and then begin moving forward with it. She further stated that items in the future that may need votes are: the RFP for the design and construction phase, the appropriation of funds for the design and construction phase of the project, the RFP for a clerk of the works or OMP, the selection of a firm for design and construction and the selection of OMP and/or Clerk of the works. Mr. Carrier remarked that when he spoke to the city council members, he assured them that the items on the timeline going forward would be taken care with all the appropriate votes in place. Mr. Gagnon mentioned that he felt the committee would be under significant scrutiny going forward and that it was important for them to continue to operate in a very transparent manner. Dr. Arbour brought up the fact that the timeline had not been shown to the School Board yet and that it was important to have it communicated to them soon. She recommended that she email the timeline to both bodies and then have a School Board member give a more detailed report. Mrs. Greenshields voiced that she would be happy to present the timeline report to the School Board. Mr. Carrier mentioned that the CIP number has been adjusted and that it will be discussed further at the CIP workshop tomorrow evening. Dr. Arbour reiterated that it is very important that they have a firm number in order to move forward. Ms. Taylor mentioned the original combined number was around \$35M, but the number now was closer to \$68M and that since there are multiple components to the project, it was going to be important to firm up the number for each part and the total. Mr. Carrier stated that it is important that both the School Board and City Council progressively receive reports going forward. He stated



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 28, 2014
Meeting Time:	4:30 p.m.

that he told the council there would be a monthly financial report similar to the Police Station project.

V. DISCUSS PROCESS FOR SECURING AN OWNER’S PROJECT MANAGER AND/OR CLERK OF THE WORKS: Mr. Gagnon stated that he read the summary that HMFH provided regarding an Owner’s Project Manager (OPM) and the benefits a project could gain from bringing that person in early in the process and asked if they could expound on that. Ms. Wernick began by mentioning how pleased they were to be working with us and that they would do their best to guide us through the project, although they are also aware that each client has their own needs and processes. She continued that they would provide a framework, but it is very open and that they want and expect the committee’s feedback at all times. She stated that due to the highly regulated process in MA, the OPM is required to be brought in early in the process partly to help meet the reporting requirements of the state. She mentioned that since we are aware that we will have many “watchful eyes”, it could be helpful to have a second set of eyes observing the process, particularly as you move through the project. She explained that during the feasibility study, there are more administrative tasks to be taken care of, but much less technical information. She stated, “It’s called a feasibility study because we are making sure that what you want is feasible on your site and within your budget. We are developing your scope to meet your educational needs.” She continued that at the end of the feasibility study there will be a project outline that works for you and an idea of what it costs. She stated that there will be a lot of arranging of meetings with educators, the committee and the community in the first phase and that HMFH can assist with that, it can be done internally or an OPM can do it. She continued that OPM firms can provide a range of services: administrative, financial budgeting and monitoring services, cost estimating technical reviews and managerial support, including providing the Clerk of the Works (CW), who is a specialist in construction on site daily making sure that the work is being done appropriately in response to the drawings and that things are being delivered and installed in a proper sequence. She mentioned that there are also independent CWs. Mr. Lewis brought up that a positive aspect of having a CW who is hired by the OPM is that if someone is out, they can provide coverage and/or if you are not happy with the performance of the CW, you let the OPM know and they take care of it. He continued that this type of project is a major undertaking and it is important to know if your internal structure can handle the administrative tasks that will be required. He added that he agreed with Ms. Wernick that having an OPM during the feasibility study may be more than is needed. He continued that as we move into the design development and construction documents there will be more and more responsibilities and a greater need for a second set of eyes to look at what HMFH is doing so that Dover has the confidence that what HMFH is doing makes sense.

Mr. Carrier again said that he is familiar with the CW being hired when the “shovel hits the ground” and he believes that the staff and the JBC should be able to oversee things through the feasibility study. Mr. Severson agreed that it was way too early to hire a CW. He asked if HMFH had an



**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 28, 2014
Meeting Time:	4:30 p.m.

opinion on whether using a Construction Manager (CM) set up or a General Contractor (GC) arrangement would impact their feelings on using an OPM. Ms. Wernick answered that it really didn't and if the district hired a CM, conceivably they could take over some of the OPM's responsibilities, except dealing the financial oversight. She stated that we would really want have someone independent of the construction doing the financial oversight. Mr. Severson indicated that his thought was that HMFH could assist with the financial oversight. Ms. Wernick shared that with a GC, you finish construction documents, those documents go out to bid and a successful contractor gets the job and starts digging. Mr. Severson added that the GC then owns all the contracts, so there is a set price and if there are any problems with a sub-contractor, we go through the GC. He further explained that a Construction Manager (CM) is hired independently and will break up the contract into sub-contracts that he would oversee. He continued that an advantage of using a CM would be that the district can have input into which sub-contractors are used. Mr. Lewis remarked that a CM is also brought on earlier in the process.

Mr. Gagnon asked if the only need for an OPM now was to handle the administrative tasks in the design phase, is that something that we have the resources to support. Dr. Arbour responded that if it is in regard to setting up meetings and things of that nature, she would look to the recording secretary/business office assistant to see if she could and/or was interested in assisting and then to the BA Ms. Taylor to talk about authorizing overtime billed to the JBC. Dr. Arbour continued that if the recording secretary/business office asst. was not available to work additional hours, we would need to hire it out. She continued that the additional hire could be to cover departmental duties so that the business office asst. could take on the JBC work or to hire someone specifically for the JBC work. She added that they do not want too many people in the communication loop and that it will be important for there to be consistency in the communications going out. Mr. Gagnon asked if we need to know what the difference in cost would be hiring an OPM now or having the business assistant work additional hours. Ms. Taylor commented that she has seen three ways of handling this: 1) Overtime in house or others within the district that could pick up additional hours without it being overtime; 2) Hire outside someone for specific tasks; 3) Find out the cost of getting it from a construction type agency. She continued that the feasibility study money is there and she did not see an issue with charging it for the tasks upcoming.

Mr. Severson voiced that he feels HMFH's suggestion of bring an OPM later in the process is good. He continued that he agrees that attempting to utilize resources in house is important and that they need to have somebody who is in for the long haul and that has been with the district for a while that people know. He stated that he feels we should consider bringing in an OPM at the end of the feasibility study. Dr. Arbour remarked that she felt the staff needed to have an internal meeting regarding possibilities regarding shifting job responsibilities. She added that once they made a decision to either use overtime or hire out, there would need to be a vote to authorize those funds. Mr. Carrier added that that would be consistent with what has been done in the past.



**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 28, 2014
Meeting Time:	4:30 p.m.

VI. DISCUSS CHARGE AND AUTHORITY OF THE JBC AND IT'S MEMBERS: The committee felt that they determined this at the last meeting. Mr. Carrier mentioned that he wanted to schedule a time with Dr. Arbour and Ms. Taylor to make sure they were consistent in the information going out.

VII. DISCUSS TIMELINE OF BRINGING IN SPECIALTY GROUPS TO SPEAK: Mr. Carrier mentioned that the committee had spoken about bringing in different departments to speak. Ms. Wernick handed out a two sided Draft Feasibility Study for the project. She began by going through Project Phases on the "blue" side of the handout. She mentioned that their interpretation of the RFQ was that HMFH & Dover could prepare a contract where the fees for the Feasibility Study were established now and then at the end of the feasibility study, Dover could determine if they wanted HMFH to continue on and negotiate a fee or decide whether to go ahead with an architect selection process. The committee agreed that they felt they were able to move forward that way, but Dr. Arbour said she would verify it. Ms. Wernick walked through the draft schedule. Mr. Carrier mentioned that he thought the feasibility study would be finished closer to March as opposed to June. Ms. Wernick asked the committee to turn over the schedule to the more detailed timeline and went into further detail as to what processes affected the schedule they presented. She stated that the site study information would be available around December. She continued that the most unknown part for them is the educational planning and visioning and mentioned that the holidays coming up will affect some of the meetings that need to take place. Principal Driscoll commented that there had been a visioning committee and that he would forward that information to HMFH. Mrs. Greenshields mentioned that Dover Listens would be the group to work with regarding the community and HMFH acknowledged that they remembered the information we had provided on them.

Mrs. Greenshields went on to ask about how HMFH selects their educational planner and why they had selected Frank Locker. She mentioned she had seen a YouTube video where HMFH was speaking to another educational planner. Ms. Wernick clarified that the YouTube video was with Mr. Dave Stevens who had been asked to comment on the project in the Concord schools. For the Concord schools, the firm handled the educational planning internally. She mentioned the HMFH has not formally worked on any projects with Mr. Stevens and that they are not wedded to using Mr. Locker on this project. Ms. Wernick continued that especially with the CTC component to this project, it would be important to have an educational planner that has experience outside of MA. Mr. Lewis added that Frank happened to be who they asked when putting together a team for this project. Mr. Severson thought it made sense to use Mr. Locker, especially since he is part of the Dover community.

Amanda Russell left the meeting at 5:20 p.m. and re-entered at 5:32 p.m.



**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 28, 2014
Meeting Time:	4:30 p.m.

Dr. Arbour asked about meeting with the students for input. HMFH responded that meeting with students is already included in the planning process. Principal Driscoll brought up that some of these meetings could also be used to assist for their NEASC recertification. HMFH agreed that it would make sense to “kill two birds with one stone” when they can. Mr. Lewis went back to responding to the question of why the process takes as long as it does. He continued that once the first two pieces (the site study & the education planning) are completed, HMFH has to come up with the possible options for Dover to select from that will meet our needs and budget. He added that once we then select an option, it will need to be honed to the final product. Mr. Carrier commented that he thought that made sense and as long as they had a specific timeline he was more comfortable. Dr. Arbour mentioned that we had still not heard from the state about any possibility of the funds “expiring.” She anticipated that since the DOE was aware that we had not begun the process when awarded the funds that they would understand the time involved to get the process in motion. Mr. Carrier asked if our timeline information should be communicated to the DOE to make sure that they are aware we are progressing. Dr. Arbour responded that she would be meeting with them tomorrow and would ask the question. Ms. Taylor added that from her experience, Dr. Arbour’s assessment of the DOE’s position was accurate.

Mr. Gagnon asked if the site survey could be started internally in order to get HMFH information. Ms. Wernick responded yes. Mr. Severson asked if we could supply HMFH the names of firms we have worked with or would the city be interested in putting out an RFP for the site survey. Mr. Gagnon expressed that he thought there was no reason not to get the site survey started even while we were negotiating the contract. Mr. Lewis indicated that they could get the survey “form” to us to be filled out for us to get information utilizing whomever we wanted. Dr. Arbour cautioned that if we attempt to take on performing the site survey, we need to keep in mind how that affects our internal staff. Mr. Severson asked if the city procurement department could do it. Ms. Taylor and Dr. Arbour responded that that was probably not likely. Ms. Taylor stated that in the meantime, we could be gathering information for HMFH to get started. Ms. Wernick said that if we could get her the names of any surveyors we would want to use, they would start putting together the RFP. Ms. Taylor mentioned that there may already be surveyors that are “pre-qualified”. Ms. Wernick indicated that she would email us a list of what types of items they are looking for. She added that they are attempting to put together a general project budget that would include costs for items like a HAZMAT consultant, a Geotechnical Engineer and the traffic study.

Mr. Severson brought up the fact that some of the traffic issues for the school are city issues and he wants to make sure that the city takes care of what is theirs. Dr. Arbour shared that she had spoken with Doug Steele and Officer Speidel regarding the issues in the area. She indicated that they have a 2001 traffic study that can be shared and discussed. She felt that one point of conversation with SB & CC would be “Does it make sense to incorporate some things as part of the bond because we are already going up for the bond and does that dramatically change the scope of the project and



**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 28, 2014
Meeting Time:	4:30 p.m.

therefore the number?" She continued that this would be a starting point for a discussion with the city since at the end of the day it is all Dover residents paying for it. Ms. Taylor also brought up that there are proposed developments going in near the school which will further affect the traffic. Ms. Wernick stated that they are trying to put together a fee for their basic services for the feasibility and also develop a project budget.

Mrs. Greenshields pointed out that with the current tentative schedule for the project, the city would be voting on the budget for construction in Jan 2016 and that at that time, it could be an entirely new council and school board. Ms. Wernick stated that if it worked for us, maybe the vote could be scheduled for June 2015. The committee agreed that item should be moved up in the timeline. Ms. Taylor mentioned that in terms of timeline, the DHS and CTC projects are in CIP, so depending on how the school board and the city council vote in January will affect their numbers. If the items do not go through there would be an addition CIP process that would begin in the summer 2015 for Jan. 2016. Ms. Wernick stated that one of their concerns is the number that is being thrown around (\$60M or \$68M) needs to become set in stone because it will significantly affect their ability to create viable options. Dr. Arbour acknowledged the importance of having an accurate number committed to for this process. Ms. Taylor commented that possibly the CTC portion of the project could be approved in the upcoming CIP and the DHS portion might go to the next one. Mr. Gagnon asked HMFH if they thought we were in the ballpark with our numbers. Ms. Wernick responded that enrollment numbers may have a great effect on the size of building(s) needed. Dr. Arbour stated that we would forward the enrollment information needed, including that on tuition students.

VIII. GENERAL DISCUSSION: The committee decided that since the next meeting would fall on Veterans' Day, 11/11, it should be moved to the following Tuesday, 11/18 and the meeting schedule will be reset to every two weeks from that date.

IX. ADJOURNMENT: Matt Severson moved/ Jason Gagnon seconded to adjourn the JBC meeting at 6:04 p.m. An oral **VOTE PASSED 6/0.**

Respectfully submitted,

Melissa Glidden

Melissa Glidden, Recording Secretary