



**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, November 18, 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, November 18, 2014 at 4:35 p.m. at the SAU Superintendent's Conference Room. Present were Robert Carrier, Sarah Greenshields, Jason Gagnon and Matt Severson. Amanda Russell and Wayne Coolidge were excused. Also present were, Superintendent Elaine Arbour, Business Administrator Karen Taylor, Facilities Director Jeff White and City of Dover Director of Planning and Community Development Chris Parker. HMFH Project Director Laura Wernick and HMFH Project Manager Tina Stanislaski arrived at 4:40 p.m. Dover High School Principal Peter Driscoll arrived at 4:45 p.m.
- II. APPROVAL OF MEETING MINUTES FROM OCT 28, 2014:** Matt Severson moved / Sarah Greenshields seconded to approve the minutes of the meeting listed above. An oral **VOTE PASSED 4/0.**
- III. CITIZENS' FORUM:** There were no citizens present.
- IV. HMFH CONTRACT APPROVAL (TENTATIVE):** Dr. Arbour remarked that she had sent to the committee a draft of the contract so they could get a sense of where they were heading but was not certain if it would be ready to approve this evening. She stated that it was not. She asked Ms. Wernick to give some further detail regarding the feasibility study fee for \$485,000. Ms. Wernick explained that they use their historical project data that is tracked by the hour to start with and then build up a fee relative to what they think the tasks are and the complexity of the project. She stated that they work from the bottom up related to how many hours people at different rates are going to be spending on this project and came up with \$485,000. She continued that they compared their number to MSBA projects posted. She asked that the committee keep in mind the numbers are from projects completed, so the feasibility studies would have been done four (4), five (5) and six (6) years ago. She said they pulled out projects comparable in size that were new construction. She indicated that the chart distributed includes a range of projects, but to be aware that MSBA numbers do not include cost estimating or budgeting. She pointed out that an added complexity to the DHS-CTC project is that two programs are being worked on together and HMFH will be including a high level of specificity in terms of the cost estimating for budgeting so that there is good information to bring to the town to request funding. She added that HMFH will have contingencies built in so that there is good information regarding how the project will be able to stay within its budget. She further explained that the \$485,000 was for their basic services, which include all of their time and the primary consultants, including mechanical, electrical, plumbing, structural and cost estimating. She continued that it does not include the \$29,150 for Frank Locker's time or the topographical surveys, measured drawings of the buildings, traffic studies or any geotechnical work. Mr. Severson asked if it include HAZMAT investigation. Ms. Wernick responded yes. Mrs. Greenshields asked if the average on the sheet excluded those same services. Ms. Wernick responded yes. Mrs.



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Greenshields asked if HMFH could put together an estimated fee on the services not included listed above based on past projects. Ms. Wernick responded yes.

Dr. Arbour indicated that the attorneys were currently reviewing the contract for items such as the normal scope of work and how much of the design work that occurs during the feasibility study would normally be part of the whole project, such as the concept designs or more detailed designs and are we paying for them twice. She continued that the attorney is also working with a third party to compare prices with other similar projects. Mr. Severson asked for clarification on what HMFH considered measured drawings. Ms. Wernick responded that they will eventually need accurate floor plans of the building. She shared that it depends a little bit on what the next phase is, if there is a determination that there is to be a renovation or partial renovation, which would require very accurate drawings. She added that for now they need enough information, which may be obtained from the documents that they have, to do the conceptual drawings. She stated that HMFH will be looking at Dover's drawing and looking to make sure that there are no significant changes to them. Mr. Severson asked if HMFH had our drawings yet. Ms. Wernick stated that they do not. Mr. Severson stated that we need to get those to them. Dr. Arbour shared that Mr. White and Ms. Taylor had been gathering them. Mr. White shared that they were all together and ready to go. Dr. Arbour shared that there was a date set next week for HMFH to tour the building with Mr. White. The recording secretary clarified that the date had been moved to the first week of December. Ms. Wernick continued that depending on how good the drawings are they probably wouldn't ask for drawing during this first phase, but if it is determined that a renovation or partial renovation is going to take place they will need to obtain new extremely accurate drawings.

Mr. Carrier mentioned that as they move forward it is crucial that they have the timeline and plan mapped out for how they handle the displacement of students during this project.

Dr. Arbour shared that the attorneys had some minor changes and that she anticipated they would get a draft in hand by the next JBC meeting on 12/2. She further shared that some of the changes had to do with language that would allow the contract to be use for both the feasibility study and going forward with HMFH as the architect if that was what was decided. Mr. Carrier mentioned that the city planner, Chris Parker and the fire chief would and Tom would be key players in this project.

Mr. Parker asked if there would be value in the city/school obtaining the survey on their own in order to not pay HMFH the administrative fee. Ms. Wernick stated that the RFP was ready to go and that it did not matter who administers it. Mr. Parker shared that the city annually goes out to bid for survey services and engineering services and already have prices and can call up one of three that have already given us pricing. The recording secretary commented that she had spoken to the city purchasing agent and been advised that the scope of the work was probably too large for prices



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quoted. Ms. Wernick suggested as an option sending the RFP to the three as a new proposal that didn't fall under the city negotiated contract. Mr. Parker indicated that his point was that there is a value to the city to owning the survey off the bat, a value to not spending the administrative fee and its useful data the school would want anyway. He continued that he felt the same way about the measured drawings. Ms. Wernick stated that they can send out the RFP and once they get the prices back a determination can be made as to whether the surveyor will be hired through HMFH or through the city. She added that if the firm is hired through HMFH, they assume some liability for that survey. She reiterated they are happy to work either way. Mr. Carrier mentioned that he was thinking we had decided to provide the survey to HMFH. Mr. Severson agreed that was what he thought we were doing.

Mr. Parker asked if from the traffic study standpoint, HMFH was looking to do a study of the existing conditions. Ms. Wernick said she didn't know yet, because she was not that familiar with what the issues and challenges are. Dr. Arbour commented that the traffic study information was for HMFH to have an understanding of the site's opportunities and limitations, when presenting options. Ms. Wernick mentioned that once a determination is made as to whether they go forward with new construction, an addition or renovation that will have an impact on the traffic study. She indicated they could wait until later to do a traffic study, although if there are particular issues that will impact the project regardless of what happens with the school, they should be included from the beginning. Mr. Driscoll mentioned that although the 2001 study will cover many of the current issues, the traffic calming initiatives put in place in the area surrounding the High school have greatly impacted the traffic flow, especially the rate of the way they get kids out. Mr. Parker mentioned that he thought the middle school needed to be part of the discussion too. The committee agreed. Mr. Severson mentioned that the issues go all the way back to the exit at 108 and even as far as the Burger King, up to Mast Road and over to 155. Ms. Wernick commented that there are two levels to the traffic study; one- a baseline including intersections and traffic around the site, which can be done now and two, internal parking and circulation within the site, which can't be done now. Ms. Taylor brought up that the construction traffic during the project will also need to be taken into consideration. She mentioned that the committee had talked before about having community services come in to talk to them. She asked if they would be able to handle some of those projects. DHS-CTC project has money budgeted for the items to go along with the feasibility study and the City does not. Dr. Arbour suggested that we place "Traffic Study" on the next agenda to be discussed further.

Mr. Severson asked if the committee has decided to have the city do the survey. Mr. Carrier stated that he thought they should wait until Dr. Arbour had the contract back form the attorneys and they could decide once that was finalized. Mr. Gagnon was concerned that since the site survey would take at least six (6) weeks, there was reason to get it started as soon as possible. Ms. Wernick



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suggested that they go ahead and put out the RFP and then make a decision once firms had responded a decision could be made. Dr. Arbour reminded the committee that they spoke about this issue last week and she had concerns about what the staff could realistically take on. Mr. Severson moved / Jason Gagnon seconded that the committee have HMFH move forward with putting out the RFP for the site survey to be determined with who carries the contract at the 12/2/14 meeting. An oral **VOTE PASSED 4/0**.

Mrs. Greenshields brought to attention that on the fee comparison sheet provided by HMFH, their cost was actually \$20 less than the average, if you look at it by student population. So she thought there should be three (3) components one: there are two schools; two: more detail around the costing; and three: our population is greater than the average.

- V. **VISIONING SESSIONS:** Dr. Arbour shared that Ms. Wernick, Ms. Stanislaski and Principal Driscoll all met with Frank Locker yesterday. She continued that the handout provided a good overview of the process and the group was thinking that three (3) to four (4) days would be the appropriate amount of time and that would include thirty (30) to fifty (50) participants that would be representing the various stake holders including students, staff, community members, JBC members, etc. She continued that they will be receiving a more detailed document of the necessary characteristics of the participants. She stated that Day one would focus on the current state of the school and we would start thinking about learning in the 21st century, what does that entail, what would we like to see? Day two would be thinking about digging deeper into themes and ideas raised on day one. Day three would be looking at a school transformation development map, which is a tool that can be tailored to meet our needs - a worksheet designed to assist in rating some of the ideas brought up in day one & day two. Ms. Taylor asked if the Visioning sessions would include staff from both the high school and CTC. Dr. Arbour replied yes. Ms. Taylor brought up the fact that we will need to have a way to split out the cost to appropriately reflect the participation. Dr. Arbour mentioned using the square footage as a way to break out the percentage. Principal Driscoll suggested aligning the percentage to the number of staff/faculty from each school in attendance. The committee agreed that was a good idea. The committee decided to hold four Visioning sessions and set the following dates: Dec. 17th & 18th. Mr. Severson asked if the participants selected will be the same for all four days. Dr. Arbour responded yes and that Mr. Locker had mentioned that that was essential. Mr. Parker asked if the visioning sessions had been approved by the School Board. Dr. Arbour responded that the visioning sessions and the HMFH contract does not have to go to the board. Ms. Greenshields suggested mentioning the sessions at the School Board meeting, the way they did the Superintendent search thinking that should assist with generating interest. Dr. Arbour thought she could either mention it in her Superintendent report and speak about it in anticipation of or it could be part of the JBC update. Mrs. Greenshields felt strongly it would be more appropriate to have it as part of the JBC update as opposed to the Superintendent report. Dr. Arbour agreed. Mr. Carrier asked who would be deciding the make- up of the group. Dr. Arbour shared that Mr.



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Locker was sending them information on the criteria and that Mr. Driscoll and Ms. Paradis would be meeting to talk about staff, faculty and student participation. Dr. Arbour shared that Mr. Locker mentioned that it was important to have a cross section of students, not just your valedictorians. Ms. Wernick remembered that we had mentioned Dover Listens as a community group. Mr. Carrier reiterated that it was important to figure out the percentage make-up of the group prior to signing people up. He continued that they could not have more than three JBC members; otherwise they would have a quorum. Mr. Gagnon asserted that he felt the consultant should be deciding the final make-up of the group, since he is the one they have hired and is experienced in this process. Dr. Arbour asked that members email Melissa Glidden and herself any suggestions of groups or individuals that the committee would like to reach out to for this process. Matt Severson motioned/ Jason Gagnon seconded that the committee assign the committee selection for the visioning process to Dr. Arbour and her staff. An oral **VOTE PASSED 4/0.**

- VI. REVIEW HMFH'S RFP FOR SITE SURVEY:** Ms. Wernick shared that document provided is a standard AIA document that they use frequently for surveys, which identifies the property and spells out all the particulars of what they are looking for. She continued that they are looking for a high level of specificity, however if quotes come in too high they can back off on some of the things they are looking for. She proposed to send it out to five or six surveyors that are generally local and that if it was sent out in the next few days, they could get proposals back prior to the next meeting. Mr. Severson asked what the planning board requires for submission. Mr. Parker had questions about section 3 regarding the drawing requirements and the state datum was incorrect. Mr. Parker suggested that he forward the requirements for the planning board approval. He also thought that under 5.17, they should check wetlands and include a wetlands survey. Mr. Severson asked what was known about unground utilities. Ms. Wernick asked if we were expecting this survey to provide a wetlands flagging. Mr. Parker responded yes, that was required for the planning board approval. Ms. Stanislaski shared that they usually have the surveyor flag the wetlands and then separately bring in a specialist to do the analysis. Mr. Parker felt we should have the surveyor select the wetlands specialist as opposed to HMFH. Ms. Wernick said they can do it that way. Mr. Parker indicated that he would email Dr. Arbour any differences he felt should be noted and/or updated for the RFP. Mr. Severson asked Mr. White what was known about unground utilities and felt we needed to have this "Dig Safed". Mr. Gagnon suggested a private utility locator to do a full location mapping, since Dig Safe only goes to property lines and is not always as accurate. He also wondered if we should change some of the language so that it included something more in-depth than "based on surface evidence". Mr. Severson agreed that we should obtain an underground utility locator possibly prior to the site survey. Mr. Parker felt it could be sub contracted by the surveyor.

Principal Driscoll asked if we had an abutter's notification regarding the surveys. He felt it was important that advise abutters as soon as possible about activity that will be going on. Ms.



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Stanislaski suggested inviting those people to the visioning sessions. Mr. Severson asked if the Superintendent's office could send out that notification. Dr. Arbour responded that we could and asked if there was a list somewhere. Mr. Parker stated he could easily provide them with the list. Ms. Wernick pointed out that Mr. White will be listed as the contact for all survey activity on the property. Mr. Severson asserted that Durham and Bellamy Road should be included in the survey. Mr. Gagnon asked if we were including the fields across Bellamy Road. Mr. Parker agreed that city property adjacent to the school property should be included in the survey. He continued that there might be deed restrictions related to the Bellamy park lot, but that we could go to the attorney general office to request adjustment. Mr. Parker also felt the middle school should be included. Dr. Arbour asked if Mr. Parker could provide her with that perimeter. Mr. Parker responded yes. Mr. Gagnon asked about the standard language used on 1.7 regarding the surveyor owning the drawing. Mr. Severson reassured him that the data is the property of the city. Mr. Parker added that they should make sure to obtain a paper and an electronic copy. Matt Severson motioned / Jason Gagnon seconded to authorize HMFH to modify their initial land survey proposal (RFP) based on requirements provided by the city planning director which include the survey limits and the zoning approval documentation requirements for surveys for planning board approval with final approval by the superintendent, including the wetlands, underground utilities and to encompass the boundaries of city property within the immediate vicinity. An oral **VOTE PASSED 4/0**. Ms. Stanislaski confirmed that they would include that map in the RFP.

VII. GENERAL DISCUSSION: Mr. Carrier shared that he is interested in having a website created for this project and that it might be something that a student/s could be involved in. He continued that this would be for informational purposes. Dr. Arbour mentioned that JBC section has been created on the District website, including the minutes and agenda and will include the monthly reports. She continued that photos could be added. Ms. Taylor mentioned that Salem had videos of their school related to their project and that prompted the idea of asking students to video our school, which would get them involved and help show the public the current condition of the school. Principal Driscoll stated that he could make that happen.

Dr. Arbour asked Mr. Carrier the next due date for a city council update. Mr. Carrier responded for the meeting on Dec. 8th, which means she will get it to Mr. Carrier by Dec. 4th so that it will be on the agenda.

Dr. Arbour shared some items she felt needed to be on the next agenda: 1) need to make a final decision on the traffic study; 2) HMFH Contract approval for the feasibility study; 3) determination on who contracts for the site survey; 4) Visioning committee membership and 5) Need to approve funding for JBC admin support. Mr. Gagnon asked that we add Project Schedule to the list.

Mrs. Greenshields mentioned that they need to finalize the last two visioning dates. The committee decided upon Dec. 17th & 18 and Jan. 12th & 16th with 12/19 as a snow day.



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Ms. Wernick asked about the schedule for approving the funding in relation to the city and school board elections. Mrs. Greenshields clarified that the issue was to have a vote prior to December 2015, so those members most familiar with the issues were voting. Dr. Arbour mentioned that they had talked about having a vote in June 2015. Mr. Gagnon asserted that to him, who was on the council was less of an issue that having the CIP numbers confirmed. Ms. Wernick mentioned that Mr. Locker had hoped to schedule some tours at Noble HS, Oxford Hills and Mt. Blue. Dr. Arbour confirmed that they would move forward with scheduling them. Mr. Carrier asked if the recording secretary had been able to find out information on a project in Bedford. Ms. Glidden responded that she had and that the project did not include any CTE, was completed in 2007/2008 and had been for \$50M. She continued to share that a request had been made to the DOE for a list of all the high school/CTE building projects for the last 15 years and the price. Ms. Wernick asked if there needed to be a separate approval for Frank Locker's services and if yes, that she would get a proposal to us. Dr. Arbour asked what the City Council approved at the last CIP meeting. Mr. Gagnon shared that they approved the plan for \$50M as a place holder and a \$16M appropriation for the first year. He continued that the council would like more information from the feasibility study and then that number less the \$16M would put forward for the next CIP vote.

VIII. ADJOURNMENT: Sarah Greenshields moved/ Matt Severson seconded to adjourn the JBC meeting at 6:38 p.m. An oral **VOTE PASSED 4/0.**

Respectfully submitted,

Melissa Glidden

Melissa Glidden, Recording Secretary