



**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, December 16, 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, December 16, 2014 at 4:35 p.m. at the SAU Superintendent's Conference Room. Present were Robert Carrier, Sarah Greenshields, Jason Gagnon, Wayne Coolidge and Matt Severson. Amanda Russell was excused from the meeting. Also present were, Superintendent Elaine Arbour, Business Administrator Karen Taylor, Facilities Director Jeff White, Dover High School Principal Peter Driscoll, HMFH Project Director Laura Wernick, and Foster's reporter Kimberly Haas. CTC Director Louise Paradis arrived at 4:50 p.m.
- II. APPROVAL OF MEETING MINUTES FROM DEC 2, 2014:** Wayne Coolidge moved / Jason Gagnon seconded to approve the minutes of the meeting listed above. An oral **VOTE PASSED 5/0.**
- III. CITIZENS' FORUM:** There were no citizens present.
- IV. SITE SURVEY – Update on RFP:** Ms. Wernick shared that they sent the RFP to eight (8) firms and received six (6) responses, four of which were from Dover's approved list. She continued that the responses from McEneaney and Sebago Technics were the most complete and that of the two Sebago was the lowest. Ms. Wernick stated that in the RFP, they requested that standard field survey method be used. She continued that McEneaney gave two pricing options, one using the standard field survey method (\$55,000) and the other using aerial photography (\$40,500). Ms. Wernick indicated that to compare apples to apples, one would use McEneaney's \$55,000 figure to compare to Sebago's \$39,800. She indicated that Jason Pohopek's pricing didn't include the cost of a utility locator. She added that they would like to recommend hiring Sebago Technics. Mr. Gagnon asked if they had contacted Mr. Pohopek about the utility locator cost, since the response summary sheet did not specify one way or the other. Ms. Wernick responded that they had and had not heard back from him. Mr. Severson remarked that they had heard positive feedback about Sebago from other school districts that had utilized them. Mr. Carrier asked if Sebago had given a timeframe for the survey. Ms. Wernick responded that Sebago indicated they would perform most of the survey right away and finish the utility portion in the spring. Mr. Gagnon asked if there was really much difference between McEneaney's aerial photography method and the method described by Sebago Technics. He continued that if you read the proposals, it really appears they are doing the same thing. He added that McEneaney would be more easily accessible due to their location being Dover. Mr. Severson voiced that he felt that Sebago's fee were all inclusive and a better value than. Matt Severson moved / Wayne Coolidge seconded to hire Sebago Technics for the site survey for \$39,800.



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V. DISCUSS VISIONING PROCESS:

- a. **DISCUSS SCHEDULEING CONFLICT ON JAN 6TH:** The committee decided to cancel the JBC meeting on 1/6 since it was in conflict with the second visioning session.
- b. **DISCUSS COMPENSATION FOR STAFF PARTICIPATION:** Dr. Arbour brought up that when they moved the dates of the visioning sessions, in order to help accommodate community participation, it made it more complicated and time consuming for staff and students to attend since the times were now outside of the school day. She continued that it had effected who from the staff side was now able to participate and would we considerate compensating them for their time (28 hours) at the visioning sessions. Mr. Carrier felt we would need to additionally know the total about of hours we would be looking at. The recording secretary shared that currently 10 staff had committed to all and 5 staff to some. Mrs. Greenshields asked what Principal Driscoll's thoughts were on staff compensation. He responded that he sensed they thought they might be compensated, but that they would show up regardless. Mr. Carrier asked how many others we had signed up. The recording secretary responded that there were 12 community members. Dr. Arbour commented that with the schedule change, we have tipped that balance, as far as who is participating. She continued that with the old schedule, we had more staff and student participation which is what Mr. Locker said was most desirable. Mr. Carrier remarked that although Mr. Locker wanted all participants to commit to all sessions, especially with the circumstances, it would still be very useful to have staff that could attend some of the sessions. He recommended that we extend invitations to those staff that can participate in only a portion of the sessions. Mr. Gagnon pointed out that the conversation began about compensating staff for their time and did the Superintendent feel we would get greater staff participation if we did. Dr. Arbour responded that she did not know and that she thought the scheduling outside of school hours was the greater issue. She continued that with the schedule revision, Jan. 16th, the teacher workshop day, had been taken out of the schedule and wondered if that date was put back in, would it enable additional staff to attend. Ms. Paradis indicated that she felt it would. Dr. Arbour shared that the teacher contract included a clause for summer compensation for off hours that could be applicable and for instruction to students, the rate is \$23.50 an hour and for non-instructional, it is \$13 per hour. Mr. Carrier asked how many total hours we would be looking at. The committee came up with approximately 24 hours multiplied by 13 staff for a total of 312 hours. Mrs. Greenshields felt it was inconsistent to pay teacher s for their time and not pay students, since they are doing the same work. Mr. Carrier shared that he felt this was not different



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from other visioning committees the city has done and they were always comprised of volunteers. The committee agreed that compensating some of the volunteers and not others was inconsistent and that they would not compensate staff for the visioning sessions.

VI. SET MORE FIRM SCHEDULE FOR SPECIFIC TASKS/TARGETS:

a. \$ VOTE BY JUNE 2015

b. FIRM UP DATES FOR MILESTONES (COMPLETETION OF FEASIBILITY STUDY, ETC.) Ms. Wernick passed out an updated Feasibility Study Schedule and indicated that the column labeled Jan. 18th should be the 19th. She shared that the building visit had been completed and that they hoped to have the existing conditions report back to the JBC by Jan. 19th. She continued that once Mr. Locker is further into the visioning sessions, they will begin to work on the educational part of the feasibility study and begin having individual teacher interviews. She added that after the initial interviews, they will begin the educational plan which is a narrative of what happens in the school and a space program which lists all of the spaces, numbers of each type of space and the square footage and have those to the JBC by the middle of February. She stated that they would review those reports with the faculty near the end of February and then plan to share it with the Dover Community. She continued that the next step would be putting the ideas to paper, the conceptual design stage which would take 2 ½ to 3 months and that with the review time that would be completed by the end of May or the beginning of June. She added that currently they have a community meeting scheduled for the end of the educational planning and another close to the end of the conceptual drawing stage and would be glad to add additional meetings, if needed.

Dr. Arbour asked the city council members if the council had approved a first phase of funding beyond the feasibility study. Mr. Carrier responded yes. Dr. Arbour asked for clarification on whether they need any city council approval in May. Mr. Carrier responded that the placeholder of 18M has been adopted by the city council for authorization for bonding, but it does not mean that anything will happen with that until we get closer. Mr. Gagnon stated that the budget will be voted on in June. Dr. Arbour commented that the vote for the city council for FY 16 had been moved to May. Mr. Gagnon stated that if we had firm numbers by then, the CIP could be amended to include the full value. Mr. Carrier mentioned that once the feasibility study is completed, the JBC also has to decide if they are going to continue on with HMFH for the rest of the project and then hire either a general contractor or a construction manager. Ms. Wernick



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mentioned that they might not need to hire either of those until after the design development is completed or maybe during the schematic design phase. Ms. Wernick added that she will provide at the next meeting a suggestive schedule for the entire process. She asked if the JBC would like for her to include some preliminary budgets in the middle of May. Dr. Arbour suggested the beginning of May would be best because of the timing of the school and city budget meetings. Ms. Wernick reminded that these would be broad brush estimates. The committee discussed that as the process unfolds the numbers will continue to firm up and that cannot be rushed.

VII. REPORT ON TOURS SCHEDULE: The recording secretary shared that she had been able to re-schedule tours for Thursday, 1/9 at 9:30am for Oxford Hills HS and at 12:30pm for Mt. Blue HS since the 12/10 tours were cancelled due to weather. She added that she is still working on setting up a time to tour Noble HS.

VIII. GENERAL DISCUSSION: Mr. Severson asked if Ms. Wernick could give feedback on the walk through. Ms. Wernick responded that she had only heard some general comments about the space including how busy it is and how the mezzanine affects the flow and would have the engineers report after Christmas, which would provide detailed feedback. Mr. White shared that a general concern was about the 2nd and 3rd floor and how they would accommodate systems. Ms. Wernick brought up the question of areas being designated as district space. She mentioned noticing that some district food preparation seemed to take place at the high school. Dr. Arbour and Principal Driscoll affirmed that. Mr. White shared that storage was a major issue for the district as a whole and that he was hopeful district storage could be worked into the new facility. He added that areas of the CTC would transition well into vehicle storage and that the out buildings needed to be looked at. Mr. Severson asked what the school district was responsible for regarding the grounds. Mr. White replied that the facilities department is responsible for everything grounds top to bottom. Dr. Arbour stated that storage is clearly one of those things that is easy to get rid of but you pay for it immediately and forever and advocated that we keep that in mind. Mr. Severson voiced a concern about too much storage creating a saver mentality. Dr. Arbour responded that we would be looking at active storage that supported the school and the district so they ran more efficiently. Mr. White shared that all district maintenance supplies are delivered and distributed from the high school.

IX. BUILD NEXT AGENDA & REVIEW ACTION ITEMS: Dr. Arbour began a list including visioning report, a report on school tours, an existing conditions report and a financial report including authorizations. Ms. Wernick asked if tomorrow at the visioning session the group could discuss a date for the last session and include 1/16, the teacher workshop day. Dr. Arbour agreed that should be brought up.



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- X. ADJOURNMENT:** Sarah Greenshields / Matt Severson seconded to adjourn the JBC meeting at 6:05 p.m. An oral **VOTE PASSED 5/0.**

Respectfully submitted,

Melissa Glidden

Melissa Glidden, Recording Secretary