



**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, February 3, 2015
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, February 3, 2015 at 4:40 p.m. at the SAU Superintendent's Conference Room. Present were Robert Carrier, Amanda Russell, Sarah Greenshields, Jason Gagnon and Matt Severson. Wayne Coolidge 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, CTC Director Louise Paradis, City of Dover Director of Planning and Community Development Chris Parker, HMFH Project Director Laura Wernick, HMFH Project Manager Tina Stanislaski, HMFH Project Coordinator Bobby Williams, Structural Project Manager Rich Roberts, Mechanical/HVAC Systems Consultant Dominick Puniello, Civil, Plumbing & Fire Protection Consultant Christopher Garcia, Electrical, Technology, Communications & Security Systems Project Manager Carlos Desousa and Civil Project Manager Erin Lambert.
- II. APPROVAL OF MEETING MINUTES FROM DEC 16, 2014:** Amanda Russell 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. REPORT ON SCHOOL TOURS:**
 - a. OXFORD HILLS:** Dr. Arbour shared that they spoke about having freshman teams in a middle school like configuration, physically more separate, similar to the Freshman Academy. She added that for sophomores they had teams more like high school not quite as contained as the freshman. Principal Driscoll shared that they had a forum, which was a small auditorium that you could bring 100-150 students into. He noted that Marshwood accomplished this by including really good acoustics and lighting in their cafeteria. He commented that other models they have seen use a common room with glass and stairs that can double as seats. He continued to comment that the ability to group students together in a medium size space was really useful. He shared that their teacher work rooms were designed based on supporting teacher collaboration, as well allowed them to be as accessible to students. He said they are continuing to try to place CTC classrooms near academic rooms. Dr. Arbour commented that in both schools they observed the paring between CTC and academic classrooms was not necessarily intentional. Principal Driscoll shared that both schools have a "Starbucks" type area, which was the type of space that students involved in the visioning process indicated they wanted and that both schools indicated that it worked well for them.



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- b. **MOUNT BLUE:** Dr. Arbour shared that they had a really nice entry way which was an example of an inspiring, as well as functional space, which is something Dover has talked about wanting. She stated that it had loft, brought light into upper areas, included art displays, and had an integrated touch screen where you could monitor their renewable energy production on site, which could also be used in teaching. Principal Driscoll agreed that they made really good use of natural light and had great spaces for kids to work in a lot of different places. Dr. Arbour shared that their teacher spaces were only for teachers, not for students and were more similar to a lounge with work areas, including tables with small conference rooms off each collaboration space, nice lighting, copiers, places to hang coats, a microwave, places for food and glass into the hallways. Ms. Paradis remarked that the entry way was the central point for everyone to enter the school and that from the entry way you access the administrative offices, guidance and the nurse. Ms. Paradis remarked on the furniture in the classrooms, sharing that they had fabulous tables and chairs (the chairs hooked on top of the tables) which allowed for flexibility inside the classroom. She continued that it invited you to be able to change up your room on a daily basis. She also mentioned that in the computer rooms, the work spaces allowed the students to work on a stool or stand, if they desired. Principal Driscoll shared that in Maine the computer ratio is 1 to 1.

Principal Driscoll commented that both schools had some very long hallway, even compared to our standards. He continued that the width was good, but they were very long. Ms. Greenshields asked about accessibility to CTE and public spaces. Ms. Paradis shared that at Mt. Blue the culinary school in particular did not have accessibility and the rest of the center was on the back side of the building and therefore there was not a lot of access. She continued that a positive feature on the inside of the building was the use of "store fronts" for many of the programs, so that students could see the programs. Dr. Arbour shared that both schools were renovations and that affected some of the proximity decisions. Mr. Severson asked when the schools were rehabbed. Dr. Arbour responded that Mt. Blue was finished last year, 2014. Mr. White shared that Oxford Hills was completed in 1998. Mr. White shared that Oxford Hills did not do much in regards to their physical infrastructure as far as heating, cooling or any type of green initiatives, although they had a "chip" boiler. He continued that Mount Blue did multiple types of changes including geothermal heating and cooling, solar arrays and a "chip" boiler. Dr. Arbour mentioned that they had two wind turbines out front. Ms. Greenshields asked if Frank Locker attended the visits and asked if he had specific observations that he pointed out. Dr. Arbour answered that he did, although he did not always travel with them during the tours. She shared that he pointed out the forum spaces and many of the teacher collaboration spaces.



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Principal Driscoll added that he brought their attention to the flexibility within the class, similar to what Ms. Paradis had pointed out regarding the types of furniture used.

EXISTING CONDITIONS REPORT: – Ms. Wernick introduced the engineering staff and mentioned that the DRAFT Existing Conditions report had been distributed to the JBC members. HMFH Project Coordinator Bobby Williams then began the Existing Conditions Overview presentation. (see link for PowerPoint) <https://hmfh.filetransfers.net/downloadFilePublic.php?filePassId=ddfd6ca488be2dfdea0235fb9f45172a>) During the plumbing section of the presentation, Mr. Severson asked about the advantages and/or disadvantages to maintaining two boiler systems in a renovation project in regards to efficiency and maintenance. The Civil, Plumbing & Fire Protection Consultant Mr. Garcia responded that with current layout and if the placement of programs stayed the same (cafeteria in one of the building and culinary at the other), it would make sense to have two systems instead of one huge tank at one end of the building with a large amount of piping. He continued that if you had the culinary program and the cafeteria in the same spot, then ideally you would want have a gas fired water heater and storage tank right next to it. Ms. Wernick asked what the life expectancy on the 25 year old CTC boiler was. (see page 59 Appendix B-Mechanical Existing Conditions report) Mr. Puniello responded 25 to 30 years. He added that he thought the other model for the main school would be 30-40 years. Mr. White shared that they were already unable to get parts for the CTC boiler and had to manufacture a part themselves to make a repair in the last year. Mr. Puniello commented that usually good maintenance can keep a boiler running to it full life expectancy, although the cost for maintenance has to be factored in and it can be costly, Mr. Severson asked about how the control systems were and whether or not they were current. (see page 61 Appendix B-Mechanical Existing Conditions report) Mr. Puniello responded that the pneumatic controls are antiquated and cost a lot to run and that DDC is the current technology. They would recommend upgrading to full DDC and to fully integrate the systems. Mr. Severson asked about piping. Mr. Puniello stated that the piping is original and that they would recommend replacing, although they have used old piping in the past as long as there were multi samples taken to test the integrity of them. Mr. Severson asked what kind of drawing they had on the 1967 boilers. Mr. Puniello responded that they do not have PNIDs, but do have the original design plan.

RECORD NOTE: The overview presentation above was based on the Existing Conditions Report which will be archived with the minutes once available. Full audio is available upon request.



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Mr. Carrier opened the floor for questions and comments. Mr. Severson indicated that he saw there was an inconsistency on how items and/or sections in the building were referred to and that they need to settle on terminology that is very clear in the report, especially for a non-technical reader. He further stated he thought there should be an executive summary that helps to break items down. He continued that he thought it imperative that the final report clearly highlight the deficiencies that need to be handled regarding keeping with current code, ADA requirements, egress requirements, systems and parts useful life and energy consumption. He suggested using a format that listed items that do not comply with code or requirements and then including the recommendation. Principal Driscoll mentioned that he was struck that there was no mention of the mezzanine and the safety issues it represents. He continued that it was a huge safety concern for the building staff. Mr. Carrier commented that the report in hand was definitely a draft and that his expectation was that the final draft would be a more specific map of the building and what can be used. Ms. Wernick commented that they don't make full recommendations on certain parts and/or items in the building as far a further testing because until they start to put together some actual drawings they will not know what it is worth looking deeper into, although she indicated that they can definitely prioritize specific concerns. Ms. Stanislaski added that the HAZMAT study had been started and that will also impact this report. Mr. Severson stated they he continually hears people in the community say "just rehab" and feels the JBC needs to make sure to show how big the problems are with the existing building and how that will affect the final decisions. He mentioned that the city has in the past gone into major projects without doing due diligence on the geotechnical investigation. He asked is there a way to do some kind of investigation on the foundation to see what we have. The structural engineer responded that the only thing they could do would be to drill right outside the building and there is a limited amount of documentation from 1966. He mentioned that clearly the builders ran into the issue of gray clay and made a partial change in progress. He continued hat they are planning to map out which parts of building are supported by which types of pilings. Mrs. Russell left at 6:40pm.

V. UPDATE ON SITE SURVEY: Ms. Stanislaski shared that a draft of the site survey should be coming next week and the geotechnical-Phase I environmental has been started, but the site survey will not be completely done until spring due to the snow. Mr. Carrier indicated that he wanted to move down to Item VIII. on the agenda.

VI. REPORT ON VISIONING PROCESS:

- a. **DISCUSS KEY CONCEPTS:** Dr. Arbour shared that participants were interested in:
 - i. Flexible spaces, including a variety of sizes (S/M/L) for different size audiences and inside the rooms



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- ii. Places for students to work different than the current spaces – more community oriented
 - iii. Places for teachers to collaborate
- b. **DISCUSS POSSIBLE LOCATION OF OFFICES AND PROGRAMS (SAU, ALT SCHOOL AND 8TH GRADE):** Dr. Arbour shared that there was a question from a School Board member about whether or not we would save money if we moved the SAU offices to the high school or on the campus. She continued that they are investigating how much could and would be saved and that the Business Administrator is working with the city finance director on that. She specified that currently, the School District pays \$30,000 per year in rent for the McConnell Center space and another \$15,000 in debt service. She stated that currently some obligations would go away if they were not in the McConnell Center and some would not. She also indicated that there would be pros and cons to having the offices on the campus. A pro would be easier access to the students and staff for our schools and programs, but a con would be the traffic challenge of adding more cars to an already congested area. She added that another challenge would be that when the internet is down or when there is a bomb threat, it would impact the central offices ability to provide support. She said they need to get more specific financial information to then continue exploring the idea.

Dr. Arbour shared that another option talked about was relocating the ALT school to the high school building. She commented that they probably would not want to fully integrate that program into the high school due to the nature of the program and some of the challenges those students are facing, although it could be housed in a wing of the school that had a separate entrance and then had access to the high school. She mentioned that the current ALT building could be used for other things such as offices or a transitional program for 18-20 year olds with special needs transitioning from a school environment to a more community assisted living environment.

Finally, Dr. Arbour shared an idea that came up at visioning, which was to move the 8th grade up to the high school campus, which would assist in alleviating the space issues currently faced in the middle and elementary schools. She mentioned that there has been conversation in the community about needing a fourth elementary school. She commented that Dover is a tax cap community and a new school would require obtaining land, having feasibility studies, building and then fully staffing. She noted that would be a lot of time and money, which the community does not have especially looking at our current space restrictions and growing population. She pointed out that moving the 8th grade to the high school and possibly combining them with the 9th graders in some type



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of 8th/9th grade academy would provide the opportunity to relieve the pressure valve at the middle school, which cannot be added onto. She continued that it could then allow the city to consider a smaller addition to one of the schools that included maybe Pre K, K and/or 1st grade that would be a smaller financial project. She asked that the topic be discussed further to help with the overcrowding issues.

- c. **NUMBER OF STUDENTS (added by Dr. Arbour during the meeting):** Dr. Arbour shared that we currently have 1,375 students, give or take on any given day, enrolled in the high school between Dover, Barrington, Nottingham and students coming to us to access CTE. If we were to move 8th grade over, that would add another roughly 300 students. She mentioned that in the past we have had as many as 1,800 and knowing that we are a growing communities, feels we should use 1,800 to 2,000 as a starting place for student population. If we did not entertain moving the 8th grade, that number could go down to maybe 1,700. She pointed out that the Barrington and Nottingham are unknown variables since their tuition agreements can change and that additionally Newmarket may be looking for schools to send their 6-12 students to. Mr. Carrier commented that we needed to really look into the population questions raised. Mr. Severson asked if that was really under the purview of the JBC. Dr. Arbour stated that she will be adding it to the School Board agenda and that it needed to be discussed by the administrative staff, but wanted to bring it up due to the timing of this committee and the fact that it could impact the numbers. The committee agreed there would need to be further discussion.

- VII. RE-VISIT SCHEDULE AND NEXT STEPS:** Ms. Stanislaski said they are continuing to conduct teacher interviews and have spoken with most of the CTC faculty and will continue to meet with all the other departments. She shared that the major questions are: "What works for you now?, What doesn't? and What is your wish list?" She continued that they are creating the programming spreadsheets identifying all the spaces the building has, how big they are, how many there are and what they are being used for, what the teachers indicate they would like as far as space and also industry standards for spaces. She added that the next piece was student population and what district operations and personnel would possibly be run from the school (district kitchen, district storage, district offices, etc.). Ms. Wernick mentioned that Mr. Williams has been determining how many classrooms there are, when they are being used, what the class size in the room at any time. She continued that they will also be integrating the results of the visioning sessions. Mr. Carrier suggested going right into an update on the Visioning Sessions, however the recording secretary asked if they could jump to item IX. and go ahead and speak to the photographer. Mr. Carrier said yes.



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VIII. DISCUSS STRATEGY FOR COMMUNICATING WITH THE COMMUNITY ABOUT THE PROJECT:

Ms. Wernick mentioned the article being written that will be submitted to the local paper. She continued that there are many options such as question and answer sessions, dog & pony shows and videos that can be used to walk the community through the existing conditions. She continued that as they complete more reports, they will have more to share with the community. Dr. Arbour mentioned about presenting to the rotary. Ms. Stanislaski shared that having the forums in the high school helped raise awareness about the current facility’s condition. Ms. Wernick indicated that they would be ready to hold an existing conditions presentation in the next couple of weeks and that the SAU could go ahead and assist in scheduling that.

- a. **TALK WITH POSSIBLE PHOTOGRAPHER:** Mr. Greg West introduced himself and handed out a Statement of Interest and Qualifications. He indicated that as the communication needs ramp up, he would be interesting in submitting a proposal on any possible jobs. Mr. Carrier indicated that the JBC would coordinate with the Architects as far as possible needs. Dr. Arbour mentioned that they would need to get at least three bids if a job was under a certain amount. Ms. Taylor confirmed that if the amount was under \$10,000, they needed to obtain at least three competitive bids for a job and if over they had to go through the formal bid process. Mr. Gagon left at 6:45pm.

IX. FINANCIAL REPORT: Ms. Taylor shared that they settled on a square footage percentage for accounting purposes.

- a. **AUTHORIZATIONS:** moved to next agenda due to lack of a quorum

X. BUILD NEXT AGENDA & REVIEW ACTION ITEMS:

XI. ADJOURNMENT: Sarah Greenshields / Matt Severson seconded to adjourn the JBC meeting at 7:05 p.m. An oral **VOTE PASSED 3/0.**

Respectfully submitted,

Melissa Glidden

Melissa Glidden, Recording Secretary