



**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:	<b>Tuesday, March 3, 2015</b>
Meeting Time:	<b>4:30 p.m.</b>

**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, March 3, 2015 at 4:35 p.m. at the SAU Superintendent’s Conference Room. Present were Robert Carrier, Amanda Russell, Jason Gagnon and Matt Severson. Wayne Coolidge and Sarah Greenshields were excused from the meeting. Also present were Superintendent Elaine Arbour, Business Administrator Karen Taylor, Dover High School Principal Peter Driscoll, Career Technical Center Director Louise Paradis, Facilities Director Jeff White, City of Dover Director of Planning and Community Development Chris Parker, HMFH Project Director Laura Wernick, HMFH Project Manager Tina Stanislaski and HMFH Project Coordinator Bobby Williams.

**II. APPROVAL OF MEETING MINUTES FROM FEB 17, 2015:** Amanda Russell moved / Matt Severson 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. FINANCIAL REPORT:**

**a. AUTHORIZATIONS:** Ms. Taylor passed out a Capital Improvements Summary for the Regional Career Technical Center Improvements and the High School & Dunaway Field Improvements that listed FY 15 Appropriations and Expenditures to date. She pointed out that the first page was the same as before. She indicated that two invoices for travel had been missed and she had a manifest prepared to be approved for payment on the second page and that the invoice numbers should be 595 and 617 and will need to be changed on the high school side. She shared that the second two pages were for the CTC side and the item to note was that of the \$31,530.87 and an invoice for \$23,472.00 has been prepared to be billed to the state. She added that the second side included the CTC side of the travel expenses.

Amanda Russell motioned / Matt Severson seconded to approve the second manifest in the amount of \$620.38 (\$479.69 + \$140.69). A roll call **VOTE PASSED 4/0.**

Dr. Arbour mentioned that they will begin to include the spreadsheet portion of the manifest in the city council and school board updates.

**a. FUNDING FROM THE DOE:** Dr. Arbour shared that as of today, the governor’s budget for the next biennium includes the second portion of the funding for Dover’s CTE project. She mentioned that the NHDOE will assist in advocating to roll funding not yet used out of the initial biennium into the next one. Mr. Carrier asked if all our paperwork was up to date. Ms. Paradis responded yes and added that we will be supplying plans *i.e.*, architectural drawings, for approval prior to any construction.



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**V. UPDATES ON OLD BUSINESS:**

- a. **VISIONING SESSIONS:** Ms. Wernick shared that they are beginning to put the visioning information into a format that will be integrated into the information for the public forum sessions that are beginning to be scheduled. She then went through a Feasibility Study Update – please refer to Attachment A.
  - i. **Overview** – refer to Attachment A
  - ii. **Review Locker Diagram** – refer to Attachment A
  - iii. **Discuss physical implications/options for proceeding** – refer to Attachment A.

Ms. Wernick indicated that they have come up with 3 diagrams with varying levels of CTE integration that are NOT plans. Ms. Stanislaski mentioned that there are a few issues they need further guidance on. The first being the level of integration of the CTE programs. She continued that of the diagrams shared, the first model would have more flexibility in the future if you changed your program organization. Ms. Wernick reiterated that the diagrams are not floor plans and just meant to lay out the relationships. Ms. Paradis stated she is support of integration, although there are some delivery, public access and noise issues that would need to be thought through. She also thought that some programs could be further interspersed. Ms. Stanislaski indicated that the second diagram would more fully integrate CTE in the way Ms. Paradis referred to; however, it would not have the same flexibility in the future if the small learning communities were redefined. Ms. Paradis additionally brought up that once a CTE space was designated as CTE, it would need to remain so unless a petition was made to the state to re-designate the space as not part of CTE. Mr. Severson brought up that the 3<sup>rd</sup> diagram with a separate wing did not make sense because they have already done it and it does not allow for flexibility if the learning community structure changes. Principal Driscoll remarked that the comments from the students at the visioning sessions further supported that because they vehemently indicated that they did not want to be segregated from the student body at large. He went on to share that currently the World Language department is in the old “Freshman Academy” and they are very segregated from the rest of the school, which also isolates the staff. He continued that staffing becomes an issue when you have a segregated academy. He also remarked that as part of the integration, they would like to break down the departmental silos and wondered how that



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would affect the cost of the physical layout of a building. Dr. Arbour brought up that on the school visits they saw some models that allowed the breakup of types of classrooms, but allowed structurally to keep like systems near each other. Mr. Carrier brought up the idea of a multi-use room. Ms. Paradis responded that unfortunately that would not be allowed with the current state restrictions regarding funding. Principal Driscoll also brought up that attempting to combine too many class types would affect their scheduling. Ms. Wernick asked if that affected common use space. Ms. Paradis responded that common use space would not receive CTE funding.

Ms. Taylor mentioned that it would be important to look at public access for some of the CTE programs, especially because it will affect community involvement. Mr. Gagnon mentioned that having community access that comes through the "common" of the building will facilitate students mixing with different age groups, who they might otherwise not interact with. Mr. Carrier added that local brewery's promote interest by having glass walls to their brewing equipment, which generates interest. Mr. Gagnon agreed that seeing learning, activities or service being rendered assists students learning how to be contributing members of a community. Dr. Arbour agreed and mentioned how manufacturing facilities are starting to use glass in between the spaces between the "floor" and the admin offices. She continued that seeing activities in action promotes interest and works as marketing. Dr. Arbour pointed out that the visibility makes the entire school an interactive learning environment, even if it is part of the operational systems.

- b. **PRELIMINARY SPACE NEEDS:** Mr. Severson asked where the school district stood on the issue of bringing the 8<sup>th</sup> grade up to the high school. Ms. Wernick indicated that was a good Segway into how they were beginning to proceed with our current budget numbers. She stated that are going in three directions; the first is what it would cost to do a base renovation including bringing the building up to code, installing new systems, adding new finishes and making it ADA compliant based on a 30-40 year life expectancy. She added that an important consideration for the first option is how you relocate the students, either for 18 months or in phases and what that costs. The committee felt the term rehabilitation would be more appropriate and asked that the diagrams be clearly marked as such, so they were not mistaken for floor plans. Ms. Wernick agreed they would make those changes. She continued that the second direction would be a new addition/renovation focusing on what can be saved, e.g., the



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CTC wing, the auditorium, the gym and how they could be built on to. She concluded that the third would be the all new construction approach. She said that they are currently staring with a population of 1300 based on the budget.

Mr. Gagnon brought up that they need to look at flexibility in all three options to help accommodate future population numbers. Mr. Carrier brought up how parents will feel about their students spending four years of high school in a school under construction with all the accompanying displacement and how that may trigger them to send their students to other schools. Principal Driscoll added that tuition from sending communities could definitely be affected by that, as well, if those students have other options. Mrs. Russell brought up that not only is it better educationally to not be re-housing students, it is better financially. Ms. Stanislaski mentioned that will be an important cost to point out at the community meetings. Mr. Severson added that re-housing is a one-time cost, that there is no return on.

Mr. Severson asked if there was a number decided on for HMFH to work with. The consensus was that the current population was 1375, not including other students that come onto the campus for CTE classes and so 1400 should be the number HMFH designs for. Mr. Gagnon brought up that if we build for 1400 and there are any new residential developments in town or we decide that the 8<sup>th</sup> grade needs to be moved up to the high school, we now have a new building that is already too small. He added that it made more sense to design for a larger school and scale back than to design for the minimum and then need to re-scale. Ms. Wernick indicated that Dover's current budget will not support designing for 1500. Dr. Arbour agreed that although the budget is an issue, if we end up building a school that is too small, it will be a PR nightmare. Mr. Severson asked about dropping the tuition students if we had a space issue. Dr. Arbour responded that we could, although we would notice the income drop which is about \$3.5M. Mr. Gagnon suggested planning smartly for our needs and finding out what that is going to cost. He continued that if we know that 1600, for instance, is the smart number to plan for, then we need to know what that is going to cost. He added that if we can't afford it, then we can't afford it and we would have to figure out where we would need to sacrifice or compromise. He continued that if we do not explore providing a building that is going to meet Dover's needs for more than the first day it is open, then why are we even doing this? He stated that once we get to the point where our budget needs to meet our design, then there will need to be some compromises, since we cannot build a building that we can't afford because that would also be irresponsible. He



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concluded that it would also be irresponsible to plan to spend X amount of money on something that doesn't meet our needs from day one.

Mr. Carrier mentioned that the appropriation and the incremental amounts of money that will be bonded for 3 periods have a "sunset". He continued that the public needs to be aware that in 20 years (or whatever the term), the monies will be paid off. He added that the JBC needs to obtain the public's buy-in regarding "biting the bullet" to fund the project, knowing that it will be paid off just like a mortgage. Mr. Carrier felt we could not go over 75M and maintain public support. Ms. Taylor brought up the fact that some members of the community will remember that at one point there were 1600 students in the high school and the JBC will need to be able to support why that is not feasible now. Mr. Carrier mentioned again the idea of planning with the vision that certain areas may be built onto in the future. Mrs. Russell mentioned that with both the middle school and Horne Street School, the city had to add on to buildings that had just been build or been added-on to. She continued that it is illogical to continue to enter into building projects for buildings that we have just built. Mrs. Russell mentioned that although each year Dover has some attrition, if we have a new facility that may drop a bit. Dr. Arbour asserted that it sounded from the discussion like 1500 was the number HMFH should design for. Ms. Wernick indicated that Mr. Williams and Ms. Stanislaski are scheduled to have a call with Principal Driscoll and Director Paradis to confirm the program needs and the square footage needed. Mr. Gagnon asked if the schedule format needed to be looked at in regards to how that would affect space needs. Principal Driscoll responded that the scheduling model would not significantly affect the space needs enough to get into it.

Ms. Wernick indicated that the schedule has slipped a bit (see Appendix A) due to weather. She mentioned that the first community meetings were scheduled. The recording secretary confirmed that the dates selected were Wed. 03/25, Sat. 3/28 and Tues. 3/31. It was observed that there was a conflict on the 25<sup>th</sup> due to a city council meeting and that date was changed to Thurs. 3/26. The times were set as 6-8pm for the 26<sup>th</sup> & 31<sup>st</sup> and 9am to 1pm for the 31<sup>st</sup> with part of the meeting for tours and part for a presentation and questions. The recording secretary further shared that she had been working with Ms. Cancellari from CTE and HMFH on putting together a trifold display to be displays at various locations around town including all the school lobbies, the Chamber of Commerce, City Hall, the Library, the train station and possibly some businesses. She continued that the plan is to have a display ready for review at the 3/17 meeting, which will then be displayed on or around the 20<sup>th</sup> for 3-4 weeks. She also



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shared that she had reached out to the parent organizations and will be scheduling times to speak with them. Dr. Arbour mentioned that we need to make sure to present to the staff. Ms. Taylor asked if we had coordinated talking with Barrington and Nottingham. Principal Driscoll shared that on Fri. 3/13, the student ambassadors will be meeting with him and the Deans to talk about the tours. Mr. Gagnon asked if we would hold the session town meeting style. The consensus was yes. It was determined that the 3/31 JBC meeting time would be changed to 4-5:30pm to accommodate the community meeting.

- c. **EXISTING CONDITIONS REPORT:** Mr. Williams indicated that they were finishing the final proofing and would have it to us soon. He also shared that the environmental assessment will be a separate document.

**VI. DISCUSS CONSTRUCTION MANAGER AND PRE-CONSTRUCTION SERVICES:**

Mr. Parker shared that the earlier a construction manager (CM) is brought into the process, the earlier you build a cohesive team. Ms. Wernick commented that she agreed that having a CM who has a deep understanding of renovation, logistics and phasing is useful. She continued that although they will be presenting figures from their cost estimator, it is beneficial to have a CM that can also perform cost estimates that can be compared to what HMFH presents. She added that this type of comparison will help reassure everyone that you have a cost estimate that is reasonable. She indicated that they can put together a scope of services for us to use for a RFQ. Mr. Parker indicated he can forward their template to the business office. Dr. Arbour stated that she felt it would be in their best interest to hire a CM earlier in the process, so that in the event HMFH did not continue with Dover for the construction phase of the project, that CM would have a thorough understanding of what had been going on in the earlier stages. It was determined that the initial request would be for pre-construction services and similar to the contract with HMFH, they could include language that would allow for the CM to be hired for the construction phase closer to the start of construction. Ms. Taylor asserted that she would research whether or not pre-construction services would fall under the funds allotted for the feasibility study.

**VII. REVIEW PROJECT SCHEDULE AND NEXT STEPS:** Covered earlier in VISIONING SESSIONS: PRELIMINARY SPACE NEEDS. Ms. Wernick added that the schedule for the most part has been pushed out by one week.

**VIII. DISCUSS COMMUNITY INFORMATION PLATFORMS:** Covered earlier in VISIONING SESSIONS: PRELIMINARY SPACE NEEDS.

**a. DATES FOR CITIZENS’**



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**b. CITIZENS' FORUM PRESENTATION**

**i. EXISTING CONDITIONS REPORT**

**ii. VISIONING REPORT**

**iii. PROCESS EXPLANATION AND UPDATE:**

**IX. MATTERS OF INTEREST:** None

**X. BUILD NEXT AGENDA & REVIEW ACTION ITEMS:**

- a. REVIEW RFQ FOR PRE-CONSTRUCTION SERVICES
- b. REVIEW PRESENTATION FOR CITIZENS' FORUMS
- c. REVIEW GROUP PRESENTATION SCHEDULE
- d. VOTE TO APPROVE EXISTING CONDITIONS REPORT
- e. VOTE TO ACCEPT VISIONING REPORT

**XI. ADJOURNMENT:** Jason Gagnon / Amanda Russell seconded to adjourn the JBC meeting at 6:57 p.m. An oral **VOTE PASSED 4/0.**

Respectfully submitted,

*Melissa Glidden*

Melissa Glidden, Recording Secretary