



**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, March 24, 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, March 24, 2015 at 4:30 p.m. at the SAU Superintendent's Conference Room. Present were Robert Carrier, Jason Gagnon, Mark Geuther, Sarah Greenshields, Amanda Russell, and Matt Severson. Also present were Superintendent Elaine Arbour, Dover High School Principal Peter Driscoll, Facilities Director Jeff White, City of Dover Director of Planning and Community Development Chris Parker, HMFH Project Manager Tina Stanislaski and HMFH Project Coordinator Bobby Williams. Business Administrator Karen Taylor arrived at 4:40pm.
- II. APPROVAL OF MEETING MINUTES FROM MAR 3, 2015:** Amanda Russell moved / Jason Gagnon seconded to approve the minutes of the meeting listed above. An oral **VOTE PASSED 5/0**. Mark Geuther abstained from voting.
- III. CITIZENS' FORUM:** There were no citizens present.
- IV. FINANCIAL REPORT:** moved to after **V. UPDATES ON OLD BUSINESS**
- V. UPDATES ON OLD BUSINESS:**
 - a. APPROVAL OF VISIONING REPORT:** Amanda Russell motioned / Matt Severson seconded to approve the report. The floor was opened for discussion. Matt Severson requested that they wait until after the HMFH presentation since the committee had not discussed the report. It was decided to move up item c. **REVIEW HMFH PRES FOR COMMUNITY INFO SESSIONS:** Ms. Stanislaski began the presentation and indicated that it was expected to be approximately 30 minutes. Discussion ensued and the attached version (Attachment A) is the final product based on feedback from the committee. The most predominant comment was making sure to translate technical terms into lay terms and to clearly identify the cost related to replacing or not replacing items. Ms. Greenshields pointed out that if the system has failed, it has failed and it needs to be replaced and there will be a cost. She continued that then costs need to be determined and then the discussion is about which option is more cost effective. Mr. Carrier remarked that the city and school board are constantly having to appropriate "Emergency Monies" to deal with "Emergency Problems" *e.g.* generators, electrical, *etc.* and if the city hangs on to this high school with the upcoming failures that we are bound to have in the next five years, the school board is going to have to have "Emergency Meetings" to come to the city council to ask them to appropriate monies because "this has shut down" or "this is going to displace students". He continued that this is not a situation where the city can "ride out the storm" because with the continued deterioration of the building and systems, there is going to be costs related over the next six to seven years and then the city still has nothing. Mr. Severson agreed that the public needs to be aware that there will be continued costs to repair the building and then the city will still have an outdated and deteriorating facility.



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Amanda Russell reiterated her motion / Matt Severson seconded to approve the visioning report. The floor opened for discussion. Mr. Severson was concerned that the report did not give a direction. Dr. Arbour responded that the intent was not to give specific options, but to assist in narrowing the playing field and give guidance as to the path to be on. She continued that it is only a part of the options and will be looked at again when more specific decisions are being made about what the building includes. Mr. Severson commented that he felt many of the theories referred to and the terminology used would be foreign to the typical reader. Mrs. Greenshields suggested including a cover letter to advise the readers of the point of the sessions and how they fit into the entire feasibility study. Mrs. Russell also pointed out that different people will find the visioning document easy to understand, but would have the same reaction to the technical documents in the Existing Conditions report. It was agreed that a cover letter would be included with the report. Mrs. Greenshields suggested posting it as version 1 to allow for future revisions, if needed. Mr. Severson withdrew his second. Amanda Russell amended her motion to accept the visioning report as Version 1 to allow for edits, if needed. Matt Severson seconded. An oral **VOTE PASSED 5/0**. Mark Geuther abstained from voting.

b. APPROVAL OF EXISTING CONDITIONS REPORT: Jason Gagnon motioned / Amanda Russell seconded to approve the Existing Conditions Report. An oral **VOTE PASSED 5/0**. Mark Geuther abstained from voting.

c. REVIEW HMFH PRES FOR COMMUNITY INFO SESSIONS: See item a. above.

MOVED FROM ABOVE. 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 HZMAT study came back at \$6,270.00, which was higher than the initial appropriation. It was determined that the increase in amount was due to the HMFH 10% mark up and would be coming from the monies for HMFH Additional Services. She stated that there is a request for authorization including invoice 646 for the Feasibility Study, invoice 647 for the HZMAT Study and 648 for travel associated. Dr. Arbour suggested that going forward they include a cover page that breaks out what is being paid similar to what is used by the School Board.

Sarah Greenshields motioned / Amanda Russell seconded to approve the third manifest in the amount of \$89,268.74 (\$82,450.00 + \$6,270.00 + \$548.74). A roll call **VOTE PASSED 5/0**. Mark Geuther abstained from voting.

b. FUNDING FROM THE DOE: Ms. Taylor remarked that she submitted the first invoice packet to the state and received feedback regarding additional documents that will need to be submitted. She added that they clarified that the visioning costs are not allowable under their contract, so that will need to be city money. She indicated that the DOE was comfortable with



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the way the JBC calculated the proration for the initial feasibility study, but once we have actual designs the state will determine what is considered CTC space. She shared that both Lisa Danley and Regina Fisk, along with the building aide representative offered to attend a future JBC meeting.

c. BUDJET SUMMARY: none.

- VI. REVIEW RFQ FOR PRE-CONSTRUCTION SERVICES:** moved to March 31st agenda.
- VII. DISCUSS BUILDING SUPPORT WITH THE LOCAL BUSINESS COMMUNITY:** moved to March 31st agenda.
- VIII. REVIEW SCHEDULE FOR SPAEKING AT PARENT AND CITIZEN’S GROUPS:** The recording secretary shared that there were three PTO/PTA meetings coming up and we would need volunteers to speak at them. It was decided that this scheduling would be done via email.
- IX. REVIEW PROJECT SCHEDULE AND NEXT STEPS:** Ms. Stanislaski indicated they would have a more firm schedule by the next meeting. She asked about presenting options on 4/14 and a green charrette in the next few weeks.
- X. MATTERS OF INTEREST:** None.
- XI. BUILD NEXT AGENDA & REVIEW ACTION ITEMS:** Mr. Gagnon asked about adding an RFQ for Public Information Assistance.
 - a. REVIEW RFQ FOR PRE-CONSTRUCTION SERVICES**
 - b. REVIEW GROUP PRESENTATION SCHEDULE**
 - c. DISUSS VISIONING REPORT**
 - d. DISCUSS RFQ FOR PUBLIC INFORMATION ASSISTANCE**
- XII. ADJOURNMENT:** Sarah Greenshields motioned / Amanda Russell seconded to adjourn the JBC meeting at 6:42 p.m. An oral **VOTE PASSED 6/0.**

Respectfully submitted,

Melissa Glidden
Melissa Glidden, Recording Secretary