



DOVER SCHOOL DISTRICT

**JOINT BUILDING COMMITTEE
DOVER HIGH SCHOOL AND REGIONAL CTC
MINUTES**

Meeting Type:	Regular Meeting
Meeting Location:	Gourmet's Table, Dover High School – Career Technical Center
Meeting Date:	Tuesday, March 31, 2015
Meeting Time:	4:00 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 31, 2015 at 4:00 p.m. at the Gourmet's Table. Present were Robert Carrier, Jason Gagnon, Mark Geuther, and Amanda Russell. Also present were 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 and HMFH Project Manager Tina Stanislaski. Sarah Greenshields arrived at 4:06pm. Matt Severson arrived at 4:34pm.
- II. APPROVAL OF MEETING MINUTES FROM MAR 24, 2015:** Mark Geuther moved / Amanda Russell seconded to approve the minutes of the meeting listed above with the addition of Matt Severson's second being additionally noted at the beginning of the paragraph, as well as later. An oral **VOTE PASSED 5/0.**
- III. CITIZENS' FORUM:** There were no citizens present.
- IV. FINANCIAL REPORT:**
 - a. AUTHORIZATIONS:** None.
 - b. FUNDING FROM THE DOE:** No report.
 - c. BUDGET SUMMARY:** Mr. Carrier asked what items were left as part of Additional Services for the Feasibility Study. Ms. Taylor responded that the site survey, geotechnical survey, HMFH's 10% mark up and a small portion of Frank Locker's services were all that were left.
- V. UPDATES ON OLD BUSINESS:**
 - a. COMMENTS ON VISIONING REPORT:** Mr. Gagnon mentioned that Mr. Severson had noted Principal Driscoll's oral presentation on Saturday was exactly what he was looking for to tie the Visioning Report to the building process. The recording secretary stated that a cover letter had been written by Dr. Arbour and was included with the Visioning Report on the website.
- VI. REVIEW RFQ FOR PRE-CONSTRUCTION SERVICES:** Discussion ensued and it was decided that the RFQ would go out on Friday 04-03-15. Mr. Parker noted that the RFQ was not one for proposal and to have the interview be "interview plus discussion of cost." Mrs. Russell suggested that firms selected to be interviewed could be advised to bring a cost proposal to the interview. Mr. Carrier stated that it was going to take a construction manager (CM) at least a month to get "their arms around" this project and then determine costs. Mr. Gagnon asked if



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what we were really looking for from a CM was to get HMFH's costs reviewed. Ms. Wernick responded that what they would really like to get is a CM's input on logistics and phasing, particularly on the renovation options and then do a cost estimate parallel to their cost estimator. Ms. Stanislaski indicated they were thinking 3 weeks for the cost estimating, depending on how many options they have. She stated that maybe the schedule just needs to be bumped out. Mr. Carrier voiced that, although he feels it is important for the project to move forward in a timely manner, he has great concerns about rushing the cost estimating part of the project. He continued that the cost estimating is crucial to ensuring that the JBC is proceeding in a fiscally responsible manner. Ms. Wernick stated that they would follow Dover's lead but the concern was in losing momentum over the summer. It was mentioned that all parties at the table would be working through the summer, although some of the public might not be as accessible. Mr. Gagnon brought up that this was not going to go into the current budget cycle anyway and that they need to take time to have really good data regarding their costs. Ms. Stanislaski mentioned that if the JBC were to finalize a preferred option on June 2nd, the final design would not be done for at least a year. Mr. Gagnon asked if delaying the selection by a month impacted their long term schedule. Ms. Stanislaski pointed out that for a new construction which month over the summer they start wouldn't matter as much, e.g. they could plan for construction July 2016 to 2018, but for a renovation, where the summer months are a crucial part of the timeline, it would be a factor.

Ms. Paradis remarked that the funding for the CTC portion of the project started last July and she was concerned about needing to continue to rollover the funding. Ms. Taylor responded that other districts have needed to extend their timelines and her belief, although she will verify with the NHDOE, is that as long as they can demonstrate that they are making progress, those monies will be able to be rolled forward for use. She additionally mentioned that a number for the CIP meetings did not need to be provided before September. Mr. Parker concurred and said that would make the July date work as far as selecting an option to move forward with. It was decided that updates would be made to the Candidate Firm Selection Schedule and that HMFH would provide an updated timeline for the project.

Mr. Geuther mentioned that we needed possibly two types of skill sets; one for renovation and one for new construction. After discussion it was decided that verbiage would be included to make sure both types were covered.

Mrs. Greenshields brought up concern about using the \$68,000,000 number since we do not yet know the cost of the project. Mr. Parker commented that the only purpose in using that number, which is made up of numbers in the CIP, is to illustrate the scale of the project, even though it



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may change. Ms. Wernick suggested making sure that the verbiage indicates that that number is what is currently estimated. The committee agreed.

Mr. Parker commented that there should be a bullet that stated that the firm needs to demonstrate the ability to bill for two projects separately. The committee agreed.

Amanda Russell motioned / Jason Gagnon seconded to approve the RFQ for a Construction Manager with the items discussed today, additions and deletions. An oral **VOTE PASSED 6/0**.

Amanda Russell motioned / Jason Gagnon seconded to take a 5 minute recess at 5:08 p.m. An oral **VOTE PASSED 5/0**.

The meeting resumed at 5:26pm. Mr. Carrier asked to shift the meeting schedule beginning on April 7th meeting every two weeks from there and to have the CM selection on Thursday, April 14th at 4:30pm Sarah Greenshields motioned / Amanda Russell seconded to approve the amended schedule. An oral **VOTE PASSED 6/0**.

- VII. DISCUSS BUILDING SUPPORT WITH THE LOCAL BUSINESS COMMUNITY:** Mr. Gagnon shared that he felt that due to the scope, cost and impact this project will have on the community, it will be important to have the local business community behind it. Mr. Gagnon asked about the relationship with BizEd Connect and how that relationship might assist us. Ms. Paradis shared that BizEd Connect was set up primarily for business partnerships. She stated that the CTE is required to have program advisories and that BizEd Connect helped to initiate some along with internships. She added that she is currently working on adding businesses to their advisories, however these are usually businesses that are related to our CTE programs. She continued that setting up internships is an ongoing process and those relationships do tend to create positive press for the school. Mr. Gagnon asked if we could continue to use those relationships to help businesses understand this project. Ms. Paradis indicated that she would be bringing them up to date on the project at tomorrow evening's meeting. Mr. Severson asked if we had relationships with Measured Progress or Liberty Mutual. Ms. Paradis responded that we did and that many of their original internships were with Liberty Mutual. Mrs. Greenshields asked if Mr. Gagnon was looking for information on how we can use these businesses to help communicate with the community or how they can financially contribute to what we are doing. Mr. Gagnon stated that it was to assist with the communication due to their well-deserved reputation of being very impartial and objective. He continued that if individual businesses understood and agreed about the merits of the project, it would help support the project. Mrs. Greenshields asked about the CTE relationship with Wentworth Douglass Hospital. Ms. Paradis responded that the health science program goes there every other week to job shadow two blocks a day. She continued that they continue to develop relationships with local facilities and



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recently worked with Bellamy Fields and Riverside Nursing Home. She mentioned that the CTC will be hosting their first ever career fair on Monday the 6th. Mrs. Russell left at 5:38pm.

VIII. REVIEW SCHEDULE FOR SPEAKING AT PARENT AND CITIZEN’S GROUPS: The recording secretary confirmed that JBC representatives will be speaking at Woodman Park on Wed., 4/8, Dover Middle School on Tues., 4/14 and Horne Street Wed., 4/15. She indicated that she had yet had time to set up meetings with any of the lodges or other citizen groups. The group discussed that it may be better to meet with those groups later in the process anyway. Mr. Parker suggested bringing one of the community displays to “Dover Clean-Up Day”. Mr. Carrier wondered if they should have a small information booth at Apple Harvest Day. The committee felt that those were both good ideas. Mr. Parker also suggested the mother’s day race on May 10th, which starts at the high school.

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: Mr. Severson commented that the JBC needs to continue to identify “Needs vs. Wants” and that regarding renovation, the district needs to do more than just bringing things up to code since there are actual safety code issues, specifically the space constraints in the Auto shop and Wood shop. He continued that the JBC needs to find out what a base renovation will support regarding students and how to bring the aforementioned spaces up to code. He suggested that the JBC have a conversation with the fire and building inspectors and arrange a time for them to speak with the code consultant in order to figure out what will be tolerated and what is required. Lastly, he said he felt that since the ventilation and lighting were such big issues, it would be beneficial to conduct an air quality study in the school, in order to establish base numbers. Mr. Gagnon asked if HMFH could arrange that and get a price for the service.

Ms. Paradis commented that we need to make sure that the community understands that there are two construction projects happening; one is the high school and second is the CTC and that the CTC is funded 75% by the state. She shared that additionally, the CTC is obligated to have their business partners tell them what is required in their shops. She continued that before any numbers can be crunched, the CTC has to have their business partners sign off on each and every program space. And lastly, she stated that before the architects can get final approval of any plans; the DOE has to sign off on all of the CTC spaces.

Ms. Satnislaski asked about scheduling Eversource and suggested inviting community members. The committee agreed to schedule that on May 19th and to invite community members. Ms.



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Stanislaski also mentioned that this would be the right time to invite Solar design to see designs they are working on and to create a proposal. She lastly asked about what possible swing space was available. The committee indicated that the McIntosh College property was really the only one available. It was decided that HMFH and committee members should further research utilizing the McIntosh College facilities as swing space, in order to find out if it is a viable option and what the cost would be.

Ms. Taylor mentioned that she and Mr. White would be meeting with a representative from Eversource and a local lighting consultant to talk about LED lighting in some of the other schools. She additionally mentioned that they want to invite Lisa Danely, Regina Fisk and Tim “Hall” to one of the upcoming meetings.

Mr. Gagnon asked about Power purchase agreements for systems and asked if HMFH could advise on when to look into that. Ms. Stanislaski indicated they would research and provide information.

XI. BUILD NEXT AGENDA & REVIEW ACTION ITEMS:

XII. ADJOURNMENT: Sarah Greenshields motioned / Matt Severson seconded to adjourn the JBC meeting at 6:06 p.m. An oral **VOTE PASSED 5/0.**

Respectfully submitted,

Melissa Glidden

Melissa Glidden, Recording Secretary