



**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, April 7, 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, April 7, 2015 at 4:30 p.m. at the Superintendent's Conference Room in the McConnell Center. Present were Robert Carrier, Jason Gagnon, Mark Geuther, Sarah Greenshields and Amanda Russell. Also present were 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. Matt Severson arrived at 4:38pm.
- II. APPROVAL OF MEETING MINUTES FROM MAR 31, 2015:** Jason Gagnon moved / Amanda Russell seconded to approve the minutes of the meeting listed. An oral **VOTE PASSED 5/0.**
- III. CITIZENS' FORUM:** There were no citizens present.
- IV. UPDATES ON OLD BUSINESS:**
  - a. DISCUSSION OF VIABILITY OF MCINTOSH PROPERTY AS A SWING SPACE:** Ms. Wernick indicated that she received drawings from Ms. Taylor and was introduced to the owner Mr. Bob DeColfmacher and are scheduled to tour the facility on Friday 4/9. She mentioned that Mr. DeColfmacher shared that the building has not been used it since 2009, although the lease with Career Education Corporation runs through March 2016, and his plan is to sell once the lease expires. She continued that he said he would consider postponing that if the School District were intending to use it for more than three (3) years. She shared that Mr. Parker had confirmed that the Certificate of Occupancy was for Education with an Accessory Use of an Assembly Hall. She shared that the classrooms are small, but adequate for a high school situation (rooms between 600 and 700 SQF) and could hold approximately 300 students. She indicated that their thought was it could accommodate 12 classrooms, a couple science classrooms, an art room, and a music room, but would not have a gym or a cafeteria and they would need to ensure it was up to code for safety, as well as ADA compliant. She continued that they would have to determine how to transport the children back to the high school for specials. She explained that for a full renovation they would look at renovating a quarter of the school at a time and with the current student population that would mean they would need to have modular classrooms on the site as well. She added that this was not a solution for the CTC programs, because they cannot duplicate the CTC spaces and so those would need to be worked on over summers, which means that there would be at



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least four years of disruption. Mrs. Russell mentioned that they would have to hire dedicated related arts staff to be in the building. She questioned whether this was really a viable option being that the current freshman class is 353 and the grades behind are also large. Mr. Parker asked about placing modulars at each of the grade schools and having the 5<sup>th</sup> & 6<sup>th</sup> graders stay there and then have 7<sup>th</sup>, 8<sup>th</sup> 9<sup>th</sup> & 10<sup>th</sup> be at the middle school. Mrs. Russell mentioned they would need eight to ten modular at each school and the sites are full. Ms. Wernick mentioned that that affects how you handle the scheduling for the lunch room, the gym and the library. Mr. Severson remarked that they were going to need to do the full cost analysis in order to show why it is not a feasible or money saving option. Mr. Carrier agreed and noted that another concern is that the money spent to relocate students takes funds away from the main project. Ms. Paradis also mentioned that a large amount of the classes are mixed grade which means there is not an easy way to just rotate a section of students out. Mr. Carrier also mentioned the perception of having to have your student attend four years of high school in modular classrooms and that may cause some parents to pull their student out. Ms. Wernick asked the number for one grade level. Mrs. Russell answered that 330 to 400. She continued that DHS is the school of record now for Nottingham, since their agreement with Coe Brown did not pass and that could affect future numbers. Ms. Wernick indicated that they will put together a list of costs, of educational concerns and then the renovation costs.

**V. QUESTIONS ON RFQ:**

- a. SHOULD FINANCIAL INFO BE ADDED TO THE RFQ OR DISTRUBUTED AS A SEPARATE REQUEST TO ALL RESPONDANTS?** The committee said yes and that the number had already been included in the RFQ. The recording secretary remarked that she thought the intent of the question was regarding asking for a cost proposal to be added as an addendum to the RFQ as opposed to having it sent specifically to respondents chosen to interview. The committee indicated that they intended to have it sent only to respondents chosen to interview.
- b. DISCUSS NECESSITY/POSSIBILITY OF HAVING THE DOE REVIEW THE RFQ PRIOR TO SENDING:** The committee commented that this was moot, since the RFQ had already gone out.
- c. DISCUSS INVITING TIM CARNEY (BUREAU OF SCHOOL SAFETY AND FACILITY MANAGEMENT ADMINISTRATOR) TO BE PART OF THE INTERVIEWS:** The committee decided it would be a good idea since he could be



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utilized as a resource regarding information presented, since he is already an advisor for the CTE DOE portion of the project.

- d. DISCUSS QUESTION FROM RECIPIENT MICHAEL CASTAGNA RE: OWNER’S REPRESENTATIVE:** Discussion ensued and the decision was made to communicate to him that he was welcome to apply if he felt he could meet the qualifications of the RFQ, but the services that the district is looking are not as extensive as what he may typically take care of as an Owner’s Project Manager. The recording secretary relayed that the Business Administrator asked if this response should be posted. The committee decided it should not and that the recipient should be contacted by email or phone.

**VI. REVIEW PROJECT SCHEDULE AND NEXT STEPS:** Ms. Wernick began by mentioning that this process began with Visioning Sessions where goals were identified that included having small learning communities, having learning commons for each of the learning communities, having a “town square” section with the library, the cafeteria, the auditorium, the gymnasium, specific CTC spaces that need public access (cosmetology, animal sciences and culinary) and an outdoor area off of it and integration of the academic with the career technical program whenever possible. She stated that those are the key goals that they are keeping in mind as they go forward. HMFH then presented six (6) preliminary concept plans to the committee including a list of Pro’s and Con’s for each one (see pages 2-7, Attachment B). They are as follows:

- a. New Construction – Alt Site A
- b. New Construction – Alt Site B
- c. Renovation/Addition – Option 1
- d. Renovation/Addition – Option 2
- e. New Construction – Option 3
- f. Full Rehabilitation – Base Option

Ms. Stanislaski and Mr. Williams explained that they gathered all of the data they could from Dover High School and CTC, including the master schedule, and maximum class size limits (see attachment A) and then determined how many classrooms were needed for a 1300 student school (see page one of Attachment B). They continued that since HMFH was tasked to design a school for 1500 due to the projected growth in the district, they then determined what the percentage increase of students was from 1300 to 1500, and used that factor to increase the amount of classrooms. They remarked that to be efficient as possible new schools typically operate at 85% utilization (this means throughout the day a classroom is occupied for 85% of the day) and that since



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DHS utilizes a block schedule they can either assume 75% (6 out of every 8 blocks a classroom is full) or 88% (7 out of every 8 blocks a class is full). They shared that the current program assumes 88% utilization rate. They noted that to confirm these numbers they will work with Principal Driscoll to use his scheduling software to see if they can schedule the building with the amount of classrooms they are providing. Mr. Williams noted that they came up with the school needing 44 classrooms (850 sqft), 4 SpEd classrooms (950 sqft), 2 small classrooms, 8 small group rooms, 13 science classrooms (1400 sqft), one biotech classroom (CTC), one CTC space for every CTE program, He continued that when they add it all up the total is a net square footage of 212,000 square feet, they then applied a high school standard net to gross of 1.5 to account for all the corridors, bathrooms and mechanical spaces and that takes the number to 327,000 square feet. He stated that as they have worked through, they have noticed that a lot of the spaces are CTC which tend to be very large, so the 1.5 ratio increases the size more than is really needed. He explained that when they lay things out they are seeing a lot more efficiencies which will help reduce the overall cost. He stated that they are working to make the ratio as efficient as possible and the square footage is still approximate. Ms. Stanislaski remarked that these plans are "big picture", illustrating things like test fitting the building on all parts of the site, test fitting a reno/add and at this point, they just want to discuss those bigger issues.

Discussion ensued and the committee decided to have HMFH further develop the **Renovation/Addition – Option 2**, the **New Construction – Option 3** and the **Full Rehabilitation – Base Option**. The first two renovation options were not chosen based on the cons listed on each sheet especially street location, proximity to abutters and ability to create efficient safe drop off, delivery and emergency access. The Renovation/Addition – Option 1 was not chosen due to the cons listed on the sheet especially the construction being so close to the occupied school which would impact learning, the difficulty of access and safety issues related during construction and the complications and time required to accomplish the renovations necessary to bring the CTC spaces up to code.

The **Renovation/Addition – Option 2** was chosen for the pros listed on the sheet especially that they could re-use part of the old building which may reduce costs, re-use of existing parking and access to roadway and allowing for changes that would enhance small learning communities and fully integrate CTC and high school programs. The **New Construction – Option 3** was chosen for the pros listed on the sheet especially the ability to separate construction from the occupied school, the smallest overall gross, which will affect cost and the ability to include the most facility changes that would support educational upgrades. The **Full Rehabilitation – Base Option** was chosen in order to determine whether or not it would be cost effective, although it would not expand the school, except to meet the CTC requirements and it would educationally be exactly the same.



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Mr. Carrier mentioned that when looking at field displacement and reconstruction, they should be aware that there are CIP funds on the Recreational side allocated for turf and that should be factored in.

Mr. Gagnon mentioned that he would like to make sure they have identified areas on the plans that could be added onto if needed. Ms. Wernick remarked that in regards to adding on, the classrooms are not usually the issue, it is areas like the cafeteria, the gym and bathrooms that become constraints.

Jason Gagnon moved / Matt Severson seconded to have HMFH further investigate the Full Rehabilitation – Base Option, the New Construction – Option 3 as presented with comments from today and the Renovation/Addition – Option 2 as presented with comments from today. An oral **VOTE PASSED 6/0**.

Mr. Gagnon asked about how the information would be posted and felt it would be very important that we have an executive summary to post with the plans, including how they decided on the three chosen. Ms. Wernick indicated that they would assist with that process.

Ms. Wernick indicated that they would refine the three options so that they can have very detailed information available to work on with the construction manager in regards to cost estimating. Mrs. Greenshields asked at what point will HMFH start looking at materials in regards to cost estimating. Ms. Wernick responded that they would be presenting schematic designs to the construction manager sometime in mid-May and to assist in that process.

**VII. MATTERS OF INTEREST:**

Mr. White brought up a few housekeeping issues and they were resolved.

Mr. Severson asked about the Eversource energy visit. Ms. Stanislaski confirmed the date of May 19<sup>th</sup> for their presentation including the community. She also mentioned that she will be getting a proposal from Solar Design Associates to talk to the JBC about the solar initiatives and to look at the initial plan options.

Mr. Geuther asked about a few discrepancies in the schedule and the recording secretary and Ms. Stanislaski responded that an updated schedule would be sent out.

Mrs. Greenshields asked about when we would start speaking with stakeholder groups that may use the facilities in the future. Ms. Stanislaski recommended waiting until after the feasibility study once an option has been selected. Mr. Carrier suggested that the School Board mention what is going on at the meeting. Mr. Gagnon suggested drafting a letter to the groups mentioning that the JBC will be approaching the schematic design phase in a few months and will be looking for input.



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

- a. Images should be posted on the website and the Dover channels, but an introduction is needed prior to.
- b. Create executive summary to be used as the introduction
- c. Draft a letter to invite stakeholder and specialty groups to be updated on the project for July (Sarah Greenshields & Amanda Russell)

**IX. ADJOURNMENT:** Sarah Greenshields motioned / Amanda Russell seconded to adjourn the JBC meeting at 6:47 p.m. An oral **VOTE PASSED 6/0.**

Respectfully submitted,

*Melissa Glidden*

Melissa Glidden, Recording Secretary