



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, April 21, 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, April 21, 2015 at 4:30 p.m. at the Superintendent’s Conference Room in the McConnell Center. Present were Robert Carrier, Jason Gagnon, Amanda Russell and Matt Severson. Sarah Greenshields was excused. Also present were Superintendent Elaine Arbour, Dover High School Principal Peter Driscoll, Career Technical Center Director Louise Paradis, Facilities Director Jeff White, HMFH Project Director Laura Wernick, HMFH Project Manager Tina Stanislaski, HMFH Project Coordinator Bobby Williams and Casey Conley from Foster’s Daily Democrat. Mark Geuther arrived at 4:42pm.
- II. **APPROVAL OF MEETING MINUTES FROM APR 7, 2015:** Matt Severson 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. **FINANCIAL REPORT:** Dr. Arbour shared that the report had been revised to comply with requests made by the committee and a summary page had been added to the front (see Attachment A – JBC Capital Improvements Financial Summary). She explained that the left column is the various contract components including a total, the next column is the DHS Budget at 76% including a total, the next column has the DHS current expenses, which will be part of the manifest presented today, and finally DHS expenditures YTD. She continued that the same format is repeated for the CTC; CTC Budget at 24%, CTC current expenses, which will be part of the manifest presented today and CTC YTD. She stated that the invoice presented to the city for payment for this month will be in the amount of \$130,884, which is the total of the current DHS expenses \$99,472 and the current CTC expenses \$31,412. She explained that the documents attached behind are back up with summary information including individual invoice information with a total that will match the manifest amount on the cover summary page and a listing of older invoices and manifest totals already approved. She indicated that for the CTC detail they do not yet list what has been reimbursed by the state. Ms. Wernick asked if there was a total YTD on the cover page that could be compared to the total funds. Dr. Arbour responded no and indicated that they could add that. Mr. Gagnon remarked that he would like to see a column that shows the amount of budgeted funds remaining. The committee agreed and it was decided that information would be added.
 - a. **AUTHORIZATIONS:** Dr. Arbour stated that the manifest to be approved for payment today was in the amount of \$130,884, which is the total of the current DHS expenses \$99,472 and the current CTC expenses \$31,412. Jason Gagnon moved / Amanda Russell seconded to pay the aforementioned manifest the amount of \$130,844. A rollcall **VOTE PASSED 5/0**.
- V. **UPDATES ON OLD BUSINESS:**



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- a. DISCUSSION RESEARCH REGARDING MCINTOSH PROPERTY:** Ms. Wernick shared that Friday afternoon (4/17) they conducted a walk-through of the McIntosh building with their structural, electrical and plumbing engineers and found some concerns. She continued that the first was accessibility – there is no elevator in the building and there are multiple floors, the second is that in one area there is roof deformation due to snow loads being exceeded and the structural engineer had concerns about overcoming that, and the third is that the finishes and handrails are not designed for a high school population, i.e. they would not stand up to high school student usage. She continued that there are not enough toilets, one third of the building is electric heat, which would be very costly, and that there are not enough classrooms to accommodate a quarter of the student population, so modular classrooms would still be needed. She also pointed out that the District would still have the added expense of extra teachers, added transportation, extra food service distribution, and custodial and maintenance staff. Ms. Wernick stated that all those factors may make it cost prohibitive to continue to entertain the McIntosh building as an option. Mr. Gagnon pointed out that any money spent to make the building a feasible option for housing students is money taken away from the project and not recouped. Ms. Wernick mentioned that they want to present the steps involved to renovate the existing building. It was decided to first move to item V. b. so that Mr. Gillis did not have to stay for a longer portion of the meeting.
- b. DISCUSS WEBSITE POSTING IDEAS – 3 PRELIMINARY CONCEPT PLANS TO BE FURTHER EXPLORED WITH EXECUTIVE SUMMARY:** Mike Gillis, the Media Services Manager for the City of Dover, shared that he met with Ms. Glidden to talk about what more can be done to help communicate with the public about the role of the JBC, the scope of the project and project progress. He suggested creating a project page through the city, which has been done for other city projects including the Police Station/Parking Garage, the Waterfront Development and the Silver Street Renovation. He shared that he would be able to create the page and then work with the committee on the content. He mentioned that it could also include some multi-media and clips of members presenting information on specific aspects of the project, as well as project documents and maps. Ms. Russell commented that it would be very important to link it to and coordinate it with the Project Page on the Dover School District website. Mr. Gagnon asked if there would be additional cost and whether Ms. Glidden would have time to assist with it. Mr. Gillis responded that there would be no additional cost since the project is both city and school. Dr. Arbour indicated that Ms. Glidden currently would have time to assist with the creation and if needed, they could also ask the substitute who covers the front desk to come in for a few extra hours. Mr. Gillis stated they could plan to have a page ready to be viewed and/or approved by the May 19th meeting and if approved, it could go live that week. Mr. White asked how the community would know to access the web page. It was stated that it would



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continue to be mentioned at the School Board and City Council Meetings, a OneCall notice would go out to all school families, and it would be mentioned in the Dover Download that goes out every Friday. Mr. Carrier commented that he wanted to talk to the paper about a dedicated small column or update related to the project. Jason Gagnon moved / Matt Severson seconded to have Mr. Gillis and Ms. Glidden move forward with the process of creating a project page on the City of Dover website. An oral **VOTE PASSED 5/0**.

a. CONTINUED: Mr. Carrier asked that HMFH continue with their presentation on the Rehabilitation option for the high school & CTC. Ms. Wernick first commented that they are continuing to refine the other two options selected last meeting by the committee and will have them ready to review including cost estimating, so that once the construction manager is brought on they can run their own cost estimate. She then presented a packet with an overview and timeline of the phases involved (See Attachment B) including information on challenges with that option. Some of the major challenges are listed as follows:

- i. 1 full year of new construction for 4 CTE spaces (Automotive, Collision, Building Technology & the horse barn) before renovations can begin and then 3 full years and 3 additional summers beyond that of renovation/disruption
- ii. 350-400 students would need to be located off-site at McIntosh College for 3 years, which would mean:
 1. Investment in accessibility upgrades including an elevator, additional toilets and site grading
 2. Investment in structural upgrades to make roof acceptable
 3. Investment in some finishes, handrails and some technology to make spaces useable for HS students
 4. Electric heating of 1/3rd of the building, which will be costly
 5. Investment in approximately 4 additional modular classrooms
 6. Investment in extra teachers, transportation, food service distribution
- iii. Alternative approach would be locating students in approximately 16 modular classrooms on the high school site at a cost TBD
 1. Challenges with this approach include either elimination of most current parking or elimination of at least 1 ball field for 3 years. (area required for 16 classrooms needs verification. 2 Crs = 60'x 24')
- iv. Challenges of either approach include:



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1. Ongoing disruption to students' schedule and learning
2. Negative impact on tuition student program
3. Construction workers and students crossing paths

Mr. Gagnon asked if there were other local programs that could absorb the CTE students during this process. Ms. Russell & Ms. Paradis responded no and explained that due to a regional agreement, there is no duplication of programs within a certain radius and that Dover already educates students from other districts for specific programs.

Ms. Wernick explained that phase one would include the new construction for 4 CTE spaces (Automotive, Collision, Building Technology & the horse barn) and the setup of the offsite classrooms. She continued that for Phase two (the 2nd year of construction) they would begin work on the center section of the building in order to make the structural upgrades necessary to install the new systems (heating, cooling, and electrical), including renovating the boiler room, digging for new pilings and bracing the existing steel. She mentioned that there would be no way to completely segregate the construction workers from the students due to the layout of the building. Phase three (3rd year) would concentrate on all 3 floors of the front and 2 floors of the right side of the building including all of the administrative offices. Phase four (4th year) would work on the back side of the building (all 3 floors). Phase 5 (summer 5th year) would work on the lower left and right side of the building. Phase 6 (summer 6th year) would work on the gym, locker rooms, adjacent offices and the first floor CTE culinary area and offices. Phase 7 (summer 7th year) would complete the auditorium and new language wing. The seven year schedule would be without any setbacks.

Ms. Stanislaski mentioned that due to the constraints of the low floor to ceiling height, they would have to use unit ventilators which are loud and will not provide the same quality as a ducted system. Mr. Carrier asked if the renovated building would achieve any of the goals they outlined in the visioning process. Ms. Wernick responded no, there would be no change, except systems upgrade - no programmatic or educational upgrades. Mr. Severson asked where the contractor laydown would be. Ms. Wernick stated it would probably be at the back of the building. Mr. Severson continued that he had grave concerns about the noise and ventilation in the school, as well as transporting the equipment in and out. He asked if the renovation could be started on one end and then worked across instead of beginning in the center. Ms. Wernick mentioned that there was minimal duct work; however the ducts that would be installed will be reducing the size of some of the existing classrooms. Ms. Wernick responded that because the structure is in the center of the building, they have to deal with that first in order to install new systems. Mr. Severson asked if they could place the systems on the outside of the building. Ms. Wernick responded there are problems with



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that due to the space needed and the ducting. She commented that the base rehabilitation is incredibly complex and involves a lot of risk and will be very disruptive educationally. It was mentioned that the cost estimating would also be affected by the length of the project. Mr. Gagnon remarked that he was very concerned about the amount of unknowns in the project and the risk they would be asking the city to take on. He continued that even if the initial cost estimate came in lower than the other options, the amount of unknowns could end up making the cost more than a new construction. Dr. Arbour brought up that in addition to the educational disruption for a seven year period, they will almost be in a worse place educationally with the CTE programs being dispersed over the campus and many smaller classrooms and how do they justify the project to end up with less educationally than they have now. Mr. Gagnon requested that they make a list of the cons in order for the public to see that they have not dismissed this option lightly. Ms. Stanislaski asked if they wanted a cost estimate for the Full Rehabilitation Option. The committee responded yes.

1. High amounts of unknowns
2. High risk financially
3. Very little educational improvement
4. Significant negative impact on the students in the high school during the minimum 7 year construction period
5. Dispersed facilities remote outbuilding for CTE
6. Negative impact on our tuition students and possible tuition revenue (why would parents decide to send their children to a school that will be under construction for 7 years when there are other options)
7. Cost and logistics of modular classrooms
8. Active construction zone - students possibly interacting on a daily basis with construction personnel and increased risk and safety concerns

Jason Gagnon motioned / Amanda Russell seconded based on the items listed above and others for HMFH to stop investigating the engineering, architectural and logistical pieces of the base rehabilitation option and focus only on obtaining a cost estimate. An oral **VOTE PASSED 5/0**.

- c. REVIEW QUESTIONS & ANSWERS FROM RECIPIENTS REGARDING THE CONSTRUCTION MANAGEMENT SERVICES RFQ:** (see attachment C) Ms. Glidden stated that the questions were answered by Ms. Taylor via email and then a list of the



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questions & answered was compiled and posted to the Bid page on the website. It was decided that the Q&A summary should also be sent via email to all recipients of the RFQ.

Mr. Carrier asked that they review the calendar and discussion ensued. Amanda Russell motioned / Mark Geuther seconded that they schedule the CM interviews to Monday, May 11th. The floor was opened for discussion. Ms. Russell amended her motion / Mark Geuther seconded to schedule the CM interviews for Monday 5/18. An oral **VOTE PASSED 5/0**.

VI. DISCUSS TIMING OF HIRING A PHOTOGRAPHER: Discussion ensued and it was decided that there really was no need since photos have been taken already for marketing, the committee can request that the CM include photos, and HMFH will have photos taken as the project is completed.

VII. REVIEW PROJECT SCHEDULE AND NEXT STEPS: Mr. Carrier noted that the calendar indicates that Eversource is presenting on May the 19th and that may need to be moved. Ms. Stanislaski indicated that it would be helpful for the CM to attend that and she would contact them to try to re-schedule for June 2nd. Mr. Carrier reviewed that the interviews will be now held on 5/18, the CM selection will be made at the 5/19 meeting, HMFH will meet with the selected CM on the 20th and they will aim for June 9th for the discussion of cost estimates.

VIII. MATTERS OF INTEREST:

Principal Driscoll shared that one of the students who had acted as a tour guided spoke with him about Councilor Thibodeaux asking him and some other students to put together a presentation to members (he believes) of the council and school board about the need for a renovation. He indicated that he was unsure of the date. He wondered if they needed to be at all involved. Mr. Severson commented that as citizens of Dover they can share whatever they want and it is important that the JBC is not seen as asking them to present on their behalf. Mr. Carrier indicated that he would clarify the request with councilor Thibodeaux.

Ms. Paradis shared that she and HMFH met that afternoon with the DOE and talked about the project. She shared that the DOE appreciated being brought in early on the project and would be happy to attend any upcoming meetings.

Dr. Arbour shared that she and Ms. Paradis went with their counterparts from Somersworth to testify in front of the senate subcommittee about the remaining 3 million dollars, which made it through the house portion part of the process, made it to cross over and it is looking good for their renovation money. She mentioned that Lisa Danely has been a huge advocate for CTC across the state.

Ms. Stanislaski handed out the proposal from Solar Design for review and to be discussed at the next meeting. She also mentioned that after meeting with the DOE, there was a lot of discussion about the equipment that will be going into the CTE spaces and it might be helpful to bring on an



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FF& E (Furniture, Fixtures & Equipment) consultant, even at this earlier stage, so that they can get the equipment list sorted through – what they have, what they will need new, how they fit in the spaces and what space they need. She indicated that they can obtain a few proposals for the committee to review including both inventory and budgets.

IX. BUILD NEXT AGENDA & REVIEW ACTION ITEMS:

- a. Solar Design Proposal
- b. Schedule Updates
- c. FF&E proposals
- d. CM Selection

X. ADJOURNMENT: Amanda Russell motioned / Jason Gagnon seconded to adjourn the JBC meeting at 6:34 p.m. An oral **VOTE PASSED 5/0.**

Respectfully submitted,

Melissa Glidden

Melissa Glidden, Recording Secretary