



**DOVER SCHOOL
DISTRICT**

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

Meeting Type:	Regular Meeting
Meeting Location:	Room 305, McConnell Center
Meeting Date:	Tuesday, August 18, 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, August 18, 2015 at 4:39 p.m. in Room 305 at the McConnell Center. Present were Robert Carrier, Jason Gagnon, Mark Geuther, Sarah Greenshields, Amanda Russell and Matt Severson. Also present were Superintendent Elaine Arbour, Business Administrator Karen Taylor, Dover High School Principal Peter Driscoll, CTC Director Louise Paradis, Facilities Director Jeff White, City of Dover Director of Planning and Community Development Christopher Parker, Mayor Karen Weston, City Manager Mike Joyal, PC Construction Project Manager Scott Blair and a citizen.
- II. CITIZENS' FORUM:** Citizen Michael Benham asked if the boring report was available online.
- III. APPROVAL OF MEETING MINUTES FROM AUG 4, 2015:** Amanda Russell moved/ Jason Gagnon seconded to approve the minutes of the meeting listed. An oral **VOTE PASSED 6/0.**
- IV. FINANCIAL REPORT:**
- a. AUTHORIZATIONS:** Ms. Taylor passed out an updated Feasibility Study Summary of Contract Amounts and Total Costs (Attachment A). She indicated that the first page is a summary. Amanda Russell moved Jason Gagnon seconded to pay the final feasibility invoice in the amount of \$24,431.94. A rollcall **VOTE PASSED 6/0.**
- Mr. Geuther asked if the remaining funds from the feasibility study would be rolled over into the building project. Ms. Taylor responded that the monies can be reprogramed by the city council to other like projects. Mr. Carrier mentioned that both HMFH and PC were still fine tuning the feasibility study which would include additional invoices.
- V. REVIEW HMFH FEE PROPOSAL:** Mr. Parker shared that he, Dr. Arbour and Ms. Glidden had reviewed the proposal (Attachment B) and come up with some questions for HMFH. He continued that Ms. Wernick had responded in an email (Attachment C). He continued that he was concerned that the percentage that the city would be paying HMFH was a percent of the construction cost including the fees paid to PC Construction and that it maybe should be based on the construction cost without the fee. He also wanted clarification regarding whether the 5% paid for bidding would be charged each time an additional service was needed. He felt that the JBC should inquire about where the 9.5% fee comes from since the % for the Police station is around 5%. Mr. Gagnon asked for Mr. Geuther's opinion on having the traffic study and the geotechnical study as additional fees. He also mentioned that the scope of the project may account for the difference in percent and that that the committee should find out what other school districts have paid. He also asked if the fee to PC was included in the PC Construction Estimate line on the budget. Mr. Blair confirmed that it was. Mr. Severson commented that 9.5% might be high, but he did not work in the educational field. The committee decided that Ms. Glidden should contact HMFH and request further information and clarification regarding the following:

- a. Is the 5% bidding fee built into the budget for the additional services?**



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- b.** Will HMFH's fee change if the project cost changes (is it a percentage or a lump sum)?
- c.** Please provide a more detailed description of the basic services.
- d.** Please provide historical information on the fees charged for other projects.

The committee also asked Ms. Glidden to reach out to other schools to see what percentage they paid to their architects.

Mr. Gagnon left at 5:05pm.

VI. DISCUSSION OF TIMELINE: The committee confirmed that the next meeting was on Sept. 15, 2015 and that another meeting would be scheduled if needed. Mr. Carrier mentioned that he, Dr. Arbour and Mr. Parker were going to speak on Open Mic on Aug. 19, 2015.

VII. BUILD NEXT AGENDA & REVIEW ACTION ITEMS:

- a.** Ms. Glidden contact HMFH with the questions/requests above.
- b.** Ms. Glidden contact other schools to see what percentage they paid to their architects.
- c.** Make sure Geotechnical information is on the website.

VIII. MATTERS OF INTEREST: Ms. Glidden shared that Ms. Stanislaski found information from the DOE regarding the allowable costs for school construction per square foot related to building aid and asked PC to undertake an exercise of pulling out the categories in the project that are not in the state's number in order to compare "apples to apples". The aide maximum allowance for Dover is \$222 per SF and with additional items pulled the PC/HMFH estimate is \$219 per SF. (Attachment D). The committee asked if HMFH could provide a description of what they have found to share with the public.

IX. ADJOURNMENT: Sara Greenshields moved / Matt Severson seconded to adjourn the JBC meeting at 5:32 p.m. An oral **VOTE PASSED 5/0.**

Respectfully submitted,

Melissa Glidden

Melissa Glidden, Recording Secretary