



**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, September 1, 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, September 1, 2015 at 4:45 p.m. in the Superintendent's Conference Room 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, CTC Director Louise Paradis and a citizen.
- II. CITIZENS' FORUM:** Citizen Michael Benham of 20 Richardson Drive made some foundation recommendations. Mr. Carrier asked if Mr. Benham would submit the recommendations in writing so that they may be passed along to the architect. Mr. Benham agreed that he would.
- III. FINANCIAL REPORT:**
- a. AUTHORIZATIONS:** Ms. Taylor shared that they need to formally approve a manifest for items that had been paid out of the general fund that were recently journaled over to the feasibility study funds in the amount of \$14, 527.35 for administrative support, legal services and supplies. Sarah Greenshields moved / Amanda Russell seconded to approve the \$14,527.35 journal entry. A rollcall **VOTE PASSED 6/0.**
- IV. REVIEW HMFH AND POSSIBLEY VOTE ON FEE PROPOSAL:** Dr. Arbour passed out a 3 page excerpt from chapter 4-Regarding the Role of Design Professionals of the *NH Dept of Education's 2006 Manual for Planning and Construction of School Buildings* (Attachment A). She mentioned how there had been many questions regarding how architects determine their fees in school projects and asked that the committee notice the section on the bottom of page 28 on Professional Ethics which included a list of expectations for the architect in regards to generating their fees. She also pointed out that on page 29 under Architectural Fees it states that "For construction projects, the fee is most often established as a percentage of the total project cost.", which would be in line with the way HMFH determined their fee for the Dover high school project.
- Dr. Arbour then asked the committee to look at the updated fee proposal from HMFH (Attachment B). She stated that HMFH had now broken the Basic and Additional Services of their fee and have also slightly reduced it to \$6,720,000 by slightly reducing the hours assigned during the Construction Administration phase of the project. She also mentioned that HMFH had now included a detailed description of the scope of the Basic Services and that the Additional Services on page 4 were already part of the total project budget, including HMFH's fees. She also pointed out that in the Sept. 1st letter HMFH italicized the items that were adjusted. HMFH moved the *Stormwater Design and Permitting beyond initial NDES AOT Permit and Application Process* and *Wetland Permitting* into their fee and out of the project budget. She indicated that in essence they are absorbing those costs. She also shared with the committee that the Furniture and Equipment Services came in higher that HMFH has anticipated (\$176,750 instead of \$100,000) and so decided to absorb the \$76,750 while still lowering their overall fee. Mr. Gagnon stated that HMFH has



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taken about \$200,000 out. Dr. Arbour also noted that the school they are building is really a collection of types of buildings (a hair salon, an auto shop, a kitchen, an auditorium, a lab, etc.) all put together.

Mr. Carrier mentioned that he was very pleased with the thoroughness of the analysis of the fee proposal by the committee and extended team and that although there are some similarities to other projects in Dover like the Police station, the high school is very unique because of the complexity of the building. Dr. Arbour mentioned again the email from HMFH which lists HMFH's fees on other projects and fees from other architects (Attachment C), which shows that 9.5% is right in the lower and the email Mr. Geuther sent (Attachment D) with fees from UNH projects again showing that 9.5% falls in the middle of the range.

Mr. Carrier asked if the GMP ended up being different would HMFH's fee change. Dr. Arbour answered that their basic fee would not, but their fees in the additional services could slightly unless for some unforeseen reason the timeline of the project is extended or there was a major change in the scope of the project, e.g. or Dover requests that the school be now designed for 1700 or 1800 students. Mr. Gagnon voiced concern about HMFH cutting back on the hours in the Construction Administration phase of the project and asked that the committee make sure HMFH is present when needed, even if there is a cost. Ms. Russell pointed out that HMFH stated "slight reduction" and did feel that HMFH would have reduced it unless they felt comfortable they could cover the project.

Mr. Severson agreed that delay and change in scope are the types of things that could change a project dramatically.

Amanda Russell moved / Jason Gagnon seconded to approve HMFH as the architect to move forward with and to accept their latest fee proposal pending the clarification of the items discussed ("Wetlands Consultant" on page 1 of the letter changed to read "Wetlands Consultant/Permitting" and confirming that that includes the wetlands permitting absorbed into HMFH's fee), and corrections (s added to the end of the words approval, drawing and bid on page 3 and removing the text struck from page 4). An oral **VOTE PASSED 6/0**.

V. DISCUSSION OF TIMELINE: The committee confirmed that the next meeting was on Sept. 15, 2015.

VI. BUILD NEXT AGENDA & REVIEW ACTION ITEMS:

a. Ms. Glidden contact HMFH with fee proposal revisions.

VII. MATTERS OF INTEREST: Ms. Glidden shared that Anthony Calarusso had emailed the SAU about the availability of free sturdy 15x12x10 boxes from an order mistake. The JBC stated that they were interested in obtaining as many as possible and asked that Ms. Glidden connect with Jeff White regarding storage.



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VIII. ADJOURNMENT: Jason Gagnon moved / Matt Severson seconded to adjourn the JBC meeting at 5:32 p.m. An oral **VOTE PASSED 6/0.**

Respectfully submitted,

Melissa Glidden

Melissa Glidden, Recording Secretary