DOVER SCHOOL DISTRICT	**JOINT BUILDING COMMITTEE** **DOVER HIGH SCHOOL AND REGIONAL CTC** **MINUTES**	
	Meeting Type:	Regular Meeting
	Meeting Location:	Superintendent's Conference Room
	Meeting Date:	**Tuesday, October 13, 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, October 13, 2015 at 4:40 p.m. in the Superintendent's Conference Room at the McConnell Center. Present were Robert Carrier, Jason Gagnon, Sarah Greenshields, Amanda Russell and Matt Severson. Mark Geuther arrived at 5:45pm. Also present were Superintendent Elaine Arbour, Business Administrator Karen Taylor, High School Principal Peter Driscoll, CTC Director Louise Paradis, Facilities Director Jeffrey White, HMFH Project Manager Tina Stanislaski, HMFH Project Coordinator Bobby Williams, Garcia, Galuska & DeSousa Principal Dominick Puniello, PC Construction Project Manager Scott Blair, and Dover City Planner, Christopher Parker.

II. CITIZENS' FORUM: No one addressed the JBC.

III. APPROVAL OF MEETING MINUTES FROM SEP 29, 2015: Sarah Greenshields moved / Matt Severson seconded to approve the minutes of the meetings listed with minor name corrections. An oral **VOTE PASSED 5/0**.

IV. FINANCIAL REPORT:

a. AUTHORIZATIONS: Ms. Taylor introduced a new Capital Improvements Summary (Attachment A) that will be used going forward to meet the RSA 199:3 requirements for reporting financials monthly to the city council and school board. Amanda Russell moved / Jason Gagnon seconded to pay manifest #850 (Attachment B) in the amount of $352,800 of which $268,128 is for Dover High School and $84,672 is for the Career and Technical Center. A roll call **VOTE PASSED 5/0.** Amanda Russell moved / Jason Gagnon seconded to pay manifest 150271-001 (Attachment C) in the amount of $59,000, of which $44,840 is for Dover High School and $14,180 for the Career and Technical Center [record note: CTC amount from the manifest is $14,160]. A roll call **VOTE PASSED 5/0.**

Mr. Carrier asked Ms. Glidden to re-cap the information from a meeting held with the city attorney, Anthony Blenkinsop and the city finance director, Dan Lynch. Ms. Glidden shared that a format for a monthly status report and finance report were agreed upon to be forwarded to the city council and school board in order to be in compliance with RSA 119:3. She continued that the two reports will be approved at the first meeting of the each month and then forwarded to the city council and school board.

V. APPROVE SEPTEMBER STATUS REPORT AND FINANCIAL REPORT TO BE SUBMITTED TO THE CITY COUNCIL AND THE SCHOOL BOARD: Amanda Russell moved / Sara Greenshields seconded to approve with a typo correction the monthly JBC status report (Attachment D) to be forwarded to the school board and the city council. An oral **VOTE PASSED 5/0**.

VI. **REVIEW BUILDING SYSTEMS-HVAC AND TECHNOLOGY/GGD:** Ms. Stanislaski suggested starting with the update on Plans and Site Plan (item VII.). Mr. Carrier asked the committee if that was acceptable and they agreed. **[See VII. Below]**

Mr. Puniello from Garcia, Galuska & DeSousa presented a HVAC System Overview (Attachment F). He also passed out an Engineering Economic Analysis (Attachment G) and a PROS/CONS on Grey water/rainwater re-use and solar hot water grey water/rainwater (Attachment H). Mr. Bello mentioned that a clearer version of the Summary of Results could be found at the end of the Executive Summary of the Engineering Economic Analysis (Attachment G).

Ms. Greenshields asked if they could provide an estimate for a dehumidification option that included Geothermal. Mr. Puniello indicated that they would study options 2 and 2a with the geothermal. She mentioned that they need to be concerned with energy diversity and to make sure and explore all options.

Mr. Carrier asked if they had considered using the old boilers. Mr. Puniello answered that they had, but there were expense, space and timing issues involved. He shared that there were ways to sell used boilers that would also be explored.

Ms. Stanislaski indicated that they would need the JBC to make a decision in the next few weeks regarding the distribution in system in order for them to move forward on schedule.

VII. **UPDATE ON PLANS AND SITE PLAN: (moved ahead of VI.)** Ms. Stanislaski presented a three dimensional model and went through the current plans and site plan (Attachment E). She shared that they have met with all of the CTC groups and their advisors regarding their programs which allowed them to see what the advisors envisioned for the future. Mr. Severson asked about the square footage. Ms. Stanislaski mentioned that they have not been providing the square footage with each model presented because it is still in such a fluid state. She added that they are very aware of the need to keep the square footage very close to the original estimate in order to control cost.

The committee discussed some aspects of the music department layout and agreed that there needed to be further clarification of the program needs. Ms. Greenshields asked to make sure that the consultant HMFH has used be included and to include the Arts Commission stakeholders to gain their perspective on how the design will affect the Auditorium for community use. She stated that she felt it was imperative that the possible options were fully investigated before writing them off.

VIII. **REVIEW FUTURE MEETING SCHEDULE:** The committee confirmed that the next meeting is Oct. 27, 2015 and that the meetings are currently set at a two week interval through the end of the year.

IX. **MATTERS OF INTEREST:** Dr. Arbour mentioned an email from Laura Wernick regarding the schedule for bringing forward a cost estimate to be presented at the Dec. 14, 2015 school board meeting. She continued that the email states that they (HMFH & PC) will not be able to reconcile the estimates in time for the 12-14-15 meeting. She continued that Ms. Wernick indicates that PC is comfortable proceeding with their own cost estimate and does not feel that 2 cost estimates are necessary and that if the JBC is comfortable with this approach then PC's cost estimate could be presented at the December 14th meeting. If the JBC determined that they were comfortable with proceeding with PC's cost estimating through the rest of the project, HMFH's fee would be reduced by $90,000. If the JBC wanted to have the 2 schematic design cost estimates but were comfortable with using only PC's cost estimate going forward after the schematic design estimate, the reduction in their fee would be $75,000. Ms. Stanislaski commented that having two estimates for the next round (schematic design) would be helpful, but that after that (design development and construction design) it made sense for it to just be PC. The JBC discussed and agreed that they could make a decision by the next meeting and still keep the time frame.

X. BUILD NEXT AGENDA & REVIEW ACTION ITEMS:

a. Discuss and approve cost estimating plan

XI. ADJOURNMENT: Sarah Greenshields moved / Amanda Russell seconded to adjourn the JBC meeting at 6:45 p.m. An oral **VOTE PASSED 6/0.**

Respectfully submitted,

Melissa Glidden
Melissa Glidden, Recording Secretary