| DOVER SCHOOL DISTRICT | JOINT BUILDING COMMITTEE<br>DOVER HIGH SCHOOL AND REGIONAL CTC<br>MINUTES |
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| Meeting Type: | Regular Meeting |
| Meeting Location: | Superintendent's Conference Room |
| Meeting Date: | **Tuesday, October 27, 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 27, 2015 at 4:40 p.m. in the Superintendent's Conference Room at the McConnell Center. Present were Robert Carrier, Jason Gagnon, Sarah Greenshields and Amanda Russell. Mark Geuther arrived at 4:38pm. Matt Severson was excused. 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 Director Laura Wernick, HMFH Project Manager Tina Stanislaski, HMFH Project Coordinator Bobby Williams, 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 OCT 13, 2015:** Amanda Russell moved / Jason Gagnon seconded to approve the minutes of the meeting listed. An oral **VOTE PASSED 5/0**.

IV. **FINANCIAL REPORT**: Ms. Taylor handed out the current DHS & CTC Summary of Contract Amounts and Total Costs for the Feasibility Study and Design Services & Additional Geotechnical Engineering Services (Attachment A).

**a. DISCUSS PROJECT FINANCING:** Ms. Greenshields asked if they had appropriately budgeted for the administrative component and secondly should the committee spend these funds for a consultant to assist with the application for either grant money or any other public sponsors or to try to identify possible investors for green energy initiates.

Dr. Arbour shared that she and Mr. Carrier had met with the city manager and he indicated that any additional feasibility funds should be used for design. She continued that the city manager also suggested that since administrative support is a cost of the project, it be paid for as a project expense and well documented.

Mr. Parker asked if the traffic study funds were included in the balance of the feasibility study funds. Ms. Wernick indicated she did not have the budget in front of her, but that there were funds set aside for a traffic study.

V. **APPROVE SEPTEMBER FINANCIAL REPORT TO BE SUBMITTED TO THE CITY COUNCIL AND THE SCHOOL BOARD:** Amanda Russell moved / Sara Greenshields seconded to approve the JBC financial report to be forwarded to the school board and the city council. An oral **VOTE PASSED 5/0**.

VI. **DISCUSS AND APPROVE COST ESTIMATING PLAN:** Jason Gagnon moved / Amanda Russell seconded to have HMFH and PC perform one more joint reconciled cost estimate and after that have only PC perform the cost estimates. Discussion ensued. A roll call **VOTE PASSED 4/1**. Matt Geuther opposed.

**VII. REVIEW TECHNOLOGY AND DECISION RE: MECHANICAL SYSTEMS:** Ms. Wernick shared that she and Ms. Stanislaski had met with the technology engineers regarding the technology infrastructure and how that aligns with Ms. Paradis' goals. Ms. Paradis said they have been discussing what needs to be wired and what needs to be wireless for proper coverage for all the locations in the district. She continued that they have taken into consideration the infrastructure recently added and how that will be integrated. She confirmed that they are looking at the high school technology as part of the districtwide technology plan.

The committee discussed the analysis provided by Garcia, Galuska & DeSousa for option 2 and 2a including geothermal (Attachment B) with the Engineering Economic Analysis (Attachment C). The committee discussed the fact that the data provided indicated that the geothermal was not a viable option due to the lengthy payback. Ms. Stanislaski mentioned that a factor in the lengthy return was the fact that it would not be supporting air conditioning. She continued that in response to Mr. Severson's email, they looked into what it would take to make the school "geothermal ready" and that was also not a financially sound option. The committee discussed that the use of solar panels and some rainwater collection made be the alternative energy sources they can use to start.

The committee unanimously decided that HMFH should move forward with a distribution system which would support either option 2 or 2a (without geothermal). HMFH indicated that the choice between 2 and 2a could be made at a later time.

Ms. Russell left at 5:55pm.

**VIII. REVIEW BUILDING MASSING AND ELEVATIONS:** Ms. Stanislaski presented a PowerPoint with a handout (Attachment D), which included an overview of plans, courtyard concepts, massing and materials.

**IX. REVIEW MAJOR MATERIALS:** Included in PowerPoint and handout referenced above.

**X. REVIEW CTC LAYOUTS:** moved to Nov. 10$^{th}$ meeting.

**XI. REVIEW PHASING:** Mr. Blair advised the committee that Ms. Glidden had a copy of the Phasing Site Plan (Attachment E) and that it could be forwarded to the committee electronically. The committee agreed that Ms. Glidden should forward the Phasing Site Plan and that it could be discussed at the next meeting.

**XII. REVIEW FUTURE MEETING SCHEDULE:** The committee confirmed that the next meeting is Nov. 10, 2015.

**XIII. MATTERS OF INTEREST:**

a. **EMAIL FROM DALE CALDWELL, SKANSKA RE: OPM/OWNER'S REP:** Ms. Glidden shared that Dale Caldwell from Skanska had asked to speak at a JBC meeting to introduce his firm and their services in regards to an Owner' Project Manager. The committee decided he should be advised that a decision on whether or not an OPM would be hired had not been made. The committee asked that Ms. Glidden communicate that and additionally advise him that if they do, there would be a bidding process and that his firm would be advised accordingly.

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

**a.** Add to agenda "Discuss traffic study timing and BID process"

**b.** Ms. Glidden to schedule meeting with Mike Gillis re: Media Center/Video room

**c.** Ms. Glidden to email Dale Caldwell re: OPM question

**XV. ADJOURNMENT:** Jason Gagnon moved / Mark Geuther seconded to adjourn the JBC meeting at 6:37 p.m. An oral **VOTE PASSED 4/0.**

Respectfully submitted,

*Melissa Glidden*

Melissa Glidden, Recording Secretary