JOINT BUILDING COMMITTEE
DOVER HIGH SCHOOL AND REGIONAL CTC
MINUTES

DOVER SCHOOL DISTRICT

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room
Meeting Date:	**Tuesday, November 10, 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, November 10, 2015 at 4:45 p.m. in the Superintendent's Conference Room at the McConnell Center. Present were Robert Carrier, Jason Gagnon, Mark Geuther and Amanda Russell and Matt Severson. Sarah Greenshields 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, PC Construction Senior Project Manager Garret Bertolini, 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 27, 2015:** Amanda Russell moved / Mark Geuther seconded to approve the minutes of the meeting listed. An oral **VOTE PASSED 5/0**.

IV. **FINANCIAL REPORT**: Dr. Arbour 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). Mr. Gagnon asked if the second page should include the words "and Construction" in the title? Dr. Arbour indicated that she thought it should and said she would advise Ms. Taylor.

a. AUTHORIZATIONS: Dr. Arbour asked that they approve manifest CIPM#DHSCTC015 in the amount of $25,515.33, CIPM#DHSCTC013 in the amount of $302,400.00 and CIPM#DHSCTC014 in the amount of $933.06 for mileage for HMFH.

Amanda Russell moved / Matt Severson seconded to approve the payment of manifest CIPM#DHSCTC015 in the amount of $25,515.33. A rollcall **VOTE PASSED 5/0.**

Amanda Russell moved / Jason Gagnon seconded to approve the payment of manifest CIPM#DHSCTC013 in the amount of $302,400.00 for design services. A rollcall **VOTE PASSED 5/0.**

Amanda Russell moved / Jason Gagnon seconded to approve the payment of manifest CIPM#DHSCTC014 in the amount of $933.06. A rollcall **VOTE PASSED 5/0.**

V. **APPROVE OCTOBER FINANCIAL REPORT TO BE SUBMITTED TO THE CITY COUNCIL AND THE SCHOOL BOARD:** Dr. Arbour reviewed the status report (Attachment B) and the financial report (Attachment C). Ms. Russell mentioned that the status report does not seem to agree with the earlier Summary report. Dr. Arbour indicated that the reports cover different items, which accounts for the different amounts. She added that she did feel there needed to be a tie in between the reports for clarity's sake and that will be accomplished for next meeting. Amanda

Russell moved / Jason Gagnon seconded to approve the JBC status report and financial report to be forwarded to the school board and the city council with the additional sentence "We have now located the building on the site and are finalizing the schematic design." added to the first bullet of the status report. An oral **VOTE PASSED 5/0**.

Ms. Wernick passed out a DHS and CTC Budget sheet that they are using at HMFH. (Attachment D)

VI. DISCUSS TRAFFIC STUDY TIMELINE AND BID PROCESS: Mr. Parker proposed combining the funds budgeted in the DHS-CTC building project ($30,000) with city funds to perform a joint traffic study for the area around the high school and middle school campuses. He continued that the city would handle the bid process and work with the Business Administrator to make sure the funds were accounted for in the way the JBC needed in regards to the two prongs of the project. Jason Gagnon moved / Amanda Russell seconded that the $30,000 allotted for the traffic study be combined with funds from the city to address the traffic concerns through a study in the area. A roll call **VOTE PASSED 5/0**.

Ms. Wernick shared that in the current working design (Attachment E), they include a one way delivery/emergency lane that circles the back of the building and would include an additional curb cut in Bellamy Road. She indicated that they continue to flush out whether or not that is the most appropriate way to proceed.

VII. REVIEW SCHEMATIC DESIGN PACKAGE: Ms. Wernick asked if PC could review the phasing first. The committee consented.

Ms. Wernick shared that by next week PC will have in their hands the full schematic package including the plans, preliminary elevations and the specifications for all the consultants and will be able to begin their cost estimating. She continued that there have only been slight modifications to the site plan.

Ms. Stanislaski shared that they will attempt to reuse the structure portion of the bleachers from the current gym.

Ms. Wernick passed out a solar design handout (Attachment G) showing solar photovoltaics on a portion of the roof. She continued that the amount shown would be able to provide 1/6th of the school's energy. The cost would be approximately 1.3 million. She shared that currently there are tax incentives for purchase power agreements where outside investors invest in photovoltaics, but there is no guarantee that the tax incentives will extend beyond 2016. Mr. Blair commented that the major savings for schools is selling energy back to the grid.

Ms. Wernick pointed out that the green roof shown on the site plan is for storm water management.

Ms. Wernick mentioned that she spoke with the structural engineer about providing additional structure in order to build up (a third floor) in the future and he was opposed to the idea because of the cost involved and the fact that there is no way to know what the code requirements will be in the future. She shared that they have come up with an alternate option which would involve closing in an area on the north side of the building under the first floor which is currently shown as unexcavated. She continued that the cost to excavate and close in an area like that would be minimal and would provide space to outfit up to eight classrooms at a later time. Ms. Stanislaski mentioned due to the grading and exterior doors there would already be stairs in place.

Amanda Russell left at 6:21pm.

Ms. Wernick passed out a Space Schematic Design Program Summary (Attachment H) showing changes in the square footage since the original Feasibility Study. She shared that it will give a format to use for reviewing and then deciding what the ultimate building will or will not include. She noted that the largest increase was due to the addition in the gym and enlarging the theater. Ms. Stanislaski mentioned that once they have the next cost estimate, they can work with the JBC in tandem with the summary and determine the project priorities.

a. **REVIEW CTC LAYOUTS:** moved to next agenda

VIII. **REVIEW PHASING (moved ahead of VII.):** Mr. Blair presented an updated a Phasing Site Plan including a handout (Attachment D). Mr. Bertolini mentioned that this plan is a starting place and they will be looking for input to refine the plan. The committee discussed the fact that upfront communication regarding changes in parking and walkways will be important to managing student and parent expectations during the construction process.

IX. **REVIEW FUTURE MEETING SCHEDULE:** The committee confirmed that the next meeting is Nov. 24, 2015.

X. **MATTERS OF INTEREST:** None.

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

XII. **ADJOURNMENT:** Matt Severson moved / Mark Geuther seconded to adjourn the JBC meeting at 6:27 p.m. An oral **VOTE PASSED 4/0.**

Respectfully submitted,

Melissa Glidden

Melissa Glidden, Recording Secretary