



**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, November 24, 2015
Meeting Time:	4:45 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 24, 2015 at 5:00 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, High School Principal Peter Driscoll, 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 NOV 10, 2015:** Amanda Russell moved / Jason Gagnon seconded to approve the minutes of the meeting listed. An oral **VOTE PASSED 5/0**. Sarah Greenshields abstained.
- IV. FINANCIAL REPORT:** Ms. Taylor reviewed the Summary of Contract Amounts and Total Costs for the Feasibility Study and for Design Services, Additional Geotechnical Engineering Services, and Construction (Attachment A). She mentioned that there would be a correction in the labeling in the 7th row down changing *PSS#3 Add'l Svs: Travel, Postage, Printing* to *Add'l Svs: Travel, Postage, Printing*.
- V. DISCUSS PROGRAMMATIC CHANGES:** The HMFH team handed out the DHS and CTC Space Schematic Design Program Summary 11/23/15 (Attachment B) and a packet containing Schematic Design options for the Gym and the Music department (Attachment C). HMFH repeated that the project has been about 10,000 SQFT larger than it was in the original cost estimate at the ends of the feasibility study and that change is predominately due to the addition of gym space and the size of the auditorium. Ms. Wernick continued that in order to stay within the budget, the JBC would need to make decisions as to how to stay within the original square footage. She reviewed two possible options for reducing the size of both the gym and the music department. The committee discussed the fact that they feel they will need the upcoming cost estimate numbers to assist with making any decisions and that it will be important to review these options with both the athletic department and the music department. Ms. Stanislaski mentioned that once the next cost estimate is completed, they will also have a detailed list of items and costs that the committee can review.

Mr. Gagnon mentioned that the committee had talked about looking for donations or "corporate" sponsorship to assist with funding especially for the gym and/or the auditorium. The committee asked that the superintendent set up meetings with two known consultants to explore ideas and then report back to the committee. A concern was voiced about how a donation would affect funding



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from the DOE and the committee asked that it be confirmed that a donation covering the city's portion of funding would not affect the monies from the state.

VI. DISCUSS CLERK OF THE WORKS VS. OWNERS' PROJECT MANAGER: Mr. Blair commented that a crucial piece to deciding who the committee hires is understanding what the JBC is looking for. He continued by asking if the committee is looking for a Clerk of the Works (someone who is a documenter for the owner) or someone who can make decisions, which would be an Owner's Representative. He mentioned that PC had been wondering what the protocol would be for once construction starts as to who can authorize decisions and to what level. He stated that the owner's representative seemed the more appropriate player because although PC is representing the JBC, they cannot make decisions for them. Mr. Gagnon concurred that he agreed that the Owner's Representative would be appropriate since the school district does not have dedicated staff that can be re-assigned to manage the project the way the city has done on certain projects. Ms. Wernick shared although she cannot advise the JBC, she felt it would be important that there was a point person in upcoming process and that currently the budget does not have funds set aside for an Owner's Representative. Mr. Parker agreed that it would be imperative that there be someone who knows the business coordinating the next phases of the project and without it, the project would be very vulnerable. Mr. Blair commented that this person's job is not just financial, but includes being the liaison between construction group, the design group, and the owner group. Mr. Severson commented that he agreed they were looking for an Owner's Representative, someone who can handle coordination between all the players. Dr. Arbour suggested that the business office start working on a draft RFQ/RFP for an Owner's Representative to be available to review in December. Ms. Stanislaski mentioned that the committee needed to start thinking about a commissioning agent and that they would forward information on it to Ms. Glidden to be reviewed for the next meeting.

VII. REVIEW FUTURE MEETING SCHEDULE: The committee confirmed that the next meeting is Dec. 8, 2015. Mr. Gagnon voiced concern about the frequency of the meetings and asked about meeting more often. The committee decided to place the matter on the next meeting's agenda.

VIII. MATTERS OF INTEREST: None.

IX. BUILD NEXT AGENDA & REVIEW ACTION ITEMS:

- A. Schedule meeting with Arts Commission, Art department and HMFH
- B. Schedule meeting with Athletics department, Recreation department and HMFH
- C. Schedule meeting with fund raising consultants
- D. Obtain information on how donations might affect DOE funding for the CTC
- E. For agenda: Review calendar to determine whether or not the JBC needs to meet more frequently



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- X. **ADJOURNMENT:** Matt Severson moved / Sarah Greenshields seconded to adjourn the JBC meeting at 7:10 p.m. An oral **VOTE PASSED 6/0.**

Respectfully submitted,

Melissa Glidden

Melissa Glidden, Recording Secretary

DRAFT