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, December 8, 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, December 8, 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 Matt Severson. Mark Geuther and Amanda Russell were excused. Also present were Superintendent Elaine Arbour, High School Principal Peter Driscoll, Facilities Director Jeffrey White, 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 24, 2015:** Sarah Greenshields moved / Jason Gagnon seconded to approve the minutes of the meeting listed. An oral **VOTE PASSED 4/0**.

IV. **FINANCIAL REPORT**: Dr. Arbour 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). Dr. Arbour pointed out that currently Column F is displaying the same amount as column C due to the fact that the request for reimbursement from the state has not yet been submitted. Once the request is submitted, Column F will accurately reflect C X 25%.

Mr. Carrier asked for confirmation that once the funds were reimbursed, the amount would be added to the remaining balance. Dr. Arbour affirmed that was correct.

Mr. Gagnon asked for clarification on the number $17,520,000 which is listed above Column C. Dr. Arbour stated that she would speak with Ms. Taylor and Ms. Simmons to clarify what that number represents.

V. **APPROVE NOV STATUS REPORT AND FINANCIAL REPORT TO BE SUBMITTED TO THE CITY COUNCIL AND SCHOOL BOARD:** Sarah Greenshields moved / Matt Severson seconded to approve the JBC monthly status report including the attached Capital Improvements Summary (Attachments B & C). An oral **VOTE PASSED 4/0**.

VI. **DISCUSS INFORMATION GATHERED AT MUSIC AND ATHLETIC DEPARTMENT MEETINGS:** Ms. Stanislaski reported that the feedback from the Music discussion was that the balcony was not a good idea, as it is not helpful acoustically, and that the appropriate number of seats for the high school is 850, which will accommodate two classes and associated staff. The Arts commission was comfortable with that as long as it was what was needed by the high school. She commented that she was informed that one reason all performances at the high school are at capacity is that the parents of participants tend to attend all performances instead of just one.

Ms. Stanislaski commented that they have been reviewing all spaces in the school to see where they can tighten up. Mr. Williams reviewed the DHS and CTC Space Schematic Design Program

Summary 12/02/15 (Attachment D) and reviewed where they have been able to reduce square footage while still meeting the program needs. HMFH passed out a Physical Education – SF Reduction Option 1 (Attachment E). Ms. Greenshields reported that the Athletic Department indicated that they would rather lose the entire 3rd gym than go without the turf field. Dr. Arbour commented that it would be worth talking to the Athletics department and the School Board regarding the Capital Reserve account to see if it would be appropriate to use any of those funds.

Mr. Gagnon stated that although he understands the benefits to the school of having a turf field, if it meant sacrificing something educational for the building, he could not vote in favor of it. Ms. Greenshields asked Mr. Parker when the turf field was rolled into the high school project. Mr. Parker said 2-3 years ago. He continued that the budget was over a million and some of those funds were transferred to the recreation department.

Ms. Stanislaski asked if they (HMFH & PC) could provide cost estimate information to the committee on the 15th in order to help make decisions on building reductions, would the committee be willing to meet. The committee decided to add a meeting for the 15th.

VII. **DISCUSS COMMISIONING SERVICES:** HMFH handed out a DRAFT Scope of Services for Commissioning Agent (Attachment F) and asked the committee to decide who should hire the agent. Dr. Arbour requested that HMFH handle it because from a capacity standpoint, the district will not be able to get it out in time. The committee discussed the importance of this agent in the next process of the project. Jason Gagnon moved / Matt Severson seconded to have HMFH submit the RFQ and come back to the committee with proposals for commissioning agents for review and selection. An oral **VOTE PASSED 4/0**.

VIII. **DISCUSS INFORMATION ON XQ SUPER SCHOOL PROJECT:** Dr. Arbour handed out an overview on the XQ Super School Project (Attachment G) that she compiled from their website. She shared that she met last week with Alyson Genovese and Bev Shadley separately. She continued that Ms. Genovese suggested talking to SEED about submitting a grant for the district for obtaining assistance in hiring a consultant to assist in steering the process since it is complex and involves a tight timeline that will require a project leader. She continued that she then met with Bev Shadley, who is on the SEED board, and who is also a professional fund raiser. Dr. Arbour shared that Ms. Shadley went through the XQ website and costed out different phases of the project at $90 per hour to help estimate the cost of hiring a consultant to act a project leader for the submission. Mr. Gagnon voiced concern about how much time HMFH would have to assist in preparation for this. Dr. Arbour responded that most of the information the "Discover" phase is looking for is what the JBC did during the visioning study. Mr. Gagnon asked about the timeline for selection and fund disbursement, what the chances were of winning, and whether or not the chance would be worth the funds spent to prepare an entry. Ms. Stanislaski commented that although funds might come after the building phase, there are many items needed for the inside of the school, e.g. furniture, technology, etc. that monies could go toward. Mr. Parker commented that it seemed that the project was really in line with what Dover worked on in the Visioning Study. Ms. Greenshields mentioned that any submission for the XQ project could also be used for other fund raising ventures. Ms. Greenshields moved / Jason Gagnon seconded to allow the Supt to move forward with the RFQ process and speaking with SEED, to secure a consultant to guide the JBC through the "Form, Design and Discover" phases pending approval of use of JBC funds from the City Manager and City Finance Director for this purpose using an expedited RFQ process. Discussion ensued. A rollcall **VOTE PASSED 4/0**.

IX. REVIEW FUTURE MEETING SCHEDULE: The committee discussed the current schedule (Attachment H) and proposed timeline for the cost estimating (Attachment I). Ms. Stanislaski stated that on the 15th HMFH and PC would provide the cost estimate preview in order to discuss the big picture. She continued that then on the 22nd they would provide the value engineering lists to go through and prioritize in order to get to budget. She stated that it would be helpful to have a final decision regarding the value engineering from the JBC on the 22nd in order to allow HJMFH to move forward designing. The JBC decided to:

- **a.** Add a meeting on Dec. 15th
- **b.** Change the start time and length of the meeting on the 22nd to 4pm and 3½ hours
- **c.** Add a meeting on Dec. 23rd that can be cancelled if not needed
- **d.** Move the meeting on Jan. 5th to the 7th
- **e.** Move the meeting on Jan. 19th to the 26th

X. MATTERS OF INTEREST: None.

XI. BUILD NEXT AGENDA & REVIEW ACTION ITEMS:

A. Add "Discuss technology" to future agenda

XII. ADJOURNMENT: Sarah Greenshields moved / Matt Severson seconded to adjourn the JBC meeting at 6:21 p.m. An oral **VOTE PASSED 4/0.**

Respectfully submitted,

Melissa Glidden
Melissa Glidden, Recording Secretary