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:	**Thursday, January 7, 2016**
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 Thursday, January 7, 2016 at 4:38 p.m. in the Superintendent's Conference Room at the McConnell Center. Present were Robert Carrier, Jason Gagnon, Mark Geuther, and Amanda Russell. Sarah Greenshields arrived at 4:46 p. m. Matt Severson arrived at 5:13 p. m. 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, Nobis Engineer Erin Lambert, Nobis Engineer Ethan Cote, PC Construction Senior Project Manager Garret Bertolini, Dover City Building Inspector Tom Clark, Dover City Planner Christopher Parker, and Foster's reporter Nik Beimler.

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

III. **APPROVE MEETING MINUTES FROM DEC 17 AND 22, 2015:** Mr. Carrier noted that there had been a typo in the agenda and the minutes to be approved are for the 17th and 22nd, not the 8th and 22nd. Amanda Russell moved / Jason Gagnon seconded to approve the minutes of the meetings listed above. An oral **VOTE PASSED 4/0**.

IV. **FINANCIAL REPORT:** Ms. Taylor reviewed the updated DHS-CTC Financial Summary (Attachment A). Mr. Carrier asked about the status of the reimbursement requests. Dr. Arbour mentioned that the DOE CTC contact recently resigned and that the position has just been filled. She continued that now that they have the new contact, they will be submitting requests.

V. **APPROVE NOV STATUS REPORT AND FINANCIAL REPORT TO BE SUBMITTED TO THE CITY COUNCIL AND SCHOOL BOARD:** Amanda Russell moved / Jason Gagnon seconded to approve the JBC monthly status report including a revision to the gym description and attached Capital Improvements Summary (Attachments B & C). An oral **VOTE PASSED 4/0**. Sarah Greenshields abstained. Ms. Glidden advised the committee that the status reports are now available on the front page of the project page.

VI. **DISCUSS SITE PLAN: PARENT DROP OFF AND FIRE LANE:** Mr. Cote reviewed a display of the fire lane which is now exiting onto Alumni drive as opposed to Bellamy and the drop of lane for busses and parents, which include separate exits onto Alumni drive which should help alleviate congestion. The committee mentioned that the signage describing the traffic flow will be of great importance.

VII. **RECAP DEC 22ND CONSTRUCTION BUDGET DISCUSSION: DISCUSS BREAKOUT OF CTE VERSUS HIGH SCHOOL CONSTRUCTION COSTS:** PC Construction passed out the updated Schematic Design Estimate (Attachment D). Ms. Greenshields asked about item 28 on page 2 of the Design & Scope Revisions from Schematic Design Documents Dated November 10th, 2015, "removal of the additional steel tonnage required to support PV panels". Mr. Bertolini remarked that that was a typo and that it should say green roof. He continued that they will correct it. Ms. Taylor asked about whether the utility costs will be on a separate meter billed to the district. Mr. Bertolini commented that he did not believe that was part of PC's scope.

VIII. **INTRODUCTION TO EXTERIOR ELEVATIONS:** Ms. Stanislaski reviewed some perspective sketches of the exterior showing how they would tie in materials using curtain wall, brick and metal. She noted that these were all very preliminary.

IX. **DISCUSS INFORMATION ON XQ SUPER SCHOOL PROJECT:** Ms. Glidden shared that she had not been able to work on much over the break due to other duties. Dr. Arbour stated that she would make time on the 8th to dig into the grant submission requirements with Ms. Glidden.

X. **REVIEW FUTURE MEETING SCHEDULE:** The committee confirmed that the next meeting was on Tuesday, Jan. 26th.

XI. **MATTERS OF INTEREST:** Mr. Carrier mentioned there have been some requests to televise the JBC meetings and asked for the committee's thoughts. Mr. Carrier shared that the cost would be a minimum of $45 per meeting and that they would have to be held in room 305, which would affect the time involved for set up and closing for the SAU staff. Ms. Glidden shared that she had also been advised that the Planning Board is filmed on Tuesday evenings and that the committee would have to make sure the meetings did not conflict. Ms. Russell voiced concerns on the additional burden to the SAU staff and administrators. She shared that no other JBCs have been televised and wondered if televising would then set a precedent difficult to maintain. Ms. Greenshields remarked that the attendance from citizens has been very low and she wondered how much the televising would increase participation. Mr. Gagnon remarked that most of the really significant decisions had already been made. Mr. Carrier remarked that the audio and all the documents for the meetings are available online. Mr. Geuther mentioned that once they "break ground" the committee may decide to meet at the high school and that would not allow for filming. Ms. Greenshields wondered if the request had come from some of the senior citizens who might not come out in bad weather. Sarah Greenshields moved / Amanda Russell seconded to not televise the JBC meetings. An oral **VOTE PASSED 6/0.**

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

XIII. **ADJOURNMENT:** Jason Gagnon moved / Sarah Greenshields seconded to adjourn the JBC meeting at 5:44 p.m. An oral **VOTE PASSED 6/0.**

Respectfully submitted,

Melissa Glidden

Melissa Glidden, Recording Secretary