JOINT BUILDING COMMITTEE
DOVER HIGH SCHOOL AND REGIONAL CTC
MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room
Meeting Date:	**Tuesday, January 26, 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 Tuesday, January 26, 2016 at 4:38 p.m. in the Superintendent's Conference Room at the McConnell Center. Present were Robert Carrier, Jason Gagnon, Mark Geuther, Sarah Greenshields, and Amanda Russell. 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 Manager Tina Stanislaski, HMFH Project Coordinator Bobby Williams, PC Construction Project Manager Scott Blair, School Board member Keith Holt, and Foster's reporter Nik Beimler.

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

III. **APPROVE MEETING MINUTES FROM JAN 7, 2016:** Amanda Russell moved / Sarah Greenshields seconded to approve the minutes of the meetings listed above. An oral **VOTE PASSED 5/0**.

IV. **FINANCIAL REPORT:** Ms. Taylor shared that there had been no changes to the DHS-CTC Financial Summary since the last meeting.

   a. **AUTHORIZATIONS:** Ms. Taylor introduced Manifest CIPM#DHSCTC017 (Attachment A) including Invoices 953, 954 and 955 for HMFH. Amanda Russell moved / Sarah Greenshields seconded to pay manifest CIPM#DHSCTC017 in the amount of $332,373.63. A roll call **VOTE PASSED 5/0**.

V. **DISCUSS EXTERIOR ELEVATIONS:** Ms. Stanislaski distributed a handout depicting a few preliminary exterior design samples (Attachment B). She explained that for the interior courtyard lighter color brick will help reflect light and assist in making the space feel not so closed in. She shared that there will be many options as far as color choice and pattern when using brick. She also indicated that they would look at using metal in certain areas as an accent in order to tie in the practice gym exterior.

VI. **DISCUSS INTERIOR PERSPECTIVES:** Ms. Stanislaski shared that they are continuing to experiment with colors and materials for the interior to accentuate the spaces. Mr. Gagnon mentioned that his biggest concern will be maintenance and durability of materials, although he is sensitive to the visual aspect of the building. Ms. Stanislaski confirmed that they will be assessing the maintenance and longevity of all materials considered for the project.

VII. **HMFH GENERAL UPDATE:** Ms. Stanislaski shared that they have been regularly meeting with engineers and at the next meeting will have an update of the site plan.

She also shared that they worked with the city engineer to fill in all the missing information on the site survey, so they will be able to complete all their drainage plans. She stated that they are planning to go to the city for permitting with their DD set on March 15th and will have the package for the turf field ready to go out bid shortly after that.

Dr. Arbour mentioned that she spoke with Ms. Wernick about some slight change in the percentages of high school space to CTC space. She continued that this is not an issue for funding as long as they stay at or above the original numbers. She shared that they are in the middle of obtaining approval for their CTC programs.

Ms. Russell asked about bringing the design plans to the school board prior to HMFH requesting permits. Dr. Arbour indicated the plan was to bring the plans before the board in February.

Mr. Williams mentioned that the current plans do not include a TV production studio and wanted to confirm that choice. Mr. Carrier mentioned that it might be worth looking into speaking with Comcast about donating to the project related to that type of technology. Ms. Greenshields stated that she thought it was imperative that they provide the type of communication technology to support global learning. Ms. Stanislaski commented that they can make sure the building is wired to support a studio, even if the equipment comes later. She also mentioned that currently the curriculum did not have enough courses to support the expenditure. She further shared that they can make sure that the classrooms have enough technology to utilize the internet for long distance learning and also outfit an existing classroom to be able to support production or editing equipment at later time.

Ms. Taylor mentioned collecting letter samples to review for possible fund raising.

Mr. Carrier asked if Dr. Arbour could speak with the city manager about approaching Comcast. Ms. Greenshields suggested that they form a subcommittee to talk about fund-raising possibilities. Mr. Carrier asked if they could assign the task to the subcommittee that he, Ms. Greenshields and Ms. Russell were already part of.

The committee discussed the timing of putting in the turf field in relation to repairing the track and bleacher, which were not part of the original scope of the project. Mr. Carrier asked HMFH to further research the possible negative impact on replacing the turf in the beginning of the project prior to any work on the track and bleachers and the impact of waiting to put the turf in until the end of the project.

VIII. DISCUSS COMMISIONING: Ms. Stanislaski handed out a copy of the Commissioning Agent Scope and asked again that any feedback be sent to her.

IX. UPDATE ON XQ SUPER SCHOOL PROJECT APPLICATION: Dr. Arbour shared that Ms. Greenshields had generously donated one of her employee's time to work with Ms. Glidden on the application. Ms. Glidden shared that significant progress had been made and that they would be making a submission on February 10th.

X. REVIEW FUTURE MEETING SCHEDULE AND DISCUSS MEETING FREQUENCY: HMFH handed out a Proposed JBC Meeting Dates and Topics. The committee confirmed that the next meeting was on Tuesday, Feb. 2nd and that every two weeks was frequent enough for the time being.

XI. MATTERS OF INTEREST: BUILD NEXT AGENDA & REVIEW ACTION ITEMS:

- **a.** Dr. Arbour will speak with the city manager re: speaking with Comcast about a donations
- **b.** Mr. Carrier, Ms. Greenshields and Ms. Russell will meeting to talk approach approaching business and groups for donations

Ms. Paradis wanted to thank Councilor Deb Thibodeaux for assisting to coordinate the donation of a freezer to the CTC - Ms. Glidden will send a thank you note

Mr. White wanted to thank Doug Steele and the city for assisting HMFH in obtaining the final information for the site survey. Ms. Stanislaski explained that Sebago did not complete the site survey as agreed. Mr. Carrier asked that HMFH follow up with the school district and the city regarding Sebago's performance.

XII. ADJOURNMENT: Sarah Greenshields moved / Jason Gagnon seconded to adjourn the JBC meeting at 6:20 p.m. An oral **VOTE PASSED 5/0.**

Respectfully submitted,

Melissa Glidden

Melissa Glidden, Recording Secretary