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, March 15, 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, March 15, 2016 at 4:30 p.m. in the Superintendent's Conference Room at the McConnell Center. Present were Robert Carrier, Jason Gagnon, Mark Geuther, Amanda Russell, and Matt Severson. Sarah Greenshields arrived at 4:34 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 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:** Citizen Brian Stern of 201 Tolend Road shared with the JBC his feelings and view on the importance of sustainable building (defined as self-supporting) and the role of solar energy in that process. He continued that as a matter of principle it would be important to utilize any large sections of flat roof for photovoltaics, especially since we do not know what the future holds regarding fuels and energy resources. He urged the committee to continue to research what solar options can be utilized at the new building.

Amanda Russell moved / Matt Severson seconded to amend the agenda to approve the Manifest provided in the packet, CIPM#DHSCTC019 (Attachment A). A rollcall **VOTE PASSED unanimously.** Amanda Russell moved / Matt Severson seconded to approve the Manifest provided in the packet, CIPM#DHSCTC019. Ms. Taylor stated that the amount was $334,689.37. A rollcall **VOTE PASSED unanimously.**

III. **APPROVE MEETING MINUTES FROM MAR 1, 2016:** Amanda Russell moved / Matt Severson seconded to approve the minutes of the meeting listed. An oral **VOTE PASSED 6/0**.

IV. **FINANCIAL REPORT (Attachment B):** Ms. Taylor shared that a notation will be added to the report going forward that will read as follows: "NOTE: Total Expenditures To Date (Column D) reflect invoices paid on 3/3/2016 for services rendered through 1/31/2016 (CIP#DHSCTC018, dated 2/16/2016 in the amount of $337,250)" with the appropriate information for that summary. .

V. **DECIDE WHO IS HIRING COMMISSIONING AGENT:** Mr. Carrier voiced his concern about the city/district staff's ability to supervise a commissioning agent, but wanted to understand the financial impact of HMFH hiring the agent for them. Ms. Wernick shared that the project has $200,000 allotted for the commissioning agent and that the firm they will be recommending came in at $171,000, so with the 10% mark-up, it would cost the project $190,000. She indicated that they would be happy to hire and oversee the agent, with the only drawback being that the agent will be critiquing their drawings and their engineers' drawings, which could potentially be seen as a conflict of interest. She shared that the firm is comfortable with it, though. Mr. Parker commented that the positive aspect of going with the city or district would be to save the $29,000 dollars, but he did not feel the potential conflict of interest was great enough to mean that HMFH could not oversee the agent if needed. He shared that his concern was that if the district was to be the one to hire the agent, he would want to make sure it was appropriate that HMFH had put out the bid, as opposed to the JBC.

Mr. Carrier remarked that item VII included some new information that should be discussed prior to making the decision. The committee decided to discuss item VII.

Based on the information shared in item VII regarding a possible Facilities Manager for the city, the committee asked that the Superintendent request a legal opinion on whether or not the committee can hire an agency recommended by HMFH, acting as their agent, through their (HMFH's) RFP process.

VI. **SELECT COMMISSIONING AGENT:** moved to next agenda.

VII. **DISCUSS CLERK OF THE WORKS/FACILITY MANAGER: (discussed prior to item VI.)** Mr. Carrier shared with the committee that the city manager has indicated that there is revenue that could be potentially used to hire a city facilities manager. He continued that the idea is that this manager would begin by acting as the owner's representative for the high school project as they got to know the scope and status of the rest of the city buildings. He added that this would soon be coming before the council for approval. Mr. Parker indicated that if the JBC felt comfortable with that facilities manager acting as the owners' rep for the project, the city manager will pursue it.

Jason Gagnon moved / Mark Geuther seconded to recommend or support the city manager in pursuing a "Facilities Manager" with the primary initial focus being to oversee the high school project. An oral **VOTE PASSED 6/0**.

VIII. **DISCUSS POTENTIAL ADDITIONAL SITE SCOPE:** Ms. Stanislaski shared the potential additional site scope items:

- **a.** Additional drainage under the new field for the track
- **b.** Portions of the water service piping
- **c.** Removing the 4inch pipe coming in from Bellamy Road
- **d.** Changes in the sewer line
- **e.** Enlarging the intersection at Bellamy and Alumni
- **f.** Pavement replacement on Alumni Drive (some is accounted for)

Jason Gagnon left at 5:49 p.m.

IX. **DISCUSS SOLAR POWER:** Ms. Stanislaski mentioned that HMFH had a meeting with the city and Ameresco last week to go over their plans for the municipal buildings, the high school being one of them. She continued that HMFH has provided them with information they needed to lay out options for an array and to figure out how much energy that will produce. Ameresco will assess whether it is a project that is financially feasible for them.

X. **SUBMIT DESIGN DEVELOPMENT PACKAGE TO PC CONSTRUCTION ESTIMATING:** HMFH submitted the Design Development package to PC.

XI. **DISCUSS XQ SUPER SCHOOL PROJECT "DEVELOP" CATEGORIES AND POSSIBLE WORK TEAMS:** Ms. Glidden shared that she would be reaching out to staff for preliminary information for the "Develop" phase categories.

XII. **REVIEW FUTURE MEETING SCHEDULE:** The committee confirmed that the next two meetings are scheduled for Tuesday, Mar. 29th and April 12th.

XIII. **MATTERS OF INTEREST:**

Ms. Greenshields shared that the city council will be voting on an opportunity for additional ball fields that will assist the district in providing fields for athletics during construction.

Mr. Carrier requested numbers from PC Construction for the rebuilding of the track. He shared that the city manager has indicated that there may be monies in the city budget to assist with that aspect of the project.

Ms. Paradis asked that consideration be given to how they are able to irrigate the community garden.

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

Superintendent to speak with city attorney re: hiring of commissioning agent and email Mr. Parker re: possible additional parking during construction.

Add parking plan to next agenda

XV. **ADJOURNMENT:** Sarah Greenshields moved / Amanda Russell seconded to adjourn the JBC meeting at 6:12 p.m. An oral **VOTE PASSED 5/0.**

Respectfully submitted,

Melissa Glidden
Melissa Glidden, Recording Secretary