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 29, 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 29, 2016 at 4:35 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 was excused. 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, Dover City Planner Christopher Parker, NH DOE School Safety & Facility Management Bureau Administrator, Amy Clark and Foster's reporter Nik Beimler.

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

III. **APPROVE MEETING MINUTES FROM MAR 15, 2016:** Amanda Russell moved / Matt Severson seconded to approve the minutes of the meeting listed. An oral **VOTE PASSED 5/0**.

IV. **FILM JBC MEMBERS FOR XQ VIDEO CLIP:** Ms. Glidden shared that the decision had been made to interview the JBC members individually outside of the meeting.

V. **FINANCIAL REPORT:** Ms. Taylor shared that since there have not been any changes, there was no report.

   a. **AUTHORIZATIONS:** Amanda Russell moved / Matt Severson seconded to pay the Manifest CIPM#DHSCTC020 in the amount of $6,875.00. A rollcall **VOTE PASSED unanimously.**

VI. **DISCUSS HIRING OF COMMISSIONING AGENT:** Dr. Arbour shared that she had spoken to the city attorney and that although the RFP process had been handled by HMFH, due to the fact that HMFH had been acting on their behalf and that both the process and the RFP itself had been approved by the committee, the JBC was authorized to hire the commissioning agent directly.

VII. **SELECT COMMISSIONING AGENT:** Ms. Wernick reviewed an analysis sheet for the Commissioning Proposals (Attachment A) and recommended HEA (Horizon Engineering Associates) as their first choice due to scope and cost. Jason Gagnon moved / Amanda Russell seconded that the JBC hire the commissioning agent with the understanding that once the city facilities manager is hired that person will be the direct contact and that the JBC will accept HMFH's offer to oversee the commissioning agent until that time. An oral **VOTE PASSED 5/0**.

Matt Severson moved / Jason Gagnon seconded to accept HEA as the testing and balancing agent (commissioning) at a total contract value of $171,630. A rollcall **VOTE PASSED unanimously.**

Dr. Arbour asked if the committee would like for her to prepare the contract for the commissioning agent with the aid of the city and city attorney to then be presented for their review and approval. The committee said they would.

VIII. **BUDGET OVERVIEW (Attachment B):** Ms. Wernick reviewed the current budget on the first page of the handout and pointed out areas where amounts have been shifted and others where HMFH feels monies can be reallocated. She then went through the second page which illustrates the budget with HMFH's recommendations made.

During a discussion of the inventory process, the committee noticed that under the Furniture and Equipment line, many items being inventoried were actually items that should be covered by other budgets in the school district. The committee felt that it was still useful to have the inventories completed, but felt that many of those items will not end up being part of the building project.

IX. DISCUSS NEXT STEPS: Ms. Wernick shared that the cost estimate for the Design Development phase will be back on April 18th. She continued that they would have a schedule for the committee at the next meeting and the planning board submission will be on May 10th.

Ms. Stanislaski shared that they have been speaking with the IT Director regarding fiber and with Mr. Driscoll and Mr. White regarding the electronic services including lighting and sprinklers. She continued that the next few meetings will be in regards to landscape design and hardware, which will include security. She commented that they are anxious to receive the phasing schedule from PC and are hopeful that groundbreaking will occur the first week of July.

X. XQ SUPER SCHOOL PROJECT UPDATE: Ms. Glidden shared that date the invites for the "Develop" phase would be sent out has been changed to "the end of the first week of April" and that the "Develop" submissions would now be due on May 23rd.

XI. REVIEW FUTURE MEETING SCHEDULE: The committee confirmed that the next meeting is scheduled for Tuesday, April 12th. The committee decided to move the following meeting originally scheduled for April 26th to May 3rd.

XII. MATTERS OF INTEREST: Mr. White shared that he had met with Cape Island Tennis & Track and Field Turf and that they would like to present to the JBC. The committee agreed that would be a good idea and asked Jeff to make the arrangements.

XIII. BUILD NEXT AGENDA & REVIEW ACTION ITEMS:

Add to next agenda:

a. Turf presentation
b. Commissioning Contract
c. Parking Plan
d. Dr. Arbour & Ms. Taylor will review School District budget for JBC admin work

XIV. ADJOURNMENT: Jason Gagnon moved / Matt Severson seconded to adjourn the JBC meeting at 5:51 p.m. An oral **VOTE PASSED 5/0.**

Respectfully submitted,

Melissa Glidden

Melissa Glidden, Recording Secretary