



**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, May 3, 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, May 3, 2016 at 4:30 p.m. in the Superintendent's Conference Room at the McConnell Center. Present were Jason Gagnon, Mark Geuther, Sarah Greenshields, Amanda Russell and Matt Severson. Also present were Superintendent Elaine Arbour, Interim Business Administrator Libby Simmons, High School Principal Peter Driscoll, CTC Director Louise Paradis, Facilities Director Jeffrey White, HMFH Project Director Laura Wernick, HMFH Project Manager Tina Stanislaski, HMFH Project Coordinator Bobby Williams, Nobis Engineering Senior Project Manager Erin Lambert, PC Construction Vice President Joe Picoraro, PC Construction Senior Project Manager Garret Bertolini, PC Construction Project Manager Scott Blair, and Dover City Planner Christopher Parker.
- II. CITIZENS' FORUM:** No one addressed the JBC.
- III. APPROVE MEETING MINUTES FROM APR 12, 2016:** Matt Severson moved / Jason Gagnon seconded to approve the minutes of the meeting listed. An oral **VOTE PASSED 5/0**.
- IV. FINANCIAL REPORT (Attachment A):** Ms. Simmons reviewed the Financial Summary dated 4-29-16.
- V. APPROVE APRIL STATUS REPORT (Attachment B) AND FINANCIAL REPORT (Attachment C) TO BE SUBMITTED TO THE CITY COUNCIL AND SCHOOL BOARD:** Sarah Greenshields moved / Matt Severson seconded to approve the JBC monthly status report and financial report. An oral **VOTE PASSED 5/0**.
- VI. INTRODUCE COST ESTIMATE FOR DESIGN DEVELOPMENT PLANS:** Ms. Wernick shared that HMFH and PC have reviewed the Cost Estimate for the Design Development Plans (Attachment D) and created a Value Engineering List (Attachment E) for the committee to review in order stay within budget. She then went through each section of the VE list identifying items already removed and reviewing items that the committee can decide upon. Mr. Bertolini commented that the overage is less than 1%.
- VII. DISCUSS WHAT FURNITURE, EQUIPMENT & TECHNOLOGY ITEMS ARE PURCHASED THROUGH THE PROJECT BUDGET: (Attachment F):** Ms. Wernick handed out a Furniture and Equipment list to be reviewed in order to determine what types of items are not to be included in the project budget.

Ms. Russell left at 5:59 p.m.
- VIII. REVIEW BUILDING ELEVATIONS FOR PLANNING BOARD SUBMISSION (Attachment G):** Mr. Williams and Ms. Stanislaski went through the current interior and exterior plans including brick patterns.



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- IX. DISCUSS SCHEDULING PUBLIC INTEREST SESSIONS:** The committee requested that Ms. Glidden work with Mr. Driscoll to determine a date prior to the end of the school year.
- X. REVIEW FUTURE MEETING SCHEDULE:** The committee confirmed that the next two meetings are scheduled for Tuesday, May 10th and 24th. The committee confirmed that the Planning Board meeting is May 10th.
- XI. MATTERS OF INTEREST:** The committee agreed that another fundraising meeting should be scheduled. Mr. Parker mentioned that the committee would need to approve the Sebago Technics traffic study. Mr. Geuther commented that the Guaranteed Maximum Price needs to be discussed in regards to the bid packages that need to be awarded in the next few weeks. Mr. Bertonlini shared that PC has a mechanism to accomplish that.
- XII. BUILD NEXT AGENDA & REVIEW ACTION ITEMS:**

Add to agenda:

- approval of Sebago Technics traffic study
- Value Engineering Session
- PC schedule
- GMP phasing

Talk about trees and landscaping in regards to fundraising

Schedule fundraising meeting

Schedule public information session

Coordinate security camera discussion including police & fire department

Obtain date of next Joint Fiscal meeting

- XIII. ADJOURNMENT:** Matt Severson moved / Jason Gagnon seconded to adjourn the JBC meeting at 6:37 p.m. An oral **VOTE PASSED 4/0**.

Respectfully submitted,

Melissa Glidden

Melissa Glidden, Recording Secretary