



**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 10, 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 10, 2016 at 4:30 p.m. in the Superintendent's Conference Room at the McConnell Center. Present were Bob Carrier, Jason Gagnon, Sarah Greenshields and Amanda Russell. Matt Severson arrived at 4:39 p.m. Mark Geuther arrived at 4:46 p.m. Also present were Business Administrator Libby Simmons, CTC Director Louise Paradis, Facilities Director Jeffrey White, HMFH Project Director Laura Wernick, HMFH Project Manager Tina Stanislaski, HMFH Project Coordinator Bobby Williams, PC Construction Vice President Joe Picoraro, PC Construction Senior Project Manager Garret Bertolini, and PC Construction Project Manager Scott Blair
- II. CITIZENS' FORUM:** No one addressed the JBC.
- III. APPROVE MEETING MINUTES FROM MAY 3, 2016:** Jason Gagnon moved / Amanda Russell seconded to approve the minutes of the meeting listed. An oral **VOTE PASSED 4/0**.
- IV. FINANCIAL REPORT (Attachment A):** Ms. Simmons reviewed the Financial Summary dated 5-5-16.
 - a. APPROVE MANIFESTS:** Ms. Simmons requested that the committee approve manifest CIPM#DHSCTC022 (Attachment B) in the amount \$348,035.76. Amanda Russell moved / Jason Gagnon seconded to pay the manifest listed. A rollcall **VOTE PASSED 5/0**.
- V. APPROVE SEBAGO TECHNICS TRAFFIC STUDY (Attachment C):** Jason Gagnon moved / Sarah Greenshields seconded to approve the Sebago Technics Traffic Study proposal. A rollcall **VOTE PASSED 5/1** (Russell opposed).
- VI. VALUE ENGINEERING SESSION:** PC handed out a copy of the Design Development Estimate (Attachment D). Mr. Williams went through each item on the Value Engineering List (Attachment E). Discussion ensued. The committee was able to remove enough items to keep the project on budget, while including increasing the steel tonnage at the remaining roof area to support photovoltaics on the entire roof.
- VII. REVIEW PC SCHEDULE AND ITEMS THAT MAY NEED APPROVAL (Attachment E):** Mr. Bertolini introduced the project schedule that has been developed. He shared that they are still working on the construction details, but have produced the front end including defining some of the milestones and indicating at which JBC meetings they will need decisions. Mr. Blair shared that the site work package is out and the responses are due back to PC on the 23rd of May. He continued that they will need an approval at the June 7th meeting to authorize awarding the site work contract, which will be the first milestone they need to hit to stay on the current



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construction bid schedule. Mr. Bertoloni mentioned that they will present a letter of recommendation including all the bid results and any adds or deducts in scope and their recommendation on who to award the bid to.

Mr. Blair shared that 4 vendors showed up at the pre bid meeting for site work and one of his major communications was to point out that the operating high school needs to continue operating through the work.

Mr. Blair shared that PC tentatively plans to be on site to begin fence layout on June 20, 2016 and that the tentative ground breaking date is around June 27th.

- VIII. DISCUSS GMP PHASING:** Mr. Bertoloni shared that once they present the letter of recommendation they will identify a value needed to get started and will then create a GMP amendment in order to begin work. He continued that this will be done at each milestone prior to the final GMP in October. Mr. Picoraro shared that they will develop a "mini estimate" or schedule of values for the first pieces of the project to show what the proposed expenditure or cash flow will be.

Ms. Wernick asked if PC could discuss the housing allowance they include in their general conditions which will need to be approved. Mr. Bertoloni explained that when and if staff have a residence that is outside of a commutable area, they have a policy in place, based on regional values for food and living allowance, that covers costs. He mentioned that that number could come down as their goal is to staff with local employees.

- IX. DISCUSS THIRD PARTY TESTING AGENT FOR SOILS, CONCRETE, ETC.:** Mr. Blair shared that they will need the testing done in July and wanted to make sure the timing is coordinated. Ms. Wernick mentioned that there are two types of testing materials and geotechnical of soils and that they (HMFH) highly recommend using their consultant be engaged to perform the soils piece of it. She shared that they would be glad to put out the RFP for that, if desired.

The committee asked that Ms. Simmons work with HMFH, PC and the city to create an RFP.

- X. REVIEW FUTURE MEETING SCHEDULE:** The committee confirmed that the next two meetings are scheduled for Tuesday, May 24th and June 7th.
- XI. MATTERS OF INTEREST:** Ms. Greenshields asked that the fundraising subcommittee meet again.
- XII. BUILD NEXT AGENDA & REVIEW ACTION ITEMS:**

Add to agenda:

- Value Engineering follow up information



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Schedule subcommittee fundraising meeting

Ms. Simmons work on RFP for third party testing for materials and soils

XIII. ADJOURNMENT: Sarah Greenshields moved / Amanda Russell seconded to adjourn the JBC meeting at 6:54 p.m. An oral **VOTE PASSED 6/0.**

Respectfully submitted,

Melissa Glidden

Melissa Glidden, Recording Secretary