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 24, 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 24, 2016 at 4:35 p.m. in the Superintendent's Conference Room at the McConnell Center. Present were Bob Carrier, Jason Gagnon, Sarah Greenshields, Amanda Russell, and Matt Severson. Mark Geuther was excused. Also present were Superintendent Elaine Arbour, Business Administrator Libby Simmons, CTC Director Louise Paradis, Facilities Director Jeffrey White, HMFH Project Manager Tina Stanislaski, HMFH Project Coordinator Bobby Williams, PC Construction Project Manager Scott Blair and Dover Assistant City Manager Christopher Parker.

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

III. APPROVE MEETING MINUTES FROM MAY 10, 2016: Jason Gagnon moved / Sarah Greenshields seconded to approve the minutes of the meeting listed. An oral **VOTE PASSED 5/0**.

IV. FINANCIAL REPORT: Ms. Simmons reviewed the Financial Summary dated 5-18-16 which includes expenses paid through May 24, 2016 and stated that the budget availability is $79,511,114.94.

Ms. Simmons advised the committee that there were $2,630 worth of legal expenses incurred by the School District last July for contract reviews and a second opinion regarding RSA interpretation that the district would like to charge those expenses to the project. The committee agreed that the aforementioned items should be charged to the project.

a. **APPROVE MANIFESTS:** Amanda Russell moved / Sarah Greenshields seconded to approve the manifest CIPM#DHSCTC023 in the amount $2,930.00. A rollcall **VOTE PASSED 5/0**.

V. REVIEW VALUE ENGINEERING FOLLOW-UP INFORMATION: PC handed out a copy of the Design Development Estimate (Attachment A) Mr. Blair directed the committee to the Value Engineering sheet (Section 2, pg. 1 after pg. 31 of Section 1) to review the items changed to keep the project on budget. He mentioned that the $1,352,080 is not accurate because the "Take VE "Yes" column is not pulling the numbers out. The actual number is $646,030. Mr. Blair verified that the Total Estimate for $71,644,000 includes all the changes that had been approved at the prior meeting.

Mr. Williams commented that he sent roof drawings to Mr. Parker for Ameresco to review regarding an area that would not be appropriate for photovoltaics. Mr. Parker shared that the city will be advising Ameresco of the top four project sites in Dover with the new high school being the first choice. He continued that he supported the decision to add steel to support photovoltaics because even if the Ameresco project does not go forward, having the building ready will allow for the option at a later date.

VI. REVIEW AND APPROVE FINAL DESIGN DEVELOPMENT COST ESTIMATE: Amanda Russell moved / Matt Severson seconded to approve the current Design Development Cost Estimate dated 5-24-2016 in the amount of $71,644,000 as presented this evening. A rollcall **VOTE PASSED 5/0**.

VII. REVIEW AND POSSIBLY APPROVE SOILS-MATERIALS TESTING RFP: Ms. Simmons reviewed the Draft RFP and asked that the committee review the pricing sheet, Attachment A, page 9& 10. Discussion ensued. Mr. Gagnon moved / Amanda Russell seconded to Amend Section III, A. Soil Testing to remove the references to specific material and specific test results and instead reference the Earth Works specifications as associated with the project provided by PC Construction. An oral **VOTE PASSED 5/0**.

Dr. Arbour suggested reducing the amount of paper copies of the responses requested. The committee agreed to change the number to 5 and to add to include one electronic copy on a flash drive.

Jason Gagnon moved / Sarah Greenshields seconded to amend the document to include language that requires proof of licensing of those individuals on site undertaking the testing and a pricing for tests to include consumables. An oral **VOTE PASSED 5/0**.

Sarah Greenshields moved / Matt Severson seconded to approve the Soils-Materials Testing RFP as amended. An oral **VOTE PASSED 5/0**.

VIII. DISCUSS FUNDRAISING: Ms. Greenshields suggested scheduling a meeting prior to the next meeting. Ms. Russell mentioned obtaining a list of items from PC Construction to use to determine amounts to request form donors. Mr. Blair acknowledged that he is able to supply that information.

IX. REVIEW FUTURE MEETING SCHEDULE: The committee confirmed that the next two meetings are scheduled for Tuesday, June 7th and 21st. The committee decided to change the 21st meeting to Tuesday June 28th in order to approve the Rammed Aggregate Pier bidder at the request of PC Construction in order to stay on schedule.

X. MATTERS OF INTEREST: Ms. Simmons asked if the committee wanted the Soils-Materials Testing RFP to go to all 92 vendors on the city's vendor list. The committee responded yes.

Ms. Greenshields shared that a film named "Most Likely to Succeed" will be shown at the middle school this evening.

Ms. Stanislaski wanted to clarify that the additional unfinished space that the committee had discussed at one point was not included in the project because it was cost prohibitive. She asked to make sure that everyone was aware of that decision.

Ms. Stanislaski asked if with the current changes in the law and public perception, the committee would want to remove all urinals from the building and only supply signal stall bathrooms. The committee felt this would be the best decision and agreed to will work with HMFH to refine the bathroom configuration to meet the student body needs.

Mr. Severson asked if the entire committee was comfortable with the building exterior as presented. The committee indicated that they were.

Mr. White shared that McPhail was on site to mark up for eight test pits and the plan is for those to be dug on June 2nd once confirmed with the Athletics schedule. He also shared that they will be saving and repurposing all the sprinkler heads and valves prior to the site work.

Mr. Carrier commented that he wants to make sure that the fencing is dealt with prior to the opening of the new building.

XI. BUILD NEXT AGENDA & REVIEW ACTION ITEMS:

XII. ADJOURNMENT: Amanda Russell moved / Matt Severson seconded to adjourn the JBC meeting at 6:00 p.m. An oral **VOTE PASSED 5/0.**

Respectfully submitted,

Melissa Glidden

Melissa Glidden, Recording Secretary