DOVER SCHOOL DISTRICT	JOINT BUILDING COMMITTEE DOVER HIGH SCHOOL AND REGIONAL CTC MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	The Gourmet Table, Dover High School Career Technical Center
Meeting Date:	**Tuesday, June 7, 2016**
Meeting Time:	**5:30 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, June 7, 2016 at 5:30 p.m. in the Gourmet Table at the Dover High School Career Technical Center. Present were Bob Carrier, Mark Geuther, Sarah Greenshields, Amanda Russell, and Matt Severson. Jason Gagnon arrived at 5:34 p.m. Also present were Superintendent Elaine Arbour, Business Administrator Libby Simmons, Dover High School Principal Peter Driscoll, CTC Director Louise Paradis, Facilities Director Jeffrey White, HMFH Project Director Laura Wernick, HMFH Project Coordinator Bobby Williams, PC Construction Senior Project Manager Garrett Bertolini, PC Construction Project Manager Scott Blair and Dover City Manager Michael Joyal.

Mr. Carrier asked that item XI. MATTERS OF INTEREST be moved to directly after item III on the agenda. Amanda Russell moved / Matt Severson seconded to move item XI. MATTERS OF INTEREST to directly after III. APPROVE MEEETING MINUTES FROM MAY 24, 2016. An oral **VOTE PASSED 5/0**.

II. **CITIZENS' FORUM:** Mr. Richard Henck of 29 Daniel Lane addresses the committee. Mr. Henck, of Power Sum Technologies, introduced himself, distributed brochures (Attachment A) and then reviewed the category cable, optical fiber and wireless access point mounts. He shared that the products are made and sourced here in New Hampshire. He asked that the committee review the products and consider for the project.

Mr. Mark Richards of 150 Ham Road introduced himself and indicated that he was present to listen and learn more about the project.

III. **APPROVE MEETING MINUTES FROM MAY 24, 2016:** Amanda Russell moved / Sarah Greenshields seconded to approve the minutes of the meeting listed. An oral **VOTE PASSED 5/0**. Mark Geuther abstained, as he was not at the 5/24/16 meeting.

XI. MATTERS OF INTEREST (moved per motion above): Mr. Joyal shared that the city is ready to post the position for the city Facilities Manager, who will begin by coordinating the DHS-CTC building project, and is requesting that the committee formally request the city to provide them with a project manager and authorize the expense of that position to come from the bond premium funds (approximately $230,000) that were designated by the city council to be used for that purpose. Jason Gagnon moved / Sarah Greenshields seconded to request that the city manager assign a project manager to work with the JBC and oversee the high school facility construction project and to reimburse for the cost associated with this position from the funds recently appropriated by the city council for this purpose. A rollcall **VOTE PASSED 6/0**.

Mr. Joyal asked that the committee assign three JBC members to be involved in the interview process.

Dr. Arbour shared that currently when designating portions of the building, the committee has been working with the percentages of 24 for the CTC and 76 for the high school, but due to having to transition two programs to high school education, the percentages have changed. The tech center is now closer to 21%. She relayed that there are preliminary conversations with the Department of Education about other things that can be included to increase the CTE share. She continued that she will keep the committee informed of those conversations and how they may affect the funding and design.

Mr. White shared that he was concerned about the plan or lack thereof for storage for equipment that will need to be relocated prior to the project start. He indicated that there had been a conversation with PC about the pros and cons of renting containers.

IV. **FINANCIAL REPORT:** Ms. Simmons shared that there was no new Financial Summary, but there was a Financial Report (Capital Improvements Summary) to be reviewed in item V. She did indicate that the budget availability is $79,508,484.94.

a. **APPROVE MANIFESTS:** Amanda Russell moved / Matt Severson seconded to approve manifest CIPM#DHSCTC024 in the amount $37,000.00 and CIPM#DHSCTC025 in the amount of $332,773.40. A rollcall **VOTE PASSED 6/0**.

V. **APPROVE MAY STATUS REPORT (Attachment B) AND FINANCIAL REPORT TO BE SUBMITTED TO THE CITY COUNCIL AND SCHOOL BOARD:** Amanda Russell moved / Sarah Greenshields seconded to strike the 4th bullet point on the status report. An oral **VOTE PASSED 6/0**. Amanda Russell moved / Sarah Greenshields seconded to approve the May Status and Financial Report as amended. An oral **VOTE PASSED 6/0**.

VI. **REVIEW AND VOTE ON SITE WORK LETTER OF RECOMENDATION:** Mr. Blair reviewed the Letter of Recommendation for the BP 31.1 Site work. Amanda Russell moved / Matt Severson seconded to accept the recommendation from PC Construction to award the bid to SUR Construction for $4,546,082 for the site work package. A rollcall **VOTE PASSED 6/0**.

VII. **REVIEW BIDDERS LISTS FOR CONCRETE, STEEL AND ELEVATOR:** Mr. Blair commented that the documents shared are their initial bidders list for those categories and for the committees review and feedback. Mr. Joyal mentioned sharing the city list and the committee asked that Ms. Glidden coordinate the data sharing.

VIII. **DISCUSS FUNDRAISING PROGRESS:** Mrs. Russell shared that the sub-committee met that morning and has outlined an initial “to do” list and they will report back as they move ahead.

IX. DISCUSS PLANNING A PROMOTION FOR A "KICK OFF" FOR THE PROJECT: Ms. Glidden suggested that the group email her with dates that they are not available and she will work to find a date suitable. The committee agreed to do so.

X. REVIEW FUTURE MEETING SCHEDULE: The committee decided to add back in a meeting on June 21st and still meet briefly the 28th in order to approve the Rammed Aggregate Pier bidder, if needed and the Soils Testing bid. The committee also decided to then meet on July 12th and schedule every two weeks from there.

XI. (Moved to after item III.) MATTERS OF INTEREST: Ms. Wernick mentioned that they needed to review how the Geotech soil review will be handled. The committee asked that Ms. Wernick coordinate with Ms. Simmons to add an addendum to the Soils Testing RFP.

XII. BUILD NEXT AGENDA & REVIEW ACTION ITEMS:

- **a.** Ms. Glidden to share vendor list with PC Construction
- **b.** Mrs. Russell will forward Fundraising list to Ms. Glidden
- **c.** Committee will email dates that they are unavailable in order to coordinate a date.
- **d.** Mrs. Russell will draft a letter advising of the "Ground breaking"
- **e.** Add back in a brief meeting on June 28th

XIII. ADJOURNMENT: Amanda Russell moved / Sarah Greenshields seconded to adjourn the JBC meeting at 7:00 p.m. An oral **VOTE PASSED 6/0.**

Respectfully submitted,

Melissa Henerberry

Melissa Henerberry, Recording Secretary