



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE DOVER HIGH SCHOOL AND REGIONAL CTC MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room, McConnell Ctr.
Meeting Date:	Tuesday, August 23, 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, August 23, 2016 at 4:38 p.m. in the Superintendent's Conference Room in the McConnell Center. Present were Bob Carrier, Jason Gagnon, Mark Geuther, and Amanda Russell. Matt Severson arrived at 5:45pm. Sarah Greenshields was excused. Also present were Business Administrator Libby Simmons, Dover High School Principal Peter Driscoll, Career Technical Center Director Louise Paradis, City Manager Michael Joyal, City Planner Christopher Parker, PC Construction Senior Project Manager Garret Bertolini, PC Construction Project Manager Scott Blair, HMFH Project Manager Christina Stanislaski and HMFH Construction Specialist Alan Pemstein.
- II. CITIZENS' FORUM:** No one addressed the committee.
- III. APPROVE MEETING MINUTES FROM AUGUST 9, 2016:** Jason Gagnon moved, Amanda Russell seconded to table approval to the next meeting. An oral **VOTE PASSED 4/0**.
- IV. FINANCIAL REPORT (Attachment A):** Ms. Simmons reviewed the report dated 8/23/2016.
 - a. Approve Manifest (Attachment B):**

Amanda Russell moved, Jason Gagnon seconded to approve manifest CIPM#DHSCTC031 in the amount of \$2,301.00 to Horizon Engineering Assoc. A roll call **VOTE PASSED 4/0**.

Matt Severson arrived at 5:45 p.m.
- V. APPROVE JULY STATUS REPORT & FINANCIAL REPORT (Attachment C) TO BE SUBMITTED TO THE CITY COUNCIL AND SCHOOL BOARD:** Jason Gagnon moved, Amanda Russell seconded to approve the financial report portion and to table approval of the written status report until the next meeting. An oral **VOTE PASSED 5/0**.
- VI. REVIEW AND VOTE TO APPROVE PC CONSTRUCTION'S RECOMMENDATION FOR:**
 - a. Elevators (Attachment D):** Mr. Blair summarized the Elevator work bids.

Amanda Russell moved, Jason Gagnon seconded to award the bid for Elevators to Stanley Elevator Company for an amount not to exceed of \$211,131. A roll call **VOTE PASSED 5/0**.
- VII. CONSTRUCTION SCHEDULE UPDATE:** Mr. Blair reviewed the current schedule.
- VIII. UPDATE ON COMMUNICATION TO PARENTS AND STUDENTS:** Mr. Driscoll shared that a weekly email goes out to all parent/guardians, the first of which was last week, and included information on the changes in parking and drop off for students. He indicated that the Athletic Department has also sent out information specific to drop off and pick up for practices and games to parents, officials and visiting schools.



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE DOVER HIGH SCHOOL AND REGIONAL CTC MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room, McConnell Ctr.
Meeting Date:	Tuesday, August 23, 2016
Meeting Time:	4:30 p.m.

- IX. UPDATE ON HIRING OF CITY FACILITIES PROJECT MANAGER:** Mr. Joyal shared that the top two candidates offered the Facilities Project Manager position both declined. He continued that since there is immediate need for an owner's representative and/or clerk of the works that the city is able to make funds available from the bond premium in the short term to hire a Clerk of the Works, who will then be charged directly to the project once a Facilities Manager is hired. He offered to have the city handle the posting and hiring of this employee, although the employee will be interviewed by and report to the JBC.
- X. DISCUSS INTERIUM OWNER'S REPRESENTATIVE:** Ms. Stanislaski mentioned that, in the meantime, HMFH can offer to assign the Construction Specialist be on site an additional day a week to help with coordination, at an additional cost, until a CW is hired.
- Amanda Russell moved, Jason Gagnon seconded to designate Bob Carrier to be the 24-hour contact for emergency construction decisions and to be given the authority to approve up to \$10,000 in contracted work for Emergency Outlays. A roll call **VOTE PASSED 5/0.**
- Jason Gagnon moved, Matt Severson seconded to have HMFH's Construction Specialist on site one additional day a week for additional cost, until a Clerk of the Works or Facilities Manager is hired. A roll call **VOTE PASSED 5/0.**
- XI. DISCUSS CLERK OF THE WORKS:**
- Amanda Russell moved, Jason Gagnon seconded to have the city manager proceed with the recruitment of a Clerk of the Works that will be hired by the Joint Building Committee. A roll call **VOTE PASSED 5/0.**
- XII. REVIEW FUTURE MEETING SCHEDULE:** Meetings are scheduled for 9/6 and 9/20.
- XIII. MATTERS OF INTEREST:** Ms. Russell shared that she has drafted a few fund raising letters and would like to schedule a meeting of the fundraising sub-committee in the near future.
- XIV. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:**
- XV. ADJOURNMENT:** Amanda Russell moved / Matt Severson seconded to adjourn the JBC meeting at 5:52 p.m. An oral **VOTE PASSED 5/0.**

MEETING NOTE: No Audio due to equipment failure.

Respectfully submitted,

Melissa Henerberry

Melissa Henerberry, Recording Secretary