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, September 6, 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, September 6, 2016 at 4:31 p.m. in the Superintendent's Conference Room in the McConnell Center. Present were Bob Carrier, Jason Gagnon, Sarah Greenshields, and Matt Severson. Mark Geuther arrived at 4:47pm. Amanda Russell arrived at 4:51 p.m. Also present were Superintendent Elaine Arbour, Business Administrator Libby Simmons, Dover High School Principal Peter Driscoll, Career Technical Center Director Louise Paradis, Facilities Director Jeffrey White, City Manager Michael Joyal, City Planner Christopher Parker, PC Construction Project Manager Scott Blair, HMFH Project Director Laura Wernick, HMFH Project Manager Christina Stanislaski and Foster's reporter Nik Beimler.

II. **CITIZENS' FORUM:** No one addressed the committee.

III. **APPROVE MEETING MINUTES FROM AUGUST 9 and 23, 2016:** Jason Gagnon moved, Matt Severson seconded to table approval to the next meeting. An oral **VOTE PASSED 4/0.**

IV. **FINANCIAL REPORT (Attachment A):** Ms. Simmons reviewed the newly reformatted financial report dated 9/1/2016, which is now one page and includes lines identifying *Retainage* and *Pending Obligations*, as well as a new column identifying state funding that has been received. She also mentioned that this report is not the same as the Project Budget report that HMFH uses, which includes funds allocation through the end of the project. She continued that it is important to understand that difference when looking at the "Budget Availability" on the in-house report. Ms. Wernick added that HMFH's report is a "best guess" estimate, whereas the district report is a "as you spend it" accounting and they are two different approaches.

a. **Approve Manifests (Attachment B):**

Sarah Greenshields moved, Jason Gagnon seconded to pay manifest CIPM#DHSCTC032 (Attachment B) in the amount of $452,678.00 to PC Construction. A roll call **VOTE PASSED 4/0.**

Matt Severson moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC033 (Attachment C) in the amount of $13,900.00 to Sebago Technics. A roll call **VOTE PASSED 4/0.**

V. **APPROVE AUGUST STATUS REPORT & FINANCIAL REPORT (Attachment D) TO BE SUBMITTED TO THE CITY COUNCIL AND SCHOOL BOARD:** Jason Gagnon moved, Sarah Greenshields seconded to approve the financial report portion and to table approval of the written status report until the next meeting. An oral **VOTE PASSED 4/0.**

VI. **REVIEW TOWN SQUARE RENDERINGS TO BE USED FOR CITY BOARDS AND SCHOOL BOARD MEETING:** Ms. Stanislaski shared that they would have drawings available at the next meeting to be reviewed for use on the boards. The committee decided that it would make sense to display a board at the following locations: the SAU office, the City Hall, the high school, the middle school and the library.

VII. DISCUSS MARMOLEUM FLOORING AND THE LUXURY VINYL TILE: Ms. Wernick shared that Mr. Williams and Mr. White had had a discussion regarding the two flooring types and at this point HMFH still felt the vinyl tile was a more appropriate choice. Mr. White shared that his company has found that the Marmoleum has not held up well over time and requires the same amount of upkeep as the vinyl tile and he wanted to offer an alternative product. Ms. Stanislaski shared that they had not yet priced the vinyl tile and that one of their concerns was that the it has a protective film that if worn down would not be revivable. Mr. Severson asked PC about their experience with product installation. Mr. Bertolini shared that they have for the most part installed VCT and recently worked with the sheet products. He said they can certainly price it for the committee. Ms. Henerberry mentioned that she would forward the information Mr. White had found comparing the products to the committee.

VIII. CONSTRUCTION SCHEDULE UPDATE: Mr. Blair shared that SUR has completed the cut for areas A & B and the stone pad is down. He continued that they are working through area C, which includes the mechanical room and tunnel. He said they have exposed a significant amount of ledge that PC will begin "topoing" tomorrow in order to get a ledge profile. He further continued that the sewer work that goes to the existing high school is 100% complete and that SUR is working on the new drainage. He stated that the Rammed aggregate pier sub will begin driving on Thursday. Also on Thursday, the rebar will be delivered and they will begin working on footers and walls for the new gymnasium. Mr. Blair shared that they are meeting with Eversource tomorrow and have spoken with Unitil.

Mr**.** Carrier asked about the mound of dirt at the campus entrance. Mr. Blair said that they are hopeful there will be more precipitation so that the seed that has been spread will take hold.

IX. DISCUSS CLERK OF THE WORKS HIRING STATUS: Mr. Joyal shared that the city solicited applications, received approximately twelve (12), identified four (4) that have the appropriate experience and qualifications and have scheduled interviews for this evening.

X. DISCUSS CTC BARN DRAINAGE: Mr. Driscoll shared that they have concerns about a drainage pipe that will be emptying directly into center field and that they already have a water issue in that area. Mr. Blair explained that the pipe they are seeing is the underdrain or footing drain for the retaining wall and that there will not be much water from there. It is a relief pipe.

XI. REVIEW FUTURE MEETING SCHEDULE: Meetings are scheduled for 9/20 and 10/04. The committee decided that they will continue on an every other week schedule through December 31st, with alterations to be made as needed.

Mr**.** Carrier brought up scheduling some periodic times when citizens can come into the high school and get information and ask questions about the project.

XII. MATTERS OF INTEREST: Ms. Henerberry stated that a parent wrote in with concerns about the traffic and drop off at the high school and read the email to the committee. The committee felt that many of the issues will resolve themselves as the students and parents settle into the new routines on the campus and that it made the most sense for Principal Driscoll to contact her directly.

Mr**.** Blair asked if the committee had any thoughts about a ceremonial/signature beam being placed in the building. The committee commented that they appreciated his bringing it up and would discuss it further at one of the upcoming meetings.

Mr. White said he had a few items:

1. He asked that the border of the fields be looked at because of their proximity to the roads.
2. Water for the gardens – Mr. Blair mentioned that there was a water line in place that can be accessed
3. Mr. White commented that PC has been marvelous to work with, responsive and proactive with the site.

Mr. White and Principal Driscoll shared that the first evening football game went really well in general and any issues that came up will be addressed for the next game.

Mr. Severson asked about the auxiliary storage building and the status of the insurance and repair plan. Mr. White shared that he had received estimates for roof repair and building replacement and that those options will be brought before the school board for a decision to be made.

XIII. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:

XIV. ADJOURNMENT: Amanda Russell moved / Sarah Greenshields seconded to adjourn the JBC meeting at 5:45 p.m. An oral **VOTE PASSED 5/0.**

Respectfully submitted,

Melissa Henerberry

Melissa Henerberry, Recording Secretary