



**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 20, 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 20, 2016 at 4:35 p.m. in the Superintendent's Conference Room in the McConnell Center. Present were Bob Carrier, Jason Gagnon, Sarah Greenshields, Amanda Russell, and Matt Severson. Mark Geuther was excused. Also present were Business Administrator Libby Simmons, Career Technical Center Director Louise Paradis, Facilities Director Jeffrey White, City Planner Christopher Parker, PC Construction Senior Project Manager Garret Bertolini, PC Construction Project Manager Scott Blair, HMFH Project Director Laura Wernick, HMFH Construction Specialist Alan Pemstein and Michael Brooks.

Amanda Russell moved, Sarah Greenshields seconded to move item VI. up to after item II. An oral **VOTE PASSED 5/0.**

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

VI. UPDATE ON CLERK OF THE WORKS HIRING: Ms. Simmons read a letter (Attachment A) to the committee from Dr. Arbour regarding the hiring of Michael Brooks as the Clerk of the Works. Mr. Carrier introduced Mr. Brooks. Mr. Brooks said he is excited to start the project and is looking forward to beginning the first week of October.

- III. APPROVE MEETING MINUTES FROM AUGUST 9, 23, AND SEPTEMBER 6, 2016:**

Amanda Russell moved, Sarah Greenshields seconded to approve the minutes listed. Mr. Severson noted a typo to be corrected on item 6 on the Sept 6th minutes. An oral **VOTE PASSED 5/0.**

- IV. FINANCIAL REPORT:** Ms. Simmons reviewed the financial report dated 9/20/2016. She noted column F & G which include all the reimbursements that have been submitted to the DOE and indicated that she has confirmation that they have been approved and that funds will be forthcoming.

a. Approve Manifests:

Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC035 in the amount of \$334,359.76 to HMFH Architects, Inc. for services rendered through 08/31/2016. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Jason Gagnon seconded to pay manifest CIPM#DHSCTC036 in the amount of \$3,275.51 to R.W. Gillespie & Assoc., Inc. for services rendered from 07/28/2016 through 08/31/2016. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Jason Gagnon seconded to pay manifest CIPM#DHSCTC037 in the amount of \$546,888.00 to PC Construction Company for services rendered through 08/31/2016. A roll call **VOTE PASSED 5/0.**



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Amanda Russell moved, Jason Gagnon seconded to pay manifest CIPM#DHSCTC038 in the amount of \$4,160.00 to Horizon Engineering Assoc., LLP for services rendered from 07/30/2016 through 09/02/2016. A roll call **VOTE PASSED 5/0.**

Mr. Carrier asked for confirmation that the \$10,000 limit for time sensitive change orders he is able to approve is per occurrence, not cumulative. The committee confirmed that is the case.

Mr. Carrier asked that Ms. Simmons review that funds recently requested and approved for Eversource. Mr. Blair explained that those funds are for Eversource to set the new pole, including the wiring, and the procurement of the new transformers that will service the new high school. Mr. Bertolini added that this included the engineering.

- V. APPROVE JULY AND AUGUST STATUS REPORT (Attachment B) TO BE SUBMITTED TO THE CITY COUNCIL AND SCHOOL BOARD:** Ms. Henerberry shared that the draft was for August only, since very little happened in July. Amanda Russell moved, Jason Gagnon seconded to approve the August status report with the addition of a few bullets from PC Construction updating the construction progress. An oral **VOTE PASSED 5/0.**

- VI. UPDATE ON CLERK OF THE WORKS HIRING:** moved to after item II.

- VII. REVIEW DRAWINGS TO BE USED FOR CITY BOARDS AND SCHOOL BOARD MEETING:** Ms. Wernick handed out a two-sided sheet (Attachment C) of the renderings they have prepared for the display boards. Sarah Greenshields moved, Jason Gagnon seconded to approve the renderings with minor edits to the first sentence under the Town Square picture. An oral **VOTE PASSED 5/0.**

- VIII. CONSTRUCTION SCHEDULE UPDATE:** Mr. Blair shared that in the last two weeks Sub Surface has been on site and they have driven about 350 of their rammed aggregate piers, so they are into the second column line of the auditorium now. He continued that they have about 900 to do and so are about a third of the way through. He stated they started pouring concrete last week, made two footing placements and poured their first frost wall today. He shared that SUR is working on the loading dock roadway coming off of Daley Dr. and hope to have it paved in the next month. He mentioned that SUR has been working on storm drainage, but are holding off until they deal with the ledge encountered. He stated that the pre-blast discussions have started, letters went out to the community members and there will be a meeting on Oct. 3rd at the city hall.

Mr. Bertolini advised the committee that due to a lot of questions from the bidders, they decided to extend the bid dates in order to assure receiving a maximum number of bids. He continued that because of the extension, it would make sense to move the vote on the GMP to the October 18th meeting, but indicated that this change would not affect the construction schedule.



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- IX. DISCUSS FUNDRAISING:** Ms. Greenshields shared that the sub-committee had broken the fundraising down to three categories: the first being the local groups that are educationally focused, e.g., parent groups, art commission; the second being CTE programing; and the third being the big hitters for the larger items on the campus, e.g., the stadium, the auditorium, the gymnasium. She shared that she would compose the letter for the larger donors, which could be tailored to use for the CTE program donors. She continued that they would like to put together a 5-7 slide presentation that can be given to all donors to give them a visual on the project and to find someone that can donate the cost of the printing.

Ms. Russell shared that she has written some letters to be used for the small donors and has been working with Mr. Blair regarding the prices of items targeted.

- X. DISCUSS SIGNATURE BEAM:** Upon discussion regarding timing, coordination and expense, the committee decided that they would not pursue a "signature beam" and would instead later entertain ideas for some other type of dedication.
- XI. REVIEW FUTURE MEETING SCHEDULE:** Meetings are scheduled for 10/04 and 10/18.
- XII. MATTERS OF INTEREST:** Ms. Wernick mentioned that they were continuing to look into the information forward by Mr. White regarding the flooring material options and they have some vendors coming in to review materials. She continued that would like to set up some visits to schools to see the products and that the committee may at this point want to come up with a color committee.
- Mr. Carrier asked about connecting with other Facilities Directors. Mr. White said he had connected with some, but not all.
- Mr. White asked about reviewing the plans in detail. HMFH suggested that they coordinate a meeting to go through the drawings in depth for any member interested.
- XIII. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:**
- XIV. ADJOURNMENT:** Amanda Russell moved / Sarah Greenshields seconded to adjourn the JBC meeting at 5:53 p.m. An oral **VOTE PASSED 5/0.**

Respectfully submitted,

Melissa Henerberry

Melissa Henerberry, Recording Secretary