JOINT BUILDING COMMITTEE
DOVER HIGH SCHOOL AND REGIONAL CTC
MINUTES

DOVER SCHOOL DISTRICT

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room, McConnell Ctr.
Meeting Date:	**Tuesday, October 4, 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, October 4, 2016 at 4:35 p.m. in the Superintendent's Conference Room in the McConnell Center. Present were Bob Carrier, Jason Gagnon, Mark Geuther, Sarah Greenshields, Amanda Russell, and Matt Severson. Also present were Superintendent Elaine Arbour, Business Administrator Libby Simmons, Career Technical Center Director Louise Paradis, Facilities Director Jeffrey White, City Planner Christopher Parker, Clerk of the Works Michael Brooks, PC Construction Senior Project Manager Garret Bertolini, PC Construction Project Manager Scott Blair, and HMFH Project Manager Tina Stanislaski.

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

III. **APPROVE MEETING MINUTES FROM SEPTEMBER 20, 2016:** Matt Severson moved, Amanda Russell seconded to approve the minutes listed. An oral **VOTE PASSED 5/0.** Mr. Geuther abstained.

Matt Severson moved, Amanda Russell seconded to add an item III a. Approve Inspection Services outlined in a memo dated October 4, 2016. An oral **VOTE PASSED 6/0.**

III a. Matt Severson moved, Jason Gagnon seconded to approve Inspection Services request to issue permits as defined in the attached October 4, 2016 memo from James H. Maxfield (Attachment A). An oral **VOTE PASSED 6/0.**

IV. **FINANCIAL REPORT:** Ms. Simmons reviewed the financial report dated 9/30/2016.

a. Approve Manifests:

There were no manifests to approve.

b. Review Change Request Proposals:

Amanda Russell moved, Sarah Greenshields seconded to approve Change Request Proposal 190001 (Attachment B) in the amount of $124,525.00 for Permit Set Sitework Revisions. A roll call **VOTE PASSED 6/0.**

Amanda Russell moved, Matt Severson seconded to approve Change Request Proposal 190002 (Attachment C) in the amount of $22,826.00 for Sewer Revisions. A roll call **VOTE PASSED 6/0.**

Matt Severson moved, Amanda Russell seconded to approve Change Request Proposal 190012 (Attachment D) in the amount of $33,294.00 for RFI-009 Organic Material At Loading Dock Area. A roll call **VOTE PASSED 6/0.**

Amanda Russell moved, Matt Severson seconded to approve Change Request Proposal 190016 (Attachment E) in the amount of $3,050.00 for Ledge Removal SMH-1 to Existing / Ledge Removal SMH-1 to Existing (Boulders). A roll call **VOTE PASSED 6/0.**

Mr. Geuther requested that a summary of the change request proposals be provided at each meeting. PC Construction agreed to do so.

V. **APPROVE SEPTEMBER STATUS AND FINANCIAL REPORT (Attachment F) TO BE SUBMITTED TO THE CITY COUNCIL AND SCHOOL BOARD:** Amanda Russell moved, Sarah Greenshields seconded to approve the September status report with the addition of the construction update details from PC Construction. An oral **VOTE PASSED 6/0.**

The committee discussed creating a bi-weekly update that includes further detail to be shared orally with the School Board and the City Council and decided to make it so.

Mr. Bertolini added that the executive summary that they provide may also be able to be used to inform the School Board, the City Council and community.

VI. **DISCUSS CLERK OF THE WORKS AUTHORITY:** Discussion ensued. The committee decided that the Clerk of the Works (CW) should take over the task of reviewing any emergency change orders. Matt Severson moved, Amanda Russell seconded to transfer the authority previously given to Mr. Carrier to be the 24-hour contact for emergency construction decisions and to be given the authority to approve up to $10,000 per occurrence in contracted work for Emergency Outlays. A roll call **VOTE PASSED 6/0.**

VII. **CONSTRUCTION SCHEDULE UPDATE:** Mr. Blair shared that the first two test blasts went off successfully. He continued that to date they have poured 397 yards of concrete for footings and walls and are up to a little over 500 rammed aggregate piers. He said they are still on schedule to begin structural steel in November.

Mr**.** Parker shared that a citizen had voiced a few concerns:

a. Egress from Dunaway field while the construction site is in place. Discussion ensued and the committee asked the superintendent to ask Mr. Driscoll to ensure that an announcement is made at every event on Dunaway as follows: "In the event of an emergency, please evacuate to the baseball field to ensure that emergency responders have access to Dunaway."

b. Insufficient lighting along Alumni Drive from the high school to Bellamy Road. Mr. Blair and Mr. White shared that additional lights are already in the process of going up and will increase the lighting.

c. Why had the flag been removed and not replaced? Dr. Arbour confirmed that the flag had been moved to the press box.

VIII. DISCUSS FUNDRAISING: Ms. Russell shared that she has completed draft letters for the parent groups at the elementary schools and the middle school, sports groups, the recreation department, Alumni and bargaining units and would forward them to Ms. Henerberry to be shared and reviewed by the group. Ms. Greenshields shared that she has completed a draft letter for possible CTE donors to be sent to the committee for review prior to next meeting.

Mr. Geuther brought up the subject of naming and dedication and how that has changed over the years. He shared that UNH has a specific list that indicates what type of acknowledgement will be given for specific donation amounts. The committee asked if he could ask if they would be willing to share that information for our reference

Ms**.** Greenshields shared that she had spoken with Mike Gillis and he indicated that he can assist with creating a press release, producing a "look book", and creating a sub site to help facilitate the fundraising.

IX. REVIEW FUTURE MEETING SCHEDULE: Meetings are scheduled for 10/18 and 11/1. The committee discussed possibly touring the construction site at the November 1st meeting and moving the time to 4pm. Ms. Henerberry said she would speak to the city clerk to find out if that is possible.

X. MATTERS OF INTEREST: Ms. Stanislaski presented the five completed display boards.

XI. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:

XII. ADJOURNMENT: Sarah Greenshields moved / Amanda Russell seconded to adjourn the JBC meeting at 5:59 p.m. An oral **VOTE PASSED 6/0.**

Respectfully submitted,

Melissa Henerberry

Melissa Henerberry, Recording Secretary