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, November 1, 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, November 1, 2016 at 4:30 p.m. in the Superintendent's Conference Room in the McConnell Center. Present were Bob Carrier, Mark Geuther, Sarah Greenshields, and Matt Severson. Jason Gagnon arrived at 4:44pm. Amanda Russell was excused. Also present were Superintendent Elaine Arbour, Business Administrator Libby Simmons, High School Principal Peter Driscoll, Career Technical Center Director Louise Paradis, Facilities Director Jeffrey White, City Planner Christopher Parker, Clerk of the Works Michael Brooks, PC Construction Vice President Joe Picoraro, PC Construction Senior Project Manager Garret Bertolini, PC Construction Project Manager Scott Blair, HMFH Project Manager Tina Stanislaski, and HMFH Project Coordinator Bobby Williams.

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

III. **APPROVE MEETING MINUTES FROM OCTOBER 18, 2016:** Sarah Greenshields moved, Matt Severson seconded to approve the minutes listed with the correction of two typos on the 3rd page. An oral **VOTE PASSED 4/0.**

IV. **FINANCIAL REPORT (Attachment A):** Ms. Simmons reviewed the report dated 11-1-16.

a. **Approve Manifests:**

Sarah Greenshields moved, Mark Geuther seconded to pay manifest CIPM#DHSCTC045 in the amount of $1,800.00 to Sebago Technics for services rendered through 09/30/2016. A roll call **VOTE PASSED 4/0.**

V. **APPROVE OCTOER STATUS AND FINANCIAL REPORT (Attachment B and C) TO BE SUBMITTED TO THE CITY COUNCIL AND SCHOOL BOARD:** Sarah Greenshields moved, Matt Severson seconded to approve the October status and financial reports. An oral **VOTE PASSED 4/0.**

Ms. Greenshields asked if it would be possible to have a report that was less detailed. Ms. Simmons responded that she would provide a report with a higher-level overview for review at the next meeting.

VI. **CLERK OF THE WORKS REPORT:** Mr. Brooks reviewed his weekly site reports dated Oct. 21 and 28, 2016 (Attachment D). Mr. Blair shared that their initial report indicated that they had significantly less rock than they had anticipated. Mr. Brooks mentioned that the field had been replaced and regraded and looks great. He did note that at one of the fences near the track, he asked PC to move the perimeter to ensure that students could not get close to where there is a sheer drop on the site.

Mr. Gagnon arrived at 4:44 pm.

VII. **ARCHITECT BUDGET UPDATE (Attachment E):** Ms. Stanislaski reviewed the project budget and drew the committee's attention to the $800,000 deficit in the funds for the Technology

Infrastructure. She shared that one possibility would be to move $800,000 from the Owner's Construction Contingency to the Technology Infrastructure, reducing the contingency from 4.11% to 3%. Dr. Arbour commented that she felt it would be wise to go ahead and re-allocate the funds, so it is not forgotten. Mr. Severson and Mr. Geuther both concurred. Ms. Greenshields mentioned that they had talked in the past about performing an inventory to see what technology from the current high school could be utilized for other school buildings. Mr. Severson commented that it would be important to use all new infrastructure for technology, otherwise the school could run into all kinds of issues with warranties, especially regarding installation. Ms. Stanislaski reminded the committee that to date, the contingency number does not include the charges for the blasting.

Matt Severson moved, Mark Geuther seconded to take $800,000 from the Owner's Construction Contingency, reducing it to 3%, and move it to the Technology Infrastructure line item. A roll call **VOTE PASSED 5/0.**

VIII. CONSTRUCTION SCHEDULE UPDATE:

Mr. Blair said they are still on schedule to start structural steel soon. Ms. Greenshields asked how the schedule would be impacted by a severe winter. Mr. Blair responded that they will keeping working regardless of the weather.

IX. REVIEW GMP (Attachment F): Mr. Bertolini shared that the GMP developed is $71,643,000, which is where they wanted to be. He commented that this does include a few items that has started as add alternates, such as new lockers and the irrigation for the softball and soccer fields and the courtyard shrubs. He remarked that they were able to obtain that number without compromising quality for the project

Mr**.** Bertolini mentioned that an item to be considered for further cost reduction is the number of windows that open. If the number of operating windows is reduced, there will be cost savings, as well as an efficiency benefit in how the air circulating systems operate. The engineers strongly advocate fewer operating windows. Discussion ensued and the committee agreed that number could be reduced and asked that HMFH come back with a suggestion of how many and location.

Both PC and HMFH asked that committee review the GMP and send questions or comments to Ms. Henerberry by Nov. 7th, so they can address them at the next meeting.

X. DISCUSS TRACK AND FIELD: Mr. Blair confirmed that the cost of the turf is included in the GMP and that the estimate for the track renovation is $915,076. Mr. Blair said that PC advocates completing the track and field together, and has spoken with the vendor who is willing to commit to waiting until, at the latest, the summer of 2018 to complete the work. He continued that that extension would give the JBC time to fundraise for the funding. PC's target is to have all contracts signed by the end of this year.

XI. DISCUSS ADD ALTERNATES: to be discussed at the next meeting

XII. DISCUSS FUNDRAISING: Mr. Carrier mentioned that the target date to get communications out will be after Jan 1st.

Dr. Arbour shared that she has been in contact with the city finance director regarding how contributions and naming could affect the project's bonding status. She continued that she and the business administrator will be meeting with him again and she will report back.

Mr. Williams reviewed the Add Alternates list to identify which items may be appropriate to fundraise for.

XIII. REVIEW FUTURE MEETING SCHEDULE: Meetings are scheduled for 11/15 and 11/29.

XIV. MATTERS OF INTEREST:

Mr. White asked that he be provide with a list of any large items that they are planning to move. Ms. Paradis said she will be working with Ms. Simmons to determine which CTE items will be moving.

Mr. Geuther asked if there were new trophy cases. Mr. Williams responded yes there are.

XV. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:

- Ms. Henerberry to set up meeting with IT and HMFH
- Ms. Henerberry assist in scheduling next fundraising meeting to be posted
- GMP questions will be forwarded to Ms. Henerberry
- GMP approval will be added to the next agenda
- Mr. Driscoll will compile a list of areas that are named and areas that might be named in the future

XVI. ADJOURNMENT: Sarah Greenshields moved / Matt Severson seconded to adjourn the JBC meeting at 6:18 p.m. An oral **VOTE PASSED 5/0.**

Respectfully submitted,

Melissa Henerberry
Melissa Henerberry, Recording Secretary