



**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, January 10, 2017
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, January 10, 2017 at 4:35 p.m. in the Superintendent's Conference Room in the McConnell Center. Present were Bob Carrier, Mark Geuther, Sarah Greenshields, Amanda Russell, and Matt Severson. Jason Gagnon 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, Clerk of the Works Michael Brooks, Dover Fire Chief Eric Hagman, PC Construction Project Manager Scott Blair, PC Construction Senior Project Manager Garret Bertolini and HMFH Project Manager Tina Stanislaski.
- II. CITIZENS' FORUM:** No one addressed the committee.
- III. APPROVE MEETING MINUTES FROM DECEMBER 13, 2016:** Amanda Russell moved, Sarah Greenshields seconded to approve the minutes listed. An oral **VOTE PASSED 5/0.**
- IV. COMMITTEE FINANCIAL REPORT:** Ms. Simmons reviewed the report and stated that she has added a separate box for change orders from PC Construction. The remaining unexpended/unencumbered remaining balance is \$7,635,769.63. The state funding received to date is \$1,047,943.31 and the December report that is being submitted will bring in \$521,024.80. This report is sent in the middle of each month with funds being received at the end of the month. Ms. Simmons clarified that the unexpended/unencumbered funds remaining includes the owner's contingency.
- V. APPROVE MANIFESTS:**
- Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC053 in the amount of \$4,500.00 to Horizon Engineering Associates, LLP for professional services rendered from 10/29/2016 through 12/02/2016. A roll call **VOTE PASSED 5/0.**
- Matt Severson moved, Amanda Russell seconded to pay manifest CIPM#DHSCTC054 in the amount of \$133,726.13 to HMFH Architects, Inc. for professional services rendered through 11/30/2016. A roll call **VOTE PASSED 5/0.**
- Matt Severson moved, Amanda Russell seconded to pay manifest CIPM#DHSCTC055 in the amount of \$11,683.00 to R.W. Gillespie & Associates, Inc. for professional services rendered from 12/1/2016 through 12/31/2016. A roll call **VOTE PASSED 5/0.**
- Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC056 (Attachment A) in the amount of \$1,391,147.00 to PC Construction Company for construction services rendered through 12/31/2016. A roll call **VOTE PASSED 5/0.**



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- VI. APPROVE DECEMBER STATUS AND FINANCIAL REPORT (Attachment A) TO BE SUBMITTED TO THE CITY COUNCIL AND SCHOOL BOARD:** Amanda Russell moved, Matt Severson seconded to approve the financial reports and utilize the December Monthly Construction Report (Attachment B) as the status report for December.

An oral **VOTE PASSED 5/0.**

- VII. CLERK OF THE WORKS REPORT:** Mr. Brooks reviewed his weekly site report dated January 6, 2017. Mr. Carrier inquired if there were any issues with subcontractor crews to which Mr. Brooks responded that there were some manpower issues early in the process, but everything is stable at this time.
- VIII. CONSTRUCTION SCHEDULE UPDATE:** Mr. Blair reviewed the most recent schedule update with the committee (Attachment C). He stated that roofers will be starting at the end of next week. Framers are starting on the library and will work counterclockwise around the building. Blasters will be brought in soon to do some probing but warnings will be provided before it occurs. Monthly reports will be submitted providing up to date information. The completion date is on target.
- Fire Chief Eric Hagman updated the committee on inspections. The choice of water bubbler by the design team has been embraced by the inspection team which is a change from their more stringent past view. There may need to be a waiver or amendment in order to approve the design team's choice. The electrical inspector is meeting with PC on Thursday.
- The bubbler situation will not delay the plumbing inspection since it is a separate issue and Chief Hagman will follow up on the inspection within a day or two.
- Mr. Blair added that they are still waiting for confirmation from the State's Fire Marshall's office on codes, occupancy counts, egress paths, etc. for the overall building permit. Ms. Stanislawski commented that the code changes account for more stringent rules.
- Dr. Arbour added that she submitted the occupancy policy memo and Mr. Williams returned it to her with edits. She will make the changes and send a revised copy to the JBC reflecting the most recent design changes. Chief Hagman added that the changes were driven by the commentary by the Fire Marshall. After the document has been approved, the School Board can do a policy that reflects the numbers in the occupancy intention and use. Chief Hagman will review the draft policy before approval.
- IX. REVIEW AND APPROVE CHANGE ORDER PROPOSALS:** There are no change order proposals.
- X. APPROVE LETTERS OF RECOMMENDATION FOR SUBCONTRACTORS:**



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a. BP 05.2 Miscellaneous Metals: Matt Severson moved, Amanda Russell seconded to award the bid for Miscellaneous Metals to Charles Leonard Steel Services, LLC in the amount of \$755,350. A roll call **VOTE PASSED 5/0.**

b. BP 03.1C Polished Concrete Floors: Amanda Russell moved, Sarah Greenshields seconded to award the bid for Polished Concrete Floors to Hascall & Hall in the amount of \$83,973. A roll call **VOTE PASSED 5/0.**

c. BP 06.1 Manufactured Casework: Amanda Russell moved, Sarah Greenshields seconded to award the bid for Manufactured Casework to School Furnishings, Inc., in the amount of \$989,575. A roll call **VOTE PASSED 5/0.**

d. BP 09.2 Acoustical Wall Panels: Amanda Russell moved, Sarah Greenshields seconded to award the bid for Acoustical Wall Panels to Landry & Sons Acoustics, Inc. in the amount of \$371,000. A roll call **VOTE PASSED 5/0.**

e. BP 10.2 Signage: Amanda Russell moved, Matt Severson seconded to award the bid for Signage to Welch Sign in the amount of \$94,343. A roll call **VOTE PASSED 5/0.**

Adjustments will be made to this as more information is known later in the project. This bid included room signs, bathrooms, handicap. Custom signs are not included. Exterior signage will be coordinated with the police department.

f. BP 11.3 Stage Rigging & Curtains: Amanda Russell moved, Sarah Greenshields seconded to award the bid for Stage Rigging & Curtains to Walker Specialties, Inc. in the amount of \$275,500. A roll call **VOTE PASSED 5/0.**

g. BP 11.4 Athletic Equipment: Amanda Russell moved, Matt Severson seconded to award the bid for Athletic Equipment to CB Seating Co. in the amount of \$132,400. A roll call **VOTE PASSED 5/0**

This bid does not include football equipment. Mr. Carrier asked if newer equipment may be used in the new high school. Mr. Blair responded that some items may be chosen to go to the new schools. Ms. Stanislaski added that there will be a process but it hasn't started yet.

h. BP 12.1 Window Treatments: Amanda Russell moved, Matt Severson seconded to award the bid for Window Treatments to Walker Specialties, Inc. in the amount of \$76,700. A roll call **VOTE PASSED 5/0**

i. BP 23.1A Testing & Balancing: Amanda Russell moved, Sarah Greenshields seconded to award the bid for Testing & Balancing to Tekon-Technical Consultants, Inc. in the amount of \$77,300. A roll call **VOTE PASSED 5/0.**



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- XI. FUNDRAISING SUB-COMMITTEE REPORT:** The next committee meeting will occur on January 24, 2017 at 3:45 pm.
- XII. OCCUPANCY POLICY MEMO:** Addressed earlier in the meeting under Construction Schedule Update.
- XIII. REVIEW EJECTOR PUMP AT MUSIC ROOM:** Ms. Stanislaski stated that there are a few sinks in the music room that need pumps added to make them work. The plumbing inspector was initially not in agreement, but agreed after the alternatives were reviewed. It is no longer an issue.
- XIV. PROCUREMENT OF CTC KITCHEN EQUIPMENT DISCUSSION:** Amanda Russell moved, Matt Severson seconded to move the CTC Kitchen Equipment procurement from the F, F & E budget to PC Construction. A roll call **VOTE PASSED 5/0**.
This change will make it easier for Mr. Blair to coordinate work related to the equipment.
- XV. ENTRANCE MAT PRODUCT DATA:** Ms. Stanislaski presented options for entrance mats and summarized their advantages and disadvantages.
Amanda Russell moved, Matt Severson seconded to approve non-recessed entry mat product. An oral **VOTE PASSED 5/0**. These will be placed at the four entrances.
- XVI. REVIEW FUTURE MEETING SCHEDULE:** Meetings continue every other Tuesday. Mr. Carrier requested a master calendar that shows the entire meeting schedule (for 2-3 months) be reviewed at each meeting.
- XVII. MATTERS OF INTEREST:** Ms. Stanislaski will request that the color committee consisting of Mr. Driscoll and Ms. Paradis will make a recommendation to the JBC.
- XVIII. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:** To be determined prior to the next meeting.
- XIX. ADJOURNMENT:** Sarah Greenshields moved, Matt Severson seconded to adjourn the JBC meeting at 5:45 p.m. An oral **VOTE PASSED 5/0**.