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:	**Wednesday, February 15, 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 Wednesday, February 15, 2017 at 4:40 p.m. in the Superintendent's Conference Room in the McConnell Center. Present were Bob Carrier, Mark Geuther, Sarah Greenshields, Amanda Russell, Jason Gagnon, and Matt Severson. Also present were Business Administrator Libby Simmons, High School Principal Peter Driscoll, Facilities Director Jeffrey White, Clerk of the Works Michael Brooks, Dover Fire Chief Eric Hagman, Mike Gillis, 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 JANUARY 24, 2017:** Jason Gagnon moved, Matt Severson seconded to approve the minutes listed. An oral **VOTE PASSED 5/0.**

IV. **COMMITTEE FINANCIAL REPORT:** Ms. Simmons reviewed the report and stated that the remaining unexpended/unencumbered remaining balance is $7,482,977.63. The state funding received to date is $1,568,968.11. January invoices submitted to the DOE is $253,981.84. The only change was the estimate for gas usage. It was determined that CTC expenses would be tracked as much as possible to make sure that maximum reimbursement is achieved. Expenses already exceed cap so it most likely won't make a difference. Mr. Blair stated that it should be based on the contact value.

V. **APPROVE MANIFESTS:**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC059 in the amount of $2,997,806 to PC Construction for construction services rendered through 1/31/2017. A roll call **VOTE PASSED 6/0. (Attachment A)**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC058 in the amount of $12,523.14 to Gillespie and Associates for professional services rendered through 1/31/2017. A roll call **VOTE PASSED 6/0.**

Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC060 in the amount of $99,665.05 to HMFH Architects for professional services rendered through 1/31/2017. A roll call **VOTE PASSED 6/0. (Attachment B)**

VI. **APPROVE JANUARY STATUS REPORT AND FINANCIAL REPORT TO BE SUBMITTED TO THE CITY COUNCIL AND SCHOOL BOARD:**

Ms. Russell summarized the financial report stating the unexpended/unencumbered remaining funds are $7,482,977.63 as of January 31, 2017.

Sarah Greenshields moved, Amanda Russell seconded to approve the financial and status report amended to say, "…local inspection services to obtain necessary permits. An oral **VOTE PASSED 6/0.**

VII. REVIEW AND APPROVE CHANGE ORDER PROPOSALS:

Amanda Russell moved, Matt Severson seconded to approve Change Request Proposal 190020.1 Ledge Removal for Foundations and Utilities in the amount of $185,297.00. A roll call **VOTE PASSED 6/0**.

Amanda Russell moved, Sarah Greenshields seconded to approve Change Request Proposal 190026 RFI-099 Deleted RAP's at AE Line in the amount of $-9,531.00. A roll call **VOTE PASSED 6/0**.

Amanda Russell moved, Matt Severson seconded to approve Change Request Proposal 190028R1 ASI-12 Animal Science Power in the amount of $0. A roll call **VOTE PASSED 6/0**.

Amanda Russell moved, Matt Severson seconded to approve Change Request Proposal 190031 ASI-014 Kitchen Equipment Revisions in the amount of $454,539.00. A roll call **VOTE PASSED 6/0**.

Record Note: These funds were transferred from one budget to another. It was previously in the JBC budget and not in the budget of PC Construction.

Amanda Russell moved, Matt Severson seconded to approve Change Request Proposal 190035 ASI-020 Life Safety Switch in the amount of $14,252.00. A roll call **VOTE PASSED 6/0**.

Amanda Russell moved, Matt Severson seconded to approve Change Request Proposal 190036 PR-001 Slab Depression Deletion in the amount of $-46,832.00. A roll call **VOTE PASSED 6/0**.

Amanda Russell moved, Matt Severson seconded to approve Change Request Proposal 190040 ASI-023 Revised Grease Traps in the amount of $-10,245.00. A roll call **VOTE PASSED 6/0**.

Amanda Russell moved, Matt Severson seconded to approve Change Request Proposal 190047 RFI-141R1 Fiber Reinforced Concrete in the amount of $-22,212.00. A roll call **VOTE PASSED 6/0**.

Mr. Blair also presented Owners Change Order 0003 which changes the owner's contract. Amanda Russell moved, Matt Severson seconded to approve Owner's Change Order #0003 in the amount of $565,268.00 which includes change request proposals 190020.1, 190026, 190028R1, 190031, 190035, 190036, 190040 and 190047 which were previously approved. A roll call **VOTE PASSED 6/0.**

VIII. APPROVE LETTERS OF RECOMMENDATION FOR SUBCONTRACTORS:

a. **BP 09.4 Stage and Gymnasium Flooring and BP 09.5 Resilient Athletic Flooring:** Amanda Russell moved, Matt Severson seconded to award the bid for Stage and Gymnasium Flooring and Resilient Athletic Flooring to New England Sports Flooring.in the amount of $208,000. A roll call **VOTE PASSED 6/0. (Attachment C)**

b. **BP 23.1 Mechanical:** Amanda Russell moved, Matt Severson seconded to award the bid for Mechanical to New England Tech Air/Youngblood Company in the amount of $2,241,750. A roll call **VOTE PASSED 6/0.**

IX. VIDEO RECORDING OF BUILDING PROCESS:

Mike Gillis requested permission to video and photograph the construction process while in process. The goal is to keep the public informed on the process and create a history of the project. Mr. Blair will talk PC Construction communications department for guidelines.

X. CLERK OF THE WORKS REPORT: Mr. Brooks reviewed his weekly site reports dated January 27 and February 3, 2017.

XI. CONSTRUCTION SCHEDULE UPDATE: Mr. Blair reported that the overall end date has not changed. They are a little behind in building one due to delays in steel. They have re-sequenced some items. There may be an issue with overlapping same trade in multiple areas due to manpower shortages in some areas. It has not impacted schedule yet, but could be a concern for the next year and a half.

Another concern is getting product to the building in time to meet the schedule. They need to make sure they have all the information they need based on state fire marshall review and others. The state fire marshall has signed off.

XII. PLUMBING DESIGN: Mr. Blair stated that issues should be resolved within the next day or two. They have the plumbing and electrical permits. Mr. Carrier expressed concerns with communication to which Mr. Blair provided clarifications on the process. Ms. Stanislaski added that weekly meetings have helped with communication. They still need to apply for the HVAC permit, but it isn't a concern at this time.

Mr. Blair asked to discuss changing door frames from welded to knock down so that that they can be installed before framing. Welded frames need to be installed prior to framing and there is a delay in getting the welded frames with a 6-week delay being the best scenario. Welded frames are sturdier and could possibly be used in certain areas such as locker rooms. Ms. Stanislaski recommended starting with knock downs to which Mr. Blair responded that he would prefer not to mix and match on a floor. Knock downs are less expensive and used in many renovations. There will be a sequencing issue if a change isn't made to knock out frames.

Mr. White commented that the knock downs would work fine if they are installed correctly. Mr. Gagnon commented that he doesn't want to sacrifice quality for scheduling. Since this is a 75-year project, he would prefer to see a delay in opening the school. Ms. Greenshields agreed adding that labor issues will only become worse.

Ms. Severson commented that he doesn't want to extend the schedule since it will cost more money and the Committee should trust the people hired to make appropriate decisions since they are experts. He added that knock outs can be used easily in some areas, such as offices, without quality issues. They should not jump into it and need to make an informed decision.

Ms. Stanislaski commented that sometimes welded frames are recommended since the builder is not known.

Mr. Blair stated this is a design change and he will talk with Mr. Pemstein and would like to determine this before the door and hardware person do the scheduling. He has the door schedule but also needs the hardware schedule which he should have Friday.

The consensus of the Committee was to have more welded frames on site.

XIII. **PERMITTING UPDATE:** See above

XIV. **REVIEW LOADING DOCK ISSUE:** Mr. Blair discussed an option of extending the roof and adding metal siding. A preliminary estimate is $150,000. Mr. Blair will bring a more accurate estimate to the Committee.

XV. **REVIEW FUTURE MEETING SCHEDULE:** The meeting scheduled for February 21 has been cancelled and the next scheduled meeting is March 7.

XVI. **MATTERS OF INTEREST:** Ms. Greenshields asked about the solar array and Mr. Blair stated it would be will be all set to tie in. She added that the City did not renew their letter of intent with Ameresco. The high school could be a project on its own and could potentially find developers who would be interested.

XVII. **BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:** To be determined.

XVIII. **ADJOURNMENT:** Sarah Greenshields moved, Matt Severson seconded to adjourn the JBC meeting at 6:00 p.m. An oral **VOTE PASSED 5/0. Ms. Russell was excused at 6:00 pm.**