



**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, March 21, 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, March 21, 2017 at 4:35 p.m. in the Superintendent's Conference Room in the McConnell Center. Present were Bob Carrier, Mark Geuther, Sarah Greenshields and Matt Severson. Amanda Russell and Jason Gagnon were excused. Also present were High School Principal Peter Driscoll, CTC Director Louise Paradis, Facilities Director Jeffrey White, Clerk of the Works Michael Brooks, Business Administrator Libby Simmons, Dover Fire Chief Eric Hagman, PC Construction Senior Project Manager Garret Bertolini, PC Construction Project Manager Scott Blair, HMFH representative Alan Pemstein.
- II. CITIZENS' FORUM:** No one addressed the committee.
- III. APPROVE MEETING MINUTES FROM MARCH 7, 2017:** Sarah Greenshields moved, Mark Geuther seconded to approve the minutes listed. An oral **VOTE PASSED 4/0.**
- IV. COMMITTEE FINANCIAL REPORT:** Ms. Simmons reviewed the financial report for the JBC.
- V. APPROVE MANIFESTS:**

Matt Severson moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC063 in the amount of \$15,956.26 to Horizon Engineering for professional services (Invoices 9,10 and 11) rendered through 2/24/2017. A roll call **VOTE PASSED 4/0. (Attachment A)**

Matt Severson moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC064 in the amount of \$95,036.64 to HMFH Architects for professional services (invoices 1415,1416, and 1417) rendered through 2/28/2017. A roll call **VOTE PASSED 4/0.**

Matt Severson moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC065 in the amount of \$6,624.84 for a journal entry to Unitil for gas usage from 2/2/17 through 2/16/2017. A roll call **VOTE PASSED 4/0.**
- VI. REVIEW AND APPROVE CHANGE ORDER PROPOSALS:**

Matt Severson moved, Sarah Greenshields seconded to approve Change Request Proposal 190043R2 ASI-027 Smoke Hatch Revisions for a credit in the amount of \$-2,533.00. A roll call **VOTE PASSED 4/0.**

Matt Severson moved, Sarah Greenshields seconded to approve Change Request Proposal 190044 ASI-028 Brace at Column B2/BE.1 in the amount of \$982.00. A roll call **VOTE PASSED 4/0.**

Matt Severson moved, Sarah Greenshields seconded to approve Change Request Proposal 190059 ASI-037 and 032 Revised Brace Bays in the amount of \$1,597.00. A roll call **VOTE PASSED 4/0.**

Matt Severson moved, Sarah Greenshields seconded to approve Change Request Proposal 190073 ASI-041 Lockers in Building Construction in the amount of \$4,153.00. A roll call **VOTE PASSED 4/0. (Attachment B)**



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Matt Severson moved, Sarah Greenshields seconded to approve Change Order 4 in the amount of \$15,475.00 from 7 change proposals from 3/7 and 4 from tonight's meeting. A roll call **VOTE PASSED 4/0**. The contract will be increased by this amount. (Attachment C)

- VII. APPROVE LETTERS OF RECOMMENDATION FOR SUBCONTRACTORS:** none
- VIII. CLERK OF THE WORKS REPORT:** Mr. Brooks reviewed his weekly site reports dated March 3 and March 17, 2017. He noted that work was lost for 2 days due to inclement weather. Fireproofing started today on the first floor. There are no current issues with workers.
- IX. LOADING DOCK UPDATE:** Mr. Brooks and Mr. White resolved the loading dock issue by recommending paving a ramp that will allow small trucks to back up and make deliveries. There is a proposed fence and a small area of grass that will need to be removed but all agreed that it would be a good option. With this option, there will no need to expand the canopy. Mr. Severson recommended that structural engineers look at the dock area, in addition to civil engineers to make sure that it is a viable option. Mr. Blair added that the dock leveler can be moved to include area for 2 vehicles with minimal additional work. Controls will be located on the outside of the dock.
- X. PERMITTING UPDATE:** Chief Hagman believes that permits are moving forward as planned but will meet with Jim Maxfield this week to determine status of permits. Fire Inspector Rebecca Jalbert is working on the Fire Extinguisher layout. Mr. Blair commented that all inspectors should sign in and obtain hard hats and vests before entering the work site. An alternative would be for them to participate in a safety orientation for 15 minutes. They would not need to sign in if they attended the orientation. Chief Hagman will share the information with the inspectors and feels the orientation is the best option.
- XI. BATTING CAGE/DUGOUT UPDATE:** Mr. Blair stated that the double batting cage will be ready to go at the end of next week.
- XII. FUNDRAISING COMMITTEE UPDATE:** Ms. Greenshields summarized the past two meetings. The next meeting will narrow the focus on what specific items will be fundraised. Tangible, smaller items will be the focus for the community campaign. Larger items may receive naming rights, but it is more complicated than it appears. Mr. Driscoll asked about locations that are already named to which Ms. Greenshields responded that Attorney Blenkinsop stated that we don't need to keep them named as they are unless the JBC chooses to do so. This would be for those names in honor. Dunaway Field would be different since it was a financial transaction.
- XIII. VIDEO UPDATE:** Mr. Carrier stated that the City Manager may contact Comcast to request assistance with wiring. Mr. Driscoll added that he will review archives since he believes there is other information regarding Comcast. Mr. Blair asked the status of media space and asked Mr. Pemstein if it there would be room for wiring. Mr. Pemstein responded that the wiring would be going through the ceiling so it shouldn't be a problem.



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XIV. MCPHAIL UPDATE: There will be an update at the next meeting discussion are still ongoing with McPhail.

XV. SPANESI UPDATE: Spanesi provided a sole source letter to the JBC. It was determined that the pit area is a small crawl space and the purpose is for airflow. Mr. Geuther stated his belief that this item should be transferred to the PC contract. It was determined that a decision is needed for this item at this meeting so that the process can move forward.

Bob Carrier moved, Sarah Greenshields seconded to give PC authorization to pursue a spray booth, with HMFH to make sure the recommendation fits and documents amended for what work already has been done.

Mr. Carrier and Ms. Greenshields withdrew the above motion and second.

Mark Geuther moved, Matt Severson seconded to give HMFH authorization to design around Spanesi Paint Booth and turn procurement over to PC. A roll call **VOTE PASSED 4/0.**

XVI. CONSTRUCTION SCHEDULE UPDATE:

Mr. Blair reported that they are still on schedule for the project to be completed on August 29, 2018. Exterior colors have been finalized and the color committee is meeting to discuss interior colors on April 4. A meeting is scheduled for March 23 between PC and HMFH with FFE consultants to review documents to determine who is responsible for which items. Any questions that arise from that meeting will be brought to the next meeting. Ms. Paradis asked for an updated list of items.

Mr. Carrier asked Mr. Blair if there is a timeframe for a salvage company to go into the school. Mr. Blair responded that the contract states that the demolition company takes possession of the building as is so they need to be careful about contracting a salvage company before the building is demolished. The contents of the building may be figured into the bid that was made by the demo company. Mr. Blair will contact them to determine their plans for items that may be salvageable. Mr. Blair added that there is a very short time frame for this since they need to complete asbestos abatement as soon as possible after the end of the school year.

Mr. White spoke with the boiler company (Blake Equipment) and he can possibly sell them for the District if the demolition company doesn't own them. Mr. Blair will report back to the JBC after he has spoken with the demolition company.

XVII. REVIEW FUTURE MEETING SCHEDULE: There is no change to the schedule. The next meeting will be April 4.

XVIII. MATTERS OF INTEREST: The Committee reviewed the color depictions of the exterior sent by Ms. Stanislaski. (Attachment D)

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



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- XX. ADJOURNMENT:** Sarah Greenshields moved, Matt Severson seconded to adjourn the JBC meeting at 6:05 p.m. An oral **VOTE PASSED 4/0.**