



**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, May 16, 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, May 16, 2017 at 4:30 p.m. in the Superintendent's Conference Room in the McConnell Center. Present were Bob Carrier, Amanda Russell, Sarah Greenshields, Matt Severson and Mark Geuther. Jason Gagnon was excused. Also present were High School Principal Peter Driscoll, Business Administrator Libby Simmons, CTC Director Louise Paradis, PC Construction Senior Manager Garrett Bertolini, HMFH representative Alan Pemstein, and Facilities Director Jeff White.
- II. CITIZENS' FORUM:** No one addressed the JBC.
- III. APPROVE MEETING MINUTES FROM MAY 4, 2017:** Amanda Russell moved, Matt Severson seconded to approve the minutes listed. An oral **VOTE PASSED 5/0**.
- IV. COMMITTEE FINANCIAL REPORT:** Ms. Simmons reviewed the financial report for the JBC. She stated she made an adjustment for the salary of the Clerk of the Works. She followed up with City Manager Joyal and Finance Director Lynch about what to do with remaining funds at the end of the project and Mr. Lynch stated that any remaining funds could be used toward other high school project expenses. When the time comes, the JBC can take formal action to acknowledge the duties of the Clerk of the Works have been completed and the remaining funds for that purpose will be used for other high school project expenses.
- V. APPROVE MANIFESTS:**
- Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC074 in the amount of \$25,234.05 to RW Gillespie & Associates for professional services rendered through 4/30/2017. A roll call **VOTE PASSED 5/0**.
- Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC075 in the amount of \$81,155.64 to HMFH Architects for professional services through 4/30/17. A roll call **VOTE PASSED 5/0**.
- VI. REVIEW AND APPROVE CHANGE ORDER PROPOSALS:**
- Amanda Russell moved, Sarah Greenshields seconded to approve Change Request Proposal 190056R1 RFI-190 Area E Ductwork Riser at Stairs in the amount of \$3,758.00. A roll call **VOTE PASSED 5/0. (Attachment A)**
- Mr. Severson stated that change orders for mechanical work are occurring too frequently. It should be their responsibility to coordinate drawings to work. The committee expressed frustration that this is happening too often since the budget was based on original estimates. Mr. Pemstein commented that these errors are the reason to have a contingency fund. Mr. Carrier reiterated the point that this needs to stop happening since the JBC could be in trouble financially later in the project if it keeps occurring. Mr. Geuther asked to be informed earlier when there are needs for change orders.



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Amanda Russell moved, Sarah Greenshields seconded to approve Change Request Proposal 190081 RFI-262 Area C—Outdoor Storage Room Exterior Door Layout in the amount of \$2,056.00. A roll call **VOTE PASSED 5/0**.

Amanda Russell moved, Matt Severson seconded to approve Change Request Proposal 190039R1 ASI-021.2 Revised Exterior Elevations for a credit in the amount of \$-2,569.00. A roll call **VOTE PASSED 5/0**.

Amanda Russell moved, Matt Severson seconded to approve Change Request Proposal 190075 RFI-257 Storage Room Duct Chase in the amount of \$914.00. A roll call **VOTE PASSED 5/0**.

Amanda Russell moved, Sarah Greenshields seconded to approve Change Request Proposal 190046 Delete Safety Cage at 230F Roof Ladder for a credit in the amount of \$-869.00. A roll call **VOTE PASSED 5/0**.

Amanda Russell moved, Matt Severson seconded to approve Change Request Proposal 190086 Sprinkler Coverage Above Town Square Clouds in the amount of 8,732.00. A roll call **VOTE PASSED 5/0**.

Amanda Russell moved, Sarah Greenshields seconded to approve Change Request Proposal 190094R1 Corridor Locker Size Change in the amount of \$5,425.00. A roll call **VOTE PASSED 5/0**. PC Construction is splitting the cost of the lockers since the original lockers did not match the layout.

Amanda Russell moved, Matt Severson seconded to approve Change Request Proposal 190095 PR-009 Gym Diffuser Covers in the amount of \$4,835.00. A roll call **VOTE PASSED 5/0**.

The committee stated again that ownership must be taken by PC Construction and HMFH for mistakes. Mr. Pemstein noted that contingency funds are for errors and omissions and generally less than 1%. Mr. Severson asked Mr. Pemstein to pass on the message of the JBC to the mechanical consultants.

- VII. APPROVE LETTERS OF RECOMMENDATION FOR SUBCONTRACTORS:** none
- VIII. CLERK OF THE WORKS REPORT:** Mr. Brooks was not in attendance but his reports for May 5 and May 12 were provided to the JBC.
- IX. FUNDRAISING RESOLUTION DRAFT:** Ms. Russell reviewed the amended resolution and stated that after JBC approval, it will be added to the May 22 School Board Special Session for approval and then to the City Council for their approval. Sarah Greenshields moved, Amanda Russell seconded to approve the resolution as amended pending City Attorney final review. A roll call **VOTE PASSED 5/0**.

Record note: The changes were approved by the City Attorney.



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- X. CONSTRUCTION SCHEDULE UPDATE:** Mr. Bartolini stated that all is going well. The steel should be up by end of the month and detailed by the end of June. Roofing is more than half complete. The outside brickwork has been started. The project is still on schedule.
- XI. REVIEW FUTURE MEETING SCHEDULE:** There is no change to the schedule. The next meeting will be May 30.
- XII. MATTERS OF INTEREST:** Ms. Paradis stated there will be a small job fair next week for electrical and building trades students to get them involved in the project. The JBC requested to tour the building. It was determined that a tour would need to be posted as a public meeting. Mr. Carrier commented that he has heard that students were entering the restricted areas of the project.
- Mr. Carrier summarized the issue with batting cages stating that he had been told that double batting cages could be completed without substantial additional cost except for the cost of nets. He was surprised to see a cost of an additional \$20,000. Mr. Bertolini responded that he will look into it and return to the JBC with information. All agreed that the batting cages were beautiful.
- XIII. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:** To be determined.
- XIV. ADJOURNMENT:** Sarah Greenshields moved, Amanda Russell seconded to adjourn the JBC meeting at 5:30 p.m. An oral **VOTE PASSED 5/0**.