



**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 30, 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 30, 2017 at 4:35 p.m. in the Superintendent's Conference Room in the McConnell Center. Present were Bob Carrier, Amanda Russell, Sarah Greenshields, Jason Gagnon and Mark Geuther. Matt Severson arrived at 4:50 p.m. Also present were High School Principal Peter Driscoll, Superintendent Elaine Arbour, Business Administrator Libby Simmons, CTC Director Louise Paradis, PC Construction Senior Manager Garrett Bertolini, Scott Blair, HMFH representatives Laura Wernick, Alan Pemstein, City Manager Mike Joyal and Clerk of the Works Mike Brooks.
- II. CITIZENS' FORUM:** Josh Brown, 36 Bellamy Rd asked the JBC to consider placing a privacy fence to block dust and foot traffic while the project is ongoing and to prevent view into his house after the project is complete. He is supportive of the project and his experience as a neighbor has been positive. Jen Riley, 81 Garrison Rd, stated she is in the process of acquiring an administrative certification in another school district and is attending to witness the process.
- III. APPROVE MEETING MINUTES FROM MAY 16, 2017:** 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 financial report for the JBC. Mr. Carrier requested larger print for future meetings.
- V. APPROVE MANIFESTS:**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC076 in the amount of \$500.00 to Horizon Engineering for professional services rendered through 4/28/2017. A roll call **VOTE PASSED 5/0. (Attachment A)**
- VI. REVIEW AND APPROVE CHANGE ORDER PROPOSALS:**

Sarah Greenshields moved, Amanda Russell seconded to approve Owner's Change Order 0006 in the amount of \$57,084.00 for summary of change order requests to be reflected in the contract. A roll call **VOTE PASSED 5/0.**
- VII. APPROVE LETTERS OF RECOMMENDATION FOR SUBCONTRACTORS:** none
- VIII. CLERK OF THE WORKS REPORT:** Mr. Brooks reviewed his latest reports. He stated the courtyard is walkable and there is still access for heavier equipment. No concerns at this time for the project.
- IX. CONSTRUCTION SCHEDULE UPDATE:** Resolution to drainage issues are still being considered. The welded door issues have been resolved. Currently, 168 people working on the project. Mr. Blair will be reviewing options that may help to address concerns brought to the JBC by Mr. Brown during citizen's forum. He will research the cost for planting shrubs, fencing, etc. It was recommended that any plan for this wait until closer to the end of the project so that all is known. Mr. Blair will report options back to the JBC. A concern was that other neighbors may



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come forward with requests and a precedent would be set. Mr. Carrier felt that his situation is a little more unique than others.

Mr. Blair commented that overall, safety is good at the site. There have been no injuries or OSHA violations.

Mr. Carrier asked about the pile of loam with grass growing on top of it to which Mr. Blair responded that they are not adding to the pile and it is all that they will need for fill and fields. It shouldn't be blowing as it has in the past since it is not an active pile and has enough ground cover to keep the surface in place.

Mr. Carrier also asked about the existing perimeter fencing along Bellamy and Alumni to which Mr. Blair responded that they won't replace anything on Bellamy Rd. They will tear down any fencing from the outfield on Bellamy Rd. to Alumni Dr. as part of their scope. They won't touch anything from the outfield to the tin shed. Mr. Carrier asked Mr. Blair to research pricing for new fencing to replace the old fences. Mr. Gagnon suggested waiting to see if there is funding available.

Mr. Carrier asked Ms. Paradis to look into having the CTC build a new ticketing booth for games. Mr. Blair added that a fence would be needed also. Ms. Paradis responded that she could add to the list during next school year and would look at specifications before then so they would be ready.

- X. REVIEW FUTURE MEETING SCHEDULE:** There is no change to the schedule. The next meeting will be June 13.

Mr. Gagnon was excused at 5:20 p.m.

- XI. MATTERS OF INTEREST:** Mr. Pemstein reported back from the color committee that they had chosen colors for the auditorium and are in process of selecting colors for the gym. There will be 3 shades of gray, a Dover Green stage curtain, and wood paneling.

Amanda Russell moved, Sarah Greenshields seconded to accept the color schemes for the auditorium as presented. An oral **VOTE PASSED 5/0**.

Tentative colors for the gymnasium were presented also but the committee is still finalizing them and Mr. Pemstein will report back to the committee when a final decision has been made.

Mr. Pemstein offered to organize a tour for the JBC committee members of HMFH's last school project (Winthrop) which could highlight color choices, etc.

Ms. Wernick reviewed change orders to date and the status of the contingency fund (Attachments B and C). Ms. Wernick stated that to date, \$268,854 has hit the contingency budget. Most of this amount is from ledge or unforeseen conditions. There have been enough credits to offset most of the other changes to date. She is cautiously optimistic that they can stay within the \$1,658,786 unencumbered budget if they are very careful.



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Ms. Wernick asked Ms. Simmons to review the CTC funding also. Ms. Simmons responded that she would do that and would like to add HMFH financials to her financial report.

Mr. Severson requested that the document that Ms. Wernick provided be updated regularly as the project progresses. He asked how much has been "bought out" to which Mr. Blair responded that there isn't landscaping, tennis courts or the animal building. Mr. Severson reiterated issues regarding the mechanical drawings and wanted to make sure that they are all vetted for accuracy.

He also stated his desire to include the JBC desired alternates (tennis courts, track, landscaping, stage) in the budget, although he understands the budget is very tight. Ms. Wernick commented that there are always coordination issues and in this project, the issues have been very small. Mr. Severson requested that everything is double checked so that surprises are minimal. Ms. Wernick reminded that some of the larger costs were coding issues.

Dr. Arbour stated that because the animal science building is becoming slightly repurposed, there may be a request for a garage door which would allow the fire and EMT programs to get equipment in the building. Implications for this addition may be discussed in future meetings.

- XII. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:** To be determined.
- XIII. ADJOURNMENT:** Amanda Russell moved, Sarah Greenshields seconded to adjourn the JBC meeting at 5:52 p.m. An oral **VOTE PASSED 5/0.**