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| **Dover School District** | # Joint Building Committee<br>Dover High School and Regional CTC<br>Minutes |

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| Meeting Type: | Regular Meeting |
| Meeting Location: | Superintendent's Conference Room, McConnell Ctr. |
| Meeting Date: | **Tuesday, June 13, 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, June 13, 2017 at 4:32 p.m. in the Superintendent's Conference Room in the McConnell Center. Present were Bob Carrier, Amanda Russell, Sarah Greenshields, and Mark Geuther. Jason Gagnon arrived at 4:34 p.m. and Matt Severson arrived at 4:55 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 Tina Stanislaski, Alan Pemstein, Jeff White and Clerk of the Works Mike Brooks and the Assistant Fire Chief.

II. **CITIZENS' FORUM:** No one addressed the committee.

III. **APPROVE MEETING MINUTES FROM MAY 30, 2017:** Amanda Russell moved, Sarah Greenshields 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 stating she added a "pending budget item" category that would show estimated remaining unbudgeted funds. It was determined that the remaining funds would be placed in contingency.

After discussing the recommendation to increase the Gillespie purchase order by $58,031 to cover testing, the JBC decided to wait to see if it will be needed.

Ms. Simmons will reconcile with HMFH at least once per month.

V. **FINANCIAL AND STATUS UPDATE:** Amanda Russell moved, Sarah Greenshields seconded to approve the financial and status report. An oral **VOTE PASSED 5/0.**

VI. **APPROVE MANIFESTS:**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC077 in the amount of $16,068.14 to RW Gillespie for professional services rendered through 5/28/2017. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC078 in the amount of $3,998,710.00 to PC Construction for construction services rendered through 5/31/2017. A roll call **VOTE PASSED 5/0. (Attachment A)**

VII. **REVIEW AND APPROVE CHANGE ORDER PROPOSALS:**

Change order 190099R1-to increase handicap parking by 4 spaces and make closer to the entrance. Ms. Stanislaski will look into moving handicap parking spots without adding extra spaces or costs. She will update at the next meeting and this item can be discussed at a later time if needed. (Attachment B)

VIII. **APPROVE LETTERS OF RECOMMENDATION FOR SUBCONTRACTORS:**

**a. BP 03.2A Courtyard Concrete:** Amanda Russell moved, Sarah Greenshields seconded to award the bid for Courtyard Concrete to Dulac Concrete Foundations in the amount of $241,600. A roll call **VOTE PASSED 6/0.**

**b. BP 32.1A Courtyard Landscaping:** Amanda Russell moved, Sarah Greenshields seconded to award the bid for Courtyard Landscaping to Salmon Falls Nursery in the amount of $85,020. A roll call **VOTE PASSED 6/0.**

**IX. NEW CHANGE ORDER PROCESS/COMMITTEE:** Mr. Carrier reviewed the document outlining a possible new process that may help to prevent surprises and give the JBC more input. It was determined that HMFH will forward a cover letter used for change orders in a more preliminary stage so that the JBC has an idea of what change orders are in process and what the potential costs may be. Mr. Brooks will add the document to his report for the JBC. Mr. Blair commented that Mr. Brooks should be involved at an earlier stage before final pricing to determine if it would be an option for the JBC. This would also save PC time and money. Mr. Blair will forward the "potential change order summary" to the recording secretary to include with agenda materials. Mr. Carrier stated that the JBC needs to have a paper trail and this document would be helpful.

It was determined that a committee is not necessary for this process.

**X. ABATEMENT AND DEMOLITION:** Mr. Blair and Mr. White will walk the building with the demolition company representative after school is released for the summer to determine what will be included. If the JBC would like to keep items, the cost could change.

Mr. Blair stated that a request has been made to remove the front entry way down this summer since it is in poor condition and there could be safety issues. They will look at it further to determine if it can be removed without damaging the structure.

**XI. PERIMETER FENCING DESIGN AND PROJECT SCOPE:** Mr. Blair stated there is no update at this point.

**XII. CLERK OF THE WORKS REPORT:** Mr. Brooks reviewed his latest reports. (Attachment C)

Mr. Blair commented that a safety meeting was held to remind workers of requirements. There have been not been any serious violations. There has also has not been any vandalism issues. There is a camera system watching the site. Drainage issues are still occurring and there has not been resolution to the problems. They are trying to determine next steps to find the problem.

An AVB sprayer inadvertently sprayed onto approximately 25 cars. They are trying a solution to get the residue off the cars. Regular car washes are not cleaning them completely and they may need to be hand washed. If all attempts fail, cars may need to be detailed.

**XIII. CONSTRUCTION SCHEDULE UPDATE:** The schedule is still tight but still looks to be on schedule. The generator issue resolved itself. Mr. Blair commented that if it happens again, they would shut down everything immediately in order to resolve the issue. (Attachment D)

**XIV. REVIEW FUTURE MEETING SCHEDULE:** There is no change to the schedule. The next meeting will be June 27. There will also be a fundraising committee meeting on June 27.

**XV. MATTERS OF INTEREST:** Ms. Russell commented that she heard from a citizen that the equine science program is being eliminated. Ms. Paradis clarified that equine science is a class that was part of one of the 3 career paths in animal science. In the new building, there will be 2 career paths and equine science will continue on the Vet Tech path. This is due to low enrollment and the lack of sustainability for this program.

Mr. Severson asked about the status of FFE. Ms. Stanislaski stated that everything is on budget. Furniture and technology purchasing would happen in January or February.

**XVI. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:**

- Handicap Parking Spot Discussion-Tina
- Courtyard Rendition—Scott
- Change Order Log—Scott to Robin
- Look into removal of canopy at Front Entrance—Scott
- Perimeter Fence—Scott
- Review Color Concept for Interior—Tina

**XVII. ADJOURNMENT:** Sarah Greenshields moved, Amanda Russell seconded to adjourn the JBC meeting at 6:26 p.m. An oral **VOTE PASSED 6/0.**