Joint Building Committee
Dover High School and Regional CTC
Minutes

Dover School District

Meeting Type:	Regular Meeting
Meeting Location:	Gourmet's Table, Dover High School
Meeting Date:	**Tuesday, July 11, 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, July 11, 2017 at 4:31 p.m. at the Gourmet's Table located in Dover High School. Present were Bob Carrier, Sarah Greenshields, Jason Gagnon, and Mark Geuther. Amanda Russell arrived at 4:32 and Matt Severson arrived at 4:34. Also present were High School Principal Peter Driscoll, Business Administrator Libby Simmons, CTC Director Louise Paradis, PC Construction Manager, Scott Blair, HMFH representatives Tina Stanislaski and Alan Pemstein, Clerk of the Works Mike Brooks, Fire Chief Eric Hagman, Superintendent Bill Harbron, City Planners Chris Parker and Elena Piekut, Dept. of Education (CTE) Eric Feldborg, Facilities Manager Jeff White, City Media Director Mike Gillis and City Manager Mike Joyal.

II. **CITIZENS' FORUM:** No one addressed the committee, but Chair Bob Carrier introduced new superintendent Bill Harbron.

III. **APPROVE MEETING MINUTES FROM JUNE 27, 2017:** Jason Gagnon moved, Amanda Russell seconded to approve the minutes listed. An oral **VOTE PASSED 5/0.**

IV. **COMMITTEE FINANCIAL REPORT:** Ms. Simmons reviewed the financial report included in the agenda materials.

V. **APPROVE MANIFESTS:**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC081 in the amount of $5,135.227.00 to PC Construction for construction services rendered through 6/30/2017. A roll call **VOTE PASSED 6/0.**

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

Amanda Russell moved, Jason Gagnon seconded to approve Change Request Proposal 190054 ASI-034 Gym Bubbler in the amount of $0. A roll call **VOTE PASSED 6/0**. The bubbler was moved from inside to outside of the gym.

Amanda Russell moved, Sarah Greenshields seconded to approve Change Request Proposal 190057 ASI-036R Kitchen Sink Waste Revisions in the amount of $0 A roll call **VOTE PASSED 6/0**.

Amanda Russell moved, Jason Gagnon seconded to approve Change Request Proposal 190070 ASI-021.10 Revised Edge of Slab Drawings in the amount of $0 A roll call **VOTE PASSED 6/0**.

Amanda Russell moved, Jason Gagnon seconded to approve Change Request Proposal 190107 RFI-407 Life Skills Exhaust Hood in the amount of -$7,225.00 A roll call **VOTE PASSED 6/0**.

Amanda Russell moved, Jason Gagnon seconded to approve Change Request Proposal 190114 PR-012 Dust Collector Electrical Changes in the amount of $972.00 A roll call **VOTE PASSED 6/0**.

Amanda Russell moved, Jason Gagnon seconded to approve Change Request Proposal 190116 ASI-075 Exhaust Duct Additions in Bathroom 203 A & B in the amount of $2,738.00 A roll call **VOTE PASSED 6/0**.

Amanda Russell moved, Sarah Greenshields seconded to approve Change Request Proposal 190117R1 PR-013 Cosmetology Lockers in the amount of $2,283.00 A roll call **VOTE PASSED 6/0**. The lockers were too small for the intended purpose.

Amanda Russell moved, Jason Gagnon seconded to approve Owner's Change Order 0007 in the amount of $21,424.00 A roll call **VOTE PASSED 6/0**.

VII. APPROVE LETTERS OF RECOMMENDATION FOR SUBCONTRACTORS: None

VIII. PERIMETER FENCING DESIGN AND PROJECT SCOPE: Mr. Blair talked with fencing vendors and the cost to replace the 8-foot fence along Bellamy Rd, remove current fencing and add new posts would be approximately $22,000. The left field corner of the baseball stadium to the concession stand with a 12-foot vehicular gate and a 4-foot man gate would be approximately $9,000. This is preliminary and would still need to be put to bid. Mr. Driscoll commented that the fence is needed to control movement in and out of the field. Reducing the height of the fence would not save a substantial amount of money since most of the cost is in posts and gates. The fence would only be on the home side of the field. There would not be anything to stop people from getting to the visitor's side. In the past, this area has been fenced and the fence was removed due to the addition of the loop road.

Ms. Simmons will research Ms. Russell's suggestion of possibly funding some or all of the fence with the facilities fund.

Ms. Stanislaski will provide a drawing of the fencing to make it clearer.

IX. RFP FOR SOLAR SYSTEM: Mr. Parker stated that the City had gone out to bid with 10-12 city and school properties looking for potential solar projects with the focus being the new high school. There received 3 responses to the bid but are revising the approach and have redrafted the RFP. Mr. Parker asked for input of the JBC before going out to bid again. A private consultant will also sit in on evaluations. The consultant felt the RFP was too vague and that goals of the City should be included so that it is more specific.

Mr**.** Carrier recommended that Ms. Greenshields be representative of the JBC on the evaluation committee based on her background. Ms. Greenshields made comments on the draft RFP including reducing size of the document and make less complicated, eliminate the 200-kw system limitation, and bonding of entire project not as important. She added that the most important part would be that the company need to prove they will get every tax credit and show how it will be monetized. This will be their leverage for financing and without that provision, no one will do the project. A specific type of investor will be needed. Ms. Greenshields will meet with Ms. Piekut to review criteria.

Mr. Blair asked that this be determined while construction is still active. Mr. Severson reminded that the JBC must be specific about expectations and make sure that the roof isn't damaged. PC Construction should provide guidelines so that progress isn't delayed.

Ms. Greenshields stated that the project timeline should be next summer. Mr. Feldborg suggested that Ms. Greenshields speak with former Exeter Business Administrator Nate Lunney for advice since he worked on a similar project in Exeter.

Ms. Piekut asked if there was any discussion by the JBC on electrical car charging stations to which Ms. Greenshields responded that she feels that there should be and it should be included in project costs.

X. **CLERK OF THE WORKS REPORT:** To be provided during tour of site.

XI. **CONSTRUCTION SCHEDULE UPDATE:** Overall, exterior and site work are on target. The only concern at this time is with manpower needed for the interior.

XII. **REVIEW FUTURE MEETING SCHEDULE:** Meetings will continue every other Tuesday at 4:30 pm at the Superintendent's Conference Room in the McConnell Center. The next meeting will be on July 25th.

XIII. **MATTERS OF INTEREST:**

XIV. **BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:** Perimeter Fencing (including drawing), Ms. Greenshields will review the Solar RFP with Ms. Piekut of the Planning Department and will talk with Nate Lunney about his experience with solar arrays as part of a building project.

XV. **ADJOURNMENT:** Sarah Greenshields moved, Amanda Russell seconded to adjourn the JBC meeting at 6:30 p.m. An oral **VOTE PASSED 6/0.**