JOINT BUILDING COMMITTEE
DOVER HIGH SCHOOL AND REGIONAL CTC
MINUTES

DOVER SCHOOL DISTRICT

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room, McConnell Ctr.
Meeting Date:	**Tuesday, August 22, 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, August 22, 2017 at 4:40 p.m. in the Superintendent's Conference Room at the McConnell Center. Present were Bob Carrier, Amanda Russell, Matt Severson and Mark Geuther. Sarah Greenshields arrived at 5:07 pm, Amanda Russell was excused at 5:10 pm and Jason Gagnon was excused. 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, Superintendent Bill Harbron, Asst. City Manager Chris Parker, AD Peter Wotton and Fire Chief Eric Hagman.

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

III. **APPROVE MEETING MINUTES FROM AUGUST 8, 2017:** Amanda Russell moved, Matt Severson seconded to approve the minutes listed with the following change in paragraph 3. The **$1.1** ~~$1.2~~ million infrastructure budget **coming from** ~~will come from local funds and not~~ the JBC budget **will only cover the network infrastructure. A/V(such as projectors) will come from local funds**. An oral **VOTE PASSED 4/0.**

IV. **APPROVE MANIFESTS:**

Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC086 in the amount of $634.00 to Horizon Engineering for professional services rendered through 7/28/2017. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC087 in the amount of $81,382.56 to HMFH for professional services rendered through 7/31/2017. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC088 in the amount of $7,205.90 to R.W. Gillespie for professional services rendered through 7/31/2017. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC089 in the amount of $2,469.00 to Eversource Energy for removal of transformers and delivery and installation of a new one. A roll call **VOTE PASSED 4/0.** This is a rental item which is a better option in case something happens to it and a replacement is needed.

V. **CHANGE ORDER LOG DISCUSSION:** Mr. Blair reviewed the log and change orders to date. The general feeling is that most of the large costs are known. The animal science allowance is the biggest unknown factor at this point and these costs should be known by mid-October.

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

Amanda Russell moved, Sarah Greenshields seconded to approve Change Request Proposal 190061 ASI-038 Auto Coll CMU Office "Roof" in the amount of -$822.00 A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Matt Severson seconded to approve Change Request Proposal 19063R1 ASI-021.7 FF&E drawings in the amount of -$45,177.00 A roll call **VOTE PASSED 5/0.**

Sarah Greenshields moved, Matt Severson seconded to approve Change Request Proposal 190069R2 ASI-021.9 Revised Electrical Drawings in the amount of $46,368.00 A roll call **VOTE PASSED 4/0**.

Sarah Greenshields moved, Matt Severson seconded to approve Change Request Proposal 190090 ASI-054 CW & Auditorium Elevation Updates in the amount of $4,098.00 A roll call **VOTE PASSED 4/0**.

Sarah Greenshields moved, Matt Severson seconded to approve Change Request Proposal 190096 ASI-060 Cosmetology Electrical Revisions in the amount of $0 A roll call **VOTE PASSED 4/0**.

Change Request Proposal 190129R1 was tabled until a later date.

Sarah Greenshields moved, Matt Severson seconded to approve Change Request Proposal 190135 RFI-469 Unit Heater 12 in the amount of $537.00. A roll call **VOTE PASSED 4/0**.

Sarah Greenshields moved, Matt Severson seconded to approve Change Request Proposal 190136 RFI-480 Duct Diffuser 231A in the amount of $-46.00. A roll call **VOTE PASSED 4/0**.

Sarah Greenshields moved, Matt Severson seconded to approve Change Request Proposal 190138 RFI-479 SPED CR 222 Displacement Diffuser in the amount of $2,585.00. A roll call **VOTE PASSED 4/0**.

Sarah Greenshields moved, Matt Severson seconded to approve Owner's Change Order #0008 in the amount of $26,201.00. A roll call **VOTE PASSED 4/0**.

VII. APPROVE LETTERS OF RECOMMENDATION FOR SUBCONTRACTORS: none

VIII. COMMITTEE FINANCIAL REPORT: Ms. Simmons reviewed the financial report which is archived with the meeting minutes.

IX. RFP FOR SOLAR SYSTEM: Mr. Parker said the City wants to see proof that the supplier can supply the panels. They are looking for a "spirit and intent". The City is under no obligation until the equipment is installed. Mr. Parker summarized the solar system timeline and stated the City released a vague RFP for approximately 20 locations (various City buildings). The only feasible project from a financing standpoint was the high school project. The City has no jurisdiction over the high school, only bottom line authority. He will release the RFP and would like a member of the DHS JBC to participate on the interview committee and when someone is selected, it will go to the School Board for approval and not the City Council. The City Purchasing Agent will do the paperwork. The goal is to have the savings from electricity pay for the bond.

Mr. Parker stated that during negotiations, there should be a credit equal to structural steel put in place. Ms. Greenshields reviewed the RFP and Mr. Parker implemented changes. It will be released in the next few weeks. Ms. Greenshields will be the JBC member included on the interview team. The panels won't be installed until after the building is complete.

Mr. Parker will update the committee again toward the end of September.

X. FIELD TURF DISCUSSION: The status is that there is a signed letter of recommendation, although not signed by PC. It is a legally binding subcontract agreement with Field Turf for the football field. If there is a change in supplier for any reason, there would be ramifications of some kind.

Mr. Wotton stated his support for Cool Play. Mr. Blair stated that Cool Play is not in the contract and is an alternate add. It can be added if money is available for a cost of approximately $50,000.

Mr. Geuther commented that the budget is tight and he thought the JBC may not be required to move forward if not committed and if money isn't available.

Mr. Blair responded that the contract can be terminated at any time and City Attorney Blenkinsop confirmed that the contract can be terminated although there may be repercussions.

Mr. Blair added that if it is terminated, the opportunity may be lost to do the turf next summer. Companies will have already scheduled their projects for summer of 2018 and it may need to wait until summer of 2019.

Mr. Carrier commented that the track isn't as in bad shape as thought and Ms. Stanislaski confirmed that there may be some savings, but not significant. The minimum enhancement would be resurfacing. Ms. Stanislaski will schedule a meeting with Mr. Wotton and Mr. Driscoll to determine what may be able to be saved, although she didn't think it would be a large number.

Mr. Wotton stated his desire to complete both projects (field and track) at the same time, even if it means waiting until the next summer. Mr. Carrier stated they would know by mid-winter how much money is available. Mr. Blair stated the track needs to be started in March or April to be ready for August. The current bid is from last year and needs to be updated.

Mr. Carrier would like to find a plan moving forward to do the track and field together. There isn't funding now and it will depend on the contingency. Ms. Stanislaski stated that with lower asphalt prices, there may be a lower cost when it is bid again

PC Construction will check with their attorney for ramifications if the contract is canceled since it hasn't been signed by PC and hasn't been executed. PC has sent them a letter of intent.

XI. FUNDRAISING UPDATE: Today's meeting was canceled and has been rescheduled for Friday, 8/25 at 3:00 pm.

XII. CLERK OF THE WORKS REPORT: Mr. Brooks reviewed his weekly reports. There has been no major safety issues. 44 masons have been working on the project. The courtyard will be done before winter.

XIII. CONSTRUCTION SCHEDULE UPDATE: Mr. Blair stated a new update will be coming out next week, but no major changes to the schedule. They are still struggling a bit with manpower as expected.

XIV. MATTERS OF INTEREST: Mr. Carrier stated a concern by a neighbor with subcontractors who were smoking and littering on their lawn. The neighbors also complained to the police. The employees were suspended from the site for 3 days with one resigning. All employees were told that they cannot go to this area any longer.

Mr. Carrier asked for the status of the batting cages to which Mr. Blair responded that he is working on it, but it hasn't been a priority.

Mr. Blair commented that he is willing to give tours to committee, school board and councilors as requested within reason.

XV. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS: Update on Field and Turf, change order log discussion, Mr. Carrier will visit Mr. Brown, Fundraising press release, Mr. Wotton will review athletic schedules.

XVI. ADJOURNMENT: Sarah Greenshields moved, Matt Severson seconded to adjourn the JBC meeting at 6:21 p.m. An oral **VOTE PASSED 4/0.**