



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE DOVER HIGH SCHOOL AND REGIONAL CTC MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Supt Conference Room, McConnell Center
Meeting Date:	Tuesday, November 28, 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, November 28, 2017 at 4:35 p.m. in the Superintendent's Conference Room at the McConnell Center. Present were Bob Carrier, Sarah Greenshields, Jason Gagnon and Mark Geuther. Amanda Russell was excused. Matt Severson arrived at 4:40 p.m. Also present were Superintendent Bill Harbron, High School Principal Peter Driscoll, CTC Director Louise Paradis, Business Administrator Libby Simmons, Asst. City Manager Chris Parker, PC Construction Manager, Scott Blair, HMFH representatives Tina Stanislaski and Alan Pemstein, Clerk of the Works Mike Brooks, Facilities Manager Jeff White, Fire Chief Eric Hagman and incoming School Board members Zak Koehler and Andrew Wallace.
- II. CITIZENS' FORUM:** Mr. Koehler and Mr. Wallace introduced themselves to the committee.
- III. APPROVE MEETING MINUTES FROM NOVEMBER 14, 2017:** Jason Gagnon moved, Sarah Greenshields seconded to approve the minutes listed. An oral **VOTE PASSED 4/0.**
- IV. APPROVE MANIFESTS:**

Jason Gagnon moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC101 in the amount of \$83,002.94 to HMFH Architects for professional services rendered through 10/31/2017. A roll call **VOTE PASSED 5/0.**
- V. REVIEW AND APPROVE CHANGE ORDER PROPOSALS:**

Jason Gagnon moved, Matt Severson seconded to approve Owner's Change Order 0010 in the amount of \$23,297.00 A roll call **VOTE PASSED 5/0.**
- VI. CHANGE ORDER ANALYSIS:** Ms. Stanislaski reviewed the change orders to date and noted that most of it was related to the ledge removal which couldn't be helped. Most changes are unforeseen or for code issues. She will update this analysis each time a change order is approved. This was also shared with their engineers.
- VII. COMMITTEE FINANCIAL REPORT:** There were no changes to the financial report.
- VIII. FUNDRAISING UPDATE:** Ms. Greenshields updated the committee stating that they had received donations including one for \$1,000 from Senator David Watters. They will be recognized at the School Board meeting. Meetings will be scheduled with businesses interested in donating. A sample template for contributions and sponsorships will be reviewed by City Attorney Blenkinsop. Ms. Greenshields provided background information for the School Board-elect members in attendance.
- IX. TIME CAPSULE/GRAND OPENING DISCUSSION—CORNERSTONE CEREMONY:** A list has been put together of items the students would like included in the time capsule. Mr. Driscoll recommended a "soft opening" so that the public can view the building, possibly as a self-guided tour with a phone application. He added that they are looking a different orientation next year



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possibly with one day for grades 9 and 10 and another day for grades 11 and 12. He felt a subcommittee could help with planning the event since a grand opening may work well at the end of spirit week. Details should be discussed by a subcommittee sooner rather than later. Mr. Driscoll recommended that Jeff White, some members of the JBC and students be included in the committee. More to be determined later.

- X. CLERK OF THE WORKS REPORT:** Mr. Brooks provided his report to the committee on the status of the project. The courtyard landscaping started this week so that it can be closed up soon. Tile on locker rooms walls is being installed. Gym has been painted. Permanent power is the big focus. They have been held up by delays with the manufacturer. Temporary heat is still being used in certain areas and is able to be contained. Flooring will be started soon in certain areas. Corridors will be last to have flooring installed. An inspection meeting was held recently to make sure that everything is proceeding as planned and progress continues.

- XI. CONSTRUCTION SCHEDULE UPDATE:** The project is still on schedule to open at the end of August, but the schedule is very tight. Road into courtyard will be closed by the end of next week. Ground floor will be open for a short amount of time. Courtyard work is approximately 3 weeks behind. They are starting to work rapidly with finishes including painting, sanding, etc. Some sub-contractors are working overtime and weekend work to make sure the schedule is maintained. Windows were tested for leakage and all passed. One has a very small leak, but was re-caulked to make sure it was ok.

Mr. Blair commented that the animal science install crew is unable to erect the building. He is hopeful the cost will be less with a new crew. This wouldn't be started until spring.

Dr. Harbron asked Mr. Blair for an update on timetable for network connection. He added that the RFP had not been released yet and 28 days is needed to make sure that e-rate funding is secured. If guidelines aren't followed, the District will lose e-rate funding. Mr. Blair stated that he talked with Mr. Myers and the concern is that if water freezes in conduit, they will be unable to do anything until spring. He stated that they had discussed in June 2017 the timetable needed in order to have a network connection in March 2018. Another discussion was held in September 2017 on the timetable. Costs will be increased if they need to defrost the conduit. They will try to pump water out of the conduit to help the situation. Ms. Simmons will release the bid as soon as she receives the RFP from Mr. Myers.

In addition, Mr. Blair stated he needs at least one switch (temporary or permanent) in every closet by March in order to make the network live. If commissioning is delayed until May, they won't get through the testing in time. An RFP for the switches will also be needed in order for the commissioning in March 2018.

- XII. MATTERS OF INTEREST:** Ms. Greenshields asked Mr. Parker for an update on Solar power. Mr. Parker responded that he is working on finding out about bonding. He added that a consultant



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is being hired to assist with review of applications. Mr. Blair reminded that Eversource should be kept updated. They have concerns about their infrastructure being able to take the load. Mr. Parker confirmed that they would not be putting anything back on the grid.

Ms. Stanislaski stated that furniture and equipment bids would go out in January. Mr. Driscoll added that each class would be looked at individually.

- XIII. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:** change orders, LORs, construction update, manifests, fundraising update, time capsule, grand opening,
- XIV. ADJOURNMENT:** Sarah Greenshields moved, Matt Severson seconded to adjourn the JBC meeting at 5:25 p.m. An oral **VOTE PASSED 5/0.**