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:	**Wednesday, August 15, 2018**
Meeting Time:	**4:00 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 Wednesday, August 15, 2018 at 4:00 p.m. in the Superintendent's Conference Room. Present were Bob Carrier, Mark Geuther, Amanda Russell and Dennis Shanahan. Sarah Greenshields was excused. Matt Severson arrived at 4:25 p.m. Also present were Superintendent Bill Harbron, Business Administrator Libby Simmons, PC Construction Representatives Garrett Bertolini and Scott Blair, HMFH representative Tina Stanislaski, CTC Director Lisa Danley, Fire Chief Eric Hagman, Clerk of the Works Mike Brooks, IT Director Christy Prosser, Interim Facilities Manager Joe Stone.

II. **CITIZEN'S FORUM:** No one addressed the committee.

III. **APPROVE MEETING MINUTES FROM AUGUST 7, 2018:** Amanda Russell moved, Dennis Shanahan seconded to approve the minutes of the August 7 meeting. An oral **VOTE PASSED 4/0.**

IV. **APPROVE MANIFESTS:**

Amanda Russell moved, Mark Geuther seconded to pay manifest CIPM#DHSCTC142 in the amount of $1,788.75 to R.W. Gillespie for professional services through July 6, 2018. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Dennis Shanahan seconded to pay manifest CIPM#DHSCTC143 in the amount of $9,451.00 to Horizon Engineering for professional services through July 27, 2018. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Dennis Shanahan seconded to pay manifest CIPM#DHSCTC144 in the amount of $42,272.00 to HMFH Architects for professional services through July 31, 2018. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Dennis Shanahan seconded to pay manifest CIPM#DHSCTC145 in the amount of $77,715.00 to Ockers Company for Cleartouch monitors and wall mounts. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Dennis Shanahan seconded to approve Howard Systems for running fiber to the Alternative School in the amount of $9,440.00. A roll call **VOTE PASSED 4/0.** This brings connectivity to the schools since poles are being removed that currently provide this.

VOTE PASSED 4/0.

Amanda Russell moved, Dennis Shanahan seconded to approve Optiv for kits needed to hang waps (in public access areas) in the amount of $795.70. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Dennis Shanahan seconded to approve Ockers Company for various technology items $3,898.00. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Dennis Shanahan seconded to authorize relocation costs up to $50,000.00. A roll call **VOTE PASSED 4/0.** The current cost of $31,940.00 is included in the $50,000.00. This will cover additional moving expenses as needed.

The disposal of pallets was discussed, and it was determined that they will be used for a while and their disposal will be determined.

School office moves will be prioritized when moving of offices occurs.

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

Amanda Russell moved, Dennis Shanahan seconded to approve Owner's Change Order 0017 in the amount of $65,209.00. A roll call **VOTE PASSED 4/0.**

VI. **COMMITTEE FINANCIAL REPORT:** There was no financial report for this meeting.

VII. **TECHNOLOGY UPDATE**: Ms. Prosser updated the committee on the status of technology on the project. At this time, work is moving along as planned and there are no critical holdups. If everything goes according to plan, the school should be at 100% for the start of the school year.

VIII. **DEDICATION PLAQUE**: The committee reviewed, and it was requested that City Manage and Clerk of the Works names are aligned with the current two columns instead of being centered. Ms. Stanislaski will provide a final version for the next meeting and it will be approved by the JBC.

IX. **ROUND PEN DISCUSSION:** Ms. Simmons reported that she received one bid for $153,400.00 and $100,000.00 was budgeted. Ms. Danley will review options and contact other vendors. The current design is for horses, but since there will only be mini-horses, there may be other options including a square design which could reduce costs. Mr. Severson recommended looking into A & B in Pembroke.

X. **CLERK OF THE WORKS REPORT:** Mr. Brooks reported that they are now in clean/finish mode. Floors are being cleaned, second coat on gym floor, last of auditorium seating is being installed, furniture continues to be delivered, CTC equipment is being moved, light poles are installed, inspections are ongoing, loop road will be done in the next few days, striping is occurring in parking lot soon, solar panel representatives have inspected roof, animal science building is progressing quickly, night testing is occurring Friday night. The occupancy walk will be occurring on Monday. Gates are down, and building is locked and secured. Fire alarm should be online on Friday, cameras are functioning inside and outside, sprinkler system is pressurized but the main valve is off and as soon as the fire alarm is on, sprinklers will be turned on. The paint booth crew are coming back on Tuesday to test and approve.

Regarding the woodworking and building construction proposal, Mr. Carrier stated that it is his belief that there will be a maintenance plan so that $30,000.00 won't need to be spent. Mr. Blair responded that it will be closer to $19,000.00 to change all disconnects and add outlet covers to comply with codes. Chief Hagman added that this isn't a new code or new issue, but because the scope of use for some of the spaces gets into hazardous issues, this is needed.

Mr. Blair noted that this wouldn't be complete prior to occupancy due to manpower issues. Certain spaces in CTC may not be able to be used at the opening of the building, but instruction will not be interrupted since classes can still occur.

Cosmetology will need to be inspected and certified prior to use also. Welding area is all set.

Mr. Shanahan asked if everyone agrees who is responsible for costs of changes related to code. Mr. Blair responded that they will know more after approvals. PC will not move perform the work until costs have been approved. He is hopeful he will have more information for the next meeting.

Ms. Simmons will provide a report of a breakdown of CTC reimbursement from the State. She reported that they will not reimburse more than $13.5 million.

Mr. Carrier asked if there are any major code issues to which Chief Hagman responded that they are still checking on the firewall issue since it's a little "out of the box". This shouldn't hold up anything and testing was good. He added that there aren't safety issues with the design.

Teachers materials will be delivered to their rooms and they will be able to move in and organize hopefully after August 24. Culinary equipment trainings will occur also.

Fall sports have begun and they are using the old DHS until there is an occupancy permit. New equipment has been delivered to the new school.

XI. **CONSTRUCTION UPDATE:** Addressed in the Clerk of the Works report.

XII. **MATTERS OF INTEREST**: Contractors who are working in the building while students are there will have background checks per Dover School District policy. The fingerprinting and background check documents have been given to sub-contractors and they will be responsible for giving the names to Ms. Simmons and Ms. Kill-Kish. Most of the work will occur at night, so there shouldn't a large list.

BUILD NEXT AGENDA AND REVIEW ACTION ITEMS: Review of woodworking issues and auto collision, change orders, construction update, manifests, fundraising update, plaque reviewing.

XIII. **ADJOURNMENT:** Amanda Russell moved, Matt Severson seconded to adjourn the meeting at 5:15 pm**.** An oral **VOTE PASSED 5/0.**