DOVER SCHOOL DISTRICT	JOINT BUILDING COMMITTEE – DOVER HIGH SCHOOL AND REGIONAL CTC MEETING NOTICE	
	Meeting Type:	**Regular Meeting**
	Meeting Location:	**Superintendent's Conference Room, McConnell Center**
	Meeting Date:	**Tuesday, October 2, 2018**
	Meeting Time:	**4:30 P.M.**

1. Call to order and roll call
2. Citizen's Forum
3. Approval of Meeting Minutes from September 26, 2018
4. Approve manifests
5. Proposed Change Order Log with Updated Contingency Log
6. Review and approve change order proposals
7. Fundraising Update
8. Dedication Ceremony
9. Committee Financial Report
10. Clerk of the Works Report/Construction Update
11. Matters of Interest
12. Build next agenda and review action items
13. Adjournment

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, September 26, 2018**
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 Wednesday, September 25, 2018 at 4:30 p.m. in the Superintendent's Conference Room. Present were Bob Carrier, Mark Geuther, Amanda Russell, Dennis Shanahan and Matt Severson. Sarah Greenshields was excused. Also present were Superintendent Bill Harbron, Business Administrator Libby Simmons, PC Construction Representatives Joe Picoraro, 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, DHS Principal Peter Driscoll, Interim Facilities Manager Joe Stone, Micah Blum from Griffin Electric, Emerson Lennon and Emily Dalton from IRN.

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

III. APPROVE MEETING MINUTES FROM SEPTEMBER 18, 2018: Amanda Russell moved, Dennis Shanahan seconded to approve the minutes of the September 18 meeting as presented. An oral **VOTE PASSED 5/0.**

IV. APPROVE MANIFESTS:

Amanda Russell moved, Dennis Shanahan seconded to pay manifest CIPM#DHSCTC158 in the amount of $3,179.31 to Optiv Security custom consulting services for WAP's. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC159 in the amount of $20,944.59 to Optiv Security custom consulting services for WAP's. A roll call **VOTE PASSED 5/0.**

V. PROPOSED CHANGE ORDER LOG:

Ms. Stanislaski reviewed the log with the JBC. It was agreed that PC should be keeping up with the log since they are more aware of what is occurring. Mr. Blair will provide an updated. Mr. Driscoll asked that another column be added categorizing the change order. Items that have been rejected, need to be re-worked. The potential liability is the sum of the Rejected and Pending Approval columns.

Mr. Shanahan noted that there is the potential to exhaust more than half of the contingency on this list. It was requested that a heading is added to the report.

VI. REVIEW AND APPROVE CHANGE ORDER PROPOSALS:

Mr. Blair stated that there weren't change order proposals sent but he had a conference call with Christy and Peter about the intercom system. GGD had questions on the infrastructure. This is a safety concern for the school and needs to be resolved. The cost would be approximately $32,000. Mr. Driscoll summarized the two options communicating from the classroom to the administrative offices. One option would be to put a phone on the wall plate and the Dean's office would be able to be called. They would need to communicate through the intercom.

The original plan was to have a phone in every room but was never resolved. The rental fee for phones would be high in price. 104 rooms are impacted. Maybe areas including student services, CTC offices, etc. always had a phone and still do. Labs don't have phones.

The CTC labs don't have talk-back feature and need phones due to the noise in the areas. Paging speakers are everywhere so administration is able to contact everyone.

Ms. Stanislaski will work on this on Thursday.

Matt Severson moved, Dennis Shanahan seconded to approve change order 190720R1 in the amount of $37,698.00 for changes to phone communication system pending mutually agreed resolution. A roll call **VOTE PASSED 5/0.**

VII. **AUDITORIUM LIGHTS:** Mr. Carrier stated that a group is renting the auditorium in November, but we are not sure if this can occur since lights are not working. Griffin Electric representative Micah Blum stated that the light fixtures will be installed on October 4. Training will occur for anyone who is working in that area. House lights are currently on but will come down. There is a stage manager who will work with this for the District. Audio Visual is being built now and will be finishing on the same date. The curtains are scheduled to be hung on October 4.

VIII. **REMOVAL OF FURNITURE FROM OLD DHS:** Emerson Lennon and Emily Dalton from IRN, a company that matches furniture with charitable organization summarized the process they use. Mr. Blair stated they were under the assumption that all furniture would be out of the old high school prior to abatement. Mr. Lennon stated they can have trailers available within a few days and will need approximately 3 days to clear the building. They can work on their own contract or work under Diamond Relocation contract.

Mr. Driscoll sated that abatement would be done in stages with some asbestos-free areas closed off. Mr. Blair needs a date when the building can be cleared so that abatement can begin.

Envirovantage owns anything that is fixed or attached to the building, such as a boiler or lockers. The preference is to move everything out of the building, rather than keep in a holding location such as the gym.

There are a few rental trailers located in the parking lot for furniture that needs to be stored.

Mr. Lennon will provide a quote tomorrow and it will be reviewed along with the quote already submitted. Per School Board Policy DJE, in emergency situations, the bid process can be waived.

It was decided that the date for all items to be out of the old high school is Monday, October 8 so that Envirovantage can start their process. Mr. Blair suggested walking through the old building

Supervision of the moving process was discussed with C&W Services, PC and Mike Brooks all as possibilities, with a decision being made at the Friday meeting. It was determined that a great deal of supervision won't be needed.

The JBC will meet on Friday, September 28 at 3:00 p.m. to review the quotes for moving high school furniture. A walk through of the old building will occur after the salvage company removes their items. If there are items remaining, they can be moved to the areas including the World Language area that can be closed off from the rest of the building.

IX. CLERK OF THE WORKS REPORT/CONSTRUCTION UPDATE: Mr. Brooks stated that the process is moving along, and they are still trying to have CTC spaces, including auto tech, collision, welding, building construction and woodworking, turned over by inspection services to the school. Punch lists are being worked on, with priority lists created each night. Animal Science building has come a long way and is almost ready for their final inspections.

Ms**.** Russell asked when the students would be in their spaces and the time frame to shut off lights. Mr. Bertolini stated that they are close. Separate items and areas were discussed with some conflicting information. Ms. Danley expressed frustration after having heard for the past month that they are almost complete. She feels that they are still 3-4 weeks away from being ready, while PC believes it will be just a few days.

Chief Hagman shared his insight on the inspections and reiterated that they will be available to inspect at any time and will re-arrange their schedule to accommodate the project.

Ms. Russell commended the staff since the reviews of the school are still very positive.

Mr. Bertolini acknowledged his responsibility for the completion of the project. Mr. Shanahan asked what it will take to make the school ready for students in all areas. He added that he doesn't believe that progress is being made, to which Mr. Bertolini disagreed. He stated his belief that they, along with HMFH, have made huge efforts to complete the project. They have had a plan in place and have workers on site 24/7 with superintendents on site at varied hours. There is also a project engineer who is solely responsible for punch lists. PC has addressed issues as fast as they are discovered. Mr. Bertolini stated his hope that their efforts were recognized, admitting that the process hasn't been perfect, but they have done the best they can.

Mr. Shanahan noted that while not wanting to place blame, their needs to be a complete acceptance of responsibility by all who are involved. Mr. Bertolini commented that he feels that PC has received most of the blame.

Mr. Picoraro added that staff has been added and there have been many moving parts behind the scenes. Ms. Russell noted that they expected students to be in the labs after the first or second week of school and they are not receiving the education they need. Certification hours are a requirement of the CTC programs. PC added again that they believe they are days away from completing these areas and not weeks.

As the Clerk of the Works and being the one person who deals with all areas of the project, Mr. Brooks provided additional insight on the process. He described the list process, noting that every day the lists are reviewed, and many items are removed. Unfortunately, many items are added to the lists and they keep growing. Each person has their own priorities on the list and each day is a discussion on which are the most important. He believes most areas are almost ready to turnover. The problem with the process is that one small item can take several days due to fixing the problem and inspections, etc.

Mr. Brooks added that they are trying to fix items as issues arise, rather than waiting to fix them. He noted that there is much more to the system than people realize.

Mr. Carrier stated that between now and Tuesday, he hopes that there is more forward process, answers, and CTC students can use their programs.

Mr. Bertolini stated that he could define "days away" Thursday.

Ms. Stanislaski commented her only real concern at this point is with the Paint Booth the school requested from Spineesi. They are having difficulty with getting it UL listed. Mr. Brooks has been dealing with the situation and has been communicating weekly with Tim Morgan from Spineesi. Mr. Blair sent them a letter saying they would not receive their payment unless they take care of the UL listing. Mr. Brooks will meet with Mr. Maxfield about moving the paint from the old school to the new school. Mr. Carrier asked Mr. Brooks to continue trying to find answers and report back to the JBC with an update.

X. **MATTERS OF INTEREST**: Dr. Harbron reviewed the ReVision Energy letter with the JBC. He stated he, Ms. Simmons, Mr. Parker and Attorney Blenkinsop and the solar company for clarification on the contract.

Amanda Russell moved, Matt Severson seconded to approve Superintendent Harbron to sign the letter for the warranty. An oral **VOTE PASSED 5/0**. Mr. Blair asked for clarification on the 72 mil. protection, to which Dr. Harbron responded that they will lay down extra if needed.

Mr. Brooks asked who the person will be to answer questions from ReVision, since he is not sure if it falls under the JBC's purview to which Mr. Carrier responded that they would figure it out.

XI. **BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:** The next meeting is scheduled for Friday, September 28 at 3:00 pm. Removal of high school furniture is the only agenda item.

XII. **ADJOURNMENT:** Amanda Russell moved, Matt Severson seconded to adjourn the meeting at 6:20 pm**.** An oral **VOTE PASSED 5/0.**

MAN. NO. CIPM#DHSCTC160
DATE: 10/2/2018

VENDOR VOUCHER MANIFEST
SCHOOL DISTRICT SAU #11

1. DATE	2. PAYEE NAME AND ADDRESS	3. FINANCE PO NO:	4. AMOUNT EXPENDED	5. AMOUNT OF CHECK	6. PROJECT NAME
1. 10/2/2018	Horizon Engineering Associates, LLP 800 Veterans Memorial Highway, Suite 301 Hauppauge, NY 11788-2948				DHS/CTC
PO Line					Fac. Improv.
1	4016.1.600.46900.4725.07101.16.000.000.700	201609442		$ 7,619.64	FY: 2016
2	4016.1.600.46900.4725.07108.16.000.000.700	201609442		$ 2,250.36	
				$ 9,870.00	Inv No. 29
	Professional Services from 7/28/2018-8/31/2018				
TOTALS				**$9,870.00**	

TO THE TREASURER; PAYMENTS AUTHORIZED AND ORDERED TO THE PERSONS LISTED ABOVE FOR THE SUMS INDICATED IN COLUMN 5. AMOUNT OF CHECK AMOUNTING IN THE AGGREGATE TO: 9,870.00

Superintendent of Schools or Business Administrator ***Date***

Robert Carrier, Deputy Mayor, JBC Chair ***Date***

Invoice

Horizon Engineering
Associates LLP

800 Veterans Memorial Highway
Suite 301
Hauppauge, NY 11788-2948

Dover School District
61 Locust Street
Suite 409
Dover, NH 03820

August 31, 2018
Project No: R2016Z-072
Invoice No: 29

Project R2016Z-072 Dover High School and Career Tech Center

Professional Services from July 28, 2018 to August 31, 2018

Fee

Total Fee	171,630.00			
Percent Complete	71.2542	Total Earned	122,293.51	
		Previous Fee Billing	112,423.51	
		Current Fee Billing	9,870.00	
		Total Fee		**9,870.00**
			Total this Invoice	**$9,870.00**

Billed-To-Date

	Current	Prior	Total	Received	A/R Balance
Fee	9,870.00	112,423.51	122,293.51		
Totals	**9,870.00**	**112,423.51**	**122,293.51**	**112,423.51**	**9,870.00**

Remit to: Horizon Engineering Associates, 800 Veteran's Highway, Ste. 301, Hauppauge, NY 11788

Dover High School
HEA Project Number: R2016Z-072

Monthly Invoice Description
Invoice # R2016Z-072-29

Invoice Period:	**August 2018**
Cx Authority:	**Horizon Engineering Associates, LLP**
Amount:	**$9,870.00**

Dover High School

- Site visit for Fire Alarm Testing
- Site visit to review status of the network with SIEMENS
- Site visit to attend RTU/Chiller training
- Site visit to witness TAB and back check deficiencies
- Internal Project management

Libby Simmons

From: Brooks, Michael <M.Brooks@dover.nh.gov>
Sent: Thursday, September 27, 2018 4:11 PM
To: Libby Simmons
Subject: RE: Invoice submission: Dover High School August 2018

Hi Libby,
This all checks out for services from Horizon.

Michael Brooks
Clerk of the Works
City of Dover
288 Central Ave.
Dover NH 03820
603-534-0367
m.brooks@dover.nh.gov
Everyday is a new Day
Dover: First in New Hampshire, First with you!
http://www.dover.nh.gov

From: Libby Simmons <l.simmons@dover.k12.nh.us>
Sent: Thursday, September 27, 2018 3:40 PM
To: Brooks, Michael <M.Brooks@dover.nh.gov>
Subject: FW: Invoice submission: Dover High School August 2018

Hi Mike – with a meeting next week, would you be able to take a look at this one?
Thanks,
Libby

From: Libby Simmons
Sent: Wednesday, September 19, 2018 6:17 PM
To: 'Brooks, Michael' <M.Brooks@dover.nh.gov>
Subject: FW: Invoice submission: Dover High School August 2018

Hi Mike – here is another one when you have a chance to review.
Thanks,
Libby

Libby Simmons
Business Administrator
Dover School District
61 Locust Street, Suite 409
Dover, NH 03820
603-516-6482
l.simmons@dover.k12.nh.us

From: Marsha Alexander <MAlexander@Horizon-Engineering.com>
Sent: Wednesday, September 19, 2018 10:33 AM
To: Libby Simmons <l.simmons@dover.k12.nh.us>
Cc: Jonathan Friedman <JFriedman@Horizon-Engineering.com>
Subject: Invoice submission: Dover High School August 2018

Good Afternoon Libby,

Attached please find Horizon's invoice 29 which includes the invoice description.

Please feel free to contact me with any questions or concerns.

Thank you,

Marsha Alexander-Rock
Project Coordinator
Horizon Engineering Associates, LLP
30 Broad Street, Suite 1500 | New York, NY 10004
T: 212.400.3700 | C: 347.780.8317
E. malexander@horizon-engineering.com

Commissioning | Sustainable Consulting | Energy Audit & Analysis

---

MAN. NO. CIPM#DHSCTC161
DATE: 10/2/2018

VENDOR VOUCHER MANIFEST
SCHOOL DISTRICT SAU #11

1. DATE	2. PAYEE NAME AND ADDRESS	3. FINANCE PO NO:	4. AMOUNT EXPENDED	5. AMOUNT OF CHECK	6. PROJECT NAME
1. 10/2/2018	Caruso Music, Inc. 94 State Street New London, CT 06320				
PO Line 1	4016.1.600.46900.4725.07101.16.000.000.700	201902593		$ 10,812.00 **$ 10,812.00**	DHS/CTC Fac. Improv. FY: 2016 Inv#196164
	Baldwin SF10 piano (used with trade-in Steinway C)				
TOTALS				**$10,812.00**	

TO THE TREASURER; PAYMENTS AUTHORIZED AND ORDERED TO THE PERSONS LISTED ABOVE FOR THE SUMS INDICATED IN COLUMN 5. AMOUNT OF CHECK AMOUNTING IN THE AGGREGATE TO: 10,812.00

Superintendent of Schools or Business Administrator **Date**

Robert Carrier, Deputy Mayor, JBC Chair **Date**

Invoice

Caruso PIANO GALLERY
A division of
CARUSO MUSIC, INC
94 STATE STREET
NEW LONDON, CT 06320
860.442.9600 | info@carusopianos.com

Date 9/20/2018
Invoice # 196164
P.O. # 201902593
Terms Net 15

BILL TO
Dover School District
61 Locust Street
Dover, NH 03820

SHIP TO
Dover High School
Attn: LaFleur Robin
25 Alumni Dr.
Dover, NH 03820

Shipping via Pianos2Go
Delivery Details
Local Mover
In-Home Delivery

Contact Phone 603-516-6900
Email j.butka@dover.k12.nh.us

Qty.	Description	Rate	Amount
	Baldwin SF10 #359179 w/ bench	14,900.00	14,900.00
	Trade-In Steinway C	-5,000.00	-5,000.00
	Delivery and Pickup Included		0.00
	Dual-Tank Dampp-Chaser Piano Life Saver (Installed)	685.00	685.00
	Quilted Piano Cover	138.00	138.00
	Fallboard Lock	89.00	89.00

Total	$10,812.00
Payments/Credits	$0.00
Balance Due	$10,812.00

Purchase Order

Dover School District - SAU #11
61 Locust Street
Dover NH 03820

No. 201902593

All PO's expire 6-30-19
PO NOT VALID WITHOUT SUPERINTENDENT OR
BUSINESS ADMINISTRATOR'S SIGNATURE

Send 2 copies of invoices
Mail invoices to above address

PO# must be on all documents
MSDS must accompany all products

P.O. Date: 09/20/2018 **Questions ?** Accounts Payable (603) 516-6800 **Ext:** **Account:**

P.O. Issued To :

CARUSO MUSIC, INC.
94 STATE STREET
NEW LONDON CT 06320

Ship To:

Dover High School
Attn: LaFleur Robin
25 Alumni Drive
Dover NH 03820
(603) 516-6900

Contact: Location: S SAU

Phone: (860) 442-9600 Fax: **Project:** Undesignated **Req#** 1902830

Reference: **Date Required:** 10/05/2018 **Award Number:**

Line	Qty	Unit	Part#	Description	Account Number	Unit Price	Extended	Tax	Freight
1	10812			Baldwin SF10 #359179 w/bench per quote#4176. Pickup of Steinway Trade-In must occur prior to 9.28.2018.	4016.1.600.46900.4725.07101.16.000.000.700 High School & Dunaway Field Improvements	1.00	10,812.00	0.00	0.00

Approval Log

Approved By	Date	Notes
rlafleur	09/20/18	Requisition Submitted for Approval
lsimmons	09/20/18	Purchase Order Created

APPROVAL SIGNATURES:

Libby M. Sim

Sub-Total:	10,812.00
Freight:	0.00
Tax:	0.00
Total Amount:	10,812.00

NOTES:

Order Via: Mail

FILE COPY