



**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:	Tuesday, October 2, 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 Tuesday, October 2, 2018 at 4:30 p.m. in the Superintendent's Conference Room. Present were Bob Carrier, Mark Geuther, Amanda Russell, Dennis Shanahan and Sarah Greenshields. Matt Severson was excused. Also present were Superintendent Bill Harbron, Business Administrator Libby Simmons, PC Construction Representatives Joe Picoraro and Garrett Bertolini, President and CEO of PC Construction Jay Fayette, HMFH representatives Tina Stanislaski, Laura Wernick and Alan Pemstein, 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. Griffin Electric representatives Micah Blum and Jim Gardner.
- II. CITIZEN'S FORUM:** No one addressed the committee.
- III. APPROVE MEETING MINUTES FROM SEPTEMBER 26, 2018:** Amanda Russell moved, Sarah Greenshields seconded to approve the minutes of the September 26 meeting as presented. An oral **VOTE PASSED 5/0**.
- IV. APPROVE MANIFESTS:**
- Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC160 in the amount of \$29,870.00 to Horizon Engineering for professional services through August 31, 2018. A roll call **VOTE PASSED 5/0**.
- Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC161 in the amount of \$10,812.00 to Caruso Music for a Baldwin SF10 piano. One of the pedals was not functioning, so the vendor will fix. A roll call **VOTE PASSED 5/0**. Ms. Simmons will check to see if the piano was tuned before delivered. She will also hold payment until the pedal has been fixed.
- Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC162 in the amount of \$3,132.00 to Robert H. Lord for delivery and installation of volleyball equipment. A roll call **VOTE PASSED 5/0**.
- Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC163 in the amount of \$4,057.60 to School Furnishings. This is an FFE purchase. A roll call **VOTE PASSED 5/0**.
- Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC164 in the amount of \$168,361.32 to School Furnishings. This is an FFE purchase. A roll call **VOTE PASSED 5/0**.
- Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC165 in the amount of \$33,451.49 to School Furnishings. This is an FFE purchase. A roll call **VOTE PASSED 5/0**.



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Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC166 in the amount of \$134,168.00 to New England Fitness Distributors for weight and cardio equipment. This is an FFE purchase. A roll call **VOTE PASSED 5/0**

V. PROPOSED CHANGE ORDER LOG WITH UPDATED CONTINGENCY LOG:

This will be added to the next agenda since HMFH received on Friday and need to vet before discussing with JBC. HMFH will also bring their change order log that shows responsibility.

VI. REVIEW AND APPROVE CHANGE ORDER PROPOSALS: none

VII. FUNDRAISING UPDATE: Ms. Greenshields reported that the committee held a successful phone-a-thon on Monday and received tentative commitments from most of the people or groups contacted. They are trying to sell benches and trees in order to raise additional money. Another phone-a-thon will be held on Monday, October 15. The fundraising committee is scheduling tours with certain groups to showcase the high school and hopefully, receive donations.

VIII. DEDICATION CEREMONY: Mr. Driscoll reviewed the plan for the dedication and listed invitees. He asked for direction on who would be speaking at the event. He recommended that Mayor Weston, Senator Watters, Dr. Harbron, Ms. Russell and Mr. Carrier speak at the event. Mr. Carrier asked that the JBC members be introduced as well as HMFH and PC Construction. Mr. Driscoll asked that acknowledgements and recognitions be separate and prior to the speaking portion of the dedication. Mr. Driscoll will act as the emcee for the program. The senior class will be in attendance with the president of the class cutting the ribbon (which will be located on the stage). This dedication is not open to the public since it is occurring during the school day and there will be another event for the community in November.

IX. COMMITTEE FINANCIAL REPORT: Ms. Simmons reviewed the financial report. The only change was the addition of the IRN approval for moving furniture.

Amanda Russell moved, Sarah Greenshields seconded to increase the contract with Diamond Relocation by \$30,000 for moving costs. A roll call **VOTE PASSED 5/0**. Mr. Stone is providing oversight of this part of the project. There is still \$51,000 remaining in the moving budget.

X. CLERK OF THE WORKS REPORT/CONSTRUCTION UPDATE: Mr. Brooks reported that CTC spaces are being worked on and are a priority. There is still some machinery that can't be used. Pre-engineering passed inspections today. Auto tech is completed but there are 3 old lifts that need to be wired. New lifts are all set.

Duct work is still needed and will be completed tonight in auto collision. There will be a meeting Wednesday for the UL listing for the paint booth which is the last piece of the auto collision area.

Griffin is almost finished but there still needs to be a dust collector and everything needs to put back together. It should be ready to go in 1-2 days.



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Salon lights were installed in the cosmetology area last night.

Ms. Danley confirmed that they are making progress in the CTC.

Mr. Brooks added that they are toward the end of the list now and not creating new items.

Auditorium lighting and sound training will be held on Thursday when it will be 95% complete. They will be able to control the amount of lighting in the auditorium. The stage curtain will be installed on Thursday.

The house sound system should be available for the dedication on October 12.

The rest of the animal science fence will be added this week. The hay barn and concrete pad will hopefully be installed in the next few days. Animals are scheduled to arrive soon and are currently fostered with families.

Mr. Shanahan asked when overall lighting would be in the District's control to which the response was that they would be able to inform the District of a date by the end of the week. Crews are working all week on the doors. Mr. Bertolini commented that all doors lock. Ms. Stanislaski stated that there are a few doors that still don't lock. Mr. Driscoll noted that they have improved a great deal in the last week.

Ms. Prosser updated the committee on technology stating that the auditorium, town hall and gym have limited wireless. They will need additional equipment and access points. They are awaiting quotes for additional cabling. Anything over 30 people will limit wireless capability.

Ms. Prosser noted that their list is growing, rather than shrinking and they are encountering and trying to assist with individual needs.

Mr. Shanahan asked if the ventilation system is under system control or manual to which Mr. Bertolini responded they are under system contract but still need some adjustments.

Mr. Bertolini stated the PC has a plan of action and full commitment to the project. They try to address all issues as they arise.

Mr. Fayette stated that he feels the frustration of the JBC and is committed to the project. By the end of the day on Friday, they will have a full plan and timeline for when they will be out of the building including punch lists. He noted that it is urgent and a priority for all PC company owners.

They will be adding resources on Monday including superintendents to help Mr. Bertolini and his team and will remain until the project is complete. Mr. Fayette apologized for putting the JBC in this position. There is a full commitment from Griffin and other vendors.

Ms. Russell reiterated that that the building needs to be secure and the District needs control of the building.

XI. MATTERS OF INTEREST: none.



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- XII. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:** The next meeting is scheduled for Tuesday, October 16 at 4:30 pm at Dover High School. Round Pen Update, Construction Update, Tech Update, Manifests, change orders, contingency log.
- XIII. ADJOURNMENT:** Sarah Greenshields moved, Amanda Russell seconded to adjourn the meeting at 5:32 pm. An oral **VOTE PASSED 5/0.**