JOINT BUILDING COMMITTEE
DOVER HIGH SCHOOL AND REGIONAL CTC
MINUTES

DOVER SCHOOL DISTRICT

Meeting Type:	Regular Meeting
Meeting Location:	Dover High School
Meeting Date:	**Tuesday, October 16, 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 16, 2018 at 4:35 p.m. in the DHS Conference Room at Dover High School. Present were Bob Carrier, Mark Geuther, Amanda Russell, and Sarah Greenshields. Matt Severson and Dennis Shanahan were excused. Also present were Superintendent Bill Harbron, Business Administrator Libby Simmons, PC Construction Representatives Joe Picoraro and Garrett Bertolini, HMFH representatives Tina Stanislaski and Alan Pemstein, Asst. Fire Chief Paul Haas, Clerk of the Works Mike Brooks, IT Director Christy Prosser, DHS Principal Peter Driscoll, C&W Services Representative Angel Doyle. Griffin Electric representatives Micah Blum and Jim Gardner.

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

III. **APPROVE MEETING MINUTES FROM SEPTEMBER 28 and October 2, 2018:** Amanda Russell moved, Sarah Greenshields seconded to approve the minutes of the September 28 and October 2 meetings as presented. An oral **VOTE PASSED 4/0.**

IV. **APPROVE MANIFESTS:**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC167 in the amount of $61,168.00 to Diamond Relocation for moving services through September 28, 2018. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC168 in the amount of $3,600.00 to Optiv Security, Inc. for custom consulting services for WAP's. A roll call **VOTE PASSED 4/0**.

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC169 in the amount of $9,928.00 to Robert Half Technology for IT temporary technical assistance through September 28, 2018. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC170 in the amount of $257,734.00 to Ockers Company for CTC devices including Dell workstations, laptops chromebooks and tablets. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC171 in the amount of $47,489.16 to Ockers Company for servers. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC172 in the amount of $41,135.00 to DialMedical USA for classroom ambulance simulator package. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC173 in the amount of $54,762.98 to School Furnishings for CTC FFE purchases. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC174 in the amount of $1,304.82 to School Furnishings for HS FFE purchases. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC175 in the amount of $11,163.86 to HMFH Architects for professional services through September 30. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC176 in the amount of $195,150.00 to PC Construction for construction services through September 30. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to approve purchase of spray booth equipment from Jamar Auto for $5,404.57 plus shipping. A roll call **VOTE PASSED 4/0.** The existing materials were not able to be used since they were not compatible.

Amanda Russell moved, Sarah Greenshields seconded to approve purchase of materials for the electrical technology program from Middleton Lumber for $697.31. A roll call **VOTE PASSED 4/0.**

V. PROPOSED CHANGE ORDER LOG WITH UPDATED CONTINGENCY LOG:

Ms. Stanislaski reviewed the log of all contingencies with updates to include change order through #18. Much of the funds were spent on ledge and the transfers. Removal of these items show a low use of contingency. An industry standard would be 3% and for this project it is below 2%.

Record Note: Design Team responsibility is less than 1%

Ms. Greenshields asked at point would the JBC know what is left over that could possibly be put back into the project. Ms. Stanislaski responded that they would need to look at the list of items that still may be outstanding or planned. Mr. Pemstein felt that the only other large item that may come up would be removal of hazardous material which according to Mr. Bertolini, may be known by the end of the year. Ms. Greenshields stated that she still feels it important for the JBC to prioritize items that may have been on the wish list.

Mr. Blair commented that with the exception of tennis courts, the deadline has already passed for much of the wish list. Items could be re-priced if there is still an interest and funds. Mr. Blair cautioned that if they are interested in re-pricing the track, it should be done soon, since companies are booking into the summer.

Sue Vitko will be invited to the next meeting to discuss her fundraising efforts for the tennis courts.

Ms. Stanislaski recommended informing a vendor that there is a certain amount of money available for the track and determine what can be purchased with that amount. The list will be reviewed at the next meeting.

Mr. Driscoll requested that any items on the wish list be approved by he or Ms. Danley before purchasing.

VI. REVIEW AND APPROVE CHANGE ORDER PROPOSALS:

Amanda Russell moved, Sarah Greenshields seconded to approve change order 190145R1 for RFI – 484 Water Supply to Wash Bay in the amount of $1,153.00. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to approve change order 19274 for RFI –762 Kitchen Equipment Power in the amount of $2,024.00. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to approve change order 190278 for RFI – 775 Outlets for Existing Grab n Go's in the amount of $2,293.00. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to approve change order 190291R1 for PR - 045 Gym Scorer's Table in the amount of $353.00. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to approve change order 190296 for ASI – 128 Room 206 Door Swing Changes in the amount of $1,612.00. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to approve change order 190310 for ASI – 139 Tire Changer Compressed Air the amount of $1,535.00. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to approve change order 191005 for Fire Alarm Fire Department Review in the amount of $2,027.00. A roll call **VOTE PASSED 4/0.**

VII. TECHNOLOGY DEVICE BID:

Ms. Prosser summarized the bid award. There is approximately $42,000 remaining in the allocated $300,000 designated for technology. The award is a mix of 3 vendors based on returns from the bids. Price and longevity were included in the decision on items to purchase. Ms. Prosser will re-evaluate to how obtain the additional pieces of needed technology for teachers. She stated they will be short $32,000 to purchase the 85 machines needed for teachers. The cost was higher due to the quality of the equipment.

Amanda Russell moved, Sarah Greenshields seconded to award the bid to listed vendors for technology devices in the amount of $257,609.88. A roll call **VOTE PASSED 4/0.**

VIII. FUNDRAISING UPDATE: Ms. Greenshields reported that the committee held another successful phone-a thon on Monday and will continue to do so every other Monday from 9:30 am – 11:30 am. They are still receiving positive responses to their requests. Senator Watters and the NH Automotive Association were in the process of touring the CTC and the fundraising committee is hopeful they will donate to the project. Liberty Mutual and Measured Progress are still potential donors. The tree and bench campaign is ongoing.

IX. COMMITTEE FINANCIAL REPORT: Ms. Simmons reviewed the financial report. The only change was the addition of the IRN approval for moving furniture. There is $238,059 remaining in the FF&E. Mr. Driscoll confirmed that there would be a minimum of $100,000 from the total spent.

X. FINANCIAL AND STATUS REPORT: Amanda Russell moved, Sarah Greenshields seconded to approve the financial and status report. An oral **VOTE PASSED 4/0.**

XI. CAT WALK UPDATE: Amanda Russell moved, Sarah Greenshields seconded to approve up to $2,000 for the purchase of metal coverings for the cat walk. A roll call **VOTE PASSED 4/0.**

Ms. Simmons will obtain several quotes for this before purchasing.

XII. COMPLETION PLAN: Mr. Bertolini summarized the updated completion plan. Dust collection should be on by the end of the week. The plan is going well and there continues to be additional supervision. They expect the plan to be complete by November 4 unless there are delivery delays. Mr. Fayette has been checking in every other day. Ms. Russell commented that the cosmetology shelves are an incorrect length, to which Mr. Bertolini responded that the correct size has been ordered.

XIII. RTU's (Roof Top Units): to be included in item below.

XIV. CLERK OF THE WORKS REPORT/CONSTRUCTION UPDATE: Mr. Brooks reported that CTC spaces are being worked on and are a priority. Work is nearing completion, but each area still needs something to be done in order for it to be completed. They are still able to be used.

The dust collection system will be turned over soon and is the last phase for areas to be operational. Inspector Maxfield is at the site every day at 7 am working on items with Griffin.

The roof top units are being inspected to make sure they are working properly for the welding program.

Abatement is occurring on the third floor of the old high school and prep work is occurring. Items are still being moved out of the gym.

Mr. Driscoll stated the building is secured, however he would like the lights to be shut off at night as much as possible.

Ms. Russell asked about the status of removal of items in DHS. Ms. Simmons will follow up. Mr. Brooks commented that the company was still there today.

Mr. Bertolini addressed the roof top units, stating they were used to heat the building last year. They need to be serviced due to the use and each type of until will be inspected to make sure that they are all working properly. There will get a service agreement for each unit to change filters, etc. and make sure there is no damage and they will only need yearly service.

Mr. Pemstein stated HMFH's concern that the units have been used during construction and wants to be sure that the product is working and warrantied.

Mr. Carrier informed the JBC that Mr. Blair is leaving his position with PC Construction. Mr. Blair will be available to PC to help close out the project, although he will not be able to attend future JBC meetings. Mr. Carrier thanked Mr. Blair for his work on the project.

Mr. Picoraro noted that he will provide an outline for the next few months of the project.

Dr. Harbron stated that he is being updated weekly on the status of the project. Mr. Driscoll added that his role is lessening as time progresses, although it is day to day.

Ms. Stanislaski added that she will provide a matrix of remaining trainings that need to be completed to help Mr. Driscoll and Ms. Danley.

Ms. Stanislaski noted the commissioning is taking longer because the agent and HMFH engineers needs to be able to see trending data at all times and is unable to obtain access due to the firewall. The time has been extended to after Christmas due to this issue. IT Director Christy Prosser doesn't want people to have access from the outside for security issues. Bids will go to the School Board in a Special Session on Monday, October 22. This issue is making things run slower than they should.

XV. **MATTERS OF INTEREST**: Mr. Geuther thanked Mr. Blair for his work on the project.

XVI. **BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:** The next meeting is scheduled for Tuesday, October 30 at 4:30 pm at Dover High School. Round Pen Update, Construction Update, Manifests, change orders, list of potential items, tennis courts.

XVII. **ADJOURNMENT:** Sarah Greenshields moved, Amanda Russell seconded to adjourn the meeting at 6:10 pm. An oral **VOTE PASSED 4/0.**