



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE DOVER HIGH SCHOOL AND REGIONAL CTC MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Dover High School
Meeting Date:	Tuesday, October 30, 2018
Meeting Time:	3:30 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 30, 2018 at 3:30 p.m. in the Dover High School CTC Conference Room. Present were Bob Carrier, Amanda Russell, Dennis Shanahan and Sarah Greenshields. Matt Severson and Mark Geuther were excused. Also present were Superintendent Bill Harbron, PC Construction Representative Garret Bertolini, HMFH representative Alan Pemstein, Fire Chief Eric Hagman, Clerk of the Works Mike Brooks, IT Director Christy Prosser, DHS Principal Peter Driscoll, C&W Services Representative Tim Knowles, CTC Director Lisa Danley.
- II. CITIZEN'S FORUM:** No one addressed the committee.
- III. APPROVE MEETING MINUTES FROM OCTOBER 16, 2018:** Amanda Russell moved, Dennis Shanahan seconded to approve the minutes of the October 16 meeting as presented. An oral **VOTE PASSED 4/0**.

Amanda Russell moved, Sarah Greenshields seconded to moved up Tennis Courts in the agenda. An oral **VOTE PASSED 4/0**.

TENNIS COURT UPDATE: Sue Vitko summarized the status of the potential grants for which she has applied which could help to increase the number of tennis courts from two to four. She is working with a project manager who works on the national level of USTA who offers grants to communities. Ms. Vitko committed to the USTA to running the programs and trying to maintain a community program which will be accessible to the public. Grants have been written and her goal is to bring tennis back to the seacoast. The high school courts will need to be accessible to the public. She would like to partner with HMFH to help provide technical information and other assistance for the grant application process. The cost for an additional two tennis courts would be approximately \$50,000-\$60,000. Courts are scheduled to be installed in summer 2019. Courts are limited to four due to wetlands and placement restrictions.

IV. APPROVE MANIFESTS:

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC177 in the amount of \$2,788.41 to C&W Facility Services for custodial labor through September 22, 2018. A roll call **VOTE PASSED 4/0**.

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC178 in the amount of \$1,936.38 to Amazon.com for Tripp Lite Port AC charging stations. roll call **VOTE PASSED 4/0**.

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC179 in the amount of \$38,926.00 to Institution Recycling Network, Inc. for surplus classroom furniture reuse program. A roll call **VOTE PASSED 4/0**.



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Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC180 in the amount of \$8,853.00 to Horizon Engineering for professional services through September 28, 2018. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC181 in the amount of \$19,504.00 to Diamond Relocation, Inc. for removal of trash and unusable furniture and equipment from the old high school. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC182 in the amount of \$5,673.56 to Robert Half Technology for temporary IT technical assistance for weeks ending 10/5 and 10/12. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC183 in the amount of \$5,404.57 to Jamer Autobody Supply for parts for the auto collision lab. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC184 in the amount of \$1,104,589.37 to Creative Office Pavilion for HS and CTC FFE purchases. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC185 in the amount of \$8,684.38 to Monitor Equipment for high school FFE purchases. A roll call **VOTE PASSED 4/0.**

V. REVIEW AND APPROVE CHANGE ORDER PROPOSALS:

Change order 190193R1 was withdrawn.

Amanda Russell moved, Sarah Greenshields seconded to approve change order 19269 for RFI –745 Accessories in Fire Rated Walls in the amount of \$7,574.00. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to approve change order 190276 for ASI – 120 GFCI Receptacles Training Room in the amount of \$523.00. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to approve change order 190283 for RFI- 780 Compressed Air to Auto Lifts in the amount of \$2,983.00. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to approve change order 190290 for PR-44 Marketing Casework in the amount of \$857.00. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Sarah Greenshields seconded to approve change order 190295 for ASI – 127 Striping at Loading Dock in the amount of \$924.00. A roll call **VOTE PASSED 4/0.** The original amount was \$1,114.00 but was reduced due to reimbursement of \$190.00 in project management costs.



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Amanda Russell moved, Sarah Greenshields seconded to approve change order 190304 for PR -47 Benches in Athletics the amount of \$6,024.00. A roll call **VOTE PASSED 4/0**.

Amanda Russell moved, Sarah Greenshields seconded to approve change order 190316 for As ASI – 008 Pave Path between Animal Science Building and Shed in the amount of \$12,255.00. A roll call **VOTE PASSED 4/0**.

Amanda Russell moved, Sarah Greenshields seconded to approve change order 190320 for PR-51 Accent Paint 036 & 036C in the amount of \$1,116.00. A roll call **VOTE PASSED 4/0**. The committee agreed that change orders should only be completed without authorization from the JBC if there is an emergency situation.

Amanda Russell moved, Sarah Greenshields seconded to approve change order 190325 for Regrade at Generator in the amount of \$1,331.00. A roll call **VOTE PASSED 4/0**. This change was due to inspectional services.

VI. AWARD OF BID—TECHNOLOGY DEVICE EQUIPMENT CHANGE:

Ms. Prosser informed the committee that the company who originally was awarded this bid would not honor their price which was made in error due to omission of the cost of the monitors. Amanda Russell moved, Sarah Greenshields seconded to award the bid for teacher/student desktops in the amount of \$46,228.00 to CDW-Government, LLC. This award replaces the original award made to Trinity3 Technologies in the amount of \$46,748.00.

VII. FUNDRAISING UPDATE: There was no update on fundraising efforts.

VIII. TENNIS COURT UPDATE: moved up in agenda.

IX. CHAMBER OF COMMERCE EVENT: The JBC agreed that they would like to pursue this and schedule a date for a Chamber Business event in order to showcase the high school. The JBC would need to pay \$150 for a hosting fee and provide appetizers. Ms. Danley suggested either the April 18 or May 16 date for this event. Robin will submit the request to the Chamber of Commerce. Mr. Shanahan proposed that this be turned over to the CTC and the Central Office staff to plan.

X. COMMITTEE FINANCIAL REPORT: There was no financial report at this meeting.

XI. COMPLETION PLAN: Mr. Bertolini summarized the updated completion plan stating that they are making good progress. Griffin is committing to finishing their work by this weekend. Ms. Danley stated that status of her programs is getting better with students able to use classrooms and labs at least 80% completion. She is most concerned with welding and the exhausts. Mr. Pemstein responded with a possible solution using a fan.

Mr. Carrier noted that he didn't feel the kilns are installed well or professionally. Mr. Brooks responded that he has done research and although he finds it unusual also, they are installed per specifications. The new kiln is working and is on an automatic program. The two cannot work off



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of one fan unless they are made operational manually. Mr. Brooks took care of this since it was a very low-cost option.

Mr. Brooks stated the dust collector is the last piece and is installed but awaiting a proper inspection.

Commissioning HVAC will occur in December due to delay in ability to access data (due to firewall). AV commissioning will occur on November 9. Mr. Pemstein noted that commissioning is way behind and should be further along. Mr. Bertolini noted again that they are making good progress.

Ms. Prosser stated that they still need to address the auditorium and town hall for wireless access points which is in process. The gym will also need to be addressed to change its wireless.

Mr. Carrier brought up the issue of the location of the ice maker and washer and dryer. Ice from buckets is poured in the area the back wall is composite. The area will be susceptible to mold and mildew. Due to his work experience, he believes the area should have been a 2 -feet high tile wall which would be waterproof. Mr. Bertolini suggested a possible solution of an epoxy.

Ms. Danley added that the sheetrock in the welding area is getting beat up and would like to add a diamond plate for protection of the sheetrock.

XII. CLERK OF THE WORKS REPORT/CONSTRUCTION UPDATE: Addressed above.

XIII. MATTERS OF INTEREST: Ms. Russell mentioned that at the Coffee with the Superintendent event, she noticed there is little signage for the music rooms. Mr. Pemstein responded that directional signs will be installed, but Ms. Russell felt that something more dramatic than a wall plate may be needed. She added that this would be helpful for the gym also.

Dr. Harbron questioned the choice of signs on restrooms ("Girls" and "Boys). He felt that "Men" and "Women" may be more appropriate for high school aged students. Mr. Carrier added that it may be confusing to some as to whether these restrooms are for adults as well as students. Mr. Driscoll commented that they reviewed every sign carefully and added that there are single use stalls and family restrooms. Dr. Harbron deferred to Mr. Driscoll and his team's thoughts on this.

Mr. Brooks shared an invoice from RMS Electric and asked for direction on where to send it. It was determined that any invoices should go to HMFH, who in turn, will review and pass on to Ms. Simmons.

Mr. Knowles recommended adding additional lighting to the dumpster area. Mr. Carrier responded that HMFH will look into the lighting issue and make a recommendation to the JBC.

Mr. Shanahan asked if JBC assistance is needed for the event on November 23 to which Mr. Driscoll responded that they are taking care of it at the high school and should be all set.



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- XIV. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:** The next meeting is scheduled for Tuesday, November 13 at 4:30 pm in the Superintendent's Conference Room in the McConnell Center. Round Pen Update, Construction Update, Manifests, change orders will be on the agenda.
- XV. ADJOURNMENT:** Sarah Greenshields moved, Dennis Shanahan seconded to adjourn the meeting at 4:55 pm. An oral **VOTE PASSED 4/0.**