DOVER SCHOOL DISTRICT	JOINT BUILDING COMMITTEE DOVER HIGH SCHOOL AND REGIONAL CTC MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	Supt Conference Room, McConnell Center
Meeting Date:	**Tuesday, January 22, 2019**
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, January 22, 2019 at 4:40 p.m. in the Superintendent's Conference Room in the McConnell Center. Present were Bob Carrier, Amanda Russell, Dennis Shanahan, Matt Severson and Mark Geuther. Sarah Greenshields was excused. Also present were Superintendent Bill Harbron, PC Construction Representatives Garret Bertolini and Ellen Brooks, HMFH representatives Tina Stanislaski and Alan Pemstein, Fire Chief Eric Hagman, C & W Representative Mike Brooks, Business Administrator Libby Simmons, DHS Principal Peter Driscoll, Athletic Director Peter Wotton, CTC Director Lisa Danley, Incoming Clerk of the Works Stephanie Parsons, Community Services Director John Storer.

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

III. **APPROVE MEETING MINUTES FROM JANUARY 8, 2019:** Amanda Russell moved, Matt Severson seconded to approve the minutes of the dates listed above as presented. An oral **VOTE PASSED 5/0.**

IV. **APPROVE MANIFESTS:**

Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC218 in the amount of $3,194.90 to Telephone & Network Technologies for AP Cabling for cafeteria, gym and auditorium. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC219 in the amount of $46,228.00 to CDW Government for IT equipment. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC220 in the amount of $3,717.12 to Robert Half Technology for temporary IT support. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC221 in the amount of $129,081.45 to Staples Technology Solutions for IT equipment. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC222 in the amount of $6,178.00 to Collins Sports Medicine for trainer's equipment. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC223 in the amount of $30,871.16 to HMFH Architects for professional services through December 31, 2018. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC224 in the amount of $459,697.00 to PC Constructions for construction services through December 31, 2018. A roll call **VOTE PASSED 5/0.**

Mr. Carrier asked for requisitions to be separated with one being monthly fee and the other for retainage. In future meetings, the invoice for PC will be projected on the screen for easier viewing.

V. REVIEW AND APPROVE NEW CHANGE ORDER PROPOSALS AND DISCUSSION OF PENDING CHANGE ORDERS:

Amanda Russell moved, Matt Severson seconded to approve owners change order 0021 for a credit of 38,144.00. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Matt Severson seconded to approve change order 190196R1 PR-023 Additional Auditorium Ramp Lighting in the amount of $20,398.00. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Matt Severson seconded to approve change order 190322 PR-053 Mat Hoist in the amount of $6,865.00. The motion and second was withdrawn based on recommendation of HMFH. The school does not have a wrestling program and the mats needed and requested by the school were for cheerleading purposes. Ms. Stanislaski requested that a letter be sent to CB Seating stating that the cheerleading mats are sufficient. The cost could be considerably less if the load bars are used for cheerleading mats only. More clarification is needed.

Amanda Russell moved, Matt Severson seconded to approve change order 191004 ASI AS004 Fire Extinguisher Monitors for a credit of 422.00. A roll call **VOTE PASSED 5/0.** This is for the deletion of fire extinguisher monitors at Animal Science.

VI. PC/HMFH UPDATE: Mr. Bertolini stated that they are working through the punch lists and about 75% were crossed off by HMFH so they are getting to the bottom of the list. Commissioning is ongoing. There are a few issues and a new commissioning list was distributed to sub-contractors. They will be discussing controls issue at a meeting to be held this week. Training is continuing although some have been a challenge to schedule due to the different schedules of school personnel. He continued to say that a substantial completion date is needed for warranties. Inspections and keying are continuing.

Ms**.** Danley noted that there is still an odor in the Animal Science building. Ms. Stanislaski stated that engineers will be looking into it next week and an exhaust fan may be needed.

Ms**.** Stanislaski provided a report from HMFH confirming that the punch list is 75% complete and they will consolidate punch lists. They will also put together a list of close out documents that are still missing. A recommendation will be provided at the next JBC meeting for release of retainage funds. She added that they will let the JBC know where they stand on pending change orders also.

Ms. Stanislaski stated that IT Director Christy Prosser informed her that they would not be able to have access to the firewall to view systems due to a security issue. GGD had informed HMFH that they have software that allows them to view systems. Ms. Prosser will be connected with GGD to discuss the issue and work out an option.

Ms. Stanislaski requested a critical path schedule from PC Construction to which Mr. Bertolini responded that he has a draft and will publish as soon as he reviews with Mr. Driscoll.

Regarding the control issue with the HVAC, Mr. Shanahan asked if enough is known to be able to put an estimated cost to the issue. Mr. Bertolini responded that he doesn't have the magnitude at this time.

It was discussed if this is an extra item or a design issue.

Ms. Russell asked about the excessive noise from the heater near the front door to which Mr. Bertolini stated that it has been fixed.

She also asked about the dented frame around the front door, to which Ms. Stanislaski responded that it is on the punch list.

It was also determined that the X on one of the boy's bathroom stall doors, discussed at the last meeting, is able to be removed.

Mr. Carrier asked about the abatement progress to which Mr. Bertolini responded that it is going well. Tile on floor and walls is being removed on all 3 floors. Mastic removal on the first floor has been started. It will all be completed by early February and the building will be demolished by mid-April.

Ms. Parsons stated that she is "getting up to speed" on the project and is anxious to start on Monday.

Mr. Geuther asked for clarification on the change order logs. It was determined that the logs will be revised since some of the items have already been approved and others are duplicates. The total is almost $1 million, but the items will all still need to be reviewed.

Mr. Bertolini will discuss the batting cages, which had not been approved, with Mr. Carrier. Some of the items have been paid for by PC Construction. Mr. Bertolini noted that some of the sub-contractors were paid by PC Construction since they would not provide other estimates without payment for previous work.

Ms. Simmons commented that anything previous to October is probably included in the number on the financial report.

Mr. Storer stated that he believes that there will be more clarity on the outstanding items within a week. The worst-case scenario is approximately $900K-$940. There will still be approximately $200K in the contingency after transfers are made where there are available allowances. A meeting is occurring this week on reasons why changes occurred.

VII. COMMITTEE FINANCIAL REPORT: (moved up in agenda) Ms. Simmons reviewed the contingency with the JBC. She requested that the JBC consider transferring technology infrastructure funds to the owner's contingency, as well as relocation funds that were not used. In addition, there is an existing placeholder for PC changes of $474,469. The two amounts equal $1,182,401 which would cover the change orders but doesn't allow for any additional items.

Amanda Russell moved, Matt Severson seconded to transfer $500,000 from technology infrastructure to owner's contingency. An oral **VOTE PASSED 5/0.**

Ms. Simmons also recommended placing a hold on spending any of the FFE ($139,362) until change orders are resolved.

Mr. Carrier stated a committee will be reviewing all old and new change orders and report to the JBC. There are some items on the change order list that are still being priced.

Ms. Russell was excused at 6:00 pm to attend a School Board Workshop.

An estimate for all items will be provided at the next JBC meeting.

VIII. OPTIONS FOR NATURAL TURF DISCUSSION/PRICING: Mr. Bertolini stated that the penalty would be $41,725 (10% of contract value) if the JBC decides against proceeding with the contract. The credit received for canceling would be $731,209.

Mr**.** Carrier is awaiting response from members of the public who would like a workshop planned to discuss natural turf. A meeting will be planned once dates are provided.

Mr. Severson asked who their group's representative would be, qualifications and who is paying the person. He added that there should be ground rules for this workshop and actual numbers.

Mr. Carrier informed the group that they would need to bring a professional, with credentials and general discussion would occur.

Mr. Shanahan added that another discussion would be the School District's ability to manage the cost for the future. This isn't anything that has been discussed and is a necessary part of the decision.

Mr. Brooks added that if the turf field is installed, it would be helpful to know how much it would cost to replace the top layer since the entire system wouldn't need to be replaced. Mr. Bertolini responded that the cost of the turf is $300K-$400K. SUR would be completing the site work.

Mr. Bertolini agreed that the track and field should be completed at the same time. Mr. Geuther asked if there would be funding to do either. Mr. Bertolini needs an answer soon to which Mr. Carrier stated that a decision would be made at the next meeting.

IX. GYM FLOOR UPDATE: Matt Severson moved, Dennis Shanahan seconded to approve an amount not to exceed $2500 to bring Maple Flooring as a third-party consultant to evaluate the floor with the intention if corrective action is needed, the JBC will be reimbursed. A roll call **VOTE PASSED 4/0.** Ms. Parsons will be involved in the process.

X. **MATTERS OF INTEREST**: Regarding code compliancy, Fire Chief Hagman stated he is working on a list of outstanding items, but all else is going well.

XI. **BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:** The next regular meeting is scheduled for Tuesday, February 5 at 4:30 pm in the Superintendent's Conference Room in the McConnell Center.

XII. **ADJOURNMENT:** Dennis Shanahan moved, Matt Severson seconded to adjourn the meeting at 6:25 pm**.** An oral **VOTE PASSED 4/0.**