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, May 14, 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, May 14, 2019 at 4:35 p.m. in the Superintendent's Conference Room in the McConnell Center. Present were Bob Carrier, Amanda Russell, Sarah Greenshields, Matt Severson and Dennis Shanahan. Mark Geuther arrived at 4:50 pm. Also present were PC Construction Representatives Garret Bertolini, Ellen Brooks, HMFH representatives Alan Pemstein and Tina Stanislaski, Fire Chief Eric Hagman, DHS Principal Peter Driscoll, Clerk of the Works Stephanie Parsons, Athletic Director Peter Wotton, CTC Director Lisa Danley, Business Administrator Libby Simmons, Superintendent Bill Harbron.

II. CITIZEN'S FORUM: No one addressed the committee. Mr. Shanahan announced that Measured Progress donated $16,000 to go toward access to a series of online databases that provide current and authoritative information in the DHS Library. The JBC stated their appreciation to Measured Progress for their generous donation.

III. APPROVE MEETING MINUTES FROM MAY 2, 2019: Amanda Russell moved, Dennis Shanahan seconded to approve the minutes of May 2 as presented. An oral **VOTE PASSED 5/0.**

IV. ATHLETIC IMPROVEMENTS: Athletic Director Peter Wotton shared his wish list for athletic improvements which would be completed with the credit from the turf field. He noted that the figures were his estimates only and not actual design costs. He noted that there may be an opportunity for businesses to donate the needed scoreboards.

The decision to add 2 additional courts is needed at this meeting due to timing to complete the work. It could be up to 3 weeks to know if the grant for tennis courts was awarded which would cover a portion of the $102,000 cost. It was determined that 18 parking spots will be lost if the 2 additional courts are added.

Mr. Wotton discussed the parking situation near the access road, noting that a sidewalk may be helpful. This is a fire lane and cars continue to drive and park in the area.

SUR has regraded the area twice and cars are still an issue. Ms. Parsons suggested an option to eliminate grass and use gravel. Ms. Stanislaski suggested large boulders to limit the cars in the area.

A gate was suggested, but Ms. Russell noted that busses use the area to drop off athletes. Mr. Severson noted that it's a safety issue and cars shouldn't be in the area.

Ms. Greenshields asked is SUR could research a possible alternative. Ms. Parsons and Mr. Wotton will research alternatives. When parking is allowed in the front of the school, traffic will decrease in the back.

Fencing was discussed and determined that it needed to go through the bid process to be compliant with School Board policy.

Mr. Geuther asked about the pre-purchase costs of the turf company. Mr. Bertolini commented that the penalty was reduced from $40,000and feels it's justified due to work and materials already purchased. Mr. Carrier added that the City Attorney had reviewed the contract and not seen where penalties were listed. Mr. Carrier suggested having the contract reviewed again.

Mr. Bertolini stated that they still need to determine a design for dugouts. It would be helpful if one design fit all of the dugouts. He added that if a great deal of work is added, it may not all be completed in the summer.

Mr. Driscoll stressed that they cannot start school in the fall if the parking lots are not completed.

V. APPROVE MANIFESTS:

Amanda Russell moved, Dennis Shanahan seconded to pay manifest CIPM#DHSCTC251 in the amount of $30,900.91 to HMFH Architects for professional services through April 30, 2019. A roll call **VOTE PASSED 6/0.**

Amanda Russell moved, Dennis Shanahan seconded to pay manifest CIPM#DHSCTC252 in the amount of $416.50 to RW Gillespie and Associates for materials testing services through April 30, 2019. A roll call **VOTE PASSED 6/0.**

It was decided that there is a shared responsibility between the JBC and PC Construction for additional Horizon costs due to delays for Horizon caused by technology issues. The JBC and PC agreed that the JBC would cover 25% ($4,080) and PC would cover 75%. PC will submit a credit change order for this item.

VI. REVIEW AND APPROVE NEW CHANGE ORDER PROPOSALS/LOG:

Amanda Russell moved, Dennis Shanahan seconded to approve Owner's Change Order 0026 in the amount of $29,732.00. A roll call **VOTE PASSED 6/0.**

Change order 190336 Additional Auditorium Lighting was pulled at the request of Ms. Parsons.

Amanda Russell moved, Dennis Shanahan seconded to approve Change Order 190364 PR-71 Additional Graphics in the amount of $3,146.00. A roll call **VOTE PASSED 6/0.** Ms. Russell has contacted people regarding donating for this since it qualifies as an enhancement. She noted that the cost was less than estimated. Others including welding will be added as a change order and all will be installed at the same time.

Amanda Russell moved, Dennis Shanahan seconded to approve Change Order 190367 Turf Field Credit in the amount of $755,717.00. A roll call **VOTE PASSED 6/0.**

Mr. Carrier reiterated that the School Board should add bleachers, fields and tracks to the Capital Improvement Plan for 6 years out. He believes that this should be kept on the radar. The bleachers are unsafe, and they will need to be replaced.

Mr. Severson added that this does not have anything to do with the turf field health concerns. The decision is being made for economic reasons. The field and track should be completed at the same time. They are not saying they are anti-turf, but the timing isn't right.

Ms. Russell stated that her concern is that the track isn't destroyed to build a better field. The money should be spent on athletics.

Mr. Severson added that the school and city must be committed to a maintenance plan also. If not, money is being thrown away.

Mr. Carrier noted that this should be outside of the tax cap since it is a city-wide benefit.

Mr. Shanahan agreed with the suggestion to add to the CIP. The issue needs to be researched well before moving forward.

Mr. Wotton asked to add ticket booths to his list.

Ms. Greenshields noted that she is thankful they are working as a team and agree on this issue which demonstrates that it is the right decision at this time.

Amanda Russell moved, Dennis Shanahan seconded to approve Change Order 190368 Additional Tennis Courts in the amount of $102,269.00. A roll call **VOTE PASSED 6/0.**

Mr. Driscoll and Mr. Wotton agreed that they are in support of the additional tennis courts. The original plan had the same number of parking spots. Options for additional spots were discussed.

Ms. Stanislaski will look into the size of the parking spots. Mr. Pemstein noted that the cost of the tennis courts may be a bit higher than the cost noted due to a large number of requirements of the US Tennis Association. The JBC is hopeful that they receive a grant and some of the costs are covered by the grant.

Mr. Carrier thanked Ms. Vitko for her work on the grant. He added that she appreciated the help of HMFH on this also.

Bleachers were determined to be a priority.

Ms. Russell and Mr. Severson suggested trying to obtain funding for all of the scoreboards. Mr. Wotton will contact Wentworth Douglas Hospital regarding the scoreboards (football, baseball, softball).

It was determined that the cost to replace the tin storage shed would be greater than $75,000. Adding bathrooms would most likely make it cost prohibitive.

Ms. Parsons recommended that HMFH calculate a design proposal for the storage shed.

Ms. Simmons noted that the roof is new on the shed, but it was replaced in a way that the structure can be replaced around the roof.

Mr. Wotton and C&W Services will be involved in the discussion on the tin shed. Ms. Parsons will look into it.

Ms. Russell stated that they should not invest in a new press box until there is an overall plan for the facility. Ms. Simmons noted that there are some funds set aside for the press box. Ms. Parsons agreed that it should remain with the plan of the entire complex.

Ms. Russell recommended getting firm costs for all items except score boards, press box, tennis courts.

Mr. Severson commented that they should make sure the drainage is working correctly after it is fixed.

Lighting in the tennis courts was discussed and determined that it would not be added. The City can add if they would like or other options can be reviewed. Mr. Wotton stated that he has seen courts where players can insert money for temporary lighting.

VII. PROPOSAL REQUEST APPROVALS:

None for this meeting. Ms. Parsons reviewed the Gillespie proposal for 3rd party testing and fee chart. She noted they will be on site everyday for 2-3 weeks. The proposal is all inclusive and Mr. Carrier and Ms. Parsons agreed that it is a reasonable proposal. Ms. Simmons will create a new purchase order to add to their existing contract. This is not under PC construction.

This was not bid this time as it was in Phase I since it is just extending the contract. Ms. Parsons will review the previous contract with Ms. Simmons. Ms. Simmons added that there is a little more leeway due to the specialized service. Mr. Severson commented that the soil is complicated, and he feels that it would be advantageous to continue with this company.

Amanda Russell moved, Dennis Shanahan seconded to approve continuing contract with R.W. Gillespie not to exceed $17,500.00. A roll call **VOTE PASSED 6/0.**

VIII. FENCE INFORMATION: The fence was discussed earlier in the agenda. Fences on both sides of the road are being considered for replacement. Fencing in the Animal Science area will also be considered. Mr. Wotton and Ms. Parsons will walk the area to review fence issues and determine areas of need. A bid will be determined based on the results of their review.

IX. PC/HMFH UPDATE: Mr. Bertolini provided an update stating that Phase II is going well. The old school is down, and the rubble is gone for the most part. The old animal science building will be taken down next week. Paving and grading of the parking lot will be occurring at the end of June. Site improvements will continue. Change orders are decreasing. He stated his concern with the addition of new work. There isn't much time remaining and they may need to bring in additional help. HMFH did not have an additional update to share.

Mr. Carrier asked for the status of the Animal Science Round Pen to which Ms. Parsons stated that she and Ms. Danley are working on it and most likely, it will be a simple pole barn. The project may be outside of the project.

Ms. Parsons has also been looking into the odor in the animal science area. Some of the issue is with housekeeping which is being addressed. She is working with GGD on an adjustment to the air supply and exhaust and will put together a list of recommendations.

She is hopeful to have results from the gym floor inspection soon.

X. **COMMITTEE FINANCIAL REPORT:** Ms. Simmons reviewed the report. After actions from this meeting, the owner's contingency is $1,230,363. This includes the credit from the turf.

XI. **FINANCIAL AND STATUS UPDATE:** Amanda Russell moved, Dennis Shanahan seconded to approve the financial and status update. An oral **VOTE PASSED 6/0.**

XII. **MATTERS OF INTEREST**: Dr. Harbron asked the JBC to consider additional lighting in the Senior Parking Lot due to a potentially unsafe situation. Ms. Parsons will talk with Facilities Coordinator Cathy Faure and look into portable lighting with Community Services. This lighting will only be needed through the end of the school year.

XIII. **BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:** The next regular meeting is scheduled for Tuesday, May 28 at 4:30 pm in the Superintendent's Conference Room in the McConnell Center. Items to include batting cage change order.

XIV. **ADJOURNMENT:** Sarah Greenshields moved, Amanda Russell seconded to adjourn the meeting at 6:17 pm**.** An oral **VOTE PASSED 6/0.**