DOVER SCHOOL DISTRICT	**JOINT BUILDING COMMITTEE DOVER HIGH SCHOOL AND REGIONAL CTC MINUTES**
	Meeting Type: Regular Meeting Meeting Location: Supt Conference Rm, McConnell Center Meeting Date: October 1, 2019 Meeting Time: **4:30 p.m.**

I. CALL TO ORDER AND ROLL CLL: A meeting of the Dover High School and Regional Career Technical Center Joint Building Committee was called to order on Tuesday, October 1, 2019 at 4:31 p.m. in the Superintendent's Office at the McConnell Center. Present were Bob Carrier, Amanda Russell, Sarah Greenshields, Mark Geuther and Dennis Shanahan. Matt Severson arrived at 4:40 pm. Also present were PC Construction Representatives Garret Bertolini, Nick Rouleau, HMFH representatives Tina Stanislaski, Laura Wernick, City Attorney Joshua Wyatt, Clerk of the Works Stephanie Cartabona, Business Administrator Libby Simmons, DHS Principal Peter Driscoll, Superintendent Bill Harbron, Facilities Director Mike Brooks, CTC Director Lisa Danley.

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

III. APPROVE MEETING MINUTES FROM SEPTEMBER 17, 2019: Amanda Russell moved, Sarah Greenshields seconded to approve the minutes listed above as presented. An oral **VOTE PASSED 5/0.**

IV. APPROVE MANIFESTS:

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC290 in the amount of $1,512.49 to Horizon Engineering for seasonally deferred testing and warranty walkthrough. A roll call **VOTE PASSED 5/0.** This is the final invoice for Horizon Engineering and includes their final report.

Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC291 in the amount of $2,335.16 to Sargent Welch (VWR Corporation) for FFE purchases. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Sarah Greenshields seconded to approve Professional Services Supplement #12 in the amount of $1,650.00 to HMFH for additional Landscape Services in the front entrance re-design by Halvorson. Ms. Stanislaski stated that she believed this to be fair since Halvorson has done additional work and not requested additional payment previously. A roll call **VOTE PASSED 5/0. (Severson abstained).**

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

Amanda Russell moved, Sarah Greenshields seconded to approve Owners Change Order 0032 in the amount of $48,138.85. A roll call **VOTE PASSED 6/0.**

Amanda Russell moved, Sarah Greenshields seconded to approve Change Order 190356 for a credit in the amount of $58,236.00. The motion and second were withdrawn due to a request for additional information including an itemization of the credit. This item was previously discussed at the 17 September JBC meeting, and the committee has noted that the change order did not fully itemize the costs and credits related to softball field fence revisions. The change order was presented at the current meeting with no additional information provided.

Sarah Greenshields moved, Amanda Russell seconded to table Change Order 190356 until the next meeting. An oral **VOTE PASSED 6/0.**

Amanda Russell moved, Sarah Greenshields seconded to approve Change Order 190388.1 PR-83 Emergency Shower 145D & 237 for a credit in the amount of $4,671.70 to relocate the shower at Proto Manufacturing Room 145D and Room 237. A roll call **VOTE PASSED 6/0.**

Amanda Russell moved, Sarah Greenshields seconded to approve Change Order 190402.1 Infield Mix Topdressing Material Credit and Additional Infield Mix per SK14L in the amount of $27,319.32. A roll call **VOTE PASSED 6/0.**

Amanda Russell moved, Sarah Greenshields seconded to approve Change Order 190413 Additional Steel Fire Proofing Per Inspectional Services in the amount of $3,564.25 for additional spray applied fireproofing. A roll call **VOTE PASSED 6/0.** This process was completed by PC Construction since it was believed to be needed prior to the start of school.

Amanda Russell moved, Sarah Greenshields seconded to approve Change Order 190418 Athletic Field Lines for a credit in the amount of $1,424.00. A roll call **VOTE PASSED 6/0.** Striping will be completed at a later date.

Ms. Cartabona reviewed the Change Order Log Comments section highlighting priorities and summarizing the documents.

HMFH and PC Construction will share details and a timeline for the basketball hoop issue to determine ownership. PC Construction offered to split the costs of shifting the location of the practice hoops with the JBC. The consensus of the JBC was that this was a reasonable offer. It will be added to the next agenda.

VI. PROPOSAL REQUEST APPROVALS: Ms. Cartabona explained a situation in the cosmetology area that is making it difficult for the students to use multiple devices (dryers, hair straighteners) due to the orientation of the outlets. The JBC authorized Ms. Cartabona to obtain a firm price to have outlets changed at a cost of approximately $450.00 per outlet (3 stations). The outlets will be mounted on top of the workstations.

VII. INSTRUCTIONAL SERVICES UPDATE: Ms. Cartabona summarized issues that need resolution prior to the issuance of the final Certificate of Occupancy. These include the culinary kitchen exhaust duct work inspection, acceptance of the paint spray booth dampers that were recently installed, and the damper electrical connections that need to be completed. There are fire alarm concerns that need to ~~be~~ resolved. Remainder of clear hinges for the 32-inch openings need to be installed. Lights out testing needs to occur. Major items have been completed, although there are still some critical items that need to be completed. Mr. Brooks has been working on roof top units.

VIII. PC/HMFH UPDATE: Mr. Bertolini stated that irrigation is installed and phase 2 is almost complete. Conduit has been installed to support future dugouts. Daley Drive was paved on Monday and the final liquid asphalt cost escalation should be available shortly. Punch lists continue to be worked on. There are a few items that could affect the certificate of occupancy including installation of hinges since they are not scheduled to ship until next week. Island areas will need to be re-seeded. Options were discussed since this area will be difficult to mow.

Dr**.** Harbron stated Clearpath is connected to the system now so rooftop issues can be monitored by the HVAC engineering firm. Implementation of Clearpath is expected to be completed on Friday.

IX. COMMITTEE FINANCIAL REPORT: Ms. Simmons reviewed the report stating that there is $39,578.90 is remaining in the contingency after today's approvals. Mr. Shanahan asked if it would be possible to fund a replacement fence on Bellamy Road with FFE funds to which Mr. Driscoll requested that they leave the FFE funds for now since they want to make sure that they have everything needed and funds were transferred out of FFE earlier in the project for other items. Ms. Russell noted that there are still some funds in the fundraising account, although they are minimal. Ms. Cartabona stated the estimate she had received for replacement fencing on both sides of Bellamy Road was approximately $37,000. She will go out to bid if the committee would like her to proceed.

Mr. Carrier asked for the status of daily rate for PC to which Ms. Simmons responded they are included into the financial documents. Mr. Bertolini stated that PC Construction was past the revised Phase 2 completion date of September 23rd, however, PC was will not be pursuing any additional General Condition clause costs, and expects PC to move personnel, equipment and their work trailer off the site by October 11th.

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

XI. MATTERS OF INTEREST: PC will fix broken tiles in the stairwell area, along with remaining punch list items.

XII. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS: The next regular meeting is scheduled for Tuesday, October 15 at 4:30 pm at the Superintendent's Conference Room at the McConnell Center. Frequency of meetings will be discussed at the meeting.

XIII. ADJOURNMENT: Sarah Greenshields moved, Dennis Shanahan seconded to adjourn the meeting at 5:50 pm**.** An oral **VOTE PASSED 6/0.**