



**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 29, 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, October 29, 2019 at 4:30 p.m. in the Superintendent's Office at the McConnell Center. Present were Bob Carrier, Amanda Russell, Sarah Greenshields, Dennis Shanahan, Mark Geuther and Matt Severson. Also present were PC Construction Representatives Garret Bertolini, Nick Rouleau, 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, Fire Chief Paul Haas.
- II. CITIZEN'S FORUM:** No one addressed the JBC.
- III. APPROVE MEETING MINUTES FROM OCTOBER 15, 2019:** Amanda Russell moved, Matt Severson seconded to approve the minutes listed above as amended. "Instructional" Services was changed to "Inspectional" Services. An oral **VOTE PASSED 6/0**.
- IV. APPROVE MANIFESTS:**
- Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC296 in the amount of \$1,958.76 to R.M.S. Electric for work completed with cosmetology workstations. A roll call **VOTE PASSED 6/0**.
- Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC297 in the amount of \$257.60 to Sargent Welch (VWP Corporation) for FFE Science Equipment. A roll call **VOTE PASSED 6/0**.
- Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC298 in the amount of \$311.76 to Amazon.com FFE Science Equipment. A roll call **VOTE PASSED 6/0**.
- Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC299 in the amount of \$1,270,231.00 to PC Construction for construction services through 9/30/19. A roll call **VOTE PASSED 6/0**. This leaves a balance of \$811,000 in retainage and remaining contract.
- City Attorney Josh Wyatt will review the contract to determine if HMFH may sign documents electronically, as they have substantially completed their work and will no longer be attending all JBC meetings.
- V. REVIEW AND APPROVE NEW CHANGE ORDER PROPOSALS/LOG:**
- Amanda Russell moved, Matt Severson seconded to approve Owners Change Order 0034 in the amount of \$9,440.68. A roll call **VOTE PASSED 6/0**.
- Amanda Russell moved, Matt Severson seconded to approve change order 190361.1 PR-67 Softball Field Revisions (Backstop Canopy) in the amount of \$3,038.00. A roll call **VOTE PASSED 6/0**.



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Amanda Russell moved, Dennis Shanahan seconded to approve change order 190416 ASI-013 Animal Science Building-Relocate Cord Reels in the amount of \$1,580.58. A roll call **VOTE PASSED 4/0.**

Amanda Russell moved, Matt Severson seconded to approve change order 190422 PR-91 Flush Granite Curbs for a credit in the amount of \$156.90. A roll call **VOTE PASSED 6/0.**

Amanda Russell moved, Dennis Shanahan seconded to approve change order 190423 Phase II-Substantial Completion Time Extension in the amount of \$0.00. A roll call **VOTE PASSED 6/0.** This is a substantial completion date change adjustment from September 23 to October 14. Ms. Cartabona commented that any liquidated damages conversation would occur after October 14.

Ms. Cartabona reviewed the change order log. She provided detail on the "PC Not Pricing" list and stated that these items need to be prioritized. She noted that the fume hood may be better as a "bid" project instead of doing separately so that nothing is missed.

The Dugout revisions estimated cost should be \$40,000 instead of \$57,898.00 on the list.

CTC Director Lisa Danley will prioritize the list of CTC items on the change order log.

The washer/dryer may be moved from culinary to facilities and a larger unit would be purchased for culinary since there is a heavier duty need.

The barn odor seems to have subsided in classrooms and the dog groomer area, but there is still some odor in the fire science area. It is an improvement from last year and balancing and testing are still occurring. Ms. Cartabona noted that a fan in the barn may be more for moving of the air.

GGD is providing information in writing on welding ventilation issues.

JBC members agreed that a new fence is needed for the Bellamy Road area. Mr. Carrier will talk with GES JBC Chair Dennis Ciotti to inform him that funding for the fencing is not included in the high school project. The City Council would ultimately decide if remaining funds from one JBC is transferred to another JBC project. The JBC requested that Ms. Cartabona move forward with soliciting bids for the fence, with an installation timeframe of Spring of 2020. The JBC also discussed possible fence location changes to minimize damage to the new fence from snow removal operations.

JBC also agreed that the green metal building should be painted when weather permits.

VI. PROPOSAL REQUEST APPROVALS: none

VII. INSPECTIONAL SERVICES UPDATE: Chief Haas stated that the goal for the final certificate of occupancy date is now in mid-November. They are still awaiting shipment and installation of hinges for the exterior doors leading to the Courtyard. There still are a few alarm compliance questions remaining. Inspectional Services are researching codes to make sure interpretation is accurate. Design team believes that they are compliant, and Inspectional Services has asked the



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design team to provide this interpretation in writing to facilitate the issuance of the final certificate of occupancy. GGD has said that the system complies with NFPA and it passes. Inspectional Services needs to see this conclusion in writing.

Inspectional Services and GGD (HMFH) will need to meet prior to November 15. Mr. Severson asked if the JBC could ask HMFH to provide a letter stating the system was built per design and the design was to code. Chief Haas confirmed that the City of Dover doesn't have requirements above and beyond the State Fire Marshal requirements.

- VIII. PC/HMFH UPDATE:** Mr. Bertolini stated they continue to make progress and are crossing items off the list. They are using days that students are not in the building to complete work. The island in the parking lot was cut in today with trees planted tomorrow and curbing installed later.

Ms. Russell noted that people have been tripping over the cables that are holding trees. Mr. Brooks will look investigate options that may be safer, while still aesthetically pleasing.

- IX. COMMITTEE FINANCIAL REPORT:** Ms. Simmons reviewed the report stating that \$108,645 is remaining in the contingency after today's approvals. This includes everything in the change log.

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

- XI. MATTERS OF INTEREST:** Ms. Russell stated that she is still interested in meeting with Laura Wernick or an HMFH representative on the softball fields. Mr. Carrier would also like to attend.

Dr. Harbron asked Ms. Greenshields if she has heard from the person who will be doing the audit on performing arts area to which she responded that she has not but will try again to contact him.

Ward 2 City Council candidate Tim Casey arrived later in the meeting but was allowed to introduce himself to the committee. He stated his interest in attending the meeting was only to watch the process.

- XII. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:** The next regular meeting is scheduled for Tuesday, November 12 at 4:30 pm at the Superintendent's Conference Room at the McConnell Center.

- XIII. ADJOURNMENT:** Sarah Greenshields moved, Amanda Russell seconded to adjourn the meeting at 5:42 pm. An oral **VOTE PASSED 6/0**.