



**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:	November 12, 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, November 12, 2019 at 4:33 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 29, 2019:** Sarah Greenshields moved, Dennis Shanahan seconded to approve the minutes listed above as presented. An oral **VOTE PASSED 6/0.**
- IV. APPROVE MANIFESTS:**
- Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC300 in the amount of \$2,469.85 to Vernier Software and Technology for DHS Science equipment. A roll call **VOTE PASSED 6/0.**
- Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC301 in the amount of \$542.06 to HMFH Architects, Inc for professional services through October 31, 2019. A roll call **VOTE PASSED 6/0.**
- Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC302 in the amount of \$727.00 to School Specialty for FFE for CTC. A roll call **VOTE PASSED 6/0.**
- Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC303 in the amount of \$5,362.27 to School Furnishings for FFE for CTC. A roll call **VOTE PASSED 6/0.**
- Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC304 in the amount of \$3,276.00 to School Furnishings for FFE for CTC. A roll call **VOTE PASSED 6/0.**
- Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC305 in the amount of 2,785.00 to DiaMedical USA for FFE for CTC. A roll call **VOTE PASSED 6/0.**
- Amanda Russell moved, Matt Severson seconded to pay manifest CIPM#DHSCTC306 in the amount of \$7,002.84 to School Furnishings for FFE for CTC. A roll call **VOTE PASSED 6/0.**
- V. REVIEW AND APPROVE NEW CHANGE ORDER PROPOSALS/LOG:**
- Amanda Russell moved, Matt Severson seconded to approve Owners Change Order 0036 in the amount of \$4,461.68. A roll call **VOTE PASSED 6/0.**
- Mr. Shanahan reminded the JBC that it was agreed upon a few weeks ago that the contract completion date change would occur at no extra cost.



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Ms. Cartabona reviewed the change order log. Items on the unsubmitted list are currently being worked on by PC Construction.

Amanda Russell moved, Dennis Shanahan seconded to authorize up to \$10,000 to fix courtyard doors so that they will be easier to use during the day without wedging the door open. A roll call **VOTE PASSED 6/0.**

Under **PC Not Pricing**, wainscoting in welding costs were reduced from \$6,000 to \$2,500. Ms. Cartabona will obtain 3 estimates for the sink in welding with the intention to have installation over the holiday break when students aren't present.

The washer/dryer and lighting at building signs are not critical.

Ms. Cartabona has asked PC to add the Clean Room Fume Hood to their list of summer work since they have the trades available and know the project.

The air compressor for auto collision and welding will be put out to bid.

A bid will be put out also for fencing. Ms. Cartabona mentioned adding the tennis grant funds to the fence bid (\$50,000). Thank you to Sue Vitko for her work obtaining the grant funds. The fence near the front entry is included in the fencing estimate.

The dugouts were discussed, and the consensus on the exterior was that it should be wood, most likely, T1-11 and wood or PVC trim. Ms. Danley will share with the building trades teacher so that he can estimate the project.

- VI. PROPOSAL REQUEST APPROVALS:** Ms. Cartabona discussed a request for materials for the diamond plate and for ventilation adapters that will improve welding fume capture. The welding teacher offered for installation to be completed by her team. Mr. Severson commented that a professional should review the ventilation systems. He doesn't agree with teachers building a safety system and wants to make sure the system is what is needed. Ms. Cartabona stated she would go to the manufacturer to compare products (fume extractors) and will obtain information in writing.

Sarah Greenshields moved, Matt Severson seconded to approve a request for Diamond plate and ventilation adapters not to exceed \$2,500.00 with manufacturer written acceptance. A roll call **VOTE PASSED 6/0.**

Ms. Cartabona added that she would like to a request a quote for tables and chairs for CTC that would most likely be less than \$5,000 if money is available.

- VII. INSPECTIONAL SERVICES UPDATE:** Chief Haas stated that Inspectional Services received a letter from GGD regarding the audibility of the fire alarm. The letter stated that the alarm met requirements, but Inspectional Services is not in agreement with the response. They feel the alarm is not able to be heard or understood in certain areas of the CTC due to a higher ambient noise level in these areas. They also believe that CTC classrooms should not be treated the same as other classrooms. Students in many of these classrooms wear ear protection which would make hearing



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alarms even more difficult. A previous proposal to install shunts that would shut down equipment when the fire alarm is activated has been determined to be problematic, as this could create an unsafe condition with some of the CTC equipment.

Chief Haas requested that a third party evaluate the fire alarm system to determine if it is sufficient.

Mr. Severson stated his belief that more visuals are needed including additional strobes for the fire alarm systems in certain CTC areas.

Mr. Geuther noted that HMFH missed that some rooms would be used for a certain purpose. Ms. Cartabona will contact a fire protection engineer to determine the process and cost for obtaining a third-party evaluation.

Mr. Severson added that HMFH or GGD should pay if there is an issue.

Chief Haas confirmed that all other items are small and in progress. The alarm is the only impediment to the Certificate of Occupancy.

- VIII. CLERK OF THE WORKS:** Ms. Cartabona discussed welding ventilation stating there is an air handling system that provides up to twenty air changes per hour. She asked GGD if the welding room controls were set up to provide an appropriate amount of fresh air, instead of simply recirculating air back into the room. She hasn't received an answer yet if it is 100% outside air or recirculated air.

Mr. Brooks is also looking into the welding ventilation issue.

Mr. Severson requested a definitive statement by GGD to make sure the issue is resolved.

- IX. COMMITTEE FINANCIAL REPORT:** Ms. Simmons reviewed the report stating that \$112,146 is estimated in the contingency after today's approvals. This does not include tennis court grant and fundraising money.

There are still funds in FFE, but a complete inventory hasn't been completed. CTC has completed about 80% of their inventory.

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

- XI. MATTERS OF INTEREST:** Mr. Geuther congratulated Mr. Carrier on his recent election win as Mayor. Mr. Severson commented on a positive email sent by Dover High School Dean of Students Tom Waldron and asked if it could be submitted to Fosters for publication to which Dr. Harbron responded that he would send to Fosters.

- XII. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:** The next regular meeting is scheduled for Tuesday, December 3 at 4:30 pm at the Superintendent's Conference Room at the McConnell Center.



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