



**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:	December 3, 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, December 3, 2019 at 4:36 p.m. in the Superintendent's Office at the McConnell Center. Present were Bob Carrier, Amanda Russell, Sarah Greenshields, Dennis Shanahan, and Matt Severson. Mark Geuther arrived at 4:42 p.m. Also present were PC Construction Representative 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, Fire Chief Paul Haas.
- II. CITIZEN'S FORUM:** No one addressed the JBC.
- III. APPROVE MEETING MINUTES FROM NOVEMBER 12, 2019:** Amanda Russell moved, Dennis Shanahan 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#DHSCTC307 in the amount of \$64.97 to VWR International, Inc. for FFE (DHS Science equipment). A roll call **VOTE PASSED 5/0.**
- Amanda Russell moved, Dennis Shanahan seconded to pay manifest CIPM#DHSCTC308 in the amount of \$4,034.45 to City of Dover, NH for softball fields water meter. PC issued a credit on Change Order #190414. A roll call **VOTE PASSED 5/0.**
- Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC309 in the amount of \$428.00 to Creative Office Pavilion for FFE purchases per award of HS-11-COP (post legs and modesty panels). A roll call **VOTE PASSED 5/0.**
- Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC310 in the amount of \$439,737.00 to PC Construction for construction services through October 31, 2019. Included is the release of \$129,088 in retainage. Balance of retainage after payment is \$154,425.00. A roll call **VOTE PASSED 5/0.**
- Amanda Russell moved, Sarah Greenshields seconded to approve Professional Services Supplement #13 change request from HMFH.
- Ms. Russell commented that Nobis had stated at an earlier meeting that a credit would be forthcoming for this to which Ms. Wernick agreed. Ms. Cartabona noted that this document was dated October 28 and she recommended to HMFH that this be brought to the JBC and was concerned that it had not been brought to JBC yet.
- Ms. Russell added that she is not comfortable increasing Nobis' contract. Mr. Shanahan added that the JBC should be able to see details of the request.



**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:	December 3, 2019
Meeting Time:	4:30 p.m.

Nobis was aware of the proposal for 6 tennis courts as opposed to 4 courts. Ms. Cartabona will contact HMFH to inquire about a credit and details of the addition out-of-scope costs.

Mr. Carrier noted that the JBC would not have authorized the additional tennis court redesign costs of several thousand dollars costs in order to receive a potential \$5,000 grant.

Ms. Cartabona will contact HMFH to inquire about a credit and detailed information of time and materials for each task.

A roll call **VOTE FAILED 0/6 (all opposed).**

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

Amanda Russell moved, Matt Severson seconded to approve Change Order 190425.1 Main Entrance Canopy & CTC Entrance Canopy Paint for a credit in the amount of \$1,014.00. A roll call **VOTE PASSED 6/0.**

There is no update on the Change Order Log.

Mr. Severson was excused at 5:10 pm.

VI. PROPOSAL REQUEST APPROVALS: None

VII. INSPECTIONAL SERVICES UPDATE: Chief Haas stated the third-party assessor witnessed a full fire drill at the high school last week (when students were in session) and Inspectional Service awaiting a report on pending issues. Other issues relating to IS are small and being rectified. Ms. Cartabona summarized that everyone is working toward the same goal. She is hopeful the third-party will be able help isolate areas of concern.

VIII. CLERK OF THE WORKS: Ms. Cartabona stated the list of remaining items to complete is dwindling. She commended Mr. Rouleau for his diligence in trying to reduce the list. There are still a handful of tasks to be completed, but they need to be completed when school is not in session. She is hopeful the list will be completed during the holiday recess.

The fume adaptors are a huge improvement in the welding shop in locally controlling welding fumes. During occupied times, the ventilation system provides up to twenty air changes per hour of 100% fresh air. When unoccupied, there is an opportunity to by-pass and recirculate air for energy savings. This function is programmed accurately.

Ms. Cartabona stressed that there was no argon used during the time that a concern was expressed over welding operations and is eliminated as a cause of any illness. Mr. Driscoll noted that previous student illness was not related to argon.

Mr. Rouleau added that they received sign off approval of the kitchen exhaust fans so additional cooking may occur.

Mr. Geuther asked the status of the edge of the stairs going to the town square to which Ms. Cartabona stated that she hasn't been able to find a solution. The issue with the stairs is that there is



**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:	December 3, 2019
Meeting Time:	4:30 p.m.

no finish on the rubber side of the step and is exposed concrete. Mr. Carrier will take a look at this issue to determine if he knows of possible options.

- IX. COMMITTEE FINANCIAL REPORT:** Ms. Simmons reviewed the report stating that \$100,521 is estimated in the contingency after today's approvals. This does not include tennis court grant and fundraising money. The Round Pen is still being investigated by Ms. Danley. She is working with pre-engineering instructor to create a drawing that can go to bid. A local architect will review and stamp the plans prior to going out to bid. The pen will be more of a pole barn facility. Mr. Shanahan asked if it would be better to take the credit for the round pen. Ms. Danley believes that it should remain as is due to CTC funding requirements. Ms. Simmons confirmed that the expense side of the CTC has been met.

The JBC will receive the tennis court grant funds and when it arrives, it will most likely be placed in the JBC trust. Ms. Cartabona will follow up on this. Ms. Russell commented that any remaining funds should go into athletics. Mr. Shanahan added that it could also be justified to be spent on value engineered items.

Ms. Greenshields recommended Peter Wotton, Peter Driscoll and Lisa Danley work together to create a final wish list for other items related to the school.

- X. MATTERS OF INTEREST:** Mr. Brooks commented that snow removal at the new high school went well. They used a small bobcat to maneuver around islands.
- XI. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:** The next regular meeting is scheduled for Tuesday, December 17 at 4:30 pm at the Superintendent's Conference Room at the McConnell Center.
- XII. ADJOURNMENT:** Sarah Greenshields moved, Amanda Russell seconded to adjourn the meeting at 5:40 pm. An oral **VOTE PASSED 5/0.**