



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE – DOVER HIGH SCHOOL AND REGIONAL CTC MEETING NOTICE

Meeting Type:	Regular Meeting
Meeting Location:	Room 305, McConnell Center, 61 Locust St, Dover, NH
Meeting Date:	Wednesday, August 5, 2020
Meeting Time:	5:00 P.M.

IN RESPONSE TO THE COVID-19 CORONAVIRUS, AND IN ACCORDANCE WITH RECOMMENDATIONS BY STATE AND FEDERAL HEALTH OFFICIALS LIMITING PUBLIC GATHERINGS, THE PUBLIC IS ENCOURAGED TO TEMPORARILY ACCESS PUBLIC MEETINGS REMOTELY, INCLUDING CABLE TELEVISION AND ONLINE STREAMING, AND SUBMIT COMMENTS FOR PUBLIC HEARINGS AND CITIZEN'S FORUM IN WRITING BY EMAIL: r.lafleur@dover.k12.nh.us OR POSTAL MAIL ADDRESSED TO: DHS JBC, 61 LOCUST STREET, SUITE 409, DOVER, NH 03820. THE PUBLIC MAY ALSO SUBMIT COMMENTS BY LEAVING A VOICE MESSAGE AT: 516-MEET (6338). PRECAUTIONS IN PUBLIC MEETING ROOMS WILL INCLUDE LIMITING THE NUMBER OF PEOPLE TO 10, THE USE OF OVERFLOW SPACE IF NECESSARY, AND THE REMOTE PARTICIPATION BY SOME BOARD MEMBERS.

1. Call to order and roll call
2. Citizen's Forum
3. Approval of Meeting Minutes from June 10, 2020
4. Manifest Approval
5. Financial Report
6. Matters of Interest
7. Build next agenda and review action items
8. Adjournment

Citizens, residents of the City of Dover, property owners in the City of Dover, and/or designated representatives of recognized civic organizations or businesses located in the City of Dover and/or residents of sending school districts, are invited to all public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements, Citizen's Forum, at all public meetings, unless a vote to the contrary is taken by Joint Building Committee.

Citizens shall identify themselves by name and address for the record; address comments to the presiding officer and the Board as a body and not individual members. Citizen's Forum will ensure citizens have the opportunity to speak to all other items on a meeting agenda and/or matters pertaining to the business of the Joint Building Committee. Statements shall be limited to five (5) minutes unless otherwise extended by the JBC chairperson, with the approval of the Joint Building Committee.

All citizens are permitted to place items on the agenda through written application to the Chair of the Joint Building Committee at least one week prior to the meeting date. Citizen items will require a formal motion and a second by seated members to bring the item to the floor for debate.



**DOVER SCHOOL
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JOINT BUILDING COMMITTEE DOVER HIGH SCHOOL AND REGIONAL CTC MINUTES

Meeting Type:	Regular Meeting
Meeting Location:	City Council Chambers, City Hall, 288 Central Ave
Meeting Date:	June 10, 2020
Meeting Time:	4:00 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 Wednesday, June 10, 2020 at 4:08 p.m. in the City Council Conference Room in the Dover City Hall. Present were Bob Carrier, Dennis Shanahan, Matt Severson, Sarah Greenshields and Mark Geuther. Amanda Russell arrived at 4:55 pm. Also present were PC Construction Representative Garrett Bertolini, Clerk of the Works Stephanie Cartabona, Business Administrator Mike Limanni, City Attorney Josh Wyatt, Superintendent Bill Harbron, C&W Manager Mike Brooks, DHS Principal Peter Driscoll, Athletic Director Peter Wotton, Fire Chief Paul Haas. Alan Pemstein and Laura Wernick participated remotely.
- II. CITIZEN'S FORUM:** No one addressed the JBC.
- III. APPROVE MEETING MINUTES FROM FEBRUARY 18, 2020:** Dennis Shanahan moved, Sarah Greenshields seconded to approve the minutes listed above as presented. An oral **VOTE PASSED 5/0.**
- IV. APPROVE MANIFESTS:**
- Dennis Shanahan moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC318 in the amount of \$1,795.77 to R.M.S. Electric for installation of electrical cord reels, outlets, etc. in the culinary arts areas, as well as installation of fuses and circuit breaker in the woodshop. A roll call **VOTE PASSED 5/0.**
- Dennis Shanahan moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC319 in the amount of \$3,920.00 to Creative Office Pavilion for FFE. This was the remaining items of an earlier order that were received. A roll call **VOTE PASSED 5/0.**
- Dennis Shanahan moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC320 in the amount of \$130,248.00 to PC Construction for construction services through April 24, 2020. A roll call **VOTE PASSED 5/0.**
- V. INSPECTIONAL SERVICES/CERTIFICATE OCCUPANCY UPDATE:** Chief Haas provided an inspectional services update stating that the list of non-fire alarm items has been released. Ms. Cartabona suggested that she meet with Chief Haas, PC and others to discuss the list before bringing back to the JBC. She commended PC Construction for working diligently to clean up the list.
- She noted that there are some items the District will need to resolve that won't affect the Certificate of Occupancy. They expect to meet within the month and will determine responsibility for each item.
- Ms. Cartabona discussed the fire alarm 3rd party test stating they are working with R.P. Schifiliti Associates and had just forwarded a report containing their findings to PC and HFMH. They are all in agreement for what the result should be. The City Inspector noted areas of concern to Ms. Cartabona. She added they will need a month to figure out what steps are needed to complete the fire alarm that will bring them into compliance for the permanent Certificate of Occupancy and if



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change orders are needed. Ms. Cartabona stated she is comfortable they are moving in the right direction and is hopeful they will have more information within a month regarding timeline and costs. Chief Haas noted that this may depend also on the response from the design team. He added that they will need to find common ground and work collaboratively. Ms. Cartabona noted that workers can work in the buildings now.

VI. CLERK OF THE WORKS: Ms. Cartabona stated that she doesn't have anything to discuss outside of other agenda items. Mr. Shanahan asked about trees that didn't survive to which Mr. Bertolini responded that he would look into it, and expects that they will be covered by the one year warranty.

VII. GYM FLOOR UPDATE: Ms. Cartabona shared an email from the Maple Floor Manufacturers Association representative regarding the floor. The issues are substantial gaps in the wood, possibly due to low moisture content in the unsealed boards. The contractor has stated certain areas such as nail heads popping through, boards with nicks on them, etc. will be repaired. The bigger concern are the large gaps in the floor. The issue is caused by the moisture content in the unsealed wood is too low. There isn't a specific timeline for the gaps to close due to the need to increase the humidity in the gym. Mr. Wotton noted that the Covid-19 pandemic has allowed the floor to remain unused. He is concerned that this will happen each year and they will need to bring moisture in each year to resolve this.

Mr. Bertolini commented that the gym floor is designed to expand, and contract and the issue is obvious now because it was sanded. He is confident that the gaps will close, and it looks much better now than it did a few weeks ago. PC's opinion is that after it has been sealed and finished, there won't be an issue.

Mr. Driscoll noted that he hasn't seen a floor with this issue in his time spent refereeing in other gyms.

Mr. Pemstein added that according to Maple Floor Manufacturers Association, nothing should happen until moisture reaches 9% moisture content and it is currently at an average of 7%. There will be an issue if it doesn't close at 9%. He added that the relative humidity in the gym should increase to 59% from 52% as summer weather moves in. He noted that an oil-based finish is better because it is more pliable, although it shouldn't be finished until the moisture content increases and the gaps close. This issue is because the floor went through extreme shock after it was installed due to a malfunction of a roof unit, although the floor manufacture did not feel it needed to be replaced.

The warranty allows the floor to be refinished annually for 3 years. Mr. Carrier asked about extra maintenance for the floor and Ms. Cartabona responded that the humidity in the room is at an ideal level. Mr. Carrier added that he expects the floor to be state of the art.

Ms. Cartabona noted that they would like a plan B in case the boards don't close. Mr. Shanahan expressed concern with what will occur if humidity is increased and the boards don't close. New



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England Sports Floor will be testing humidity on a regular basis and use either oil-based sealer or water-based, depending on the results.

- VIII. DUGOUT UPDATE:** Ms. Cartabona stated that she has spoken with Ms. Danley about the dugout work by the building trades classes. Due to the shortened school year in buildings, the class was unable to complete the project. Instead she recommended posting the construction of the 4 dugouts as a bid with the intent of completion of all 4 before snow. She is hopeful, the costs will remain at approximately \$40,000.
- IX. PC LETTER OF RECOMMENDATION:** Mr. Carrier shared with the JBC the request from Joe Picoraro for a letter of recommendation from the JBC. It was agreed that it is premature and will be drafted by Mr. Shanahan after the Certificate of Occupancy has been obtained.
- X. COMMITTEE FINANCIAL REPORT:** Mr. Limanni reviewed the report stating that he is in the process of condensing the report and will hide "complete" items and will add anticipated items.
- XI. MATTERS OF INTEREST:** Mr. Brooks inquired about the status of the CTC Round Pen to which it was decided that Mr. Limanni, Dr. Harbron, Mr. Wotton, Mr. Driscoll and the new CTC Director will investigate and discuss what is needed. This will be an agenda item for the next JBC meeting.
- XII. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:** The date of the next regular meeting will be determined later when needed.
- XIII. ADJOURNMENT:** Sarah Greenshields moved, Amanda Russell seconded to adjourn the meeting at 5:35 pm. An oral **VOTE PASSED 6/0.**

MAN. NO. CIPM#DHSCTC321
DATE: 8/5/2020

VENDOR VOUCHER MANIFEST
SCHOOL DISTRICT SAU #11

1. DATE	2. PAYEE NAME AND ADDRESS	3. FINANCE PO NO.	4. AMOUNT EXPENDED	5. AMOUNT OF CHECK	6. PROJECT NAME
1. 7/8/2020	CENGAGE LEARNING 10650 TOEBBEN DRIVE INDEPENDENCE, KY 41051				DHS/CTC Fac. Improv. FY. 2021
PO Line					
2	8840 1 600 46900 4831 00000 00 000 000 800			\$ 7,794.00	
4	1000 2 600 02222 4650 00000 00 000 000 600			\$ 2,555.89	
Total Earned, Current				\$ 10,349.89	
Subscription Renewal Notice for Gale Resources. This is year 2 of the contract and will exhaust the \$16,000 donation made by Measured Progress.					
TOTALS				\$10,349.89	

TO THE TREASURER, PAYMENTS AUTHORIZED AND ORDERED
TO THE PERSONS LISTED ABOVE FOR THE SUMS INDICATED
IN COLUMN 5. AMOUNT OF CHECK AMOUNTING IN THE
AGGREGATE TO

10,349.89

Superintendent of Schools or Business Administrator

Date

Robert Carrier, Deputy Mayor, JBC Chair

Date

Get [Outlook for iOS](#)

From: Kristin Whitworth <k.whitworth@dover.k12.nh.us>
Sent: Wednesday, July 29, 2020 6:08:49 PM
To: Peter Driscoll <p.driscoll@dover.k12.nh.us>
Cc: Robin Lafleur <r.lafleur@dover.k12.nh.us>
Subject: Re: Jbc

Here is the information. Please let me know if you need anything else.

Thanks,
Kristin

SUBSCRIPTION RENEWAL NOTICE

Research and reliable content play an important role in learning. Renew access to your valuable Gale resources today.

CONTRACT NUMBER: 496449

INVOICE TO DOVER HIGH SCHOOL
Kristin Whitworth

DELIVER TO DOVER HIGH SCHOOL-112142
Kristin Whitworth

RESOURCE	ISBN	# OF SITES	ANNUAL COST
Gale In Context: World History	173120	1	\$ 1,911.80
Gale In Context: Science	191700	1	\$ 1,911.80
Gale In Context: U.S. History	9780787649494	1	\$ 1,911.80
Gale In Context: Global Issues	242925	1	\$ 1,911.80
Gale In Context: Opposing Viewpoints	176168	1	\$ 2,702.70
RENEWAL TOTAL			\$ 10,349.89

*plus applicable sales tax

SUBSCRIPTION DATES: Jul 08, 2020 - Jul 07, 2021

PAYMENT TERMS: Net_30

From: Peter Driscoll <p.driscoll@dover.k12.nh.us>
Sent: Wednesday, July 29, 2020 6:02 PM
To: Kristin Whitworth <k.whitworth@dover.k12.nh.us>
Cc: Robin Lafleur <r.lafleur@dover.k12.nh.us>
Subject: Fw: Jbc

Good evening Kristin, can you provide this information for Robin?

Thank you- Peter

From: Robin Lafleur <r.lafleur@dover.k12.nh.us>
Sent: Wednesday, July 29, 2020 5:20 PM



DOVER SCHOOL DISTRICT SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132
Phone: 603-516-6800 | Fax: 603-516-6809

Empowering all Learners

TO: Members Dover School Board
Dr. William R. Harbron, Superintendent of Schools
FROM: Libby M. Simmons, Business Administrator
DATE: June 10, 2019
RE: Approval to Use the Fundraising Trust Fund for DHS-CTC Building Project

On May 22, 2017, the School Board approved the establishment of the Fundraising Trust Fund for the DHS-CTC Building Project. The Fund is managed by the City of Dover, Trustees of the Trust Fund and funds may be expended at the request of the Dover High School and Career Technology Center Joint Building Committee and Dover School Board for the purchase of enhancing the project for items not otherwise included in the project budget.

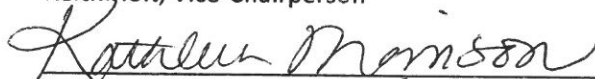
In May 2019, Measured Progress donated \$16,000 for the purpose of purchasing online databases for the library at Dover High School.

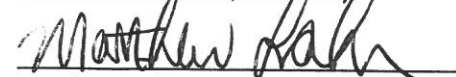
On May 28, 2019, the DHS-CTC JBC approved the purchase of an annual subscription to Gale in the amount of \$7,722 and to Credo Source in the amount of \$484. The remaining funds from the donation will be used to offset the expense in Year 2 (Fiscal Year 2020-2021). We are requesting that the School Board also approve the purchase to **Gale** and **Credo Source** in the amounts noted above.

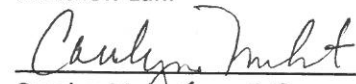
Approved By,

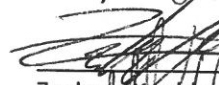

Amanda L. Russell, Chairperson


Keith Holt, Vice-Chairperson


Kathleen Morrison, Secretary


Matthew Lahr


Carolyn Mebert


Zachary Koehler


Andrew Wallace