

TO: MEMBERS OF THE JOINT BUILDING COMMITTEE:  
Co-Chairs: School Board Chairman Kent LaPage  
City Councilor William Wagner  
City Council Members: Assistant Mayor Noele Clews and Councilor Joanne Grasso  
School Board Members: Ken Muske and Nancy Novelline Clayburgh  
Citizen Member: Robert Iafolla  
Ex Officio: W. Peter Torrey, Business Administrator  
Also: John Bohenko, City Manager  
Cindy Hayden, Community Development

FROM: W. Peter Torrey, Clerk for the Committee

DATE: December 19, 2001

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the Little Harbour Boardroom on December 19, 2001 at 7:30 A.M. Attending were School Board Chairman Kent LaPage, Assistant Mayor Noele Clews, City Councilor Joanne Grasso, School Board members Nancy Novelline Clayburgh and Ken Muske, Robert Iafolla, and School Business Administrator W. Peter Torrey. Excused: City Councilor William Wagner.

Also attending were Dan Bisson and Daniel Bragg of Team Design, Gary Bertram and Wayne Blais of Hutter Construction, PHS Principal Rick Gremlitz, David Holden of the City of Portsmouth Planning Department, Joel Harris of Foster's Daily Democrat, Ed Stokel and Tom Lotz of the PHS Computer/Technology Dept. and Rick Gustafson of Blake Insurance.

1. Meeting Call to Order and Role Call

Co-chair LaPage called the meeting to order at 7:40 A.M.

2. Approval of Minutes of December 5, 2001

Motion: Co-chair LaPage called for a motion that the minutes of the December 5, 2001 meeting are accepted. Mr. Iafolla moved, Mrs. Clayburgh seconded. The motion was unanimously voted.

3. Blake Insurance – Builder's Risk Insurance

Mr. Torrey stated that he contacted Blake Insurance requesting information and a quote for Builder's Risk Insurance for the PHS and New Franklin projects. Mr. Torrey had provided Blake Insurance with the financial components and all necessary elements of the project needed for the Builder's Risk Insurance quote. Mr. Rick Gustafson of Blake Insurance presented a quote of .27/\$100 for Builder's Risk Insurance through One Beacon/Commercial Union. Mr. Gustafson stated that One Beacon/Commercial Union covers the school's blanket coverage. Mr. Gustafson stated that this coverage would be a three-year policy payable in installments over the next three years. Mr. Gustafson indicated that a commitment was necessary by January 1, 2002 to accept this quote. Mr. Gustafson stated that terrorism coverage may become an exclusion by July 1, 2002. A discussion by the Committee took place regarding terrorism vs. vandalism. The Builder's Risk Insurance will cover the new construction at New Franklin and PHS; and the renovation project at PHS. This coverage does not include site work preparation, demolition, or soft costs such as furniture and equipment. There will be a blanket limit of \$31,157,000 with a total no interest premium of \$85,699 for three years billed in four installments (12/31/01 – 7/01/02 \$14,283; 7/01/02 – 7/01/03 \$28,566; 7/01/03 – 7/01/04 \$28,566; 7/01/04 – 12/31/04 \$14,284). Mr. Gustafson stated the limits of \$500,000 for soft costs, \$100,000 for off-site storage and \$250,000 for transit. Mr. Gustafson stated that if more off-site and transit coverage is needed Blake Ins. would need to know the particulars for the additional coverage. Mr. Gustafson stated that the soft costs would include additional interest, additional insurance premiums for

additional period of time to repair or rebuild, additional architect and engineering fees, additional legal and accounting fees, extra expense incurred as a result of damage to the new building. Mr. Iafolla questioned whether or not Owner's Protection Liability and Contractor's Insurance is part of the Builder's Risk Insurance coverage. Mr. Gustafson informed the committee that the Builder's Risk Insurance does not cover those two items.

Mr. Torrey stated that this insurance quote is \$10,000 more than the estimated amount in the budget for the combined projects.

Motion: Mrs. Grasso moved to authorize Mr. Torrey to work out an agreement with Blake Insurance for Builder's Risk Insurance as presented by Mr. Gustafson to the JBC for a period of three years. Mr. Iafolla seconded motion. The motion was unanimously voted.

Co-chair LaPage stated that security issues would become a factor for school department decisions. Co-chair LaPage stated the Superintendent of Schools would become very involved in security decisions for PHS. Co-chair LaPage further stated that he would have further discussions with the mayor regarding the replacement of members to the JBC.

Co-chair LaPage left the meeting at 8:10 a.m. and turned the gavel over to Mrs. Grasso to chair the remainder of the meeting.

#### 4. Project Progress Reports – Team Design

PHS – Mr. Bisson stated that the building plan has been reviewed by staff and administration and is still a "work-in-progress". Mr. Bisson noted that it was determined by staff and administration that there are more computer labs than necessary designed in the current building plan. Mr. Bisson further stated that after discussions with Mr. Stokel, Technology Director, it has been determined that totally wireless mobile computer stations are going to be installed. These stations will take the place of having separate rooms for computer labs. One computer lab on the second floor and one computer lab on the third floor will be eliminated and now redesigned to become storage areas. Health will be moved from the first floor to the second floor. Lockers will be taken out of the "clustered" areas and placed along one side of the corridors in the two wings on the second and third floors. A common area will be developed in place of the "clustered" locker areas. Mr. Bisson stated that there would be approximately 1,000 lockers in the current plan. Mr. Bisson further indicated that there are six computer labs on the first floor, three that are intended for instructional computer rooms. The media/TV area has been moved closer to the library, which will result in a change to the business area. Art and media will share a lab. Mr. Stokel stated that the mobile labs offer flexibility and have been very favorably received by the staff. Mr. Stokel stated further that this decision was curriculum directed through teaching and learning in the classroom. Mr. Stokel indicated that these mobile computer stations would include lap top computers with completely wireless communication capabilities back to the main server. Mr. Stokel further indicated that some carts would communicate to a server on the cart itself. Mr. Stokel states the flexibility this system offers classes that only need, for example, 18 of the 24 or so lap top computers on the cart. The remaining lap top computers can be redirected to another cart to accommodate another classroom. Instead of taking an entire computer lab classroom for a small group the mobile carts can be moved from room to room. Mr. Stokel stated that the pathway (raceway) would be behind the ceilings for making adjustments.

Mr. Bisson stated that a gathering area would be developed for students on the first floor. Busses bringing students to school will have a drop off near the auditorium. This entrance area will be locked once all busses have dropped off students. Mr. Bisson further stated that students driving themselves would park and enter the building in an area near the cafeteria. Visitors to the building will use the main entrance to the right of the gym.

Mr. Bisson further informed the JBC about changes to the cafeteria area. The cafeteria will be the focal point for non-academic times at PHS. Ms. Brown, Food Service Director, will consult with Team Design's food consultants regarding the layout and flow of the cafeteria area. The plan is to have the service kitchen in the middle with three areas of distributing food. There will be booths and tables for students. There will also be quick food pick up areas and vending machines. The goal is to keep the cafeteria as a very attractive and inviting area for the students to gather and eat. Mr. Bisson noted that students are always in a hurry and do not like to wait in line. Mr. Bisson stated that Ms. Brown has done a lot of work researching cafeteria designs and eating trends of students. Students tend to grab something quick to eat in the morning. Mr. Bisson stated that there would be a bagel bar for students in the cafeteria.

New Franklin – Mr. Holden stated that New Franklin is all set as far as the City is concerned. The building inspector is reviewing the plans. Mr. Holden further stated that the neighborhood meeting with School Administrators, Team Design, and residents went very well. Site issues, trash issues, gate location and parking were discussed. Mr. Holden stated that everyone left with a good feeling about the New Franklin project. Mr. Torrey stated that there would be a turnaround at the gate for trucks to use for backing in. Mr. Bertram stated that Hutter and Team Design are on schedule and an anticipated construction start date is February 1, 2002.

5. Technology Infrastructure

Mr. Torrey stated that a productive meeting was held on December 18, 2001 with Team Design, Rist-Frost, administrators, and the Technology Department to review the goals for the voice, video, data, and security for the PHS project. Mr. Bisson stated that fiber optic would be installed from closet to closet. Mr. Stokel and staff feel very comfortable with this system for maintenance and expandability. Mr. Stokel stressed that flexibility is a very critical issue. Mr. Bisson stated that an intercom system would be integrated with the telephone system with wall and desk handsets. Communication from the main office or room to room will come through the speakers. Every classroom will have accessibility to call locally within the building and outside the building. Also, voice mail will be available. Mr. Bisson further stated that this system could be programmed for security accessibility. A panic button will be part of the security system. Every classroom will be equipped with video and circuit televisions. Televisions will be wall mounted with a bracket available for a VCR. Mr. Iafolla stated that he has seen wire trays and bundle raceways with an access plate buried in the wall thus, avoiding ceiling connections. Mr. Stokel would be very interested in seeing this system. Mr. Bisson stated that further discussions with Rist-Frost would take place regarding this system. Mr. Bisson stated that there are three options for a security system at PHS. Option 1 would be an intrusion system, Option 2 would be a swipe card system, and Option 3 would be a closed circuit TV. Option 2 and Option 3 can be intermingled and would need personnel to manage them. Mr. Bisson stated that there are 16-20 critical locations for cameras with the capability for future growth. Mrs. Clews stated that cameras are an excellent idea and prove to be a deterrent whether in use or not. Mr. Bisson noted that Phil Witham of Risk-Frost is an excellent source of information on security systems as he was involved with the Nashua High School project and has first hand knowledge.

6. New Franklin IAQ Report

Mr. Torrey stated that Scott Lawson completed the New Franklin IAQ Report early in November after meeting twice with the New Franklin staff. Mr. Torrey further indicated that the survey reveals no significant health concerns for building occupant health, although Carbon dioxide levels generally exceeded recommended levels when many of the classrooms were occupied, indicating a need for additional ventilation in these areas. Mr. Torrey further reported that there are several pieces of information suggesting further action is warranted to enhance the comfort of building occupants. Such actions include enhancing housekeeping efforts to minimize allergens in settled dust and improving ventilation to the facility.

7. Financial

Mr. Torrey submitted manifest #11 (PHS) for approval in the amount of \$87,900.00 for a progress payment to Team Design

Motion: Mrs. Grasso called for a motion to approve manifest #11 in the amount of \$87,900.00. Mrs. Clews moved after properly vouched. Mr. Muske seconded. A roll call vote was taken. The motion was unanimously voted.

Mr. Torrey submitted manifest #12 (NF) for approval in the amount of \$1,190.00 for final payment to Scott Lawson Group for IAQ at NF School.

Motion: Mrs. Grasso called for a motion to approve manifest #12 in the amount of \$1,190.00. Mrs. Clews moved after properly vouched. Mr. Muske seconded. A roll call vote was taken. The motion was unanimously voted.

8. Other

Mrs. Clayburgh stated that she wants to lead a fund raising project for auditorium seating, along with Mrs. Grasso, and needs to know the number of seats in the auditorium. Mr. Gremlitz stated that currently there are 1,000 seats in the auditorium. Mr. Gremlitz further stated that there is a need for a handicapped seating area and recommends gathering pricing information for approximately 900 to 1,000 seats. Mr. Bisson will obtain seating information for Mrs. Clayburgh. Mr. Gremlitz further stated that the auditorium is also in need of a new curtain and back stage rigging, which could be part of an individual company donation.

A discussion took place regarding the temporary relocation of the athletic building offices and contents. Mr. Gremlitz would serve as the logistics person at PHS for any concerns regarding this relocation. Mr. Gremlitz, Mr. Iafolla, Team Design and Hutter have agreed to meet after the holidays to sit down and review the relocation scenarios.

Mrs. Clews stated that as this is her last meeting as a member of the JBC, she wished to thank the committee for all the work everyone has given to this project and noted how quickly things have moved along. Mrs. Clews commended Team Design for their professionalism and leadership role in this project.

Mr. Muske also expressed his appreciation to the committee and even though he is leaving the committee he feels very confident that this project will continue on course. Mr. Stokel presented Mr. Muske with a plaque from the computer department for all the work he has done not only on the JBC but also as a member of the Technology Committee.

9. Next Meeting

The next meeting of the JBC has been scheduled for Wednesday, January 9, 2002 at 7:30 a.m.

10. Adjournment

Motion: Mrs. Clayburgh called for a motion that the meeting be adjourned. Mrs. Clews moved. Mr. Muske seconded. The motion was unanimously voted. The meeting was adjourned at 9:25 a.m.

Respectfully submitted,

W. Peter Torrey, Clerk for the Committee