

TO: MEMBERS OF THE JOINT BUILDING COMMITTEE:
Co-Chairs: School Board Chairman Kent LaPage
City Councilor Joanne Grasso
City Council Members: Laura Pantelakos and William St. Laurent
School Board Members: Nancy Novelline Clayburgh and Carvel Tefft
Citizen Member: Robert Iafolla
Ex Officio: W. Peter Torrey, Business Administrator
Also: John Bohenko, City Manager
David Holden, City Planning Department

FROM: W. Peter Torrey, Clerk for the Committee

DATE: June 18, 2003

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the Little Harbour Board Room on June 18, 2003 at 7:30 a.m. Attending were: City Council members Co-Chair Joanne Grasso, Laura Pantelakos and William St. Laurent, School Board members Co-Chair LaPage, Carvel Tefft and Nancy Novelline Clayburgh; Robert Iafolla and School Business Administrator W. Peter Torrey.

Also attending were Rick Gremlitz, PHS Principal, Forrest Ransdell, newly hired PHS Principal, Bill DiBartolomeo, Clerk of the Works, Daniel Bragg of Team Design, Wayne Blais of Hutter Construction, Bob Finney, Maintenance Supervisor, and Bruce Shumway and Mark Whitman of Rist-Frost Shumway.

1. Meeting Call to Order and Role Call

Co-Chair LaPage called the meeting to order at 7:35 a.m.

2. Approval of Minutes

Motion: Co-Chair LaPage called for a motion to approve the minutes from the meeting of May 14, 2003. Mr. St. Laurent moved. Mrs. Pantelakos seconded. The motion was unanimously voted.

3. PHS – Project Status Report

Mr. DiBartolomeo reported that the slabs are all completed except for the Media Center slab, which is scheduled to be done next week. Exterior metal studding is progressing well as is the sheathing. Brickwork, pre-cast and split faced CMU also progressing very well at unit E (classrooms) with the north side of the new construction completed. The boilers are in place and are being piped presently. The chillers are in place and the piping should start soon. The new generator is also in place. Interior metal stud partitions at unit E are progressing well with the gypsum wallboard being installed on the third floor. Mechanicals and electrical are ongoing and progressing very well. Mr. DiBartolomeo reported that the light fixtures and stage rigging above the auditorium stage was being taken down in preparation for the auditorium ceiling work. Plywood is being put down on the existing stage floor to protect it during the construction. Mr. DiBartolomeo further reported that the automotive department has completely moved out. Mr. DiBartolomeo also reported that one of the storage trailers has been completely filled up.

Mr. Blais stated that the project is on track and where they had hoped to be. Mr. Blais reported that a meeting has been held with over twenty sub-contractors to discuss the summer construction. Construction will be going into the existing building this summer. Mr. Blais

reviewed the summer schedule with the committee – remove existing piping in the auto shop area, music area being rebuilt, asbestos abatement in the hallway outside of the gym, custodian office moves to kitchen storage, and the tech ed office moves to electronics. The abatement, piping, and electrical work should not affect any sports scheduled for next fall. Mr. Blais further reported that the boys' locker room ceiling and roof would be coming off as part of the construction of the second floor corridor to the new construction. Mr. Torrey reported that the Music Department and the tech ed area would be uprooted this summer. It was reported that the auditorium does not need to be used until late October. Mr. Torrey reported that cafeteria B has been partitioned off with walls to secure musical instruments throughout the summer. Mr. DiBartolomeo reported that the Fire Department and Code Enforcement officers have been onsite to review proper egresses during the summer work. Mr. Torrey further reported that there are real stairways inside the new construction and that the JBC members are welcomed to a walk-thru at any time. Mr. Torrey does suggest that anyone interested in a walk-thru need to check in with Mr. DiBartolomeo for a hardhat and a personal tour. Mr. DiBartolomeo further stated that all gates and equipment are locked up on the premises on the weekends. Mr. LaPage stated that there have been cars obtaining access to the tennis courts. Mr. Torrey stated that security has been upgraded around the site and that additional signage has been added to the site area. Mr. Torrey further reported that the gate to the athletic field on the bleacher side has not been locked to allow handicapped access to the fields. This gate is scheduled to be reconfigured to be locked on one half to keep cars out and allowing handicapped access on the half that will be kept opened.

4. Old Business

PHS Commissioning

Mr. Torrey introduced Mr. Bruce Shumway and Mark Whitman of Rist-Frost Shumway who have been invited to the JBC meeting to discuss PHS Commissioning. Mr. Shumway stated that with the high cost of the systems in place, the need for commissioning is very important to the proper operation of the systems. Mr. Shumway further stated that the boilers and chillers are technologically advanced and are computer driven. Mr. Shumway noted that Mr. Whitman heads up the commissioning efforts. Mr. Shumway stated that there are three important reasons for commissioning. (1) Coordinate and direct a team effort to ensure that all mechanical and electrical equipment and systems are completely and properly installed and function together properly as operating systems that meet the design intent. (2) Train staff from the very beginning to efficiently and effectively operate the various systems. (3) Provide ongoing resources for operational support as needed. Mr. Shumway stated that Rist-Frost Shumway commissioned each of Nashua's two schools (2,000 students each). Mr. Whitman explained that after any building is occupied and there is a need for a warranty call back, efforts by the maintenance staff to get sub-contractors back together and resolve issues is very small. Every vendor is dealing with a "piece" of the equipment and doesn't know or feel responsible for the entire system. Thus, troubleshooting would be very difficult to get anyone to accept ownership of problems. Mr. Shumway stated that this is one of the main benefits to commissioning. The maintenance staff is aware of the systems from the installation point and is educated throughout the commissioning process. He further indicated that commissioning is not a foolproof system, as every situation cannot be anticipated. Mr. DiBartolomeo stated that there have been two commissioning meetings to date. The first meeting was to make everyone aware that this process would take place. The second meeting was to look at all systems. Mr. DiBartolomeo stated that commissioning allows everyone involved with the installation of the systems to have a better understanding of the process and how to operate the systems. Mr. Blais commented on how training is a huge benefit to the staff. Mr. Blais stated that the Portsmouth Maintenance Department is very aware of the operation of their buildings and have very knowledgeable vendors that service their systems. He further indicated that their involvement from the installation to the

firing up of the systems is very important in their training and long-term operational assistance to the systems. A discussion took place regarding fees for commissioning. Mr. Shumway stated that the agreement is written in standard language with travel a variable expense. Mr. Torrey explained that at the last JBC meeting of May 14, 2003, the committee moved to secure Rist-Frost Shumway to begin commissioning with the first phase and to reserve the right to look at the whole picture again to terminate or to continue on. Mr. Torrey stated that Rist-Frost Shumway have agreed to fold in what they have already done in their quote of \$95K. If voted not to proceed with commissioning, Risk-Frost Shumway would be paid on an hourly basis. Mr. Iafolla stated that commissioning would save the school department money in the long run. He described a situation where a building was completed without commissioning and a problem with the air registers developed and employees were always chilled and sinus problems developed. Numerous "call-backs" took place and moral was very negative. The perception of the building was that of a "sick" building and numerous amounts of money was spent trying to correct the problem. The problem ended up being a simple fix but the perception was already that of an unhealthy building. Mr. Blais stated that issues that can develop could involve items other than mechanicals as in the case of the Rockingham County Courthouse with issues dealing with the flashings and moisture. This building had not been commissioned and the contractor spent much more than commissioning to fix the problem at the Court House. Mr. Iafolla stated that Hutter initially presented commissioning for PHS at the beginning of the project. When the budget went \$3million over budget, it had been decided to deal with it after the final rounds of bids. Mr. Iafolla stated that it is time to insert it back into the project as we are 30% complete and in a good financial situation.

Motion: Co-Chair LaPage called for a motion that we engage Rist-Frost Shumway in the amount of \$95K to do the building commissioning for PHS with funds to come from the owner's contingency. Mrs. Clayburgh moved. Mrs. Pantelakos seconded. A roll call vote was taken. The motion passed 6:1. Mr. St. Laurent voted in the negative.

Auditorium

Mr. Blais provided an update on the stage work and rigging to be done on the auditorium at PHS. Mr. Blais indicated that he has not reviewed the bid package on rigging replacement and installation, or the bid package for the fire curtain. Mr. Soulé, a theater consultant with J.R. Clancy, Inc., has been working with Team Design in developing a proposal for the replacement of the rigging and the installation of a fire curtain. Mr. Bragg stated that the bid packages will get out to the vendors and he would report back to the JBC at the next meeting. Mr. Torrey stated that the structural component of the rigging needed to be addressed, as it is currently a safety hazard. Mr. Bragg reported that the fire curtain is necessary to meet current building codes. He further explained that when things are taken down or "beefed" up then the building code line gets crossed, inspectors come out to inspect, and current codes are enforced. Mr. Blais stated that to replace the stage rigging it will cost approximately \$100K-110K and the estimated cost for the fire curtain will be \$25K. The cost of these items will come out of the contractor's contingency and will come before the JBC at their next meeting in July. Mr. Blais stated that there would be a \$15K savings on the flooring change for the choral dance music room and a \$10K savings on the stage flooring refinishing. Mr. Torrey also stated that there is \$15K encumbered that would be applied toward this rigging and new fire curtain. Mrs. Clayburgh also indicated that any overage from selling auditorium seats would be applied to this project as well. Mrs. Clayburgh stated that there would be a huge fundraiser on November 1, 2003, to include cocktails and hors d'oeuvres at the Greek Church with a talent show to follow at the high school. Mr. Torrey reported that 60 seats have been sold totaling \$12K. Co-Chair LaPage stated that a list of past City Councilors and a list of

past School Board members could be developed and sent information about purchasing a seat. There could be a row of past Councilors and past School Board members.

Color Panel Follow-Up

Mr. Bragg reported that as a result of the School Board meeting on May 27, 2003, the color panel has been displayed at the high school to allow teachers, staff, and students input on the color schemes for the high school renovation and construction project. As a result, some valuable suggestions have been made and incorporated into the color schemes. Team Design will report back to the School Board one more time on June 24, 2003 in order to make the final color scheme decisions.

New Business

Mr. Bragg reported that the furniture bid documents have been prepared and should be going out in July to vendors.

5. Financials

Mr. Torrey presented the May financials for the PHS project. Mr. Torrey stated that the budget is currently on track and within budget. Mr. Torrey reviewed the project budget worksheet with the committee. Mr. Torrey is requesting to reallocate money by making transfers to the following line items:

Add \$32K to hazardous materials, add \$3,500 to architectural fees, reduce other engineering fees by \$54,400, add \$30K to site and project supervision, add \$154,800 to equipment and furnishings for auditorium seating, add \$50 K to equipment and furnishings for computer system and window treatments, reduce equipment and furnishings by \$147,300, add \$95K back to owner's contingency, and reduce administrative costs by \$163,600.

Mr. Torrey explained that the administrative costs could be reduced by \$163,600 due to the fact that the City will not be charging the School Department for bond issuance fees and that the builder's risk insurance is incorporated in the new School Department insurance carrier's premium.

Motion: Co-Chair LaPage called for a motion to authorize the financial transfers as outlined by Mr. Torrey. Mr. Iafolla moved. Mr. St. Laurent seconded. A roll call vote was taken. The motion was unanimously voted.

Motion: Co-Chair LaPage called for a motion to authorize the payment of Manifest #57 in the total amount of \$1,800,693.70 for the Portsmouth High School project. Mr. Iafolla moved after properly vouched. Mrs. Clayburgh seconded. A roll call vote was taken. The motion was unanimously voted.

Other

Mr. Torrey reported on a meeting of the Committee of Conference that he attended in Concord on Department of Education State Capital funding for the Voc Tech Centers. The project will now go to both houses for a vote and then to the Governor. Slated for funding will be: 4.5 million to Portsmouth, 4.5 million to Nashua for the second phase, and 1.6 million for Berlin. Mr. Torrey commended the hard work of Laura Pantelakos, Terri Norelli, Pam MacArtney and Doug Bates.

Mr. Torrey notified the committee that Mr. Ed Stokel would be attending the next JBC meeting to discuss Technical issues.

6. Next Meeting

The next meeting of the JBC has been scheduled for Wednesday, July 16, 2003 in the boardroom at Central Office at 7:30 a.m.

7. Adjournment

Motion: Co-Chair LaPage called for a motion that the meeting be adjourned. Mr. Iafolla moved, Mr. Tefft seconded. The motion was unanimously voted. The meeting was adjourned at 9:150 a.m.

Respectfully submitted,

W. Peter Torrey, Clerk for the Committee

WPT/vk