

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: October 22, 2003

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the Little Harbour Board Room on October 22, 2003 at 7:30 a.m. Attending were: City Council members Co-Chair Joanne Grasso, a City Councilor 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 Bill DiBartolomeo, Clerk of the Works, Forrest Ransdell, PHS Principal, Wes Bonney of Team Design and Wayne Blais of Hutter Construction.

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

Motion: Co-Chair LaPage called for a motion to approve the minutes from the meeting of September 17, 2003. Mr. St. Laurent moved. Mrs. Clayburgh seconded. The motion was unanimously voted.

Correspondence

Mr. Torrey distributed a copy of a letter from Mr. Dan Bragg thanking the JBC for their letter of appreciation.

Motion: Co-Chair LaPage called for a motion to accept this letter and place it on file. Mrs. Pantelakos moved, Mr. St. Laurent seconded. The motion was unanimously voted.

3. PHS Project Status Report

Mr. DiBartolomeo provided an update on renovations to the existing building:

- a. Areas that have been returned – Music and choral rooms, including office spaces and practice rooms.
- b. Music storage rooms and music director's offices.
- c. Band room and practice rooms.

Note: Above rooms require the installation of acoustical wall panels.

- d. Electronic room – flooring remains to be completed.

- e. Corridor A1.68 (link between old and new), completed wall tiles (ceiling and floor tiles remain to be completed).
- f. Emergency generator and UPS system turned over and training on the system has been completed.
- g. Auditorium seating completed and seat lighting has been started.
- h. Support structure for stage rigging is completed and the rigging has been started with completion expected by the end of the month.
- i. Heating system has been turned on and is currently operational.

Mr. DiBartolomeo further reported on the exterior work for both the new and existing buildings:

- a. Exterior lighting for the building is nearing completion and the bases for the exterior light poles have been started.
- b. Grading at the exterior (in front of the media center) underway, the retaining walls are completed, the exterior stairs and ramps in that area of the building are being formed-up.
- c. Vinyl siding and EIFS systems are 99% completed as well as the masonry work.
- d. Installation of window units is nearing completion and installation of exterior doors has been started.
- e. Entrance canopies have been started and are awaiting the wood-framing members.

Mr. DiBartolomeo continued to report on the progress on the new structure:

- a. Green house remains the same – awaiting materials.
- b. Metal studding and wallboard nearing completion on the third floor. The acoustical ceiling suspension system and the installation of light fixtures has begun.
- c. Studding, drywall, rough electrical, and the priming of some walls are progressing on the other two floors.

Mr. DiBartolomeo further reported that the interior work is progressing very well and are at various stages throughout the building. The enclosure of the first and second corridors connecting the new to the existing structures is being worked on and is nearing completion.

Mr. Tefft stated that the new auditorium chairs look great. Mr. Torrey reported that the plaques for the arms of the auditorium chairs are due to arrive shortly. Mrs. Pantelakos stated that she was very impressed with the building during the recent tour.

4. Old Business

Furniture Bid Results – Mr. Torrey reported that after an extensive amount of work by Team Design and high school personnel on the furniture bids, the bids were mailed out at the beginning of September and returned on September 23rd. Mr. Torrey distributed a summary of all bids by ten vendors to the JBC. Mr. Torrey reported that some companies bid on most items while others only bid on a few. The final bid result (low bid analysis) is \$1,191,283.38. Mr. Torrey further reported that on October 28, 2003 at the PHS gym, the vendors will be bringing in sample products for review by Forrest and department heads. Mr. Torrey stated that he sent out a letter to the ten vendors with the summary provided by Team Design, indicating the analysis process. The first step in the bid analysis was to simply array the bid responses in order to make comparisons and judgments of meeting bid specifications. The second step in the process is to remove from further consideration the companies that (a) did not meet bid specifications, (b) failed to completely respond to the five bid addendas, or (c) with a high degree of bid item substitution,

failed to properly submit alternate product information or product qualifications. Mr. Torrey stated that Forrest is refining bid items with the department heads. He further indicated that the bid numbers are quite favorable and we will be able to replace items that are 20-40 years old. Mr. Torrey stated that the School Department reserves the right to accept bids from numerous companies. If a company bids on all items, as what happened at New Franklin, there is a pricing advantage as well as ordering, unpacking, and set-up. Mr. Torrey stated that the contingency of \$50,000 should be kept in the budget. Co-Chair LaPage stated interest in the Music Department total bid as being the largest item in the CORE bid. Mr. Ransdell stated that unique to the Music Department are the instruments that need special storage. These instrument storage units, robe storage units, sheet music storage, racks, cabinets, and casework are not built into the rooms under the construction costs. Mr. Ransdell further stated that he reviewed all items with the three music teachers, Mr. Purrington, and Mr. Torrey. Mr. Bonney stated that the science lab tables, sinks, and millwork were part of the construction budget. Mr. Ransdell stated that no one department gets treated better than another. Mr. Iafolla stated that it is not the function of the JBC to determine prioritization of items, but to determine whether or not the cost fits within the general parameters of the budget. Co-Chair LaPage noted that this process allows reassurance to the public that all areas are treated equitably.

Motion:

Co-Chair LaPage called for a motion to allow the Business Office to move forward with the bid process and to accept the CORE bids in an amount not to exceed \$1.2 million. Mrs. Pantelakos moved, Mrs. Grasso seconded. A roll call vote was taken. The motion was unanimously voted.

Mr. Torrey further explained the other items budgeted under the furniture, fixtures, & equipment budget. Mr. Torrey stated that interior signage is needed for the identification of all 400 rooms and doors, ADA, exits, and bathrooms. ANCO is the signage company that worked on the New Franklin project. Team Design highly recommends this company and has worked with ANCO on numerous jobs. Their signs are of a high quality and material that cannot be altered (vandalism). Mr. Torrey stated their installed price would be approximately \$17,000 and that he would like to proceed with ANCO for the interior signs for PHS. Co-Chair LaPage stated that this item needs to go forth as soon as possible as it is needed for the safety and good order of our building. Mr. Ransdell and Mr. Finney will accompany ANCO as they install the signs to be sure of proper numbering and placement.

Motion: Co-Chair LaPage called for a motion to allow Mr. Torrey to contact ANCO to submit a final proposal for interior signage. Mrs. Grasso moved, Mrs. Pantelakos seconded. The motion was unanimously voted.

Mr. Torrey explained that the technology budget includes items for the *Main Distribution Facility* (MDF) as well as the *Individual Distribution Facility* (IDF) and upgrades to classroom and technology labs; the music/performing arts equipment includes stage microphones, sound equipment and sound systems for the band and chorus rooms; the media equipment includes LCD's in the auditorium, lecture room, TV production equipment, and classroom digitally ready TV's; visual arts and photography equipment is also needed; playground replacement equipment and a high temperature dishwasher is needed for the childcare center; kitchen cooking utensils,

trays, etc. and cash registers; floor machines for the custodial department; and general classroom items such as sharpeners, flags, pull down screens, etc.

Mr. Torrey explained that an approval is needed to allow Team Design to assist Pam MacArtney in formulating a design plan and an educational feasibility plan for the Career Tech Center in an amount not to exceed \$10,000.

Motion: Co-Chair LaPage called for a motion to allow Team Design to provide additional architectural services on a time and material basis to assist the Portsmouth School Department and Pam MacArtney, Career Tech Director, in formulating a plan, design and an educational feasibility plan not to exceed \$10,000. Mrs. Pantelakos moved, Mr. Iafolla seconded. A roll call vote was taken. The motion was unanimously voted.

5. New Business

Mr. Torrey reported that the School Department has received a check in the amount of \$1,016,250 representing the first installment of the twenty years of School Building Aid from the State of NH.

Co-Chair LaPage stated that Mrs. Clayburgh has stepped down from serving on the JBC to spend time on the PMS Feasibility Study Committee and that her position on the JBC would not be filled until after the elections. Co-Chair LaPage thanked Mrs. Clayburgh for her time and efforts in serving on this committee. Gratitude and praise was also expressed to her and Mrs. Grasso for their hard work on the auditorium seating fundraising efforts. Mrs. Clayburgh reassured the JBC that she would continue with her fundraising efforts on behalf of the Portsmouth High School.

6. Other

Co-Chair Grasso expressed her concerns that incorrect information has been made public regarding the funding of the Middle School Feasibility Study Committee. Co-Chair Grasso stated that the funding for the Middle School Feasibility Study in the amount of \$112,000 is coming out of money set aside previously by the Portsmouth School Department and not out of school building aid money for the high school.

Mrs. Pantelakos questioned Mr. Blais regarding the high school commissioning being performed by Rist-Frost. Mr. Blais stated that as systems come on-line training is provided to the appropriate staff. Mr. Torrey stated that Matt Tobey is also videotaping all training sessions for the record and archive.

Mr. Ransdell stated that it is not too early to start thinking about the dedication ceremony for the new building. Mr. Ransdell stated that he found the dedication program from 9/4/57 in the archives at the high school. He further stated that it would be a good idea to include as many members of the original JBC to attend this new dedication ceremony. Co-Chair LaPage stated that this would be an item on the next School Board agenda to determine a committee for this dedication ceremony.

7. Financial

Mr. Torrey reported that the October financial report is on target and within the scope of the budget.

Motion: Co-Chair LaPage called for a motion to authorize the payment of Manifest #61 in the total amount of \$1,320,634.18 for the Portsmouth High School project. Mrs. Pantelakos moved

after properly vouched. Mrs. Clayburgh seconded. A roll call vote was taken. The motion was unanimously voted.

8. Next Meeting

The next meeting of the JBC has been scheduled for Wednesday, November 19, 2003 in the boardroom at Central Office at 7:30 a.m.

9. Adjournment

Motion: Co-Chair LaPage called for a motion that the meeting be adjourned. Mr. St. Laurent moved, Mrs. Pantelakos seconded. The motion was unanimously voted. The meeting was adjourned at 9:05 a.m.

Respectfully submitted,

W. Peter Torrey, Clerk for the Committee

WPT/vk