

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: Carvel Tefft and John Lyons
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: November 19, 2003

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the Little Harbour Board Room on November 19, 2003 at 7:30 a.m. Attending were: City Council members Co-Chair Joanne Grasso and City Councilor Laura Pantelakos; School Board members Co-Chair LaPage, Carvel Tefft, and John Lyons; Robert Iafolla and School Business Administrator W. Peter Torrey. Mr. St. Laurent absent.

Also attending were Bill DiBartolomeo, Clerk of the Works, Ann Walker, Wes Bonney of Team Design and Wayne Blais of Hutter Construction.

1. Meeting Call to Order and Roll Call

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

Co-Chair LaPage introduced and welcomed the new School Board members to the Joint Building Committee. Mr. John Lyons will be replacing Mrs. Clayburgh, who has been reassigned to the PMS Feasibility Committee, and Mrs. Ann Walker will be replacing Mr. Tefft, as of the January 2004 meeting. Co-Chair LaPage expressed his appreciation to both School Board members for their diligence and efforts on behalf of the Portsmouth School Department and the JBC over the last few years. Co-Chair LaPage further expressed his appreciation to Councilor St. Laurent for his efforts during his time spent on the Joint Building Committee.

Mrs. Pantelakos congratulated Co-Chair LaPage for his nomination and election as President to the New Hampshire School Board Association and Mr. Lyons appointment to the State Board of Education.

2. Approval of Minutes

Motion: Co-Chair LaPage called for a motion to approve the minutes from the meeting of October 22, 2003. Co-Chair Grasso moved. Mrs. Pantelakos seconded. The motion was unanimously voted.

3. PHS Project Status Report

Mr. DiBartolomeo provided an update on the renovations and construction at PHS:

Existing Building –

- a. The heating system is operating with a few minor adjustments needed to the thermostat.
- b. Music Area – There are a few items left on the “punch list” for the music area. The acoustical wall panels are installed with the trim remaining to be completed.
- c. Stage/Auditorium – The stage work has been completed by Hutter Construction. The auditorium seating is complete as is the new panels on the stage front. Mr. DiBartolomeo noted that most of the auditorium seats needed to be tightened, and that training in the removal of the seating was provided to the PHS custodians and Mr. Matt Tobey of the Drama Department. The stage rigging has been installed. The existing lighting panel/dimmer panel battery back up failed and the panel lost all memory. Mr. Torrey stated that Mr. Roland Cyr, the School Department in-house electrician as well as Mr. Tobey have worked together to “patch-up” a temporary solution to this situation in time for the show on November 20th. Parts have been ordered to completely repair the panel. The auditorium floor lighting strips have been installed and are being adjusted for adequate spacing of light bulbs.

New Building Exterior

- a. The grading and spreading of topsoil has been started at the front entrance area.
- b. The granite curbing has been started as well as the concrete entrances and walkways.
- c. All windows have been installed except for the construction “clean out” window openings.
- d. The exterior doors have been installed.
- e. Exterior painting is ongoing as directed by the weather.

New Building Interior

- a. Inside finishing work is going along very smoothly.
- b. The tiling of the team rooms, locker rooms and student rest rooms has begun.
- c. The vinyl flooring is progressing very well in the classrooms.
- d. The acoustical ceiling tiles are also progressing well in the classrooms.
- e. The classroom doors and hardware are being installed.
- f. The fume hoods in the science rooms are being installed with utility piping, air, and gas piping being installed to the units.
- g. The student lockers are beginning to be installed as of today.
- h. The elevator rails are in place and construction of the cab is underway.

Mr. DiBartolomeo further stated that the City’s Building Inspector as well as the Fire Department inspected the auditorium exits with regards to emergency egress. Permits were issued by the Fire Department

Mr. Blais stated that Hutter had anticipated turning over the locker rooms by December 1st and that they are working very hard to complete this area as close to that date as possible.

Mr. Blais further stated that the auditorium stage would be sanded and resurfaced next summer.

Mr. Iafolla questioned whether or not the perimeter road would be opened with the move in March to the new building. Mr. Blais stated that the perimeter road would be available when the new building is occupied in March and that they would then reassess the fencing at that time. Mr. Blais further noted that the bus loop and parking would need to be relocated during that time as well in order to begin the demolition of the two-story addition on the old building. Co-Chair LaPage stated that

notification regarding the new bus loop, drop-off area, and parking area relocation should go out to the students and parents well in advance of March.

4. Old Business

- a. Tech Center Update – Mr. Bonney reported that Team Design has conducted their last interview with the staff and have collected all the wants and needs for the program to develop a building around that information. Mr. Bonney further stated that the area that is being looked at for the new Tech Center would be in need of two additions. One addition would be in back of the existing building where the wood shop used to be and the other addition would be at the back right corner. Mr. Bonney noted that this addition would fall close to the wetland buffer area of one hundred feet and that he will contact Mr. Holden and report back to the JBC at the next meeting with more information. Mr. Bonney expressed concern regarding the sub-surface and the need for geotechnical services to provide test borings in order for Team Design to develop a budget and an estimated cost for the two additions. Mr. Torrey stated that the project scope has been approved by the Department of Education and that the State of NH has authorized 6 million dollars toward this project with a 75% reimbursement. Mr. Torrey further stated that we would be getting 4.5 million out of the 6 million and that the City would need to contribute the remaining 1.5 million, which could be part of the 36 million dollars authorized by the City toward the PHS renovation and construction project and thus, would not be a tax burden to the tax payers of Portsmouth. Mr. Torrey further stated that the funding comes up front and that we would need to spend it and then produce vouchers for reimbursement from the State. Mr. Iafolla stressed that these are two distinct projects and that the JBC does not have the statutory authority to build a Tech Center. Mr. Torrey noted that under the PHS renovation and construction project, we currently should have the authority to renovate the existing Tech Center and thus, have the funds to authorize the initial geotechnical investigation. Mr. Tefft stated that before the JBC can go to the City Council for the legal authority to continue with the Tech Center project, we would need to do preliminary geotechnical investigations to determine the scope of the budget in developing the conceptals for the Tech Center addition. Co-Chair LaPage stated that there is funding within the current project to do some Tech Center rehabilitation. Mr. Bonney stated that Team Design is doing the conceptals to help the JBC get through the process. Once the conceptals are completed Team Design would present them to the School Board for their comments/approvals and then the project would go to the City Council for their authority. Mr. Torrey will speak to the City Attorney regarding the process for this project.

Motion: Co-Chair LaPage called for a motion to authorize Team Design to proceed with geotechnical testing for the Tech Center project when deemed feasible to do so with costs appropriated within the money allocated for payment by the City. Co-Chair Grasso moved, Mrs. Pantelakos seconded. A roll call vote was taken. Five votes in favor, one vote against. Mr. Iafolla voted against this motion as he feels this goes beyond what is absolutely necessary to get a concept and an approval to move forward.

- b. Furniture Bid Results – Mr. Torrey distributed an updated furniture, fixtures and equipment (FF & E) budget to the JBC. Mr. Torrey stated that out of the \$2,180,000

budgeted amount, \$201,503 has been spent on Project Adventure Relocation/Equipment; Community Field Building (CFB) Intercom and Telephone equipment; and a partial payment (85%) for the auditorium seating. Mr. Torrey further reported that approximately 108 seats have been sold offsetting the budget by \$21,591 leaving a remaining budget for the FF & E of \$1,977,289 for core furnishings, signage, window treatments, technology, music/performing arts equipment, media equipment, visual arts & photography equipment, childcare center, kitchen & cafeteria, custodial & maintenance, technical career classroom equipment, and general classroom equipment. Mr. Torrey requested authorization from the JBC to release the remaining five out of six purchase orders in order for vendors to process orders for the furniture, fixtures, and equipment and insure delivery on-site in early February for the March 1, 2004 opening.

Motion: Co-Chair LaPage called for a motion to authorize Mr. Torrey to process the release of the remaining five out of six purchase orders in order for vendors to process orders for the furniture, fixtures, and equipment for PHS, and to insure the delivery of such items on-site in early February for the March 1, 2004 opening. Mrs. Pantelakos moved, Co-Chair Grasso seconded. The motion was unanimously voted.

A discussion took place concerning the plan for the moving of items (books, etc.) from the old building to the new building and the setting up of the new equipment and furniture. Mr. Torrey stated that if the process follows the plan that New Franklin used it would incorporate the manpower of the maintenance, custodial and Hutter staff. Mr. Torrey noted that Mr. Ransdell is working out this plan with the anticipation of this work taking place over the February vacation. It was also noted that the Special Education and Athletic Departments plan to move twice during this renovation phase. Co-Chair LaPage stated that requests for old equipment not slated to be used in the new building need to go through Mr. Torrey.

5. New Business

Mr. Torrey distributed signage samples and information regarding the interior signage for PHS. The material of the signs proposed by ANCO Signs, Inc. of Manchester is made of photopolymer, a high quality product. Mr. Torrey stated that the numbers are actually “baked” into the sign and cannot be defaced or scraped off. Mr. Torrey requested authorization to accept the ANCO proposal of November 17, 2003 in an amount *not to exceed* \$20,000. Mr. Torrey explained that the actual amount of the proposal is \$17,035 but would like to suggest the approval of an amount *not to exceed* \$20,000, which will permit additional supplemental interior signage that will, undoubtedly, come up as we complete the project. Mr. Torrey further explained that it would also allow for additional installation expenses should the attaching of the signs in the tiled areas present more of a problem than first anticipated.

Motion: Co-Chair LaPage called for a motion to accept the November 17, 2003 proposal from ANCO Signs, Inc. in an amount *not to exceed* \$20,000. Co-Chair Grasso moved, Mr. Iafolla seconded. A roll call vote was taken. The motion was unanimously voted.

Co-Chair Grasso distributed flyers for the November 30th auditorium seating fundraising event. On November 30th, a talent showcase, hosted by Tom Bergeron, will take place at PHS at 1:00 p.m. followed by a tour of the new facility. This event will be free and open to the public. Anyone seeking more information on this event is encouraged to contact Mrs. Nancy Clayburgh at (603) 436-6525. Co-Chair Grasso thanked Mr. Tefft for introducing the JBC to Hussey Seating and negotiating a very good contract for an excellent, high quality seat. Mr. Torrey stated that Hussey was very cooperative with our PHS project and plans to “showcase” our seating to prospective clients. It was suggested that Mr. Torrey invite our contacts at Hussey Seating to the school play scheduled for November 20, 21, 22, and 23, 2003, as well as the November 30th talent show. Co-Chair Grasso further stated that the purchase of a chair for \$200 is, not only “tax-deductible”, but makes an excellent holiday and/or graduation gift.

Co-Chair LaPage stated that the PHS groundbreaking would take place on two separate occasions; one for the new building completed in March 2004, and one for the completed renovations in 2005. Co-Chair LaPage stated that more details would be forthcoming.

6. Financial

Mr. Torrey reported that the November financial report is on target and within the scope of the budget. Mr. Torrey stated that Hutter would produce a scope of work budget report for the December JBC meeting.

Motion: Co-Chair LaPage called for a motion to authorize the payment of Manifest #62 in the total amount of \$1,069,752.65 for the Portsmouth High School project subject to the resolution of a matter between Team Design and Hutter Construction. Mrs. Pantelakos moved after properly vouched. Co-Chair Grasso seconded. A roll call vote was taken. The motion was unanimously voted.

7. Next Meeting

The next meeting of the JBC has been scheduled for Wednesday, December 17, 2003 in the boardroom at Central Office at 7:30 a.m.

Mr. Torrey stated that with the approval of the committee, he would like to invite Mr. Whitman from Rist-Frost-Shumway Engineering to provide an update on the commissioning. With the approval of the committee, Mr. Torrey will contact Mr. Whitman.

8. Adjournment

Motion: Co-Chair LaPage called for a motion that the meeting be adjourned. Mr. Tefft moved, Mr. Lyons seconded. The motion was unanimously voted. The meeting was adjourned at 8:55 a.m.

Respectfully submitted,

W. Peter Torrey, Clerk for the Committee

WPT/vk