

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: December 17, 2003

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the Little Harbour Board Room on December 17, 2003 at 7:30 a.m. Attending were: City Council members Co-Chair Joanne Grasso and City Councilors Laura Pantelakos and William St. Laurent; School Board members Co-Chair LaPage, Carvel Tefft, and John Lyons; Robert Iafolla and School Business Administrator W. Peter Torrey.

Also attending were Bill DiBartolomeo, Clerk of the Works; Ann Walker; Wes Bonney, Team Design; Wayne Blais, Hutter Construction; Lyonel Tracy, Superintendent of Schools; Forrest Ransdell, PHS Principal; Ed Stokel and Tom Lotz, PSD Computer Technology Department; and Mark Whitman, Rist Frost.

1. Meeting Call to Order and Roll 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 November 19, 2003. Mr. St. Laurent moved. Mr. Tefft 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. Team room and locker rooms completed and turned over to the school. The City building inspector has issued an occupancy permit for this area.
- b. Music area casework and furnishings delivered and in place. One cabinet, damaged during shipping, will be replaced.
- c. Abatement of floor tiles in the cafeteria and the corridor between the cafeteria and the auditorium will begin over the holiday break.

New Building Exterior

- a. Guard rails completed.
- b. Temporary paving at all entrance doors are completed.
- c. Sod has been placed at the main entrance area.
- d. Main entrance canopies and the library media center entrance are being worked on.
- e. Main entrance deck is being installed.

New Building Interior

- a. Studding and dry wall partitions are progressing and nearing completion.
- b. Ceilings and flooring are beginning to be installed on the first floor.

- c. Casework in the science area on the third floor is progressing. The casework in the photo labs on the first floor has begun.
- d. Student toilets are in place.
- e. Mechanical and electrical roughing continues and some finishing work has taken place as well.
- f. Student lockers continue to be placed.
- g. Telephone, fire alarm, security systems, hardware and doors are being installed.

Mr. Blais of Hutter Construction distributed a budget worksheet and stated that the project is going very well. He further stated that more was spent on the site work than originally determined. He informed the committee that there are many positives and negatives in the savings column of the worksheet. The one million dollar construction management contingency has a current cost to complete of \$613,000, with the project over one-half completed. The electrical budget is over, due to many more items added as beneficial to the overall need of the project. Mr. Blais further stated that they are looking for a new demolition sub-contractor. Mr. Torrey noted that Team Design needed to review this budget worksheet update to determine approval for payment. Co-Chair LaPage advised the new members on the JBC to review the worksheet and present any questions and/or comments at the next JBC meeting or to Mr. Torrey prior to that meeting.

Co-Chair LaPage questioned whether or not there is an auditing obligation under State funding guidelines. Mr. Torrey informed the committee that there is no independent audit and that the State relies on the client to perform internal audits in the development of the final report to the State.

Co-Chair Grasso questioned the status of the gymnasium air-conditioning in anticipation of the 2004 graduation. Mr. Blais stated that there would not be any air-conditioning for this year's graduation.

Mr. Tefft asked for clarification of the re-roofing budget for the existing building. Mr. Blais stated that the roofing from 1990's on does not need to be replaced and that the 1980's era roofing will be replaced. The projected re-roofing proposal of \$262,000 will be less \$42,000, creating a new budget of \$220,000.

4. Commissioning Status Report

Mark Whitman from Rist Frost Shumway was present to provide an update to the JBC on the status of the PHS commissioning. Mr. Whitman stated that there have been a number of monthly meetings with Ken Linchey, Bob Finney, Roland Cyr, Wayne Lee, and Bill DiBartolomeo and a number of sub-contractors in attendance. Mr. Whitman stated that the bulk of the commissioning would take place once the systems are up and running. The boilers are functioning well, but not at 100% capacity. The UPS system (back-up power system) is fully operating and that training has been completed. The emergency generator is operating and both representatives of the school system as well as City employees have completed training. Mr. DiBartolomeo stated that the air-handling units in the existing building are not fully completed as the temperature controls have not been fully programmed. Mr. Whitman stated that it is expected to have this network up in mid-January. The D & E wings' air-handling units have been debugged and should be fully up and operational by the beginning of February. Mr. Whitman commented that it is great to be testing these systems during the winter months. Mr. Whitman further stated that the new fire protection panel system should also be up and running on the D & E wings.

Mr. Tefft questioned whether or not Rist Frost Shumway included air quality testing as part of their air-handling commissioning process. Mr. Whitman stated that the CO2 monitors are tested. Mr. Whitman explained that it does not perform air quality testing for particulates. Mr. Torrey stated that Scott Lawson, who manages our abatement process, provides air quality testing and that they have recently performed air quality testing at Dondero and New Franklin Schools. Mr. Whitman explained that when testing the air-handling units they start with new filters as well as monitoring the cleanliness of the surrounding area before starting the air-handling units to minimize construction dust. Mr. DiBartolomeo stated that both the old and new systems are currently functioning, that the fire alarms are always in operation, and that the exit signs are always illuminated. Mr. DiBartolomeo reassured the committee that the students, faculty and workers are being kept safe during the construction.

Mr. Whitman stated that information is provided to the maintenance staff at the time of training on the maintenance of the systems and that manuals will be turned over at the completion of the project.

5. Old Business

FF & E Budget Update: Mr. Torrey reported that the FF & E budget is on target. Mr. Torrey stated that 1.2 million dollars has been spent on CORE furnishings. This includes items encumbered and authorized by the School Board to Wenger, Corporate Express, Equipment Environments, Robert Lord, Criteria II, and School Furnishings. Mr. Torrey explained that the music area has received the musical equipment storage units as well as the sound deflection panels. Mr. Torrey noted that these sound deflection panels have already been used on stage at PHS and that sound is now projected out toward the stage area allowing for an enormous improvement to the sound quality within the auditorium. Mr. Torrey stated that there is nearly \$900,000 in the remaining budget for FF & E. Mr. Torrey stated that both the new addition as well as the renovated portion of PHS would start off with new furnishings.

Technology Bid: Mr. Stokel distributed a memo outlining his request for the release of funds for some technology purchases as part of the FF & E budget. Mr. Iafolla stated that this request would need to go before the School Board for their review and approval before it comes to the JBC for the expenditure of funds. Dr. Tracy stated that programs fall within the School Board purview and would need to be presented to the School Board for their endorsement of the Technology program as outlined in Mr. Stokel's memo. Dr. Tracy requested that Mr. Stokel and the Technology Committee present their program requirements to the full School Board. Mr. Stokel explained that he was told by the vendors that if they do not process the School Department's purchase orders before the end of the year, delivery of the switches and routers needed for the March opening may not arrive in time. Mr. Stokel explained that some of the heating and ventilation equipment plugs into the network. Also, vendors provided aggressive pricing discounts if purchases are made before the end of the year.

Co-Chair LaPage suggested a "special" work session meeting of the School Board on Monday, December 22, 2003 at 5:30 p.m. to allow for a presentation by Mr. Stokel and the Technology Committee. This work session meeting will be considered a regular board meeting to discuss this one item. Discussion took place regarding a "special" JBC meeting on December 29, 2003. Mr. Lyons suggested that the JBC tentatively approve this technology report and request for funds subject to the approval of the School Board on December 22, 2003. Mr. Lyons further explained that the JBC would only be approving the dollar amount and that the School Board would determine the details on how this would be expended. After a brief discussion, it was decided that the December 29, 2003 JBC meeting would not be needed.

Motion: Co-Chair LaPage called for a motion to authorize the technology expenditure of up to \$470,000 as directed by the Superintendent conditional on the approval by the Portsmouth School Board. Mr. Iafolla moved. Mr. Lyons seconded. A roll call vote was taken. The motion was unanimously voted.

Tech Center Update: Mr. Torrey explained that, at the December 9, 2003 meeting of the Portsmouth School Board, the Board voted to authorize the Joint Building Committee to proceed with the preliminary engineering and architectural study to possibly upgrade or alter the current renovation plan of the Technical Career at PHS. Mr. Torrey further reported that City Attorney Sullivan provided the motion that was put before the School Board for their approval. Co-Chair LaPage stated that any funds for this request would come from the monies previously approved for the renovation and new construction at PHS. Co-Chair LaPage appreciated the input by Mr. Sullivan and that the members of the JBC have the clear authority to produce for the Board's request and future review; and possible approval of any renovation revisions or enhancements to the current Technical Center's building plan. Mr. Bonney stated that there is a scheduled meeting on Friday, December 19th at 10:00 a.m. to present their concept to the sub-committee. Mr. Bonney further stated that, upon their acceptance of Team Design's concept, a presentation would be made to both

the School Board and the JBC. Co-Chair LaPage stated that Team Design has the preliminary approval to develop the concept and to do test borings. Co-Chair LaPage explained that whatever design is approved at the meeting on Friday should then come before the JBC to approve the conceptals and the budget, and then move to the School Board for their approval.

6. New Business

Mr. Torrey explained that there is an alteration to the abatement plan and work schedule. In order for Hutter to work during the holiday school break, abatement work would need to take place during the holiday week, which will cost an additional increase in the abatement costs of between \$8,000-\$10,000 due to double shifts and holiday pay differential. Mr. Torrey explained that this would allow Hutter to begin work on the kitchen as soon as possible. Mr. Blais stated that, after the abatement work is done, Hutter would be able to work in the corridor to complete the fire alarm system and also take measurements to order steel. Mr. Blais stated that Hutter Construction endorses this plan. Mr. Ransdell stated that any time that we can give to Hutter to work when there are no children in the building is very valuable time.

7. Other

Dr. Tracy stated that the JBC is well represented by both the School Department and the City. He further stated that it is very fitting that he attends the last JBC meeting of 2003. Dr. Tracy further stated that this is the most workable and meaningful JBC he has ever worked with. He feels that the City collaboration with the School Department has proven to be a great working committee with community input. Dr. Tracy expressed his holiday wishes to the JBC as well as his thanks to Carvel Tefft and William St. Laurent as they leave their participation on this committee. Dr. Tracy expressed his desire that the JBC offer their patience and assistance to help the new members in bringing them up to date on the project.

Co-Chair LaPage also expressed his wishes to all for happy and safe holidays. He expressed his appreciation to the committee for all of their work over the past few years. Co-Chair LaPage stated that he would keep Mr. Tefft and Mr. St. Laurent apprised of the project and that they will be sitting with the committee at the dedication.

Mr. St. Laurent expressed his thanked and gratitude to all of the members as he, regretfully, ends his participation on the JBC. Mr. St. Laurent further stated that he would very happily attend the dedication ceremony.

Mr. Tefft also thanks the committee for his time spent on the JBC. He stated that this committee exudes a wonderful community flavor. Mr. Tefft stated that he would miss participation on this committee.

8. Financial

Mr. Torrey reported that the December 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 #63 in the total amount of \$2,597,192.26 for the Portsmouth High School project subject to the resolution of a matter between Team Design and Hutter Construction. Mr. Iafolla moved after properly vouched. Mr. Tefft 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 #64 in the total amount of \$2,358.82 for the New Franklin School project. Mr. Tefft moved after properly vouched. Mr. Iafolla seconded. A roll call vote was taken. The motion was unanimously voted.

9. Next Meeting

The next meeting of the JBC has been scheduled for Wednesday, January 21, 2004 in the boardroom at Central Office at 7:30 a.m.

10. 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 9:10 a.m.

Respectfully submitted,

W. Peter Torrey, Clerk for the Committee

WPT/vk