

TO: MEMBERS OF THE JOINT BUILDING COMMITTEE:
Co-Chairs: School Board Chairman Kent LaPage
City Councilor Joanne Grasso
City Council Members: Laura Pantelakos and Thomas Ferrini
School Board Members: John Lyons and Ann Walker
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: January 25, 2006

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the PHS Conference Room on January 25, 2006. Attending were: City Council members: Co-Chair Joanne Grasso, Thomas Ferrini and Laura Pantelakos; School Board Members: Co-Chair Kent LaPage; Ann Walker and John Lyons; Citizen Member Robert Iafolla and Clerk for the Committee W. Peter Torrey.

Also attending: Robert Lister, Superintendent of Schools, Stephen Bartlett, Business Administrator, Ken Linchey, Maintenance Supervisor, Daniel Bisson of Team Design, Wayne Blais and Scott French of Hutter Construction and Forrest Ransdell, Principal PHS.

1. Meeting Call to Order and Roll Call

Co-Chair LaPage called the regular meeting of the JBC to order at 7:50 a.m.

Co-Chair LaPage introduced Mr. Stephen Bartlett, the new Business Administrator for the Portsmouth School Department, replacing W. Peter Torrey. Mr. Bartlett started working for the Portsmouth School Department on January 23, 2006.

2. Approval of Minutes

Motion: Co-Chair LaPage called for a motion to approve the minutes from the meeting of November 29, 2005. Mr. Iafolla moved. Mrs. Walker seconded. Mr. Ferrini abstained. The motion was favorably voted.

Correspondence – Mr. Torrey reviewed the final report from Rist-Frost-Shumway Engineering (RFS) regarding the commissioning of the PHS building. RFS will remain a resource for Mr. Linchey with the management of the systems remotely from RFS. Co-Chair LaPage questioned whether or not the services of RFS would be available if we alter the control mechanisms, such as working out the cooling issues. Mr. Iafolla stated that at the time RFS was hired, the JBC had the opportunity to purchase a maintenance agreement for one year to extend their services and that their original contract only provided their services as a resource following the completion of the building. Mr. Torrey will review the RFS contract.

Motion: Co-Chair LaPage called for a motion to approve the final report as submitted by RFS. Mrs. Walker moved. Mr. Ferrini seconded. The motion was unanimously voted.

3. Old Business

Cost Estimates – Mr. Torrey stated that there were three areas that needed further information and pricing; tennis courts, maintenance building, and storm drains.

Tennis Courts – Mr. Bisson engaged the services of Appledore Engineering to review possible sites for two tennis courts. Appledore Engineering determined that there were two possible locations for two tennis courts. The first site would be the existing practice field. This location would be close proximity to the existing courts and relatively flat topography. This site would require the approval from the Conservation Commission. The second site would be the recreational area/parking lot (northern parking lot) that had previously been used for skateboarding and for roller hockey. Mr. Bisson explained that both sites would impact the wetlands and would need the approval of the EPA and Wetland Commission. Any expansion into a wetland area would be very challenging and very expensive. Mr. Bisson further explained that the City has changed the wetland setback to 100 feet. Mr. Bisson provided estimates for both sites: Between \$84,000 to \$124,000 for the first site and between \$74,000 to \$114,000 for the second site.

Co-Chair LaPage questioned whether or not an ice-skating freeze pad could be placed over the tennis court area and used as a dual purpose. Mr. Bisson explained that the grading would be different for a tennis court than an ice hockey rink and that the high fencing used around a tennis court could not be easily removed to then provide boards for an ice rink. Mr. Bisson further stated that it would take three tennis courts to accommodate a hockey rink and that a freeze pad would provide only one inch of ice where six inches is needed for a hockey rink.

A discussion took place regarding the need for six tennis courts as six to eight matches run simultaneously and should be in close proximity to one another. Currently match games take place on the courts across from the Middle School. The inclusion of six tennis courts within the proposed Middle School scope of work and a shared use if built upon the Jones Avenue site was also discussed. Mr. Ferrini cautioned the JBC not to gamble on the MS project going through.

Mr. Lyons stated that the JBC should make a recommendation to the JBC to the School Board that the JBC would not approve the tennis courts as neither site made sense as the courts would not be in close proximity, cannot be used as a dual purpose, and the high school does not want to give up the practice field.

Motion: Co-Chair LaPage called for a motion to recommend to the School Board that it is not feasible to proceed with the construction of tennis courts on the high school property. Mr. Lyons moved. Mrs. Pantelakos seconded. A roll call vote was taken. The motion was unanimously voted.

Maintenance Storage Building – Mr. Linchey stated that the cost for the maintenance storage building would be approximately \$17,500 (\$5,000 pad; \$5,717 materials; \$3,783 labor; and \$3,000 for two garage doors). The building would be 24 feet by 40 feet with two doors at either end of the building and would match the other storage barn (two doors instead of one). A discussion took place regarding the use of the Construction Trades class to build this structure. It was explained by Mr. Ransdell that it could take up to one year for the Construction Trades class to build this structure with only ninety-minutes per class. Mr. Linchey stated that this building would be completed by this summer with the construction being completed by Hutter Construction.

Motion: Co-Chair LaPage called for a motion to go ahead with the maintenance building project to include the flooring in an amount, not-to-exceed \$17,500. Mr. Iafolla moved. Mrs. Walker seconded. A roll call vote was taken. The motion was unanimously voted.

Storm Drain – Mr. Torrey explained that there is a drainage problem in the far corner of the parking lot near the entrance to the athletic field and that the trenches and site drains cannot handle the amount of water running off the parking lot. Mr. Torrey further stated that this drainage problem has increased due to the new parking lot. Mr. Iafolla recommended a trench drain to be installed to run the full length of the road. After a lengthy discussion regarding the entire drainage system from the parking lot through the Field Hockey area, it was decided that Appledore Engineering should review the drainage calculations for the full length of the drainage area to determine if there is enough capacity down stream to handle the water in the catch basin. Mr. Ransdell stated that the maintenance department provided a temporary solution to the area last summer by attempting to clean out the drain.

Motion: Co-Chair LaPage called for a motion to authorize Team Design to work with Appledore Engineering for a complete study, in an amount not-to-exceed \$5,000, of the drainage system from the parking lot through the athletic field. Mr. Iafolla moved. Co-Chair Grasso seconded. A roll call vote was taken. The motion was unanimously voted.

Project Closeout – Mr. Torrey explained that there is a clear organized closeout process managed by Team Design, which holds Hutter Construction accountable for substantial completion, punch lists, and warranty and operational items. Mr. Bisson stated that it could take up to four months for this process to be completed by the construction company. All of the binders would include a list of closing documents, operational manuals and drawings. Team Design would review this information prior to turning them over to the owner. Mr. Blais reported that all fifteen volumes of closeout manuals are completed plus a box of as-built drawings, and mechanical and electrical drawings on CD's. Mr. Blais stated that 99.9% of Hutter's obligation has been fulfilled and requests that retainage to be reduced to \$75,000 at this time.

Motion: Co-Chair LaPage called for a motion for the release of retainage to Hutter Construction down to \$75,000 subject to a three-way agreement between the owner, Team Design and Hutter Construction, or any sum agreed to by all three parties. Mr. Iafolla moved. Mrs. Pantelakos seconded. A roll call vote was taken. The motion was unanimously voted.

4. Financial

Mr. Torrey presented the financial report as of January 25, 2006 for both the Main Project and the Career Center. Mr. Torrey reported that \$40,344,064 has been spent to date with committed amounts remaining as follows: \$5,000 for the drainage study; \$3,000-\$4,000 for the tennis court study; and \$31,000 for prior approved project work (\$2,000 for athletic building drinking fountains, \$2,000 for sound barrier door - band/choir room, \$17,000 for air handler zone controls upgrade, \$10,000 for automated/handicapped front door).

Motion: Co-Chair LaPage called for a motion to authorize the payment of Manifest #111 in the total amount of \$1,809.00 for the Portsmouth High School main project. Mrs. Pantelakos moved after properly vouched. Mrs. Walker seconded. A roll call vote was taken. The motion was unanimously voted.

6. Next Meeting

The next meeting of the JBC has been scheduled for Wednesday, April 4, 2006 in the conference room at PHS at 7:45 a.m.

7. Adjournment

Motion: Co-Chair LaPage called for a motion that the meeting be adjourned. Mr. Iafolla moved. Mrs. Walker seconded. The motion was unanimously voted. The meeting was adjourned at 8:45 a.m.

Respectfully submitted,

W. Peter Torrey, Clerk for the Committee

WPT/vk