

TO: MEMBERS OF THE JOINT BUILDING COMMITTEE
Co-Chairs: School Board Dexter Legg
City Councilor Chris Dwyer
City Council Members: Jerry Hejtmanek, Eric Spear
School Board Members: Sheri Ham-Garrity, Lisa Sweet
Citizen Members: Ernie Carrier, MaryAnn List, and Peter Middleton
Ex Officio: Stephen Bartlett, Business Administrator, Clerk for the Committee
Also: John Bohenko, City Manager, and Ed McDonough, Superintendent

FROM: Stephen Bartlett, Clerk for the Committee

DATE: October 20, 2009

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee (JBC) held a meeting at the Little Harbor School Conference Room on October 20, 2009. Attending were School Board Members: Dexter Legg, Sheri Ham-Garrity, Lisa Sweet, City Council Members: Chris Dwyer, Eric Spear, Jerry Hejtmanek, Citizen Members: Ernie Carrier, MaryAnn List, and Peter Middleton,

Also attending were: Ex Officio Stephen Bartlett, Business Administrator, Clerk for the Committee, Superintendent Edward McDonough, Middle School Principal John Stokel, and City Attorney Robert P. Sullivan.

1. Meeting Call to Order and Roll Call

Temporary Chairperson Attorney Robert Sullivan called the first regular meeting of the JBC to order at 6:40pm

2. Governance Discussion

Attorney Robert Sullivan explained that the committee could be set up with a chair and vice-chair structure or a co-chair structure. He stated that the co-chair structure had worked well for the Portsmouth High School project.

Motion: Mr. Legg made the motion to organize the committee using the co-chair structure. Ms. Ham-Garrity seconded the motion and asked that a representative from the School Board and one from the City Council co-chair the committee. The motioned passed unanimously.

3. Co-Chair Nominations

Attorney Robert Sullivan asked for co-chair nominations. Mr. Hejtmanek made a motion to nominate Dexter Legg. Mr. Spear seconded the motion. Ms. Ham-Garrity made a motion to nominate Chris Dwyer. Mr. Spear seconded the motion. No other nominations were entertained. Both nominations were unanimously approved.

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4. General Discussion

Attorney Sullivan provided some guidance to the committee, indicating that the JBC will meet on a regular basis and suggested that a few meeting dates be set up at this time. Once the construction begins the committee should meet weekly near the building site either at the Portsmouth Middle School or the Portsmouth Public Library. The committee must follow the "Right To Know Laws" including postings of the meetings in two (2) public places. Meetings would be open to the public unless a closed meeting is warranted. The JBC and the Portsmouth School Department Business Administrator Stephen Bartlett will insure that minutes and meetings will be posted. Ms. Suzanne Woodland, Assistant City Attorney, will be involved with the committee on a regular basis.

Attorney Sullivan suggested that when the construction begins, meetings should be moved to first thing in the morning to allow access to construction personnel.

Mr. Bartlett explained to the committee that JCJ Architecture was hired to conduct Phase I, which is now complete and paid for. However, in anticipation of an aggressive timeline, the RFP was written to include moving forward with JCJ for Phase II work, pending JBC approval and the attainment of certain benchmarks. The contract could be provided to the JBC prior to a non-meeting with Counsel.

Other time sensitive items to consider soon are the re-location of the Alumni Field and the installation of sports turf on the Portsmouth High School football field. JCJ is ready to make a presentation to the JBC at the next meeting to identify next steps and responsibilities.

The method of construction delivery was discussed. Both the Portsmouth High School and the Portsmouth Public Library projects used construction managers, which worked out well. A construction manager should be hired before the design work is done.

Ms. Sweet suggested that a copy of JCJ's August 10th presentation be provided to JBC members for review before the JCJ presentation at the next meeting. Questions for Ms. Woodland about the contract and questions for JCJ should be sent to Mr. Bartlett so he can forward them on before the next meeting. Guidelines used by the School Board and a copy of the contract should also be included in the packet for the members.

Mr. Sullivan recommended the committee not converse via e-mail. A one-way e-mail to Mr. Bartlett would be acceptable. Two-way conversations through e-mail are discouraged due to the "Right To Know" law.

Mr. Bartlett will insure that the minutes, reports and agendas will be made public using the Portsmouth School Department and Portsmouth City websites.

Ms. Dwyer suggested that Mr. Edward Murdough, from the NHDOE Building Aid Program, meet with the committee early on to give some guidelines and some dos and don'ts.

5. Future Meeting Dates/Agenda

Saturday, November 7, 2009, 9:00 a.m. Portsmouth Middle School Library

Suzanne Woodland will meet with the committee from 9:00 to 10:00 a.m. in a non-public meeting to review and discuss the contract and answer any questions. A presentation by JCJ Architecture will follow.

Wednesday, December 2, 2009, 6:30 p.m., Central Office Board Room, Little Harbour School

The field replacement and upgrades as well as construction delivery methods will be discussed. Mr. Stephen Parkinson, Director of Public Works, and Mr. Rus Wilson, Athletic Director, will be asked to attend to update the committee on the field options. Mr. Bartlett will gather information on the different types of Construction delivery.

Wednesday, December 16, 2009, 6:30 p.m., Central Office Board Room, Little Harbour School

Items to be determined.

6. Adjournment

The meeting was adjourned at 8:15pm

Respectfully submitted,

Stephen T. Bartlett, Clerk for the Committee

Stb/nc