

TO: MEMBERS OF THE JOINT BUILDING COMMITTEE

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

FROM: Stephen Bartlett, Clerk for the Committee

RE: Joint Building Committee Meeting Minutes

DATE: December 4, 2009

The Joint Building Committee (JBC) held a meeting at the Little Harbor School Conference Room on Wednesday, December 2, 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, City Manager John Bohenko, Superintendent Edward McDonough, and Middle School Principal John Stokel.

Guest attendees were: Suzanne Woodland, City Attorney, Steve Parkinson, Director of Public Works, Russ Wilson, Recreation Director, JCJ Architects: Jim LaPosta, Doug Roberts and Lisa DeStefano.

Meeting Call to Order

Co-Chairperson Legg called regular meeting # 3 of the JBC to order at 7:10 pm

Roll Call

Mr. Bartlett took roll call at 7:10 pm

Acceptance of November 10, 2009 minutes

Mr. Carrier made a motion to accept the minutes of November 10, 2009 meeting.

MOTION: Mr. Carrier made a motion to accept minutes as presented

Ms. Ham-Garrity seconded the motion

The motion passed unanimously.

Discussion:

Ms. Woodland stated that contractual language is in the final stages of negotiation and that we have reached an agreement of the definition of what constitutes an onsite visit. The proposed eighty (80) on-site visits seem reasonable once it is properly defined, (this does not include items such as telephone conferences, etc.)

Co-Chairperson Legg asked for a brief description of the differences of Construction Manager and Construction Manager At-Risk. Mr. Middleton discussed the differences of these two items. JCJ also spoke briefly on this. After discussion took place Co-Chairperson Legg asked for a motion to accept the method of Construction Manager to be used for this Middle School project.

MOTION: Mr. Spear made a motion to approve the Construction Manager At- Risk method for the project.

Ms. Ham-Garrity seconded the motion

The motion passed unanimously.

Discussion:

Mr. Bohenko suggested that a sub-committee be formed to conduct the RFQ/RFP process for the Construction Manager position. The RFQ will result in a list of qualified firms that will be asked to respond to an RFP. A short list of firms will be interviewed. The top two firms will be brought forward to the full committee for consideration. The JBC will pick one firm for further negotiations. Mr. Bohenko stated that the RFQ process should have a quick turn around, but the RFP process takes more time and would require a commitment from the sub-committee to meet a February deadline.

Co-Chairperson Legg asked for a motion to authorize the city staff to craft an RFQ and RFP for a construction manager at-risk position.

MOTION: Mr. Spear made a motion to authorize the city staff to craft RFQ and RFP documents for a construction manager at-risk position.

Ms. Ham-Garrity seconded the motion

The motion passed unanimously.

Discussion:

Co-Chairperson Legg discussed the need to authorize a sub-committee that will be responsible for the construction manager selection process. Mr. Bohenko suggested inclusion of Mr. Parkinson, Director of Public Works, Mr. Hartrey, Community Development and Ms. Woodland, Assistant City Attorney as part of the sub-committee. Additional volunteers for this committee were Mr. Spears, Mr. Middleton, Ms. Sweet, and Mr. Bartlett.

Discussion:

New Business:

Ms. Woodland indicated by way of an eminent domain update that the process is moving along and will not hold up any part of project.

Ms. Sweet mentioned that at a public hearing on the subject, there were several requests to recognize the "Pierce" family when naming the small physical education field that will remain on site.

Co-Chair Dwyer requested the field discussion take place after the phasing presentation

JCJ gave a power point presentation on construction phasing, citing several examples of past projects their firm had done. During their presentation several questions were asked regarding the possible cost savings if students were to be placed offsite during construction as well as safety and disruption issues if the students were to stay as originally planned. Co-Chairperson Legg asked JCJ to get back to the JBC with an estimated cost savings if the students were placed off site. Mr. LaPosta pointed out that changes to the phasing plan need to be finalized early in the design development stage, but should be made with input from the construction manager.

Ms. Sweet asked how the "cracks" in the building related to phasing and student safety. Mr. LaPosta mentioned the "cracks" are due to the soil settlement of the soft clay under the current building which common in this area. The clay should act as a dampener while new foundation piles are being driven, effectively minimizing additional cracking. Based on current knowledge of soil conditions, a settlement solution would be implemented during phase 3, when approximately 4 feet of soil will be removed from the basement area, effectively redistributing the weight of the building over a larger area.

Mr. Bohenko introduced Mr. Parkinson, who discussed the two current Alumni Field replacement options: the Wentworth School property and the stump dump. The Wentworth site is the preferred choice because

the lot is big enough, the needed infrastructure is already on site and the availability appears to meet the project timetable (March 2011). Mr. Bohenko indicated a letter to the Portsmouth City Council regarding the relocation of the Alumni Field would be needed.

MOTION: Ms. Sweet made a motion to request that the Portsmouth City Council designate the Wentworth School Property as the site for the replacement of Alumni Field as part of the Portsmouth Middle School Project.

Ms. Ham-Garrity seconded the motion

The motion passed unanimously

Discussion:

Mr. Wilson explained that re-surfacing the high school football field with sports-turf would create a multi-season / multi-purpose field where the middle school students would play long field games. Mr. Bohenko suggested that the approval process for both items start as soon as possible. These two projects can specify and bid without a construction manager.

Co-Chairperson Dwyer requested a motion to designate Mr. Bartlett as the phase II owner's representative in the JCJ contract.

MOTION: Mr. Spear made a motion to designate Mr. Bartlett as the phase II owner's representative.

Ms. Sweet seconded the motion

The motion passed unanimously.

Public Comment: Mr. Glen Meadows, Portsmouth community member, wanted to present some information on the construction manager advisor method of construction delivery. He understood that the decision had already been discussed and voted, but he left his handouts with Co-Chairperson Legg anyway.

Future Meetings and Agendas

Mr. Bartlett handed out a draft "roles, responsibility and protocol" document which had been prepared by Co-Chairs Dwyer and Legg. Consensus was reached that the next meeting will be held on December 16th from 5:00 pm to 6:30, to allow members to attend other meetings after 6:30. The only two work items on the agenda will be the draft protocol document and future meeting schedules as time allows. JCJ will not be present.

Adjournment

MOTION: Ms. Ham-Garrity made a motion to adjourn the meeting.

Mr. Spear seconded the motion.

The motion was unanimously voted.

The meeting adjourned at 8:50 pm

Respectfully submitted,

Stephen Bartlett, Clerk for the Committee