

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: Leslie Stevens, Lisa Sweet  
Citizen Members: Ernie Carrier, MaryAnn List, Peter Middleton  
Ex Officio: Stephen Bartlett, Business Administrator  
Also: John Bohenko, City Manager  
Ed McDonough, Superintendent

FROM: Stephen Bartlett, Clerk for the Committee

DATE: January 21, 2010

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the LHS Conference Room on Wednesday, January 13, 2010. Attending were School Board Members: Dexter Legg, Leslie Stevens, Lisa Sweet, City Council Members: Chris Dwyer, Eric Spear, Jerry Hejtmanek, Citizen Members: Ernie Carrier, MaryAnn List, and Peter Middleton.

Also attending were: Stephen Bartlett, Business Administrator, Clerk for the Committee, City Manager John Bohenko, Superintendent Edward McDonough, and Middle School Principal John Stokel.

Guest speakers were: JCJ members Doug Roberts and Lisa DeStefano.

### **Meeting Call to Order**

Co-Chairperson Dwyer called the regular meeting #5 of the JBC to order at 6:55 pm

### **Roll Call**

Mr. Bartlett took roll call at 6:55 pm

### **Acceptance of December 16, 2009 minutes**

Co-Chairperson Dwyer made a motion to accept the minutes of December 16, 2009 meeting.

**MOTION:** Mr. Carrier made a motion to accept minutes as presented but amended to include the name of the President of Local 961, Mr. Tom Hersey, under the Public Comment section on page 4.

Mr. Hejtmanek seconded the motion  
The motion passed unanimously.

### **Discussion:**

#### **Old Business:**

Mr. Bartlett reported that Construction Management Services RFQ's went out with a deadline return date of January 6, 2010. Eleven companies replied: Baybutt Construction, Consigli Construction, Gilbane, Eckman Construction, Harvey Construction, Hutter Construction, MacMillan Co., North Branch Construction, Pizzagalli Construction, Pro Con Inc., and TLT Construction.

This list is now public record. A meeting will take place on Friday, January 15, 2010 with staff and JBC liaisons. A draft criteria-rating sheet will be presented, refined and then used to reduce the list to between 3 and 5 companies. RFP's will be sent out to the short list of candidates with a deadline of January 22, 2010. Target date for final candidate selection is February 15, 2010.

Discussion began about the roles and need for an Owner's Project Manager. Mr. Carrier stated that if the JBC were to hire an experienced clerk of the works then money could be saved in lieu of hiring an Owner's Project Manager. He also stated that most public projects are done this way in New Hampshire. Ms. Dwyer mentioned that it would be ideal to have the clerk of the works be a resident engineer.

Mr. Legg stated that a complete "Rules and Responsibilities" package should be made up:

- The 2 draft "Roles and Responsibilities" documents including a copy of RSA 199,
- Organizational chart,
- Matrix with detailed description of rules

This package would be given to JCJ Architects, School Board members and other city officials.

Ms. Sweet gave a report of the JBC Sub-Committee for Communication activity. Ms. Sweet was elected chairperson. Other members are Mr. Spear, Ms. List, and Mr. McDonough (who will also take minutes). Ms. Sweet presented the draft handout, describing details of the JBC Communication Plan. It was decided that the sub-committee will investigate having a website which will have a link on the City's website. The sub-committee will provide guidelines and framework. It was expressed that a professional should be in charge of the website design, maintenance, brochures, etc. Ms. Dwyer stated that the website should include the fieldwork along with the building progress. The sub-committee's next meeting is Friday, January 15, 2010 at 12:30pm at the Portsmouth Public Library.

Mr. Bartlett reported that the request for approval to replace Alumni Field on the Wentworth school site was granted by the City Council. The estimated departure date of the current tenant is the end of January 2010. Attorney Sullivan stated that negotiations are still ongoing.

Mr. Roberts presented and discussed the handout on the Project Work Plan, which encompasses basic project information and detailed project schedule. Per Middle School Principal Stokel no changes are necessary at this time.

Mr. Roberts asked the JBC to authorize Mr. Bartlett to approve a contract for site survey work before more snow accumulates.

**MOTION:** Mr. Hejtmanek made a motion to authorize Mr. Bartlett to approve a topo/utility survey contract at a cost not to exceed \$30,000.00.

Ms. Sweet seconded the motion

The motion passed unanimously.

**DISCUSSION:**

Ms. DeStefano presented the Project Schedule handout. She noted that Wentworth is Track 1, hopefully to be approved and turned over by this summer. The Middle School is Track 2. Topo and boundary surveys are needed before designs can take place. Ms. DeStefano will work with Mr. Bartlett on this. Mr. Bohenko asked that the schedule show a posting for the building demolition, for if there were any objections to the removal of the school it could lead to a 120-day process. The communication sub-committee will stay in touch with Ms. DeStefano regarding key decision dates for Wentworth and schematics on Parrot Avenue.

Questions were asked regarding whether the turf field should be slotted as a separate project and if it would be part of the construction manager project. The approval process would be viewed from the standpoint of the replacement of an existing field.

Ms. Dwyer asked if the JBC should be attending other meetings involved in the approval process. Ms. DeStefano stated that the owner should be represented. Mr. Legg stated that RFP's for Construction Manager-At-Risk should include information on bids for these two items and that further discussion is needed.

**Public Comment:**

There were no public comments.

**Future Items:**

Mr. Roberts mentioned the following for the January 27, 2010 meeting:

- Conceptual schematic plans will be inputted.
- Is JBC comfortable with the courtyard layout?
- How is the look of the exterior finish?
- Traffic study?
- Geo-technical test report.

Mr. Roberts did mention that structural engineers are already involved and information should be available by the end of February.

**Next meeting date and time**

Wednesday, January 27, 2010  
6:30 PM  
Little Harbor School Conference Room

**Adjournment**

**MOTION:** Mr. Spear called for a motion that the meeting be adjourned.  
Ms. Dwyer seconded the motion.

The meeting adjourned at 8:10 pm

Respectfully submitted,

Stephen Bartlett, Clerk for the Committee