

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  
John Stokel, Middle School Principal

FROM: Stephen Bartlett, Clerk for the Committee

DATE: April 20, 2010

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the LHS Conference Room on April 20, 2010. Attending were School Board Members: Leslie Stevens, Lisa Sweet, City Council Members: Chris Dwyer, Eric Spear, Jerry Hejtmanek, Citizen Members: MaryAnn List, and Peter Middleton.

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

Attending guests: JCJ Architects, Gilbane Company

**Meeting Call to Order**

Ms. Dwyer called the regular meeting #12 of the JBC to order at 6:35 pm

**Roll Call**

Mr. Bartlett took roll call.

**MOTION:**

Ms. Dwyer asked for a motion to accept the minutes of the April 7, 2010 meeting.

Mr. Hejtmanek made a motion to accept the minutes as presented.

Ms. Sweet seconded the motion.

The motion passed unanimously.

**Public Comment:**

None

**Correspondence**

None

## **Old Business**

### 5a). Meeting Schedule Update:

Wednesday, April 28, 2010, 6:30 PM, PHS Little Theater (taped)

Wednesday, May 5, 2010, 6:30 PM, Public Library-Levenson Room (taped)

Wednesday, May 19, 2010, 6:30 PM, Public Library-Levenson Room

Wednesday, June 9, 2010, 6:30 PM, LH Board Room

Wednesday, June 23, 2010, 6:30 PM, LH Board Room

### 6a). A review of the April 28<sup>th</sup> meeting:

- Co-chairs will introduce committee members.
- Purpose of the meeting:
  - Inform public about the schematic design.
- Opportunity for questions and answers.
- Public will be able to view drawings.
- Present process and timeline of project.
- Power point presentation by JCJ Architects – approximately 20 minutes.
- Keep meeting focused on schematic design.
- Have comment cards available for public.
- Have targeted fact sheets available (these will also be placed at the Sustainability Fair at the Middle School on May 8, 2010).
- JCJ Architects will include safety information during their presentation.

Areas of possible concern from the general public were discussed so the JBC could be prepared to answer as many of these as possible. Mr. Spear asked the JBC members to write down their thoughts and bring them to the next meeting.

Ms. Sweet mentioned that the website is still in the discussion stage and should be online soon. She also stated that the next milestone meeting is May 5<sup>th</sup>. It was suggested to discuss the meeting dates at the May 5<sup>th</sup> meeting and possibly schedule another public communication meeting earlier than end of summer.

### 6b). Commissioning Agent Update:

- Mr. Bartlett reported that the commissioning agent RFP is under review.
- Advertising will commence soon.
- The site visit will take place during the week of May 3, 2010.
- There will be a ten (10) working day timeframe for proposals to be received.
- There should be a commissioning agent on board (for all operating systems in the building) by the end of May 2010.

6c). JCJ/DeStefano Schematic Design #8

i. Field Updates

Mr. Roberts handed out printed materials and gave his presentation. He proposed that TeraCon take and test soil samples to address concerns on the condition of the soil underneath the field, which would not exceed \$6000.00.

**MOTION:** Mr. Hejtmanek made a motion to authorize TeraCon to provide soil samples, which will not exceed \$6000.00.

Mr. Spear seconded the motion.

The motion passed unanimously.

Mr. Roberts stated that, after reviewing design options with City Manager Bohenko and other city staff, the decision was made to use painted flat faced block on the Granite Street field press box/concession building to achieve better control over graffiti incidents.

ii. Schematic Design Report Draft

Mr. Roberts mentioned that he had a kick-off meeting with Gilbane last Wednesday and will meet again on April 28, 2010. He also reviewed the NH State reimbursement information at 43% of 129,015 sq. ft., with an overage of approximately 3700 sq. ft. as a result of wide corridors, thicker walls and geometry of the existing building, will not be reimbursed, up from the original estimate of 750 sq. ft.

Ms. Dwyer asked if the middle school would be used for an emergency shelter. Mr. Bartlett will talk with the City Manager and the Fire Chief about this.

Mr. Roberts indicated that the additional geo-tech work for the Youth Recreation Facility will be conducted by R.W. Gillespie and Associates at a cost of \$4025.00.

**MOTION:**

Mr. Middleton made a motion to authorize R.W. Gillespie and Associates to perform the work on the soil borings for a total of \$4025.00

Ms. Stevens seconded the motion

The motion passed unanimously.

Mr. Roberts indicated that R.W. Gillespie and Associates would conduct the geo-tech work within the existing middle school buildings at a cost of \$9585.00.

**MOTION:**

Ms. Stevens made a motion to authorize Gillespie to perform the geo-tech work , within the building, for a total of \$9585.00.

Mr. Spear seconded the motion.

The motion passed unanimously.

Mr. Roberts mentioned that the original budget for total geo-tech exploration at the middle school site (Granite Street and Parrot Avenue) was for \$40,000.00. However, this will leave it \$1335.00 over.

7). Consideration and Approval of Manifest

Mr. Bartlett asked for approval of the \$53,002.83 manifest, which is at 85% completion for schematic design.

**MOTION:**

Ms. Stevens made a motion to approve the manifest for \$53,002.83 at 85% completion.

Ms. Sweet seconded the motion.

The motion passed unanimously.

Mr. Bartlett gave an overview of the current reporting format and stated that he will be meeting with city staff to determine if utilizing a format they are currently using for the Fire Department project would be better.

**Future Agenda Items:**

There will be a non-public meeting held before the regular JBC meeting on May 5, 2010.

**Adjournment**

The meeting adjourned at 8:04 pm.

Respectfully submitted,

Stephen Bartlett, Clerk for the Committee