

TO: MEMBERS OF THE JOINT BUILDING COMMITTEE:  
Co-Chairs: School Board Chairman Kent LaPage  
City Councilor Joanne Grasso  
City Council Members: Laura Pantelakos and William St. Laurent  
School Board Members: Nancy Novelline Clayburgh and Carvel Tefft  
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: May 14, 2003

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at PHS Career Center on May 14, 2003 at 7:30 a.m. Attending were: City Council members Co-Chair Joanne Grasso and William St. Laurent, School Board members Carvel Tefft and Nancy Novelline Clayburgh; Robert Iafolla and School Business Administrator W. Peter Torrey. Absent: Co-Chair Kent LaPage and Laura Pantelakos.

Also attending were Rick Gremlitz, PHS Principal, Forrest Ransdell, newly hired PHS Principal, Bill DiBartolomeo, Clerk of the Works, Daniel Bragg, Wes Bonney, and Nery Bordas of Team Design, and Wayne Blais of Hutter Construction.

1. Meeting Call to Order and Role Call

Co-Chair Grasso called the meeting to order at 7:35 a.m.

2. Approval of Minutes

Motion: Co-Chair Grasso called for a motion to approve the minutes from the meeting of April 16, 2003. Mr. St. Laurent moved. Mr. Tefft seconded. The motion was unanimously voted.

3. PHS – Project Status Report

Mr. DiBartolomeo reported that the construction trailers were broken into this morning and that the Portsmouth Police were on site.

Mr. DiBartolomeo stated that the foundation work is 99.9% completed with the exception of a pad here and there. The foundation for the entrance at the covered walkway between the new addition and the existing building has been completed. Grading of the roadway between Unit E and the existing roadway for pavement has taken place. Mr. DiBartolomeo further reported that the area around the Community Field Building has been seeded. The construction fencing has been re-established to control pedestrian traffic. Mr. DiBartolomeo reported that 75% of the concrete for the new classrooms have been poured and that the sheathing is rapidly being installed. The masonry should be started next week on the exterior walls. The dry wall studs and interior partitions are going up as well. Mr. DiBartolomeo stated that the metal decking and joists are progressing very well. Plumbing water vents and drain piping continues as well as the installation of fixture supports, HVAC piping and sheet metal duct work continues as

well as flues for the boilers, electrical equipment (switch gear) and transformers are being set along with conduit, cable trays for power and lighting systems are continuing. Mr. DiBartolomeo reported that the abatters have scheduled a meeting regarding the timing of the next phase once school is finished– floor tiles, etc. The auditorium and right wing will not be available this summer due to the abatement work. Mr. Gremlitz met with all affected departments informing them of the abatement schedule. Mr. Torrey stated that the two trailers would be moved up closer to the building to be used for temporary storage. It was further suggested that the welding room and/or cafeteria B could be use for storage as well. When school opens in the fall, the auditorium will have new concrete floors, a new ceiling and new auditorium seating. Mr. DiBartolomeo stated that the welders, who are nearly 99% completed, have been hindered by the wet weather. He further stated that items on the punch list are being worked on and that the bridge will go in after the boilers are in place.

Co-Chair Grasso questioned Mr. Bragg about the new building codes, which are scheduled to go into affect in September 2003. Mr. Bragg stated that the PHS plans were designed to meet the codes applicable at the time the plans were issued and submitted to the City Building Inspections Department, State of NH Fire Marshal, and Department of Education for permitting. The plans were issued August 15, 2002. The following codes were used: *1999 BOCA Building Code (State of NH Fire Code)*; *1997 NFPA 101 “Life Safety Code” (State of NH Fire Code)*; *1999 NEC (State of NH Fire Code)*; *1993 BOCA Plumbing Code (State of NH Plumbing Code)* and *1996 BOCA Mechanical Code (City of Portsmouth)*. Mr. Bragg stated that due to Building State Aid by the Department of Education we are required to follow the *State Fire Code per NH Code of Administrative Rules SAF-C6000*. Mr. Bragg noted that any discrepancy between the City and State building codes Team Design made every attempt to apply the more stringent code. The new state building code was adopted September 14, 2002. The state building codes are; the *2000 International Building, Plumbing, and Mechanical Codes*; and the *1999 National Electric Code (NEC)*. These new codes would apply to any future projects. As a result of the City of Portsmouth plan review, the stairwell window glazing was upgraded to comply with more stringent requirements anticipated in the 2003 International Building Code.

#### 4. New Business

##### Color Panels

Mr. Torrey explained that he attended a meeting at Team Design to review the suggested interior color schemes. Mr. Torrey noted that Mrs. Kelleher (Ginny) accompanied him to offer assistance in this task. Mr. Torrey explained that the crimson clipper color (maroon) was used as the common denominator throughout the building due to the window frames. Earth tones, white, gold and gray were used as additional accent colors throughout the building. Mr. Bragg stated that the renovated component with the new three-story building needed to be tied together in an affordable package. He explained the criteria considered in selecting colors for PHS: *Existing conditions to remain – terrazzo floor in the auditorium lobby and the green stage curtain; Exterior color palette and scheme; Color scheme both within and outside the building are coordinated with the School Colors – Maroon and White; Accent colors are used to highlight different functions – corridors at the new building and existing renovated areas, accent colors in different academic areas – classrooms, laboratories, studios & shops; Additional color selections for finishes in special areas – auditorium (carpet, seating, woodwork), media*

center/library (carpeted areas, coffered ceiling woodwork), auditorium lobby (display areas, coffered ceiling woodwork, woodwork on columns and walls), gymnasium (game lines, graphics, exposed mechanical ductwork and equipment), Cafeteria/Kitchen (special flooring, woodwork, ceiling grid); *Color limitations with some materials* . Mr. Bragg introduced Ms. Nery A. Bordas of Team Design who worked on the color schemes for the PHS project. M. Bordas explained that accent colors would help to delineate certain functions within the building. The floor and wall patterns remain consistent throughout the building. The subtle changes in the use of accent colors would also remove any bland appearance or feeling of monotony. Students will recognize where they are in the school by the color scheme. Ms. Bordas stated that additional color selections were determined for special areas (carpet and casework) such as administrative areas, the lobby, the gym, and the cafeteria/kitchen. The new cafeteria utilizes a larger space, which will hopefully attract children and meet the needs of the school. Ms. Bordas further stated that product durability was a criterion, which at times offered limited color choices.

Mr. Ransdell supported the continued use of the terrazzo flooring in the main entrance. He stated that this is a very durable product and is the next best thing to porcelain ceramic tile and that it wears well in high traffic area. Mr. Bragg stated that it would have been very expensive to remove the existing terrazzo floor and the decision to keep this very durable product and simply work the interior colors around this flooring. Mr. Bragg further stated that certain color decisions were needed to be made for the lead time element in ordering certain products (elevator, lockers, etc.). Mr. Bragg stated that Team Design is looking for an overall approval of the proposed color schemes by the JBC in order to make a presentation to the School Board during the May 27, 2003 meeting. Mr. Tefft stated that Team Design has made a great accomplishment with the proposed color palette and the tying the old and the new. Mr. Tefft stated that it is important to match the color mood to the energy of the area.

Mr. Bragg stated that there would be restroom signage indicating man/woman symbols as well as the M and W ingrained within the tiles.

Motion: Co-Chair Grasso called for a motion indicating that the JBC accepts the general color concept and design. Mr. Iafolla moved. Mr. St. Laurent seconded. The motion was unanimously voted.

## 5. Old Business

### Security Reconfiguration

Mr. Torrey reported to the JBC that there have been two PHS security system design meetings. Mr. Torrey stated that representatives from Team Design, Hutter Construction, Rist-Frost, Longchamps, school administration, police department, fire department, school custodial/maintenance and school technology reviewed the security system design. As a result of these meetings, eight recommended changes for a fully adequate security system were made: (1) two additional TV monitors, (2) relocate “lead-end” controls to security resource officer office, (3) relocate certain exterior CCTV cameras, (4) add three additional exterior CCTV cameras to provide full perimeter coverage, (5) add overhead door magnetic contract, (6) add four additional ceiling mounted motion detectives, (7) provide for digital monitoring and storage (vs. analog), and (8) allow for any associated redesign to accommodate changes. Mr. Torrey stated that an additional \$32,097 would be needed to accomplish the above. Mr. Torrey further reported that there would be

complete building perimeter viewing. Further, it was reported that the original proposal was for analog monitoring and storage, which would not be compatible with future monitoring by the Police Department's system (digital would be required). Mr. Blais stated that he feels confident that Hutter Construction would be able to absorb this cost within their contingency account if not absorbed by the over/under from other subcontractors.

Motion: Co-Chair Grasso called for a motion to approve the additional \$32,097 needed for additional security items for a security system fully adequate to meet the security needs when the new building opens. These funds would be part of the builder's contingency. Mr. Iafolla moved. Mr. St. Laurent seconded. A roll call vote was taken. The motion was unanimously voted.

### Commissioning

Mr. Torrey stated that two years ago the JBC received elements of environmentally designed systems that would be environmentally friendly. During that time, discussions took place regarding the GMP and commissioning. Mr. Torrey indicated that it is time now to decide if commissioning should be included from an engineering point. Mr. Torrey explained that because of the complexity of operating the building with integrated systems (HVAC, sprinkler controls and various sub-systems) all systems would need to be operating in light of each other. Rist-Frost Shumway, Consulting Engineers, provided a proposal for PHS building commissioning. Mr. Torrey explained that the commissioning process utilized by Rist-Frost-Shumway supplements the equipment installation and startup services of the installing contractors and vendors. (1) Rist-Frost Shumway would coordinate and direct a team effort to ensure that all mechanical and electrical equipment and systems are completely and properly installed and function together properly as operating systems that meet the design intent. (2) Train selected PHS facilities staff (and other resources selected by the School District) to efficiently and effectively operate the various systems; training to occur by participation in Commissioning Team meetings, formal training sessions organized by Rist-Frost Shumway and by witnessing the start-up procedures of all major equipment and systems. (3) Provide a resource to PHS operating staff for first year and long-term operating support (by Rist-Frost Shumway design and commissioning team members) on an as-needed basis. Mr. Torrey explained that compensation for the as-needed service would be hourly at standard billing rates and is in addition to the commissioning fee indicated in the Rist-Frost Shumway proposal. Mr. Torrey stated that this proposal would be a lump sum fee of \$95,000. Mr. Iafolla stated that all buildings get commissioned sooner or later as operations have very complex systems today and are all computer operated. Mr. Iafolla supports commissioning and feels that it is well worthwhile. Mr. Iafolla further stated that he feels the most important part is hiring Rist-Frost Shumway to coordinate the training and development of our personnel to adequately manage the systems. Mr. Iafolla further stated that systems could be monitored offsite with the capability of monitoring room temperatures. Manufacturers of all components work independently of one another. Co-Chair Grasso questioned whether or not training is forever as employees' retiree. Mr. Torrey indicated that Rist-Frost would be a resource for technical aspects of the building and possible future training would be on an hourly basis. Mr. Torrey stated that commissioning would last for one year after the completion of the final phase of construction (September 2006). Mr. Torrey stated that funding would clearly come out of the owners' contingency budget of \$256,400. Mr. Torrey reviewed

the proposed budget transfers with the committee. Mr. Torrey stated that the Builder's Risk Insurance coverage has moved from Blake Insurance to Primex<sup>3</sup>, which includes Builder's Risk Insurance in the General School Policy. The City has absorbed bonding and legal costs. Mr. Torrey stated that his budget transfer proposal reassesses 75% of the administrative budget leaving \$40K under administrative for unknown.

Motion: Co-Chair Grasso called for a motion to accept the Rist-Frost Shumway proposal for a lump-sum commissioning program in the amount of \$95K to be taken from the owner's contingency. Mr. Iafolla moved, Mrs. Clayburgh seconded.

Mr. Tefft felt that this was a lot of money to spend for this "insurance" and does not feel he has enough information to vote on this motion. Mr. Tefft felt that Hutter Construction could monitor this process. Mr. Bragg stated that the contractors turn on their individual systems. Mr. Iafolla stated that it is very important to integrate the systems. Mr. Iafolla further stated that engineers such as Rist-Frost Shumway are very familiar with the new technologies. Mr. Ransdell mentioned that at his current school a new building went on line without commissioning. All systems were tested but when it came time to run the heat in mid-January, the system failed and the school was without heat for two weeks. He stated that all contractors were there for two weeks trying to resolve the issue. Each independent contractor stated that their systems worked – but, they didn't work together especially in the older part of the building. Mr. Ransdell stated that the school was closed for two weeks. Mr. Ransdell believes commissioning is very valuable. Mr. Iafolla stated that if commissioning is approved every subcontractor is present at every commissioning meeting and the shakedown would take place in phases and our maintenance staff would be involved in all of the phases. Mr. Iafolla stated that the Portsmouth School Department would not want to get into the situation where school is open, yet the systems do not work. Mr. St. Laurent agreed with Mr. Tefft and did not feel comfortable or knowledgeable enough about commissioning to approve the \$95K.

Motion: Mr. St. Laurent moved that the motion be tabled until the next meeting with the possibility of inviting Rist-Frost Shumway to attend and explain the commissioning proposal. Mr. Tefft seconded.

Mr. DiBartolomeo stated that we shouldn't wait as the boilers will be on site very shortly and piping would be connected. Mr. DiBartolomeo further stated that we need Rist-Frost Shumway now to monitor this process. Down the road, it could be said that we did not observe the boiler being installed on this portion of the work. Mr. DiBartolomeo feels for the \$95K it would give the City added surety that systems are being installed correctly. Commissioning staff witnesses all phases, what each piece of equipment does, and how to correct it if needed. Mr. Iafolla wondered if we could hire Rist-Frost Shumway for 30-days to do whatever needed to get the project started.

Mr. St. Laurent removed the motion to table the motion until the next meeting.

Mr. Iafolla removed the motion to accept the Rist-Frost Shumway proposal for a lump-sum commissioning program.

Motion: Mr. Tefft moved to secure Rist-Frost Shumway to begin commissioning with the first phase and reserve the right to look at the whole picture again to terminate or

to continue on. Mr. St. Laurent seconded. A roll call vote taken. The motion was unanimously voted.

Auditorium Update

Mr. Torrey reported to the committee that the seating plan as been finalized with Hussey Seating Company. There will be 933 seats with the widest aisles and the widest seat breadth. All seats have been ordered. The 100 lecture hall seats include arms that flip up with a writing table. Mr. Blais stated that the floor lighting in the auditorium would be a runway strip LED light. Mr. Blais further explained that the proposed lighting did not work due to the conduit placement. Mr. Torrey stated that a preliminary estimate of required rigging work would be on the next agenda.

6. Other

Co-Chair Grasso stated that Councilor Pantelakos is keeping a watch on State funding for the voc/tech funding for Portsmouth. Mr. Torrey noted that Nashua did get money from a previous high school project and are now building a second high school and is in line to receive more voc/tech funding. Mr. Torrey will follow-up and report back to the committee next month.

7. Financials

Mr. Torrey presented the April financials for the PHS project. Mr. Torrey stated that the budget is currently on track.

Motion: Co-Chair Grasso called for a motion to authorize the payment of Manifest #56 in the total amount of \$1,347,777.00 for the Portsmouth High School project. Mr. Tefft moved after properly vouched. Mrs. Clayburgh seconded. A roll call vote was taken. The motion was unanimously voted.

8. Next Meeting

The next meeting of the JBC has been scheduled for Wednesday, June 18, 2003 in the boardroom at Central Office at 7:30 a.m.

9. Adjournment

Motion: Co-Chair Grasso called for a motion that the meeting be adjourned. Mrs. Clayburgh moved, Mr. St. Laurent seconded. The motion was unanimously voted. The meeting was adjourned at 9:40 a.m.

Respectfully submitted,

W. Peter Torrey, Clerk for the Committee

WPT/vk