

TO: MEMBERS OF THE JOINT BUILDING COMMITTEE:
Co-Chairs: School Board Chairman Kent LaPage
City Councilor Joanne Grasso
City Council Members: Laura Pantelakos and Thomas Ferrini
School Board Members: John Lyons and Ann Walker
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: March 24, 2004

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the PHS Conference Room on March 24, 2004 at 7:30 a.m. Attending were: City Council members Co-Chair Grasso, City Councilors Laura Pantelakos; School Board members Co-Chair LaPage, John Lyons and Ann Walker; Robert Iafolla and School Business Administrator W. Peter Torrey. Absent. Thomas Ferrini.

Also attending were Bill DiBartolomeo, Clerk of the Works; Wes Bonney, Team Design; Wayne Blais, Hutter Construction; Forrest Ransdell, PHS Principal, Liz Carlin and Lindsay Douglas, Student Government PHS Co-Principals and Corey Thorne, Student Government Business Administrator.

1. Meeting Call to Order and Roll Call

Co-Chair LaPage called the meeting to order at 7:45 a.m.

Co-Chair LaPage introduced Liz Carlin and Lindsay Douglas, PHS Co-Principals and Corey Thorne, Business Administrator, students representing school administrators during Student Government Day.

2. Approval of Minutes

Motion: Co-Chair LaPage called for a motion to approve the minutes from the meeting of February 18, 2004. Mr. Iafolla moved. Mrs. Pantelakos seconded. The motion was unanimously voted.

Correspondence

Co-Chair Grasso received a packet of information sent to the City Manager from Ned Raynolds regarding "Daylighting in Schools" and the affect of natural daylight on students and staff. Co-Chair LaPage stated that this topic had been addressed by the School Board and that our new addition reflects an environmentally sound and energy-efficient building. He further stated that our Career-Tech Center would, hopefully, reflect the same efficiencies as we move forward with the project. Co-

Chair LaPage asked that this information be placed on file and made available to members of the committee.

3. *PHS – Project Status Report*

Mr. DiBartolomeo reported that the mechanical systems are being fine tuned due to some fluctuation problems due to the cool mornings and the warm afternoons. He stated that the systems are quite sophisticated and that it is quite a task to get the systems tuned. He further stated that the move into the three-story addition is complete, hazmat abatement is underway in the '75 building, demolition/removal of fixtures in the '55 building is underway, excavating for the canopy for the new entrance is underway, casework is complete except for tack board and trim pieces at the reception desk, acoustic ceilings in the guidance area is underway, flooring in the guidance area is progressing, ceramic tile in the team rooms is 95% complete, and painting in the guidance area has been ongoing.

Mr. Iafolla suggested that Mark Whitman from Risk Frost Shumway provide the JBC with an interim commissioning report, possibly by the June JBC meeting. Mr. Blais stated that the warranties would begin as each phase is completed. Mr. Blais further stated that he feels that the building is performing quite well overall.

A discussion took place regarding the classroom thermostats. There are thermostats in each classroom that are pre-set with a four-degree range of control. Mr. Torrey explained that the temperature of the classrooms can fluctuate from floor to floor due to the solar gains in some of the classrooms. Mr. Torrey further explained that this is an adjustment period and that this process would repeat once the air-conditioning system comes "on-line" sometime during the last week of April. Mr. Ransdell stated that he has deficiency sheets for the teachers to use in each classroom. A discussion took place regarding the opening the windows vs. heating and air-conditioning loss. Mr. Ransdell to develop a policy for use.

Mr. Torrey praised Mr. Ransdell for the great job he has done with incorporating teacher/staff input throughout the project. Mr. Torrey further stated that there would be another year of work before the remodeling of the old section of PHS is completed.

Co-Chair LaPage stated that the transition from the old to the new wing appeared to go effortlessly. He reported that the ribbon-cutting for the new 200,000 square-foot PHS wing took place on Monday, March 15, 2004. Co-Chair LaPage further noted that, within five minutes of the ribbon-cutting ceremony, he walked the halls of the new wing and saw normal school activity in the library and classrooms as though nothing happened. Co-Chair LaPage further praised and thanked all of the custodial and maintenance staff involved with the move to the new wing. In particular, he praised Florina Cole, Arthur Ashley and Sparky Lyle, as they appeared to take great pride in their work. Co-Chair Grasso also praised the diligent work of the custodians, maintenance staff, PHS staff, and Bill DiBartolomeo, Clerk-of-the-Works throughout the move.

Motion: Co-Chair Grasso called for a motion to have letters of thanks and praise written from the JBC to the PHS custodians and the maintenance staff for their job well done. Mr. Lyons moved. Mrs. Pantelakos seconded. The motion was unanimously voted.

4. Old Business

Career-Tech Center Update – Mr. Bonney stated that Team Design met with the Planning Department and received an approval of the site review with seven stipulations, five of which were addressed prior to the meeting. These seven stipulations were:

1. That the three-way intersection on the property be reviewed by Traffic & Safety with an on-site review on March 16, 2004 at 8:00 a.m. and the Traffic & Safety Committee meeting on March 18, 2004 at 8:00 a.m.;
2. That the termination of the existing water line through the area being demolished be marked on the plan;
3. That the drainage maintenance schedule be provided and approved by DPW;
4. That the water lines be installed to City Water Department standards;
5. That the School Board review their current policy on parking prices to address the issue of lack of parking on the site and to promote city transportation;
6. That further fact sheets be provided regarding the drainage treatment;
7. That 2-handicapped parking spaces be added to the rear of the building.

Mr. Bonney stated that the permitting process has been quite lengthy for a relatively small project. Mr. Torrey noted that there are four main phases: (a) land use and building permit; (b) architectural work; (c) financial; and, (d) site schedule, and timing of work and disruption. Mr. Torrey further explained that John Burke, Parking and Transportation Director for the City of Portsmouth is involved with the City's master plan to survey busses, parking, and transportation throughout the City of Portsmouth. Mr. Torrey stated that students bringing their own cars to school currently pay a parking fee, which equals the fee for school bus riders. Because of the parking situation at PHS, students have been encouraged to ride the school bus. Co-Chair Grasso interjected that the State law states that City's are not required to provide a school bus to students beyond the age of fourteen. Co-Chair LaPage noted that the School Department provides attendants at each entrance to PHS to monitor the traffic at the beginning and end of each school day.

5. New Business

Demolition Concerns – Co-Chair LaPage related a concern regarding the demolition area and hazmat removal in the old portion of PHS. Mr. DiBartolomeo indicated that the demolition is taking place in the lobby area and on the second and third floors. He clarified demolition as the removal of lockers, fixtures, and lab tables. Mr. DiBartolomeo further reported that the abatement process would begin on March 25, 2004. Mr. Blais stated that any dust on workers moving throughout the building is

simply “dust” as the demolition is not in the abatement areas. It was emphasized that all precautions are continuously made against environmental hazards and construction demolition. Mr. DiBartolomeo stated that he patrols the areas to be sure that the abatement area is completely sealed off. Mr. Torrey stated that Scott Lawson Group oversees all of the abatement process and properly disposes of and documents the process properly. There is dust on the first floor, but *not* contaminated dust.

Letter to Summit Ave. Neighbors - Ms. Carlin and Ms. Douglas, Student Government PHS Co-Principals, distributed a letter from Mr. Ransdell and Mr. Blais to the Summit Avenue neighbors regarding the next phase of the PHS project; the demolition of a significant portion of the 1957 building and the entire 1975 addition. This letter spoke to the truck traffic and anticipated dust as the building comes down. Mr. Torrey stated that the neighbors have been very cooperative throughout the building process. Mr. Torrey further stated that the gate has been open quite a bit due to the construction as well as the work done on the water lines by the City. Co-Chair LaPage asked the PHS Co-Principals to send a copy of this letter to the members of the School Board and City Council.

PHS Yard Sale - Co-Chair LaPage informed the JBC that there would be a School Board approved PHS surplus school furniture yard sale on Saturday, March 27, 2004 from 6:30 a.m. to 1:00 p.m. at the Summit Avenue entrance to the high school. Mr. Torrey stated that the other Portsmouth schools, SAU #50, and other school districts throughout New Hampshire have already taken many items. He further noted that other City departments had shown interest in the surplus furniture.

Indoor Air Quality Survey - Mr. Torrey received a letter and quotation from Scott Lawson Group, Ltd. (SLGL) for an Indoor Air Quality baseline survey of the new addition at PHS in an amount, not-to-exceed, \$18,600. This baseline will collect information on ventilation, dust characterizations, formaldehyde, airborne nuisance dust and Silica, volatile organic compounds, surface wipes to analyze for Arsenic, Cadmium, Lead, Beryllium, and Chromium, bacteria and fungus, and radon. Mr. Torrey stated that the air exchange in the rooms is part of commissioning and that it would make sense to have SLGL coordinate their survey with Risk Frost Shumway. Mr. Ransdell stated that getting a survey will serve as a baseline from which future air quality concerns, or complaints will be addressed.

Motion: Co-Chair Grasso called for a motion to authorize Mr. Torrey to engage the services of the Scott Lawson Group, Ltd. to perform an Indoor Air Quality baseline survey in an amount, not-to-exceed, \$18,600 and to coordinate their survey with Risk Frost Shumway. Mr. Lyons moved. Mrs. Pantelakos seconded. A roll call vote was taken. The motion was unanimously voted.

PHS HVAC Systems – Mr. Bonney reviewed the areas that are air-conditioned in the new wing and those areas scheduled to be air-conditioned in the renovated area, as well as the proposed Career Tech Center. He explained that the original design required a total of air conditioning load in tons of cooling to be 867 tons. This would

accommodate the new three-story addition, the auditorium, the backstage area of the auditorium, the cafeteria (dining, serving and kitchen areas) and the gymnasium. The designed chiller capacity in tons of cooling equals 500 tons. Mr. Bonney explained that the difference between what is required and the installed chiller is made up by the fact that all areas will not be calling for cooling at the same time. The data rooms have their own air conditioning systems “mini-splits” to provide cooling as required all year round. Mr. Bonney explained that the original architectural drafting area had a duct-mounted chilled water coil to provide cooling for that area to offset the heat output of the cad computers located within that space. The music computer lab and adjacent spaces has a duct-mounted chilled water coil to offset the heat output of the music computers located within that space. Mr. Bonney further explained that the remaining areas (weight room, men’s and women’s locker room, team rooms, the PE offices, PE storage, auto shop, the band room, music choral, dance and adjacent spaces, as well as the two story classrooms and special education) within the building are heat and ventilation only; these areas are all located within the existing school.

Mr. Bonney explained that the Career Tech Center new areas and redesign of existing areas will have air conditioning in the architectural drafting, culinary arts and career center with roof mounted air handling units with a chilled water coil and full economizer. The wood shop and welding shop will be heat and ventilation only. The electronics lab and corridors in the shop area and the career center areas will be heat and ventilation only. The new units, with chilled water coils, serving the Career Tech Center will be connected to the original design’s chilled water system. Connection to the system will be possible because of the diversity in the system, but the system will be at or near its capacity.

A discussion took place regarding the air conditioning of various rooms. Mr. Iafolla stated that the team rooms do not need to be air conditioned, as it would be unhealthy for the students, as they would overheat when they go outside. Mr. Iafolla further stated that the cost for any portion of the Career Tech Center would come out of the funding from the State and not from the PHS project.

Mr. Bonney was asked by the JBC to cost out the classrooms, childcare and the band room for air conditioning. Co-Chair LaPage stated that the School Board would review the list of potentially air-conditioned rooms.

6. Financial

Mr. Torrey reported that the March financial report is on target and within the scope of the budget. Mr. Torrey explained that money moved from *administrative* to *other engineering* in the amount of \$120,000 for funding of the Career-Tech Center would be reimbursed by money received from the State for this center. This authority to move this money was approved by the JBC at their meeting of January 21, 2004. Mr. Blais explained that there is \$400,000 left in the construction contingency.

Motion: Co-Chair LaPage called for a motion to authorize the payment of Manifest #67 in the total amount of \$803,341.27 for the Portsmouth High School project. Co-

Chair Grasso moved after properly vouched. Mr. Iafolla seconded. A roll call vote was taken. The motion was unanimously voted.

Mr. Torrey further requested that the JBC release \$1,020,592.72, a portion of the ten percent retainage to Hutter Construction. In February, Mr. Torrey received a request from Hutter Construction to release a portion of the retainage as a substantial completion of a major phase of the PHS project has been completed and has taken occupancy. Mr. Torrey stated that he reviewed this request with Robert Sullivan, City Attorney, Wes Bonney, and Bill DiBartolomeo. Attorney Sullivan responded that it was within legal rights to release this retainage, concurs that it is in the contract and is reasonable to do so. Mr. Bonney and Mr. DiBartolomeo agree that the amount is reasonable and should be released to Hutter Construction.

Motion: Co-Chair LaPage called for a motion to authorize a retainage payment of Manifest #68 in the amount of \$1,020,592.72 to Hutter Construction for the Portsmouth High School project. Mr. Iafolla moved, Mrs. Pantelakos seconded. A roll call vote was taken. The motion was unanimously voted.

7. Next Meeting

The next meeting of the JBC has been scheduled for Wednesday, April 21, 2004 in the conference room at PHS at 7:45 a.m.

8. Adjournment

Motion: Co-Chair LaPage called for a motion that the meeting be adjourned. Mr. Lyons moved. Co-Chair Grasso seconded. The motion was unanimously voted. The meeting was adjourned at 9:05 a.m.

Respectfully submitted,

W. Peter Torrey, Clerk for the Committee

WPT/vk