

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 27, 2010

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the LHS Conference Room on Wednesday, January 27, 2010. Attending were School Board Members: Dexter Legg, Leslie Stevens, Lisa Sweet, City Council Members: Chris Dwyer (joined in progress), 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:

JCJ Architects: Mr. Doug Roberts and Mr. Jeff Elliot.

DeStefano Architects: Ms. Lisa DeStefano

Meeting Call to Order

Mr. Legg called the regular meeting #6 of the JBC to order at 6:30pm

Roll Call

Mr. Bartlett took roll call at 6:30pm

Acceptance of January 13, 2010 minutes

Mr. Legg made a motion to accept the minutes of January 13, 2010 meeting.

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

Ms. Sweet seconded the motion.

The motion passed unanimously.

Discussion:

Old Business:

4a. Update of the RFQ/RFP Construction Manager-at-Risk: Eleven candidates did respond. At a meeting with city staff, the liaisons from the JBC reviewed RFQ submissions and the eleven candidates were narrowed down to four (Eckman, ProCon, Gilbane, and Harvey). A walk-through was conducted with the four finalists. RFP's were sent to these four firms with a return date of February 5, 2010. Interviews will be held on Wednesday, February 10, 2010. On February 17, 2010 there will be a non-meeting with counsel. At the public meeting, which follows, there may be a recommendation concerning a construction management firm. . A request may be made to allow the City Legal Department to initiate contract negotiations if the JBC is supportive of any recommended firm. The JBC may wish to invite the recommended to appear on February 24, 2010, to make a presentation. A vote to accept the finalist, pending successful contract negotiations, could then be made if the JBC so chooses..

Mr. Dan Hartrey, from the Community Development Department, has been assisting Mr. Bartlett with a lot of the legwork and will be available for future assistance until the clerk-of-the-works is on board.

4b. The updated Roles and Responsibility documents were handed out and noted that they are public documents that should be used as a reference source. Mention was made that the detail section of the primary functions document could change as additional contracts were negotiated.

4c. Update on the site-survey RFP: The job was awarded to Doucet Survey, \$22,750.00, as the lowest qualified bidder.

Several letters discussed:

- 1) A resident expressed concern regarding boundary fences in the back of the middle school project, as well as traffic and standing vehicles on Roger Street.
- 2) There is a memorial plaque on the library side of the site that needs to be relocated.
- 3) At the Wentworth site there is a memorial plaque located in the ground that needs to be relocated.
- 4) Heritage Hills Condo Association pointed out that there is a drainage easement in existence.

4d. A revised project work plan was presented by JCJ.

MOTION: Mr. Legg asked for a motion to accept the updated draft of the project work plan that JCJ presented.

Mr. Hejtmanek made the motion.

Ms. Sweet seconded the motion

The motion passed unanimously.

New Business:

Mr. Bohenko discussed the options of adding a 2nd gymnasium to the site to replace the Connie Bean Center.

Benefits would be:

- By moving youth recreation programs to Middle School after school, weekends, and vacations the recreation department could take over the athletic programs at the Elementary and Middle School based on the PHS model.
- An additional bond would be sold by the city.
- Could possibly lease the old Connie Bean Center later
- This is a possible strong win-win for both sides

Mr. Bohenko inquired the timeframe needed for City Council support and any effect on work schedule. Mr. Bohenko will be discussing this option at the City Council retreat.

Mr. Roberts indicated that more discussion would have to take place to determine the effect on the schedule.

5a. Mr. Bartlett has the first payment request from JCJ Architects in the amount of \$85,480.25 (based on 26% completion of schematic designs)

Mr. Legg asked for a motion to approve the first payment of \$85,480.25 to JCJ Architects

MOTION: Ms. Sweet made a motion to approve the first payment of \$85,480.25 to JCJ Architects
Ms. Stevens seconded the motion
The motion passed unanimously.

Discussion:

Mr. Legg discussed the approval of the communication plan. Ms. Sweet reported that the main components are: website, Channel 22 and e-newsletter (possibly 1 or 2 times/month). Ms. Pat Remick will write the content and produce the newsletter. Mr. Alan Brady will design and maintain the web page. Ms. Sweet requested a budget amount of \$10,000.00, which will cover the next three years costs of these services.

Ms. List discussed the handout of the communication overview:

- 1) getting the communication out to the public on the progress, etc.
- 2) the roadmap of who is responsible, who has authority, etc.
- 3) the action sheet that covers items from current date through end of December, 2010.

Mr. Legg commended the communication sub-committee for all their hard work to date.

MOTION: Mr. Legg made a motion to award up to \$10,000.00 over the next three years for administrative support to the communication sub-committee.

Mr. Carrier seconded the motion
The motion passed unanimously.

Discussion:

Mr. Roberts discussed the Phase I study- Granite Street and Parrot Avenue- need to determine if there are any hazardous materials on-site. Mr. Roberts received several bids, covering both sites, from \$4100- \$6000. Mr. Roberts recommended that TeraCon Company be awarded the Phase I Environmental Studies for the two sites in the amount of \$4,100.00.

Mr. Legg requested a motion to accept the recommendation to award the contract to TeraCon for up to \$4,100.00 to conduct the Phase I Environmental Study.

MOTION: Mr. Spear made a motion to accept TeraCon to conduct the Phase I Environmental Study in the amount of up to \$4,100.00

Mr. Jerry Hejtmanek seconded the motion
The motion passed unanimously

Mr. Roberts recommended that R.W. Gillespie be awarded the contract for the geo-tech services not to extend \$33,000.

Mr. Legg proposed a motion to accept R.W. Gillespie for the geo-technical services

MOTION: Mr. Carrier made a motion to award R.W. Gillespie up to \$33,000.00 for the geo-technical services.

Mr. Spear seconded the motion
The motion passed unanimously.

Discussion:

Mr. Roberts asked to table discussion of the traffic proposals until the February 17, 2010 meeting. He also mentioned that the VHB, Section 106, historical research is underway.

Mr. Doug Roberts introduced Mr. Jeff Elliot, JCJ's design team leader. Mr. Elliot gave a presentation and discussed the schematic design work to date.

Several items were discussed:

- 1) Concerns/maintenance of courtyard/common area (plants, glass, etc)
- 2) Parking
- 3) Support info for possible second gymnasium
- 4) Display/trophy cases in entry way
- 5) Cost of artwork

Mr. Bartlett reported that he concluded his research on the Stratham Tech Center. The center is starting renovation process in 60-90 days. Therefore Portsmouth cannot use this facility.

PUBLIC COMMENT:

There was no public comment.

Mr. Legg mentioned that starting with the February 17, 2010 meeting, Public Comment would take place at the beginning of each meeting.

FUTURE AGENDA ITEMS:

Next meeting, February 17, 2010 will begin with non-meeting at 6:30pm and follow with regular public meeting.

February 24, 2010 meeting will take place at the City Hall Chamber at 6:30 pm and will be televised.

The meeting will include a discussion and vote regarding the status of keeping the middle school students on-site during construction.

NEXT MEETING DATE AND TIME:

Wednesday, February 17, 2010.

ADJOURNMENT

MOTION Mr. Legg called for a motion that the meeting be adjourned.

Mr. Spear made the motion.

Ms. Sweet seconded.

The motion was unanimously voted.

The meeting adjourned.

Respectfully submitted,

Stephen Bartlett, Clerk for the Committee