

## COMMITTEE ON JOINT SCHOOL BUILDINGS

**July 20, 1999**

**6:30 PM**

Acting Chairman Girard called the meeting to order.

The Clerk called the roll.

**Present:** Aldermen Pinard, Girard, School Committee Members  
Higgins (late), Healy, Herbert

**Absent:** Alderman Klock

**Messrs:** K. Sheppard, F. Marinace, R. MacKenzie, D. O'Shea, D. Dill

On motion by Alderman Pinard duly seconded by School Committee Member Herbert it was voted to elect Alderman Girard as interim chair.

On motion by Alderman Pinard duly seconded by School Committee Member Herbert it was voted to accept minutes from 5/26/99.

Chairman Girard addressed item 4 of the agenda:

Northwest Elementary  
Project Summary Report

Mr. Sheppard stated Frank Marinace, Architect is here to be about Northwest Elementary.

Mr. Marinace stated Northwest Elementary School, the work is underway. The roof structure has been changed to steel trusses from wood last time I talked to you. The trusses were fast tracked for the media center on the third floor. That work is underway, the trusses have been delivered. The steel trusses for the other two wings, which are the special ed. Wing and the kindergarten wing are behind those. The work should be completed for school to open in the media center, third floor so they can occupy the school. It looks as though the kindergarten wing and special ed. Wing is going to be behind that schedule and probably not be done until October. The principal is aware of that and he can make arrangements for the kids who go in those wings like he did last year when we closed those wings.

Mr. Sheppard stated my intent was to come to this committee tonight to discuss this and we will review the two quotes regarding this. We already discussed the schedule with him now it's a more firm schedule I feel it's better to sit down and talk about the two quotes and explain to him what is going to be happening over this so that he can schedule his classes also.

Chairman Girard asked what is the reason why we are running behind schedule with the roof.

Mr. Sheppard answered because we started late.

School Committee Member Healy asked wasn't there a period because we couldn't decide whether we were going to use wood or steel and you were toying with the idea of staying with the wood or whatever and now we have lost quite a bit of time because of that now that we're going to the steel. Is that what the whole problem is.

Mr. Marinace responded we didn't get the okay to start until a little bit later.

Mr. Sheppard stated that's really the majority of the time was to schedule the funding. As soon as we got the final action to sign on the project. What really set the project back was the steel trusses, scheduling the delivery of those. We actually had to slip in before another big job into the manufacturer, so we're lucky actually to get these trusses when we had.

School Committee Member Healy stated I had the opportunity today to talk with the superintendent in reference to the special ed. Program and the kindergarten not opening until October and there might be a recommendation that perhaps those classes might be moved to that media center that might be open so those kids won't probably have to leave.

Chairman Girard asked Mr. Sheppard I thought the Board of Aldermen made special authorization to do the Northwest roof in light of all of the questions over Claremont what could we do and what couldn't we do. I thought that was all ready to hit the ground by the time you folks were ready to start construction. I'm interested to know what delay and authorization caused us to go off track.

Mr. Sheppard responded I'm not too sure if I remember...

Mr. MacKenzie responded this particular project was an emergency. We found out at the very end of the CIP process that we had this problem with the roofs. We were able to spot some money very early on at least to get underway with the design, which we did. It's primarily the fact that going from originally deciding

when the project starts to completion in less than six months is an extremely aggressive schedule and very tough to do. But we knew from the beginning that we may not make that opening date, we were shooting for it when the decision was made to go with the steel trusses we recognized that may be a little bit slower than the wood trusses but it was probably worth it in the long run. I think the schedule frankly the design has gone fast track, I think it's extremely fast to have this all happen within less than six months.

Chairman Girard asked Mr. Sheppard did this go through the third party engineering review that the committee ordered.

Mr. Sheppard responded yes it has. Butch Roberts was the engineer he reviewed everything with Frank and submitted it to us, added comments, forwarded back to Frank. They were addressed by Frank and his engineer, which will be doing spot inspections as well during construction.

Chairman Girard asked Mr. Marinace do you have anything further on this item.

Mr. Marinace responded no.

On motion by Alderman Pinard duly seconded by School Committee Member Herbert it was voted to accept and refer this item to the Board of Mayor and Aldermen and Board of School Committee.

Chairman Girard addressed item 5 of the agenda:

#### Henry J. McLaughlin Jr. Middle School

Mr. Marinace stated the McLaughlin School is coming up on its one-year warranty period expiration. We scheduled a one-year walk-through in August to make a list of all the items that were persistently on the guarantee list or items not satisfied list to make sure that they are continuing the warranty on those items. Other than that, things like mechanical systems and that sort of thing will be off the warranty so we want to take one more look.

Alderman Pinard asked Mr. Marinace the list that you had a couple months ago was that list ever completed.

Mr. Marinace responded that list is almost complete. We had a meeting there last week and the contractor if you remember said they were going to do a lot of those things this summer, so that's what they are doing. It's scheduled for the summer, that's why a lot of items are not completed they're still progressing on those.

Alderman Pinard asked now we'll go back to what we were talking about so everyone will be aware. You're all aware that we had a problem with the gym floor and we were told four months ago we were going to get some expert and here it is July and we still don't have an expert and Frank has been trying and so has Kevin and I feel that we've given somebody enough time on that floor, there's got to be some way that we can get this expert down here. I understand that they've already got the \$1,600 and I'm getting tired because nine million-dollar school and the floor is fowled up. There's got to be a way or get a second opinion from another floor company and let whomever...somebody's got to pay for this and this has got to be done. The year is up and...

Mr. Sheppard replied we've been trying to stay on top of the contractor and the architect as far as that problem goes. It has been a problem for several months and we've met several times out there with the contractor explain to him the situation yet his floor contractor out there...the next step was to have a maple flooring representative come out and take a look at it. They've been sent a check for \$1,600, which they required, and that was paid by the sub-contractor not the city. This was required to come out and take a look at the flooring. The expert for the maple floor, the problem is scheduling that guy to get out here. From what I understand they have not scheduled that with Frank. But we did meet on Thursday to discuss this, they just don't know that this floor does not happen this year they are going to be responsible for coming back every time there is a problem with that floor because if an edge is off or something like that they're going to have to come back and sand and maintain that floor to reduce liabilities.

Chairman Girard asked can we require them to replace the floor so that we're not screwing around with it for however long.

Mr. Sheppard responded we could probably require...we had talked about bringing in our own expert to take a look at it but we feel that this person should be coming up in the near future we should get his opinion where it is maple flooring manufacturer.

Chairman Girard asked what is left for retainage on this project.

Mr. Sheppard replied \$100,000, so we feel there's enough retainage on the project.

Chairman Girard asked and how much did that floor cost.

Mr. Marinace responded \$50,000/\$60,000.

Chairman Girard asked Mr. Marinace is the whole building's warranty about to expire or just phases of it.

Mr. Marinace responded they built the building in phases but they were very close together, they were weeks apart so we know what those guarantee dates are.

Chairman Girard asked and you're going through and making a list of the repeat problem items so they can continue under warranty.

Mr. Marinace responded that list is already there, we have a checklist.

School Committee Member Healy stated time is of the essence here and the time to replace the floor is not when school starts in September it's done in summer months. I know we may have done in past years in some of the other schools to take most of the summer to replace a lot of these gym floors and we're already looking towards the end of July so if that's the case and that needs to be done it should be done soon.

Alderman Pinard stated can we ask you Kevin and Frank to issue a registered letter to that company immediately tomorrow and give them seven days for some kind of a reply.

Mr. Sheppard responded as a result of Thursday's meeting Frank was going to draft a letter to the company basically saying what you said in the contract there was language stating they had fourteen days to react to...

Mr. Marinace continued what the contract says, you only have a contract with the general contractor you don't have a contract with the subs. We can notify the general contractor that he has seven to fourteen days, whatever the contract says, to address the problem or we have the right to take the money we owe him and get the problem fixed ourselves. I will write the letter but the problem with that is you don't want to start doing that until we get an official review of the condition that's there. Pick up the floor and have them document what the problem is, it's pretty hard to prove there's something wrong. We really believe there's something wrong with that floor the way it's separating. The system that we put in is the most stable maple floor system you can buy, stable dimensionally. So we expect that it performs that way. There's still little spaces between the wood. The sub-contractor said that floor should close up during the summer and it hasn't, that's good for us because it shows that there really is something wrong, it's not a marginal situation. I think we should let the maple flooring manufacturer's rep...has been paid by the contractor, look at the floor, give us a report before we take any drastic action.

Chairman Girard asked is this an expert, Mr. Marinace, that the city has located on its own or is it one that the contractor has dug up, where does this expert come from.

Mr. Marinace responded the maple flooring manufacturer's association is an association of all the maple-flooring producers. I can't say they're impartial, I think they tend to protect their sub-contractors but they'd have a hard time saying there's nothing wrong with that floor, even the sub-contractor who put the floor down agrees there's something wrong. So I think it will be very interesting to see what they have to say.

Chairman Girard asked if the sub-contractor says there's something wrong and we have evidence that there's something wrong what precludes us from taking a step Alderman Pinard has suggested here. You don't seem to like that remedy so I wonder what you would offer in the alternative since time is growing short.

Mr. Marinace responded as soon as the city takes over a piece of the work and starts doing some of the work themselves that opens up a whole can of worms I don't want to see you get into. But the contractor and the subs are not contesting the fact, you're better off going along with the procedure, lengthy, as it may be you'll end up in a much better situation rather than doing something that might complicate the whole procedure.

Chairman Girard asked is that floor usable.

Mr. Marinace responded yes it's fine.

School Board Committee Member Healy asked school is going to open in less than six weeks, if that floor has to be replaced you're saying that the floor will not be replaced until the following summer or are you suggesting that perhaps that floor be replaced, if needed, during the school year

Mr. Marinace responded I'm pretty confident that floor will not be replaced this summer, it's too much work, it just won't happen. Ordering the wood alone takes weeks. I wouldn't expect you're going to replace that floor this summer. You can play on it. Visually you'd see spaces, when you look at it and say...but it's serviceable, you'd get a year's worth of play on that floor. If there happens to be a hazard that shows up one board moves above the other one which you can't see that, there might be one place where that happened and I don't know if it's related to the shrinkage. If that's the case we have to have it fixed but the floor does not pose a problem it's more of an esthetic thing now. But I wouldn't say let the floor go because that would make it worse. I'd say use the floor this year, give us time to follow the procedure and replace it next summer. The warranty does not have anything to do with this; this will extend beyond the warranty.

School Board Committee Member Herbert stated I agree with Mr. Marinace. We ought to document it. You get your ducks lined up before you shoot. If we jump the gun, we could have ourselves a pretty nasty situation.

Chairman Girard stated perhaps we could offer a letter from this committee to the architect expressing the committee's concern, Alderman Pinard, and asking them to address it as soon as possible it might give Mr. Marinace a little added leverage.

Alderman Pinard replied I think we tell to tell somebody that this committee wants some answers from somebody.

On motion by Alderman Pinard duly seconded by Mr. Herbert it was voted to send Mr. Marinace a letter expressing the committee's desire that the floor matter be remedied as expeditiously as possible.

On motion by Alderman Pinard duly seconded by Mr. Healy it was voted to accept the report.

Chairman Girard addressed item 6 of the agenda:

#### Jr. High School Tech Ed

Mr. Sheppard stated in the last meeting this project was...by the School Department.

Chairman Girard asked what is needed from the committee.

Mr. Sheppard stated this is for information purposes, it's an on-going project so we keep updating all the time.

On motion of Alderman Pinard, duly seconded by School Committee Member Herbert, it was voted to receive and file.

Chairman Girard addressed item 7 of the agenda:

#### Parkside Jr. High School Addition/Life Safety

Mr. Sheppard stated this project has been on going, there's actually two projects going on out there. We've got the addition contractor Bonnette; Page & Stone and we've also got the renovation life safety to the existing school by Brookstone Builders. We recently, within the past two weeks finished up or completed the asbestos abatement. Brookstone is in there right now doing their work, hanging ceilings, putting up the sprinkler system. The project's a tight schedule it's tight

for coordination but we seem to be moving forward. As far as we know at this point there's going to be no delay in the school openings. The ceilings should be up. There will be work going on after school hours once school starts on the sprinkler system but that shouldn't effect the opening of school or any of the school operations.

Chairman Higgins arrives late.

Mr. Sheppard stated there's some things that came up during construction when they took down the ceiling system. Electrical wiring was hanging down; it needs to be tied up so we need to bring an electrician into the contract to do this electrical work.

Mr. Marinace stated as always when you take down ceilings of a building that is that old you find surprises, we didn't know what was up there. Electrical work that needs to be done was quoted by the hour from the general contractor. What we are suggesting is go through the building and have him fix those things by the hour. That work has to be done, it's electrical code. We're trying to coordinate the light fixture replacement in the ceilings with the asbestos removal with the sprinkler system. We also have an emergency lighting system going in that we're still negotiating a price on. That school didn't really have emergency lighting so we're still working on that, that's yet to come. We've got some credits and some adds but it really isn't enough there's too much now on the renovations. Like all renovation projects there's going to be more changes coming.

Chairman Girard asked are there change orders that require this committee's approval at this time.

Mr. Marinace replied right now we have two small changes; one is to add an additional door or protected by the fire marshal for \$1,150. The other one is eliminate 48 door closures that were originally requested and then they were...said we could get rid of them. That's a credit of \$4,560. We have a total deduct of \$3,410. We won't be able to write a change order yet because we have one more door with a little piece of wall to put in and we have the electrical work at \$42 an hour.

Chairman Girard asked no action from this committee is not needed at this time.

Mr. Marinace replied he didn't believe so. We need to put in that one door; we took out the 48 closures.

On motion of Alderman Pinard, duly seconded by School Board Committee Member Healy, it was voted to accept the change order to add door at \$1,150 and eliminate 48 door closures at \$4,560 totaling \$3,410.

Mr. Sheppard stated on the emergency lighting we have a bid for that and we've had the two contractors on sight to give us quotes. Right now the estimate is anywhere between \$20,000-\$30,000. The engineer quotes are from \$40,000-\$50,000. We're negotiating currently with the two contractors to try to bring the price of that emergency lighting within what we feel is a reasonable number. Before school opens we sign the change order in the next month. I'm not sure how we get authority whether the committee would prefer us to get a phone poll. It is something necessary by the state fire marshal.

Alderman Pinard asked is NORESCO involved in changing the lights.

Mr. Sheppard replied NORESCO is following Brookstone in putting in the lights. That's part of the NORESCO contract.

Chairman Girard asked Mr. Sheppard if he needs this committee to give advance approval to issue a change order to take care of this emergency lighting.

Mr. Sheppard responded yes if possible otherwise I would request a phone poll.

Mrs. Higgins asked where the money is coming from.

Mr. Sheppard replied the existing fund for the project.

Chairman Girard asked Mr. Sheppard if he would be able to do this within the funds currently allocated.

Mr. Sheppard replied correct.

On motion of School Board Committee Member Higgins, duly seconded by School Board Committee Member Herbert, it was voted to pre-approve up to \$42,000 in funds for the emergency lighting.

Mr. Marinace asked what about the electrical work at \$42/hour that's going to be an on-going thing now.

Chairman Girard asked is there a not to exceed on that.

Mr. Sheppard replied last Friday PBS met with the contractor over at Parkside; I was unable to make it. I'm not sure exactly what was identified or the total expense of the work...

Chairman Girard asked is the amount of work that needs to be done by this electrician substantial.

Mr. Marinace replied it should not exceed 100 hours.

Chairman Girard asked would we be better to do it as a project cost as opposed to an hourly cost.

Mr. Marinace replied no. There's no way to identify...when you say a project cost, they'd have to give us an estimate to do the work. We already have a quote at \$42/hour and that's a reasonable rate.

Chairman Girard stated you don't expect that it will exceed 100 hours.

Mr. Marinace responded that's a guess at this point. What's there shouldn't exceed 100 hours.

On motion of School Board Committee Member Herbert, duly seconded by Alderman Pinard, it was voted to authorize electrical work not to exceed 100 hours at \$42/hr plus materials.

Chairman Girard addressed item 8 of the agenda:

#### Memorial High School Science Lab and Other Improvements

Mr. Sheppard stated all of these projects of summer are changing on a daily basis because construction is going on and continually running into things that possibly we didn't know about when you uncover a ceiling or a wall. That's some of those things happened over at Memorial. For example there was some conduit underneath the concrete slab of the intercom system, it should've been buried about twelve inches below grade but some of it was actually within the slab so when they sawed that slab they cut through the intercom system. I'm not sure if it's something that could've been anticipated. There are a list of items which Fred will go through.

Mr. Matuszewski of CMK Architects stated the project is going well, it is on schedule. Four slabs have been cut, lines installed backfilled and concrete slabs are in place, finishes are beginning. The mechanical systems have been roughed the electrical systems have been roughed. Casework is expected on sight the week

of August 2 with immediate installation. The final completion date is August 30. The substantial completion date is August 15 on that. I had prepared for Mr. Sheppard; a project summary dated July 14, which was included in your packet. I've updated that for today addressing the items that were identified as having incomplete numbers attached to them. There's three pages, the first page being the July 20 memo, today, the succeeding two pages being the July 14 memo. Items A through C on the July 14 memo have no changes on them at this date. What Kevin had begun to say was we had encountered problems with the intercom communication system. Much of the drawings, when they're drafted by engineers, located outlets, they locate power devices etc. and wiring is aligned with an arrow going to it. Unlike plumbing drawings they are not routed and the structure of this date in 1960 has now added those drawings we don't know where electrical runs or made and frequently we discover them. We discovered this one when Harvey Construction was cutting the slab and cut through the pipe and the wire. Restoration had begun on Stellas Electric was the electrical sub to Harvey is doing the work devices are being furnished them by Williams Communications Systems and the total with that is \$3,764 that's from Harvey Construction. I can proceed through the rest of the list if you wish.

Chairman Girard asked if the committee wished an item by item rendition or would we like to take a motion to approve the change orders.

On motion of School Board Committee Member Higgins, duly seconded by School Board Committee Member Healy, it was voted to approve the change orders.

Mr. Sheppard stated the project has gone very well.

Chairman Girard asked will it be done by the opening of school.

Mr. Sheppard replied yes.

Chairman Girard addressed item 9 of the agenda:

ADA Accessibility/School Elevators:

McDonough School Elevator/ADA Improvements

Mr. Sheppard stated this year Highland Goffs Falls School was completed. We're working on McDonough School; the contractor has been doing a good job over there with opening a pit and poured some concrete with very minor problems to date.

Mr. Matuszewski stated excavation has taken place and the pit has already been poured. The mason contractor will be on sight shortly. We did have one encounter there also and that was two electrical conduits that needed to be removed, the same story as Memorial.

We still have some of the asbestos abatement going on, discoveries were made for example that the adhesive on the ceramic tile contains asbestos, which is a new one for me. The date of substantial completion on the elevator project for the work involving the bathrooms and the shaft is August 20<sup>th</sup> and that will be met. The final date of acceptance of the elevator, full completion of the elevator is October 15<sup>th</sup> because of the lead-time with the elevator package, and that should be met as well.

Mr. Sheppard stated some of the past projects we do not have a number from the contractor yet for the conduit. Those funds are actually falling under the city's Access Manchester funds through the Planning Department. This committee may have to approve change orders.

Chairman Girard asked are you looking for advance approval.

Mr. Sheppard responded if it is up to this committee to approve that even though it's Access Manchester, yes. I don't believe the...\$45.00+/- the electrician and they had already spent a day and a half there. The total amount we do not have today.

Chairman Girard asked Mr. McKenzie is this committee required to appropriate or to approve the use of funds from Access Manchester for these projects.

Mr. McKenzie responded if this is considered a major school improvement it would be under the jurisdiction of this committee and the committee should be approving change orders.

On motion by Alderman Pinard, duly seconded by School Board Committee Member Higgins, it was voted to approve a change order up to \$2,000 for electrical work.

Chairman Girard addressed item 10 of the agenda:

#### Central/West Heat & Ventilation Improvements

Mr. Sheppard stated this project is moving along well. Meridian Construction is the contractor on this project also. As part of this project, we have recently gone

out to bid on the Tech Ed portion of the West High School. Those bids are due in within the next couple of weeks. Dave Dill is here from WV Engineering...

Chairman Girard asked the tech ed. area this is not the area that the principal of West High School is looking for furniture funding, correct.

Mr. Sheppard replied yes it is. What we have decided that went through the School Buildings and Sites Committee, and I spoke to Mr. McKenzie, we are going out to get the bids for this project. Once we get the bids...

Chairman Girard asked for heating and ventilation or for furniture.

Mr. Sheppard responded for the project itself, the tech ed. area project itself, which is some renovations to the tech ed. area.

Chairman Girard asked what does that include.

David Dill, mechanical and project engineer for both of these projects replied there are two pieces; the heating and ventilation project covers the heating and ventilation of the space that is now Industrial Arts. There are three spaces there for woodworking, metalworking and metalworking (there are two metal working shops) there's a couple of other things. In the end what I refer to this project as the Industrial Arts renovations. There are renovations and tech ed. improvements. The way we sequence the work, the heating and ventilation project was always going to go into that space and provide heating and ventilation because there was never any. Right now there's only exhaust out of there. It is not made up effectively. The renovations to provide the architectural renovations is to support the technical ed. Program is a separate set of bid documents that marries with the H&V work. When Mr. Sheppard says we're going out for bids for the Industrial Arts or the Tech. Ed. Renovations, that is a package of bid documents. When we get bids for that work, at the same time we'll set that on the table then there's the furniture number which is going to be achieved outside of that project. You'll have Industrial Arts renovations, a change proposal as part of the H&V work to modify the work that's called for in those documents to mesh with the architectural renovations because we're changing three classrooms into four, then you'll also have this furniture figure which was never involved in either one of the projects.

Chairman Girard asked is that furniture figure coming to this committee.

Mr. Dill replied not tonight that I know of.

Chairman Girard asked is it coming at any time.

Mr. Sheppard replied discussions with Mr. McKenzie from Planning, we figured it best to go out for bids and get some numbers on this. There is money in Skippy possibly for this Tech. Ed. Project. I'm not sure if there is money available for furniture and that's part of the reason why we get the bids; to see what the numbers came in at.

Chairman Girard asked are you looking for furniture bids.

Mr. Sheppard replied no, we're not looking for furniture bids right now, just the Tech. Ed. Architectural work.

Mr. McKenzie stated I would normally be hesitant to promote any project unless you knew the full amount and could fund everything including furniture. It doesn't make much sense to open an area of the school that doesn't have furniture. This project came about in a somewhat odd way. I don't think that it would hurt to find out what it's going to cost, unless that information is out, if the bids come in low and there's money available within allocated monies there that you can do the furnishings then the project can proceed. If there's not enough money and we can't find money for furniture anywhere else, the Board and Joint School Buildings Committee may want to decide whether we hold it until next year when we know we can get the money or proceed with the understanding that there be no furniture and that it would not be usable.

School Board Committee Member Higgins asked if they can't get the furniture money out of those accounts, can we get it out of the districts furnishings. It was not budgeted for but is there a way that we could do it that way. I'd hate to eliminate this project for lack of furniture.

Mr. O'Shea stated it would take an action not only of the Building and Sites Committee but also the Finance Committee to see if there were balances available pending no funds being available through these construction projects.

Mr. Dill stated I would recommend to the committee respectfully that before you would move ahead with tabling the project for the next year that you evaluate the specific needs of that area to see what you've got in the school's furniture stock to see if you can maybe limp along for a year. It is a \$40,000-\$45,000 furniture budget.

Mr. Sheppard stated it is more like \$30,000.

Chairman Girard stated this is one of those "oops". This is one of those things that was forgotten somehow along the way or not included in the project.

Mr. Sheppard responded correct.

School Board Committee Member Higgins replied not exactly. This is a project that resulted from work that we were doing there. In the past, if you are doing a major job and there were other things that came up and the project funds could accommodate whatever renovation came as a result of the original renovation, we have done that and it hasn't been a problem. It became a problem this time because we really didn't have everything that we needed to have, so it has become a secondary project, it's a whole other project, it's a result of the HVAC work but it's not part of the HVAC. Because we are adding a classroom and refurbishing that area which all of the other areas in that part of the school have been completed and there's some safety issues. If there's exhaust going into those particular rooms from paint fumes...

Mr. Dill replied the problem is that there's not any air being brought into the space to replace that air so you're bringing in fresh air through the cracks of the door.

School Board Committee Member Higgins continued it's become a safety issue as well. While we are there it's prudent to do this kind of work. If they were able to find the funds to do it, it's a good suggestion...sometimes you have to look at the whole picture; in order to get this particular work done if there isn't furniture but we're going to gain four classrooms maybe we can limp along if we can find the means somewhere else – great. If we can't it would be a shame not to do this project for lack of...

Chairman Girard asked is the changing of the three rooms into four being caused by the HVAC renovation work or is that project coincidental with the heating and ventilation improvements.

Mr. Sheppard replied from the history that the H & V design for this area, the intent was to have an architect redesign Tech. Ed./Industrial Arts area so that when David put together the design for the mechanical, the HV work, it would be in place for when the Tech. Ed. Area was renovated in the future. That is what brought this project...

Chairman Girard asked it's not that the HVAC work is causing the area to be renovated; you were planning on doing HVAC work for the anticipated renovation of that space from three rooms to four. The moving of three rooms to four as a future project and the furniture that would go with it really has nothing to do with HVAC. HVAC was being designed to anticipate it but it is not creating that need.

Mr. Sheppard replied correct.

Chairman Girard stated that tells me that the furniture budget should not come from the HVAC project and it should come from the project that is renovating that space from three classrooms to four.

Mr. Sheppard stated the intent is not to take the furniture in the HVAC project at all.

Chairman Girard stated as long as that is the intent.

Mr. Dill stated in the letter of July 14<sup>th</sup> there are references to upcoming information. I had it summarized here. Boil it down into four categories; the first is a list of three credits...let me know if you need me to go into more detail, I've reviewed these with Mr. Sheppard. The total of the credits is \$6,954.00. We have three categories of adds; the first is construction related \$4,728.00. We've experienced these issues each year and the fourth year right now are the sum of those two pages. That's a credit of \$2,226.00. The next item is asbestos abatement; year to year we run across asbestos in these buildings. Much of it has been taken away or was not installed in the first place. The way that has been handled in the past is we have unit prices that are submitted at bid time so that if there's a small amount of fittings, we can address those rather expeditiously because time is short during these projects. When there's a significant amount of money involved...this year we modified the bid documents to require the contractor to pass those savings onto the city, a lump sum number. In this case it resulted in about a 10% savings to the city of \$3,200 and that figure is reflected here. Instead of being \$33,000-\$34,000 we are presenting a proposed add of \$30,690 to abate, this is mostly pipe fittings. This involves cutting the fittings out, basically wrapping them up with the containment structure and there's a report that's generated of how the work's best to be done, that's all included in this figure.

On motion of School Board Committee Member Higgins, duly seconded by Alderman Pinard, it was voted to approve the change orders.

Chairman Girard addressed item 11 of the agenda:

#### NORESCO Performance Contract

Mr. Sheppard stated another update, each project is on going and we are negotiating with the contractors on a day-to-day basis. David met with Meridian Construction at 3:00 this afternoon; Fred has been meeting with Harvey continuously regarding Memorial High School. Any information we were given last week that's part of your agenda would have been outdated by today. We felt it was best to bring updates. This is the NORESCO update...the lighting in school

is complete with exception of Green Acres gym, there is some asbestos abatement needs to be done before they can finish. Parkside, they are working right behind Brookstone Builders on the ceiling. McDonough there is some asbestos there also. The lighting is 95% complete at this time. The motors they are submitting to us for our approval, those will be worked on in the near future. Same thing goes for the HVAC upgrades and the Facility Management System they are currently working on that, most schools are done. They expect to be completed the...system in the near future also.

Update on the security system; the city has been working with NORESKO whose been working with the electrical engineer and Red Robidas had been hired as the city's security person. He has been working directly with the electrical engineer on this project. We do have meetings scheduled for next week for an update and it looks like work will start sometime in October. We're depending on Red to help set some priorities among the School Department as to what schools should go first.

On motion of Alderman Pinard, duly seconded by School Board Committee Member Herbert, it was voted to refer report to the School Board and the Board of Mayor and Alderman for informational purposes.

Chairman Girard addressed item 12 of the agenda:

#### Annual Maintenance Summary

Mr. Sheppard stated what I have presented here is a result of the SCIP Committee meeting. This is the cash that was allocated in the Fiscal Year 00 CIP budget. The SCIP Committee met with me, projects on our list and this is the priority projects that came out of that. We are working to get these projects done at the current time. The boiler replacements, the first three projects are being done by PBS staff on overtime and we determined to do that because we felt that we could do this cheaper than a contractor on overtime basis and get it done sooner, before school opens. The bleacher replacement bids are due this Thursday for West High School, once we receive those bids we anticipate discussing with that contractor the Central and Memorial High School bleacher repairs. The Hillside Junior High School gym floor, same thing bids are due this Thursday. Webster School reroofing we have architect Fred Matuszewski working on that design, hopefully we'll be going out to bid within the next couple of weeks. \$400,000 in painting, we received bids yesterday on that, there were no bidders. We called several painting contractors that we mailed these bids out to. The biggest excuse was that they were too busy, this is their busy season. We actually did receive a bid today...Frank might be able to speak a little bit more on the painting because it was of high interest to him.

Frank Thomas, Public Works Director stated as Kevin mentioned we had bids due in the other day. We purposely broke up the \$400,000 in painting in five separate potential contracts so that we were trying to entice both smaller contractors and all larger contractors. We had the ability to award each one of those five separately or we could award them as a whole. Unfortunately, nobody responded and in checking, they are busy, this is their busiest time of year. Unfortunately one bidder from Portsmouth, for whatever reasons, instead of sending it to us overnight mail, he sent it certified mail and it came in exactly 24 hours too late. We had talked to that contractor; the contractor is willing to resubmit that bid. Our intent right now is to readvertise for a short period of time. Hopefully this contractor will resubmit and we will be able to get some painting done. The other option we have we talked to some of the contractors that did not bid, they will be available to come into the schools in the October/November time period on a second-shift basis utilizing water base paints in all cases. We even pursued it further going out-of-state contacting some of the larger painting contractors down in the Boston area, mega painting contractors and they did show some interest but we would be paying, or the bid would incorporate Boston union rates which would be pretty steep. Our best bet right now is to re-bid; hopefully this contractor will submit a bid. If he keeps the bid the same, we would still have some additional money out of that \$400,000 which we will look at putting another bid out for October/November work. Obviously we are going to have to coordinate that with the School Department to make sure we don't interfere with school operation.

School Board Committee Member Herbert asked is there any reason why it's a bad thing to have the work come in during the fall season when we can get local talent to work on these schools. Other than coordinating with department history.

Mr. Thomas responded always there's a concern, even though you are using water base paint, there may be some other problems of odors and there's going to be some interference because there will be school activities going on in the late afternoon/early evening and I'd like to get as much painting done at the start of the school year to set a good tone for the year. If we do get in this bid, it's not going to be the whole \$400,000, it may be approximately 50% of that which will at least address some of the problems. If the contractor bids similar to the way he bid late doing two auditoriums, West and Central High School.

School Board Committee Member Herbert asked this Portsmouth contractor did not bid on the whole thing, he bid on two or three of the projects.

Mr. Thomas replied he bid on three of the five groupings.

School Board Committee Member Herbert asked what would that entail.

Mr. Thomas responded the first three groupings on here, which is the two auditoriums, work at Central and West High Schools. The two projects that he did not bid on were at various locations.

Chairman Girard asked Mr. Thomas given the difficulties that you are having getting contractors and the lack of desirability of having painting take place after school starts, would it be prudent to secure contractors for next summer at this time.

Mr. Thomas replied no, I would still like to go ahead with the projects. More convenience and some concerns with good communication and coordination, the work could proceed during the school year with minimum impact to the operation of the facility.

Chairman Girard asked we are concerned that it will interfere with the custodial operations.

Mr. Thomas responded we have a mass amount of construction activities going on now which we are coordinating. Obviously we have a call into the contractor to go ahead with the cleanings. If we paint the walls, we paint the walls after they are cleaned. It's a coordinating effort. The biggest issue with the custodial contract is the bleacher work. They cannot do the work and some of these gymnasiums if you are going to replace the bleachers; it will scuff up the floors. Where we are focusing the Service Master attention on construction activity scheduling.

School Board Committee Member Higgins stated you should not be doing any painting after school starts because not only are you...you are going to have some ADA issues because you have lots of kids and teachers that are allergic to paint fumes, that's an issue right there. We already talked about the disruption...as a matter of policy you should not be painting during school time at all. Maybe a vacation where there's a week where you can get rid of the fumes. Too many people are allergic.

Mr. Thomas stated we share those concerns and we would look into all of those areas before we would make any recommendation to go ahead with that project during the school year. We would rather not see it happen but in talking with the painting contractors; they have told us that they have been able to do it successfully in other school districts. We are going to have to find out how they address the issues that you are raising there. Because there are concerns to it.

Chairman Girard asked Mr. McKenzie would this committee have any ability to approve or disapprove of painting at any particular time. The concerns raised by Mrs. Higgins, if this committee decided that it did not want that...

Mr. McKenzie replied...would not normally be under the jurisdiction of the Joint School Buildings Committee. I have brought it to you for your information so that you know everything that is going on, but these are things that have to get done quickly.

Chairman Girard stated so this is information for the committee.

Mr. Sheppard continued with the next item; the Central PA building DE store, that was brought to our attention this year, there was an electrical hazard there. That's the store used for the High School. There was not enough power to service the area, the Coke machine, microwave, etc. Fire Department inspectors inspected it and they were ready to shut the store down so we had WB Engineering electrical take a look at that. They are putting together a bid for us so we can go and fix that.

Chairman Girard asked since this committee does not have any jurisdiction over these items, do members of the committee want to take this as informational or would they prefer to sit here and have Mr. Sheppard finish the presentation.

Members agreed to take it as information only.

Chairman Girard addressed new business:

Chairman Girard stated Mr. O'Shea, I believe this committee is still waiting for information from you regarding the computer facilities at the Hillside, Parkside and Southside Middle Schools. I am not aware that the committee has been forwarded that information. We are running now on two months and we still do not have it.

Mr. O'Shea replied as you know, Mr. Chairman, I have discussed that with you just before I left on vacation three weeks ago I just returned and I will have that for you.

Chairman Girard asked if he could refresh his memory about when that conversation took place because I do not believe I have spoken to you since the last meeting about it.

Mr. O'Shea replied I had spoken with you after the last meeting when we were discussing Parkside.

Chairman Girard asked so we can expect that computer information to be delivered to the committee when.

Mr. O'Shea replied for the next meeting.

Chairman Girard asked for a motion from the committee to see to it that that material shows up at the next meeting. We have now requested it twice and have not gotten it.

School Board Committee Member Healy asked what information are you looking for again.

Chairman Girard responded if you recall, when the discussion over the addition of a computer room at Parkside took place, the statement was made that the computer facilities at Parkside were inferior to those at Hillside and Southside which was challenged and this committee requested Mr. O'Shea to provide information regarding the three computer rooms since he was unable to provide any detail. We still have not received it; it seems to be that ought to be simple information to gather.

School Board Committee Member Herbert asked what are we requesting exactly.

Chairman Girard replied we are requesting exactly to know what each computer facility contains.

School Board Committee Member Herbert asked what is in each one currently.

Chairman Girard replied what is in each one currently and what capabilities do they provide that Parkside was so inferior to the rest of the city.

School Board Committee Member Herbert asked so what we are trying to find out is what is lacking at Parkside supposedly.

Chairman Girard replied yes.

On motion of Alderman Pinard, duly seconded by School Board Committee Member Herbert, it was voted that information regarding what each facility contains currently, be provided at the next meeting.

Chairman Girard addressed the second item of new business:

Chairman Girard stated in conversations that I have had with Mr. Sheppard over the last couple of weeks about how these renovation projects that we oversee goes. We have seen a little of it tonight. He has expressed some concern over the need to get projects done expeditiously and coming back to this committee for change orders on things like what we've seen tonight where they cut into a floor and hit some conduit where they have to put in emergency lighting, things that are not really policy decisions of this committee. It has hampered their ability to carry out some of the projects. The department is looking for some policy guidance and some flexibility on being able to handle change orders of a certain type so things encountered routinely can be dealt with and this committee can be advised. Where there are policy considerations such as the addition of a computer room, this committee would be consulted ahead of time.

Mr. Sheppard stated we have contractors out there working this past month, probably three weeks, working on items that have not been approved but we have had to tell the contractors to move forward on the work so that it would be ready for school to open. The conduit that has been cut; if we told the contractor no you can't work because we don't have approval through the Joint School Buildings Committee, that project would not be ready for school opening. I'm not sure where this committee is new to me, whether there has been a policy in the past as far as that goes. My concern is these contractors are moving forward, I am not telling them to move forward on it, they take it upon themselves to move forward on it because they know they need to get the job done. Any change order work that we change like the air conditioning of the computer room, I think the intent would be to come back here, actually it would have to go to Buildings and Sites Committee first. The intent of the project with a change...I am not sure if it would have to go back...

Chairman Girard asked you run into two different problems; you run into problems where during a renovation project there are unexpected things that come up and then you run into problems where there are policy considerations or change in the direction of the project.

Mr. Sheppard corrected a change in the intent of the project.

Chairman Girard stated I do not know that we can come up with a policy tonight that would enable you to do what needs to be done. Is it possible to draft a sample policy for the committee to consider and in the meantime if you run into so-called operational difficulties perhaps this committee via phone poll could address those issues, as they need to be addressed.

School Board Committee Member Higgins stated I do not think we need to be that formal. Past practice is that these are the experts, that's what we pay them for. If they need to make some kind of a change order that makes perfect sense in construction, I do not think that we need...in the past they have gone ahead and done it and then bring the change order back to us. It's easier to ask for forgiveness than permission but that's okay. If you need...that has been the policy. If there's a major...you have to put in things that you mentioned, then it comes back to the committee but to move a project forward that's ridiculous.

School Board Committee Member Healy stated without making those changes that would be without changing the scope in the direction of the project without...

School Board Committee Member Herbert asked is there a dollar amount, \$10,000/\$15,000.

Mr. Sheppard responded we have discussed that amongst ourselves if the committee should set a dollar amount, but sometimes it is hard to say if they break into something and how much it is going to cost, then you could set a dollar amount that would hinder us. We do have some expertise in this and we do negotiate with the contractor, we don't always take their first quote to us, we negotiate to what we feel is an acceptable number for the city.

Mr. McKenzie stated information on past practice; given that there is almost daily small things that come up and we have to keep the project going, the Joint School Buildings Committee has in the past allowed some discretion to be used and \$10,000 that is up to the discretion of the operating agency to keep the project moving. Those are typically the small ones, they say electrical wiring here has to be changed go for it. Clearly it changes like the emergency lighting, that was discussed tonight at Parkside of \$40,000 those should come back clearly to the committee. The committee could decide on some limit at the discretion of the administering agent.

Deputy Clerk Johnson stated it has been past practice both at this committee level and Lands and Buildings in the past many years that whoever would work with the architects (in Kevin's position). If there is something major they will contact the clerk's office and say please poll the committee. For minor things that would stop a project if they did not proceed they have always done and came in with a list of work order changes.

School Board Committee Member Herbert stated without putting a dollar amount on these is that maybe...the City Clerk gets involved if there is a concern they can contact...the Chairman of the committee whoever that is could have discretion at that point to say yes go ahead or maybe I will poll the committee. Leave it up to

some individual, I would say the chairman of the committee. Do not put a dollar amount on it, just so the chairman understands the need for the rational behind it and they can say fine. Then if they feel as though they have to poll the committee, they can do that as well.

School Board Committee Member Healy stated the main people that are being left out of the loop is the School Department. Something is going to happen, you are going to do a major change order, rather than calling the Clerk's Office, obviously you are going to call the chair of this committee but go to the School Department to talk about what is going to take place. The bottom line is that the School Department is responsible.

Mr. Sheppard replied we have worked with Tom Brennan of the School Department. He is very actively involved in all of these projects so he is aware of everything that is going on, on a week-to-week basis. He does show up at some of the construction meetings. I try to sit down with him often to update him on the projects.

Chairman Girard asked Mr. Sheppard do you have a sense of the committee and how it would like you to proceed in these matters.

Mr. Sheppard replied as a clarification for me where it was new and I think Mr. McKenzie and the City Clerk had some good information. If the electricians were 100 hours over at Parkside, it comes out to 105...

Chairman Girard replied use your discretion.

On motion of School Board Committee Member Higgins, duly seconded by Alderman Pinard, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee