A meeting of the JSSBC was held at Nashua High North on Thursday, January 23, 2020. Alderman Dowd called the meeting to order at 7:15 p.m. Mr. Guarino led the prayer, and Alderwoman Lu led the Pledge of Allegiance.

Present: Alderman Dowd, Alderwoman Wilshire, Alderwoman Klee, Alderwoman Lu, Alderwoman Harriott-Gathright, Ms. Raymond, Mr. Guarino, Ms. Bishop, Ms. Brown, Ms. Giglio

Also Present: Ms. Fitzpatrick, Mr. Donovan, Mr. Smith, Ms. Johnson, Mr. Lee, Mr. Ouellette, Mr. Dubois

This meeting and Presentation can be watched in its entirety at: http://nashua.ezstream.com. Handouts, Presentations & referenced materials can be accessed on the Minutes Page in “Attachments” link.

ELECTION OF A JSSBC CHAIRMAN FOR THE 2020-2022

ALDERMAN WILSHIRE MOVED TO NOMINATE ALDERMAN DOWD AS CHAIR OF THE JSSBC.

No further nominations made

ALDERMAN WILSHIRE MOVED TO CLOSE NOMINATION.

SO VOTED.

Alderman Dowd elected Chair of the JSSBC by unanimous roll call vote.

ELECTION OF A VICE CHAIRMAN

MS. RAYMOND MOVED TO NOMINATE MR. GUARINO AS VICE-CHAIR OF THE JSSBC.

No further nominations made

ALDERMAN WILSHIRE MOVED TO CLOSE NOMINATION.

SO VOTED.

Mr. Guarino elected Vice-Chair of the JSSBC by unanimous roll call vote.
PREVIOUS MEETING MINUTES APPROVAL – November 21, 2019

Ms. Raymond moved that the minutes of the JSSBC meeting held on Thursday, November 21, 2019 be accepted, placed on file, and the reading be waived. So voted.

REMARKS BY CHAIRMAN

Alderman Dowd
Welcome to the start of the detail design phase of the Middle School Project, and meeting number 1 of the 2020-2022 Legislative Session. Thank you for selecting me Chair of the committee for this important phase of the project. We will do our best to get it done on time and under budget.

For all the new members, getting ready for the JSSBC meetings, please read up on the projects on the Nashua Website and get as much information as you can. In preparation for these meetings, review minutes of the previous minutes and review any attachments to the minutes. Typically in years past we had 18 members of the committee, and a couple of years ago we changed that because it was extremely hard to get quorums, especially in the summer. So now we have 10 members. In discussions with former Alderman McCarthy, we had determined that when we got into the Middle School Project we would not have a Construction Projects Committee, because if that were 6 members it would be a quorum of this committee, which wouldn’t make any sense. So, all decisions for this project will be made at this committee. However, we are going to have an Executive Committee, because we can’t go 30 days without meeting with the contractors. Typically there are questions they have for us, and we have to meet with them. So I’d like to have the President of the BOA and the President of the BOA join myself in any meetings we have with the contractors. So, unless there are any objections from anyone, that’s the way that we’ll proceed. In the last session we gave Mr. Smith approval for up to $5,000 and approval to the Chair for up to $50,000. If no one has any objections, we’d like to keep that going through 2022.

And welcome to all new members.

REMARKS BY SCHOOL ADMINISTRATION

Ms. Fitzpatrick
Just an update that on January 31st, the architects are coming to FMS to meet with the staff that are specifically affected by the renovations, and the Principal, Assistant Principal and myself. And then they’ll be meeting with the entire faculty on February 5th.

Alderman Dowd
And we’ll be having numerous meetings with various groups as we go through this process. I think it’s best if we try and keep the ones that available for the public to attend, on the School Website. So if we could just make sure that that happens.

Ms. Fitzpatrick
I’ve sent the email, and I’ll make sure that that happens.

Mr. Smith
On the same lines, we’ve scheduled an Abutter’s Forum on March 19th at 7:00 p.m. at Bicentennial Elementary School, most likely in the cafeteria. And that’s meant to be for the people that live around the proposed new middle school; Medallion Court, Cherrywood and those places.
**Alderman Dowd**  
It’s our intent to have many meetings with the neighborhood as we go through this process. We are going to be commencing in this detail design phase first at FMS, followed closely with PMS. Because PMS needs to be completed before the new school opens. And then we’ll be working on the new school.

**Alderman Klee**  
With the new redesign of the Nashua.edu a lot of things are missing, including the Middle School Project.

**Ms. Raymond**  
I can speak to that. So the website is still under construction. It is up and a lot of things are running, but some are not yet. So they’re doing weekly upgrades. If anybody needs anything, you can email myself, or [BOE@nashua.edu](mailto:BOE@nashua.edu) or you can email the Superintendent’s office and we can send you the information that you’re doing. But in the meantime, our IT Department has asked that we be a little patient until they get all of the details and all of the links working on the website.

**Alderman Klee**  
With the public wanting to be able to see this at all times, I really would like to see this become a priority. I personally have gotten three phone calls about this not being on there. I would like the public to know that we’re working on it.

**Ms. Raymond**  
I would like to point out that our new Website has been up for 4 days. So there’s absolutely no malveillance here, it certainly is a priority. We’re very excited about this project. We want the public to know what’s going on, and we want the public’s input so we get it right. $120 million is a lot of money for people to be unhappy. So we want people to be satisfied at the end of this. Having said this, it’s the 4th day. And so IT is aware, and I’ve spoken to the Superintendent about it earlier today, and he said they’re doing weekly upgrades. We also don’t want the system to be down for teachers, which is what happens during upgrades. So we want to make sure that we’re doing this in a way that works for everybody.

**ITEMS FOR DISCUSSION AND APPROVAL OF INVOICES**

**Architect’s Report - Harriman**

**Mr. Lee**  
We’re very excited to work with all of you and the new folks that are coming on board, in Phase II of the project. We’ll give you a recap of Phase I, which was ultimately to arrive at the scope of the project which allowed Harvey Construction to determine what the cost of that work is expected to be. Jamie Oullette, who is the Project Manager and Architect at Harriman will guide us through that concept design overview. We’ll also cover the anticipated project schedule for the 3 school projects.

It began with looking at what it would look like it we tried to renovate EMS rather than build a new school. That was the primary objective at the beginning. Then we began looking comprehensively at all 3 middle schools in the district and how they’re serving the needs of Nashua’s middle school students. And how they support education and development in today’s world. The other consideration was to evaluate the schools for an approximately equal population of 800 in each school. That was really the guiding task of the study. To do all we met with several user groups, including the administrators of the schools themselves as well as at the district level. Ms. Fitzpatrick was key in helping us with that aspect of it. We also met with the Middle School Steering Committee and several departments including the SPED Director and CTE Director. It was really important to see how these pathways line up from the middle schools to the high schools. We also met with the Athletic Director, Safety & Security, and several folks in the City including Fire, Police, City Engineers, Planners and the Department of Public Works. We got their feedback and thoughts incorporated before we really dug into any design. We also met with this JSSBC body, the BOE and the BOA, particularly as we got closer to a decision on what this project ultimately would be.
In addition to that we surveyed the teachers and staff at all the middle schools. So we invited the participation of all staff in a very direct way. Then we facilitated several community forums. Some here and some around the city. In addition to all that work, we also inventoried all of these spaces. So we had architects and engineers go through all the buildings to really understand the condition of the systems, and what we could address, what needed to be addressed and help us prioritize the work that would be included in the project. So that all culminated in what we call a concept design. The first phase is the schematic design phase, which we’re in right now. Then is the design development phase, followed by the final phase is called the construction document phase. We’re now at a stage where we’re going to get a lot more involvement with the actual folks who are in those spaces that we’re going to be impacting. But we’re also going to solicit information from everyone as we move forward, and keep everyone abreast of our progress. So with that I’ll turn it over to Jamie to guide us through the concept design.

**Mr. Oullette**

*Went through Concept Design Phase in PowerPoint Presentation, which can be viewed on the Minutes Page in the “Attachments” link, and watched at: [http://nashua.ezstream.com](http://nashua.ezstream.com)*

**Ms. Raymond**

I spoke with some PMS staff yesterday, and a lot of them were questioning when their opportunity would be to give their feedback and the conceptual design. Because there’s some concerns about things like band space, storage, library space, etc. Is there a timeline for that at this point?

**Mr. Oullette**

Yes. So FMS is kind of the fastest out of the gate, so we’re working most diligently in that one right now. We’re getting some meetings set up for FMS now, and then quickly following that will be PMS and we’ll start having meetings with the staff. I think at this point we’re thinking like March or maybe into April.

**Alderman Klee**

I did have a call about FMS. Is part of this plan to update their HVAC system?

**Mr. Oullette**

I can’t recall exactly what we’re doing to the mechanical systems. There are definitely some upgrades there where the Admin area is being reworked, for sure and some of the internal spaces are being looked at. I’d have to look at my scope and be sure. But I’ll follow up on there.

**Alderman Klee**

Thank you. I just wanted to put that out, because that is one of their concerns… temperature control and so on.

**Mr. Oullette**

Sure.

**Mr. Lee**

*Went through Next Steps slides in PowerPoint Presentation*

So, we’re anxious to be able to really roll up our sleeves and dig in. And we’re looking forward to our monthly updates with you folks, so you can continue to ask us questions as the design unfolds, and we’ll share more information with you. We’re more than happy to answer any additional questions.

**Mr. Guarino**

You said that most of the decisions about design are going to be made at the end of Phase II. I would like to see our regular BOE meetings have updates specifically on this project. And I would like to get all of the members of the BOE on the same page, or at least a consensus, on the design. So the opportunities for influencing the design, from the BOE are going to come in that Phase II?

**Mr. Lee**

There’ll be opportunities because the designs are staggered. So as we go through the really important design areas, I think it’s appropriate for us to bring updates to the BOE. So we’ll coordinate that with Alderman Dowd.
Mr. Guarino
Yeah, I’d like to see that. That way the BOE members who are not here, can ask questions and we can have their voice included on the design.

Alderman Dowd
The schools are being built for education, so the BOE and the school administration have the primary input, as well as staff. And we’d like you to come to consensus as we go through the detailed design phase on what you want to see. But at some point it’s going to be locked in, and far too expensive to go back and change things. So there will be adequate time on decision making for the BOE and the administration, and input to the architects.

Mr. Guarino
Thank you.

Ms. Raymond
I’m just hearing a lot of unrest amongst our staff and our families. And fear that the project is moving too quickly and fear that they’re not going to have time for their input. Concerns about the BOE only having this meeting, and not having more contact with the architect. So I think as we move forward into this next phase, we’re off to a good start with the schedules that you have worked out with Ms. Fitzpatrick and FMS. But I will probably be asking, as I join this Executive Committee, for perhaps more time or to be able to attend more things so we can make sure that the stakeholders at the school level are involved. Because again, it’s so much money from the Nashua taxpayers, we want to make sure that we get what we want out of it and what’s best for our kids.

Aldermanwoman Klee
I’m very glad that we’re going to have some more community input meetings. At the last meeting there was a teacher who spoke up about how, in the concept design her room looked more like a hallway or pass through. And I know that was addressed, and you said you would revisit that and look it. And I think that’s a great thing. I also heard concerns from the community about anxiety around the emergency route going through their communities, etc. And I want to speak to the public now; I do think you guys are listening and I do think that you’re going to take things into consideration. But you’re not going to know about it unless they bring it to your attention. So thank you to those communities.

Ms. Giglio
I read the details of the November 21st meeting. One thing that jumped out at me was the concern about the fog in the area of the new school. I know we can’t do anything about Mother Nature, but I don’t know if the fog is a situation that will change if there’s a building there instead of fields. Is someone looking into that?

Mr. Lee
I believe the comment about the fog had to do with the visibility at a few of the intersecting roads in the area of Cherrywood. And I think what we will be carefully looking at is the impact of where we access the site, and making sure that that’s a very safe design in the way that people are brought to the primary access off Buck Meadow Road, and making that as safe as we can. You’re right, we can’t control the fog. But we’ll do our best to make sure that everything we do is very safely designed and thoughtful. So we have a transportation engineer that’s going to assist us in how we design the access drive into the site.

Mr. Donovan
I live right near there, so I drive by where the entrance will be every day. The fog is mostly where the wetlands is. The wetlands won’t move, so there will still be fog. But as Mark mentioned, it’s where you put the drive… because that’s a low area, and then it jumps up pretty quick after that. So I think that will be the key.

Alderman Dowd
Okay, now we’ll get the Construction Manger’s report from Carl DuBois.
Construction Manager’s Report - Harvey

Mr. DuBois
I don’t have much to add. We’re busy behind the scenes right now looking at FMS and developing a phasing plan that we can pass by the folks at Harriman and Shawn, and then eventually the school. We take a swing at it first in terms of what we think we can get accomplished. And then we sit down with the Principal to have him or her understand our approach, and see if it’s feasible. It’s a back and forth for a time being to try and get it so everyone understands how we’re going to get through the building, and we’re going to separate ourselves from the students. We do that all the time… and how we’re going to provide a safe construction site.

FMS is the first school coming out of the gate this summer. It’s one of the more difficult ones. I’ve been involved with all of the elementary school renovations, and they were much easier than this. And the reason being that was used the concept we came up with in terms of building the gymnasium into temporary classrooms. So we created our own swing space. But I’m trying to get my arms around is, what do we have for swing space at FMS? Though it doesn’t always appear on the surface, but as you start digging into it, there’s usually some empty classrooms during the course of the day at all the schools that I’ve been involved with. So we’re getting prepared for a preliminary review on February 5th in terms of unveiling our first thought process on how we do that. And we’ll do that at all 3 schools.

For right now for us until the documents come along, we’ve been behind the scenes looking at scheduling and phasing and trying to get those things underway. As it’s been said, it will be FMS, PMS and then the new school. And as we’ve done in the elementary schools, we have no problem holding a community forum and a teacher/staff forum. Where we’ll sit down and walk through how we’re going to approach the construction, so they understand. Change is difficult… it’s human nature for people to have difficulty with change. And I’ll be the first to admit, construction is disruptive. We try to minimize that as much as possible, and we understand that school still has to go on. That’s the primary focus, so we try to take a hard look at where we need temporary sound partitions so students can still learn, and how we maintain proper and adequate fire access for fire drills, and all of that. And we’ll work with the Principals so they know the new fire drill routes. And when we have a plan, we’ll also sit down with the Fire and Police Departments, so they understand fully what’s going to happen. We try to operate so that there are no surprises, and it always come down to just proper and good communication with everyone.

APPROVAL OF INVOICES

Alderman Dowd
One of the more important things we do at the JSSBC is approval invoices, and they can’t be paid until we get approval from this committee. We have one this evening that Mr. Smith will present.

RPF Environmental #1994611, $12,115.00

Mr. Smith
We have one invoice from RPF Environmental for $12,115. This was from Phase I when we needed to hire an industrial hygienist to come and look at the schools. So they identify all the potentially hazardous materials, which has all been documented and will be on the website. So this is payment for that report.

Alderman Dowd
You’ll notice that this is on a sheet for the first part of the project that concluded on December 31, 2019. And we’re going to be breaking out the different schools into different projects and budgets. So we’ll allocate the invoices to that particular part of the project and bring them forward to each meeting. Right now I need a motion for payment of $12,115 to RPF Environmental.
ALDERWOMAN WILSHIRE MOVED TO APPROVE PAYMENT TO RPF ENVIRONMENTAL, IN THE AMOUNT OF $12,115.

SO VOTED.

**CONTRACT APPROVAL**

**Alderman Dowd**
We also do a good amount of contract approval at this committee. So every time there is a new contract it will come before this committee for approval. When you get your packets, please review things and feel free to ask any questions either before hand or during this meeting.

*Hayner-Swanson, Change Order #2, $16,300.00*

**Mr. Smith**
A little quick tutorial… so in construction you have hard costs and soft costs. Hard costs are primarily what Harvey Construction is going to be billing us for. And after all the construction drawings are finished, Harvey will come up with a something called a Guaranteed Maximum Price (GMP). Both Harvey and us, and the architect have contingency amounts to cover any unforeseen expenses. Soft construction costs are pretty much everything else.

So we’ve already bid out the work for the surveyors and the Geotech. And they stay with them through the entire contract. So the first one I’m introducing is Hayner -Swanson. They’re a Nashua firm and did a lot of surveying for us in Phase I. And then the architect identified additional survey work that needed to be done at FMS, and we sent that to Hayner-Swanson and received the bid that’s included in your packet. So this one is not to exceed $16,300 and I recommend that we proceed with that change order.

ALDERWOMAN WILSHIRE MOVED TO APPROVE CHANGE ORDER #2 WITH HAYNER-SWANSON, IN THE AMOUNT OF $16,300.

**Mr. DuBois explained contingency budgets for the new Board members**

**Ms. Brown**
Do you see more contingency budgets more frequently used during renovations of existing spaces or new builds?

**Mr. DuBois**
Obviously renovations are more difficult, because you don’t know everything at how a school was originally constructed. So your contingency would be a little greater on a renovation than a new project. Once you’re out of the ground on a new project, I like to see we’re almost home free at that point in time. At that point, then we start talking as the project unfolds and we move forward. Yes, it’s our contingency to manage the risk but it’s the city’s money. And we look at it, that it’s not right to get to the very end and give you back a pot of money that you might have wanted to have applied that elsewhere, or back into the project. So we will have discussions ongoing many, many times on where we are in contingency, how you want to spend it… do you want to save it or roll it into the next project or keep it as an additional contingency? They’ll be many discussions on that going forward, you can count on that.

**Alderman Dowd**
So all contingencies will be approved at this committee. And which contingency it will come out of, will also be done here. I can tell you that working with Harriman and Harvey, there’s never been any real issues. When we built
these 2 high schools there were hundreds of change orders. If you’re going to buy blue chairs instead of green chairs, that’s a change order. Not all change orders are an expense; sometimes we get credit for it. But that will all be part of the budget process. And at the end of the project, if we have money left over in the contingency there are a number of things we can do with it.

_Voting on Motion:_

**ALDERWOMAN WILSHIRE MOVED TO APPROVE CHANGE ORDER #2 WITH HAYNER-SWANSON, IN THE AMOUNT OF $16,300.**

**SO VOTED.**

**Mr. Smith**

I have one more contract to award. This was not in your packet, but it was emailed to everybody. The company is Milone & MacBroom. They are a Geotechnical Engineer. They’ve already done a fair amount of work for us this past summer for Phase I. This is for Phase II, where the architect has identified some additional areas they’ll be working in that needs more data. So they’ve received the description from Harriman and are proposing to do the work for no more than $5,600.

**ALDERWOMAN WILSHIRE MOVD TO APPROVE THE CONTRACT WITH MILONE & MACBROOM FOR GEOTECHNICAL SERVICES, IN AN AMOUNT NOT TO EXCEED $5,600.**

**SO VOTED.**

**BUDGET OVERVIEW**

**Mr. Smith**

As Mr. Donovan mentioned, we’re going to be looking at separate financial sheets for each of the 3 schools. We’re hoping they’ll be state aid down the line, so we have to keep track of the funds separately. There are 5 financial sheets in your packet.

*Mr. Smith went through the financial sheets, which can be viewed in the Minutes Page in “Attachments” link*

**COMMENTS BY THE PUBLIC**

None.

**COMMENTS BY COMMITTEE MEMBERS**

None.

Alderwoman Wilshire moved to adjourn. **So voted at 8:22 p.m.**

_Submitted by Jacki Waters_
Presentation to JSSBC for:

Nashua Middle Schools Project

Architectural Design Services for Middle School Construction and/or Renovations

Nashua, New Hampshire

January 23, 2020
1. Phase 1 Process Recap
2. Concept Design Overview
3. Anticipated Project Schedule
4. Next Steps Highlights
Initial Objective

1. Address Deficiencies at Elm Street School
   • Option 1-Renovate Elm Street
   • Option 2-New Middle School

Follow up Objectives

2. Review of Facility Conditions at all 3 Middle Schools

3. Evaluate a model for (3) 800+ Student Middle Schools
Harriman met with the following user groups:

- Middle School Principals
- Special Education Director
- Career Technical Education Director
- Athletic Director
- Assistant Director, Safety and Security
- Nashua Fire, Police, City Engineers and Planners and DPW
- Middle School Steering Committee
- JSSBC
- BOE
- BOA

- Harriman surveyed the administration, teachers, and staff at each middle school
- Harriman facilitated a community forum
- Harriman inventoried existing spaces and programs
"Building a diverse learning community by encouraging students to open their eyes to explore, their minds to create, and their hearts to accept."
A. Perimeter Security Drive Upgraded
B. Additional Parking on South Side
C. Reconfigured Drop-off at Entry/Expanded Bus Loop
D. On Street Queuing Lane
E. Reconfigured Parking at Entry Lot
A. New Admin and Secure Entrance
B. Upgrades to Unified Arts
C. Science Room Upgrades
D. Team Collaborative Instruction Spaces
E. Gymnasium Upgrades
F. Upgrades to Special Education Rooms
G. Limited System Upgrades (Electrical / Mechanical / Fire Alarm)
CONCEPT OPTIONS
PENNICHUCK MIDDLE SCHOOL

“Building a diverse learning community by encouraging students to open their eyes to explore, their minds to create, and their hearts to accept.”

A. Removal of Portable Classrooms
B. Classroom Additions
C. Reconfigured Parking
D. New Bus Drop-off
E. New Parent Drop-off
F. Traffic Signal at Manchester/Ferry Road
G. Additional Entry for Buses/Emergency Access
H. Separation Median at Entry
I. Right and Left Exit Lane
J. Entry Turning Lane on Manchester
K. Improved Pedestrian Crossing
A. Classroom Additions to Replace Portables, Increase Capacity
B. Library Addition
C. Upgrades to Unified Arts
D. Science Room Upgrades
E. Team Collaborative Instruction Spaces
F. Gymnasium Upgrades, Stage addition
G. Upgrades to Special Education Rooms
H. Cafeteria expansion
A. 20 Acre Site Development
B. On site Parking Spaces
C. Recreational Play fields and Courts
D. Natural Preservation Area
E. Connection to Trail Network
F. Access Drive from Buckmeadow
G. Emergency Access from Cherrywood
H. Water/Sewer from Cherrywood
I. New upgraded power from Buckmeadow
J. Sidewalk to site from Buckmeadow
K. Dedicated Service and Emergency Drive
L. Dedicated safe SPED play area

CONCEPT OPTIONS
NEW MIDDLE SCHOOL

“Building a diverse learning community by encouraging students to open their eyes to explore, their minds to create, and their hearts to accept.”
A. Secure Entrance
B. Innovative MS Classroom Communities
C. Ability to Close off Public Spaces for After School Activities/Community Access
D. 21st Century Unified Arts/STEM Spaces
E. Enhanced SPED spaces
F. Administration, Nurse, Guidance
G. Gym, Performance space, Café, Library
H. Possible Future Addition Locations
A. Secure Entrance
B. Innovative MS Classroom Communities
C. Ability to Close off Public Spaces for After School Activities/Community Access
D. 21st Century Unified Arts/STEM Spaces
E. Enhanced SPED spaces
F. Administration, Nurse, Guidance
G. Gym, Performance space, Café, Library
H. Possible Future Addition Locations
SCHEDULE

“Building a diverse learning community by encouraging students to open their eyes to explore, their minds to create, and their hearts to accept.”
FAIRGROUNDS MIDDLE SCHOOL
• Anticipated Construction Start – Summer 2020
• Anticipated Construction Duration – 11 Months

PENNICHUCK MIDDLE SCHOOL
• Anticipated Construction Start – Late Fall 2020
• Anticipated Construction Duration – 14 Months

NEW MIDDLE SCHOOL
• Anticipated Construction Start – Winter/Spring 2021
• Anticipated Construction Duration – 24 Months
Next Steps

“Building a diverse learning community by encouraging students to open their eyes to explore, their minds to create, and their hearts to accept.”
• Existing Conditions Investigations (2\textsuperscript{nd} round)

• Detailed Programming Workshops

• Community Meetings

• City Meetings (City Planning, Engineers, DPW, Fire, Police)

• Planning Board Submissions and Meetings

• Detailed Designs

• Detailed Phasing

“Building a diverse learning community by encouraging students to open their eyes to explore, their minds to create, and their hearts to accept.”