

**PEASE DEVELOPMENT AUTHORITY ("PDA")
SPECIAL BOARD OF DIRECTORS MEETING
MINUTES**

Monday, September 14, 2015

Presiding: Robert A. Allard, Treasurer;
Present: John P. Bohenko; Margaret F. Lamson; Robert F. Preston; and Franklin G. Torr
Absent: George M. Bald, Chairman; Peter J. Loughlin, Vice Chairman;
Attending: David R. Mullen, PDA Executive Director; Lynn Marie Hinchee, PDA General Counsel;
PDA staff members; members of the public;

I. Call to Order

Director Allard, Acting Chair, called the meeting to order at 8:38 a.m. in the Board conference room at 55 International Drive, Pease International Tradeport, Portsmouth, New Hampshire.

II. Public Comment

There were no public comments.

III. Golf Committee Report

Director Bohenko, Golf Committee Chair, reported that the Golf Committee met on September 14, 2015. The Committee reviewed the proposals for the clubhouse kitchen modifications and the fuel pad and recommended that the Board approve the proposals as presented.

A. Approvals

1. Clubhouse Kitchen Modifications

Director Preston moved and Director Torr seconded that **In accordance with the recommendation of the Pease Golf Committee, the Pease Development Authority Board of Directors hereby authorizes the Executive Director to:**

- 1. enter into an amendment to the Construction Management Contract with Pine Brook Corporation for the Pease Golf Course Clubhouse kitchen modification project to include a guaranteed maximum price of \$214,951 for construction phase services; and**
- 2. expend up to \$4,482 for PDA furnishings and a project contingency;**

all in accordance with the memorandum of Maria J. Stowell, P.E., Engineering Manager, dated September 10, 2015, attached hereto. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

2. Fuel Tank Pad

Director Bohenko moved and Director Preston seconded that **In accordance with the recommendation of the Pease Golf Committee, the PDA Board of Directors hereby authorizes the Executive Director to enter into an amendment to the Construction Management Contract with Pine Brook Corporation in an amount not to exceed \$15,964 for the construction of a concrete fuel pad adjacent to the Golf Course maintenance garage; all in accordance with the memorandum from Maria J. Stowell, P.E. Manager - Engineering, dated September 10, 2015 attached hereto.**

In accordance with the provisions of RSA 12:G:8, VIII, the Board justifies the waiver of the RFP

requirement for the project based on the following:

1. In accordance with PDA's bid process, Pine Brook was previously selected as construction manager for the Golf Course Clubhouse kitchen project;
2. In accordance with NH DES regulations, the concrete pad must be installed no later than February 7, 2016; and
3. It would be efficient to have the maintenance garage fuel pad installed in conjunction with the work on the Golf Course Clubhouse kitchen modification project.

Note: 5 Affirmative Votes are required. Discussion: Director Lamson expressed her concern about the cost of the project. Disposition: Resolved by unanimous roll call vote for; motion carried.

IV. Signs

A. Approvals

1. NH ANG – Directory Signs

Director Lamson moved and Director Torr seconded that **The Pease Development Authority Board of Directors hereby approves of the proposed directional signs for the NH Air National Guard to be located in the Pease Boulevard, New Hampshire Avenue, and Arboretum Drive rights-of-way; all in accordance with the memorandum of Maria J. Stowell, P.E., Manager - Engineering, dated September 10, 2015 and attached hereto.** Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

V. Contracts/Agreements

A. Approvals

1. Eversource – Street Lights

Director Torr moved and Director Preston seconded that **In accordance with the recommendation of the Pease Development Authority Finance Committee, the PDA Board of Directors hereby authorizes the Executive Director to:**

1. enter into a contract with Speclines of Sandown, New Hampshire, for the purchase of six (6) LED fixtures in a total amount not to exceed \$7,170; and
2. enter into a contact with and prepay Eversource\$75,869.00 to:
 - a. remove six (6) designated street lights on the Tradeport in anticipation of the installation of six (6) LED lights;
 - b. install six (6) LED lights; and
 - c. energize the underground conduit system.

all in accordance with the memorandum of Maria J. Stowell, P.E., Manager - Engineering, dated September 10, 2015 attached hereto. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

VI. New Business

No new business was brought before the Board.

VII. Upcoming Meetings

Director Allard announced that the following meetings were scheduled to be held:

Audit Committee	October 13, 2015	8:00 a.m. (Tuesday)
Board of Directors	October 15, 2015	8:00 a.m.

All Meetings begin at 8 a.m. unless otherwise posted.

VIII. Directors' Comments

In response to Director Bohenko, Geno Marconi, Division Director, reported that the Cianbro operations at the Market Street Terminal are going very well. Cianbro has been very helpful with some operations at the Port that have provided cost savings to DPH. Director Bohenko asked that as the Market Street improvement project goes forward that the staff review the Isles of Steamship Company area for long term improvement to provide a unifying look of buildings and landscaping on Market Street. Mr. Marconi reported that DPH has worked with the City in the past on improvement projects and will continue to do so.

Director Allard inquired about the Golf Course kitchen modifications. Scott DeVito, PGA General Manager, reported that discussions were held with Pine Brook Corporation to try to keep the clubhouse kitchen and restaurant open during the renovations. The improvements will help with the kitchen operations by providing more prep area. Director Bohenko asked if the assistant pro position was filled and if there were any female applicants. Mr. DeVito reported that the position remains open as the current Golf Course staff has covered the lessons. No decision has been made yet to fill it and may not be filled for another season. Mr. DeVito expects to receive applications from female golf pros if a full time position is offered.

IX. Adjournment

Director Lamson moved and Director Torr seconded to **adjourn the Board meeting.**
Discussion: None. Disposition: Resolved by unanimous vote; motion carried. Meeting adjourned at 8:52 a.m.

X. Press Questions

No press attended the meeting.

Respectfully submitted,



David R. Mullen
Executive Director/Secretary