

**PEASE DEVELOPMENT AUTHORITY
SPECIAL MEETING
Monday, September 14, 2015**

BOARD AGENDA

Time: 8:30 a.m.

**Place: 55 International Drive, Pease International Tradeport
Portsmouth, New Hampshire**

AGENDA

- I. Call to Order (Allard)
- II. Public Comment
- III. Golf Committee Report* (Bohenko)
 - A. Approvals
 - 1. Clubhouse Kitchen Modifications* (Preston)
 - 2. Fuel Tank Pad* (Bohenko)
- IV. Signs
 - A. Approvals
 - 1. NH ANG – Directory Signs*(Lamson)
- V. Contracts/Agreements
 - A. Approvals
 - 1. Eversource – Street Lights* (Torr)
- VI. New Business
- VII. Upcoming Meetings
 - Audit Committee Oct. 13
 - Board Meeting Oct. 15

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

- VIII. Directors' Comments
- IX. Adjournment
- X. Press Questions

- * Related Materials Attached
- ** Related Materials Previously Sent
- *** Related Materials will be provided under separate cover
- + Materials to be distributed at Board Meeting
- Confidential Materials

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PEASE DEVELOPMENT AUTHORITY

Monday, September 14, 2015

GOLF COMMITTEE AGENDA

Time: 8:15 a.m.

Place: 55 International Drive, Pease International Tradeport
Portsmouth, New Hampshire

AGENDA

- I. Call to Order (Bohenko)
- II. Acceptance of Minutes: August 12, 2015*
- III. Public Comment
- IV. Old Business
 - A. Approvals
 1. Clubhouse Kitchen Modifications * (Allard)
- V. New Business
 - A. Approvals
 1. Maintenance Fuel Tank Pad* (Preston)
- VI. Adjournment
- VII. Press Questions

- * Related Materials Attached
- ** Related Materials Previously Sent
- *** Related Materials will be provided under separate cover
- + Materials to be distributed at Committee Meeting
- Confidential Materials

MOTION

Director Preston:

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.

N:\RESOLVES\GolfCoursePineBrook0915.wpd

MEMORANDUM

To: David R. Mullen, Executive Director
From: Maria Stowell, Engineering Manager *Ms*
Date: September 10, 2015
Subject: Clubhouse Kitchen Modifications

Pine Brook Corporation, the construction manager (CM) for the clubhouse kitchen project, has completed its determination of the Guaranteed Maximum Price (GMP) for the kitchen modifications. You will recall that last month, the Board agreed that we should proceed with work to add a new freezer/cooler area located off the east end of the building, relocate the dishwashing function, and re-purpose the existing freezer/cooler and dishwashing areas. Pine Brook is proposing a GMP of \$ 214,951. This amount includes the cost of all subcontracted disciplines needed to complete the work, Pine Brook's general conditions cost, Pine Brook's overhead and profit, and a construction contingency.

There are other costs associated with the project: architectural/engineering services including stamped drawings for bidding and permitting, review of submittals and requests for information, and construction inspection; CM pre-construction phase services; PDA furnished items; and, an owner contingency.

We are proposing the following for a project budget:

CM Pre-construction Phase	\$ 10,967 (previously approved)
CM GMP (w/ \$10,000 CM contingency)	\$ 214,951
A/E Services	\$ 19,600 (previously approved)
Miscellaneous Furnishings and Contingency	\$ <u>4,482</u>
TOTAL	\$ 250,000

The budget total exceeds the amount of \$225,000 presented at the last Golf Committee meeting. Through the CM process we were able to adjust the design to a point where we are getting the best value. We believe any additional cuts would be self-defeating. We are therefore requesting an additional \$25,000.

As you know, we have spent a fair amount of time studying alternative concepts for this project. As a matter of bookkeeping, we are beginning the accrual of costs associated with this \$250,000 budget as of mid-July, the date of the first meeting pertaining to the agreed upon modifications project.

At next week's Board meeting, please ask that the Board allow you to enter into an amendment to the construction management services contract with Pine Brook Corporation to authorize \$ 214,951 for construction phase services and to authorize \$ 4,482 for PDA furnishings and a project contingency.

N:\ENGINEER\Board Memos\2015\GC Kitchen GMP.docx

MOTION

Director Bohenko:

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.

N:\RESOLVES\GolfFuelPad0915.wpd

MEMORANDUM

To: David R. Mullen, Executive Director

From: Maria J. Stowell, P.E., Engineering Manager *Maria*

Date: September 10, 2015

Subject: Golf Course Fuel Pad

Recent changes to State rules require PDA to construct a 15-foot by 37-foot concrete pad adjacent to the fuel shed located behind the golf course maintenance garage. Currently there is no impermeable surface in front of the shed where vehicles pull up for fueling. Such a surface will be mandatory as of February 7, 2016 under New Hampshire Code of Administrative Rules, Env-Or-300 (nka Env-Wm 1402) Aboveground Petroleum Storage Facilities. The size of the concrete pad is designed to meet the NHDES specifications for dispenser hose length (gasoline and diesel), vehicle size, and spill containment (approximately 10-gallons).

We believe the most efficient means of constructing the concrete pad will be to add this to the work by Pine Brook Corporation in conjunction with the clubhouse kitchen modification project. We therefore, request that the bid process to select a contractor be waived. Pine Brook, the construction manager for the kitchen project, was selected through a competitive bid process earlier this year, and Pine Brook will be providing the same work (a concrete slab on grade) at the clubhouse. The Guaranteed Maximum Price (GMP) for the pad is \$15,964.00. The funds allocated for construction of the fuel pad will be tracked separately from the kitchen modification funds.

At this month's board meeting, please ask the Board to approve the construction by Pine Brook Corporation of a concrete pad at the Golf Course Maintenance fueling facility for a cost of \$ 15,964.00 and to waive the bid process for the reasons stated above.

MOTION

Director Lamson:

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.

N:\RESOLVES\Signs0915.wpd

MEMORANDUM

To: David R. Mullen, Executive Director

From: Maria J. Stowell, P.E., Engineering Manager *MJS*

Date: September 10, 2015

Subject: Sign Approval Request for NH Air National Guard Base

The New Hampshire Air National Guard (NHANG) is asking for approval to erect directional signs at three locations within the Pease Boulevard, New Hampshire Avenue and Arboretum Drive rights-of-way for the benefit of its visitors and personnel.

The Pease Boulevard location will merely be a replacement of a previously approved sign, whereas the New Hampshire Avenue and Arboretum Drive locations will be new sign installations.

The attached sheets show the request and the types and locations of the signs being proposed.

It has been PDA's practice to allow a limited number of directional signs in rights-of-way only when justified by the nature of the destination point. There is only one route to the NHANG 220 acre property, and that is through the Tradeport. Because of NHANG's significant presence on the Tradeport, the importance of its mission, and its relationship to the PDA as a State Agency; staff believes that the visitors and personnel to the NHANG will require this guidance.

At next week's meeting, please ask the Board to approve the NHANG Base signs as proposed by NHANG.

Becca Brownell-Smith

From: Mike Mates
Sent: Monday, August 24, 2015 1:45 PM
To: Becca Brownell-Smith; Maria Stowell
Subject: FW: Pease ANGB Sign Project
Attachments: PEASE ANGB SIGN LOCATIONS.pdf

Signage for ANG to be reviewed and approved.

-----Original Message-----

From: O'Loughlin, James F (Jim) III NFG USAF 157 MSG (US)
[mailto:james.f.oloughlin.nfg@mail.mil]
Sent: Monday, August 24, 2015 1:29 PM
To: Mike Mates <M.Mates@peasedev.org>
Subject: Pease ANGB Sign Project

Mike,

We are currently designing a project to replace all our base signage. One portion of it would be to add 3 directional signs for the two gates entering ANG property. We are requesting to locate these on PDA property. Please review the attached sketch and let me know if this will be an issue or if it can be approved. Please don't hesitate to call with any questions.

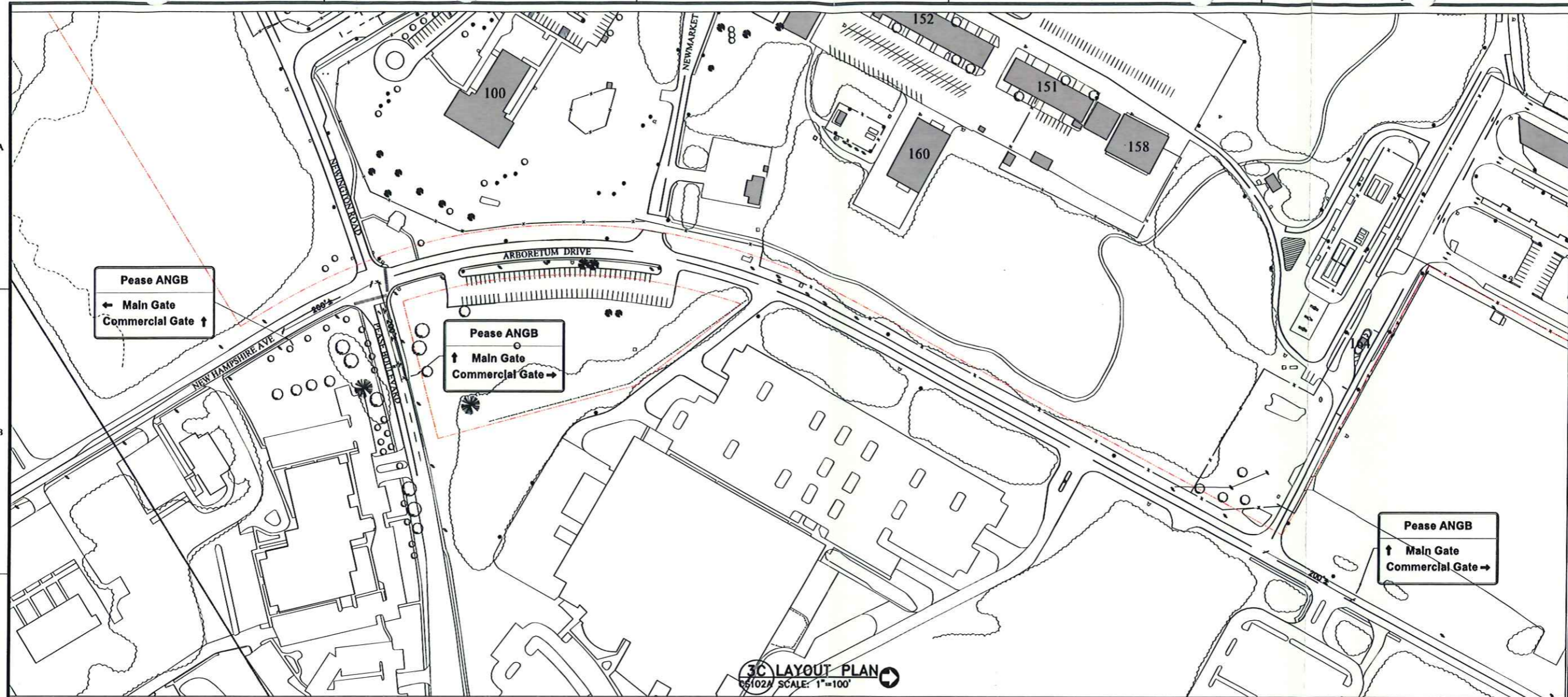
Thanks for your assistance,

//SIGNED//

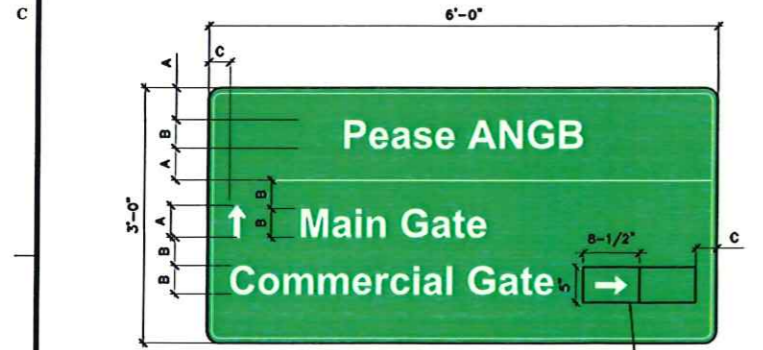
Jim O'Loughlin, NHANG
157th Civil Engineer Squadron
CAD/GIS Manager
302 Newmarket Street, Bldg 151
PEASE ANGB NH 03803-0157
DSN 852-2382
Comm (603)430-2382
james.f.oloughlin.nfg@mail.mil
Please note new e-mail address!



PEASE
AIR NATIONAL
GUARD BASE
NEWINGTON, NH

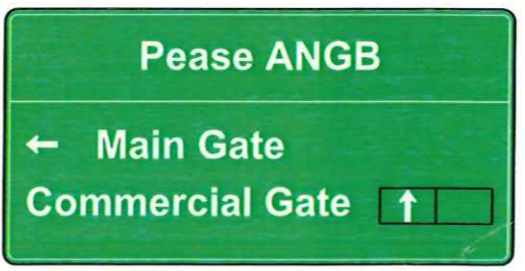


DESCRIPTION	DATE
↑ REVISIONS	
PROJECT	
NO. SZCQ152953	
NAME: REPAIR FACILITY AND ROADWAY SIGNAGE	
FACILITY: PEASE ANGB	
DRAWING	
TITLE: SIGN LOCATION AND LAYOUT PLAN	
DATE: 30 JUL 15	DR BY: JFO
SCALE: AS SHOWN	CHKD BY: ERM
NO.	
CS102A	
SHEET	
NO. 7 OF 16	



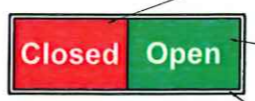
D1-4b-TEA
(PEASE BOULEVARD & ABORETUM DRIVE)
60" x 36"

OPEN/CLOSED SLIDER
BEHIND COMMERCIAL GATE
ARROWS (SEE DETAIL)



D1-4b-TEA
(NEW HAMPSHIRE AVENUE)
60" x 36"

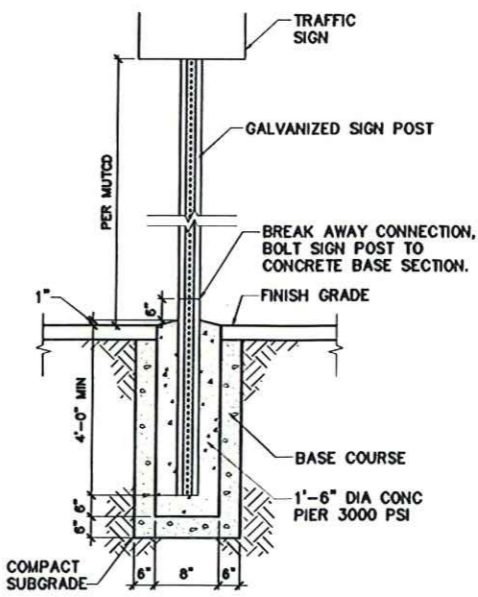
RED BACKGROUND WITH
WHITE 1-1/2" HIGH
CLOSED LETTERING



OPEN/CLOSED SLIDER DETAIL

GREEN BACKGROUND
WITH WHITE 1-1/2"
HIGH OPEN LETTERING

PROVIDE ALUMINUM
CHANNEL ALL FOUR
SIDES FOR SLIDE
ARROW PANEL



D4 TRAFFIC SIGN POST
CS102A NOT TO SCALE

NOTES:
1. ALL SIGNS SHALL CONFORM TO THE
MANUAL ON UNIFORM TRAFFIC
CONTROL DEVICES FOR STREETS AND
HIGHWAYS (MUTCD), DOD SUPPLEMENT
TO THE MUTCD, USDOT-FHWA, NHDOT
STANDARD SPECIFICATIONS, ANSI
REQUIREMENTS, AND UFC-3-120-01,
LATEST EDITIONS OF ALL DOCUMENTS.

NOTES:
1. ALL SIGNS SHALL CONFORM TO THE MANUAL ON
UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND
HIGHWAYS (MUTCD), DOD SUPPLEMENT TO THE MUTCD,
USDOT-FHWA, NHDOT STANDARD SPECIFICATIONS, ANSI
REQUIREMENTS, AND UFC-3-120-01, LATEST EDITIONS
OF ALL DOCUMENTS.

DIMENSION NOTES:
A = 4-1/2"
B = 4"
C = 3"

D2 DIRECTIONAL SIGNS
C504 NOT TO SCALE

MOTION

Director Torr:

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.

N:\RESOLVES\Eversourcelights0915.wpd

MEMORANDUM

To: David R. Mullen, Executive Director
From: Maria Stowell, Engineering Manager *MS*
Date: September 10, 2015
Subject: New Street Lights on Pease International Tradeport

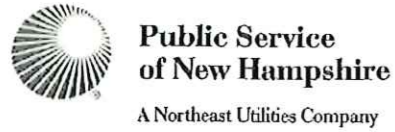
Over the past months, staff has been coordinating with Eversource and the City of Portsmouth to erect new street lights in dimly lit areas of the Tradeport. A total of six new street lights are proposed, five on Corporate Drive and one on Oak Avenue. The new lights would be fed through an underground conduit system, consistent with PDA's policy of removing overhead utility wires wherever possible.

In accordance with the Municipal Services Agreement (MSA), the City provides electrical service and maintenance to a certain number of street lights determined as of the date of the MSA (July 1, 1998). Additional street lighting must be approved by the City following application to the Department of Public Works (DPW). After consultation with DPW, staff recommends that, together with adding the six new street lights, we also remove six lights keeping the same total number. This approach is in line with the City's management of its own street lights in that it reduces light pollution and energy costs. We have identified six existing street lights that are either unnecessary or are redundant. The attached exhibit shows the locations of lights to be added and removed.

We are currently out to bid for the work associated with erecting these new lights. Bids are due on October 2 and we plan to request approval to enter into a construction contract at the October Board of Directors meeting. The contractor will be installing power supply conduit, concrete bases, light poles, truss arms, hand holes, and a transformer pad. In addition to the cost of the construction contract, there will be costs associated with purchasing the new light fixtures and engaging Eversource to energize the system. The compatible light fixtures are available from Speclines at a cost of \$7,170.00 for six LED fixtures. Eversource will be installing the LED fixtures, running the new wires, and energizing each light for an estimated cost of \$75,869.00. The final Eversource cost will be adjusted up or down based on the actual work performed. This money is due before Eversource will perform any work.

Although we will not have bids for the construction phase of the work until next month, I would like to secure Board approval for the street light removal and the Eversource and light fixture expenditures in September. At next week's Board of Directors meeting, please request authorization to:

1. Remove six street lights in anticipation of installing six LED street lights, all as shown on the attached Exhibit;
2. Spend \$7,170.00 to purchase six LED fixtures from Speclines, the manufacturer specified by Eversource; and
3. Enter into an agreement and prepay Eversource \$75,869.00 to remove six lights, install six new lights and energize the underground system



60 West Pennacook St
PO Box 330
Manchester, NH 03105-0330
(800) 362-7764

09/02/2015

Pease Development Authority
Michael Mates
55 International Drive
Portsmouth, NH 03801

Work Request#: 2454035
Project Location: Pease, Portsmouth, NH 03801
Description: Remove 6 overhead lights and Install 3 transformers, primary wire, secondary wire, and 6 new LED lights

Dear Michael Mates:

Public Service of New Hampshire has reviewed your proposed project as described above and has determined that the necessary prepayment amount is \$75,869.00. This amount is a firm price; no further billing or refunds will be rendered.

The proposed project will be scheduled following the receipt of the above prepayment and this signed letter. Other documents, such as easements, inspections or contracts may be required prior to this work being scheduled. A pre-addressed, postage paid envelope and a copy of this letter have been provided for your convenience.

By signing below, you hereby request and authorize PSNH to provide service at the above location and acknowledge your agreement with the terms and conditions stated in this letter. This prepayment amount is valid for 90 days and assumes average working conditions.

Under NH Public Utilities Commission regulations, PSNH is required to advise you that the above charges are for PSNH work and services only, and there may be additional charges assessed by other utilities for work and services requested by you from those utilities.

Please do not hesitate to contact me if you have any further questions.

Sincerely,

Nikolai Kosko
Project Coordinator
603-332-4227 Ext: 5555334
nikolai.kosko@nu.com

Customer Signature _____ Date _____

Work Request	ENT	CCC	Work Order	Cost Ele	LOB	FERC	Amount
2454035	06	7BR	9P520033	A69			\$75,869.00

QUOTATION

DATE: 9/2/2015

TO: Pease Development Authority

ATTN: Mike Mates

PROJECT: Roadway Light Fixtures

We are pleased to offer the following quote:

Mfg: King Luminaire

Qty: 6

Desc: #K902-A-P4FL-165(SSL)-120:277-PE-GY luminaire, 165 watt LED, with
twistlock photocontrol, finish painted gray, Freight Included.

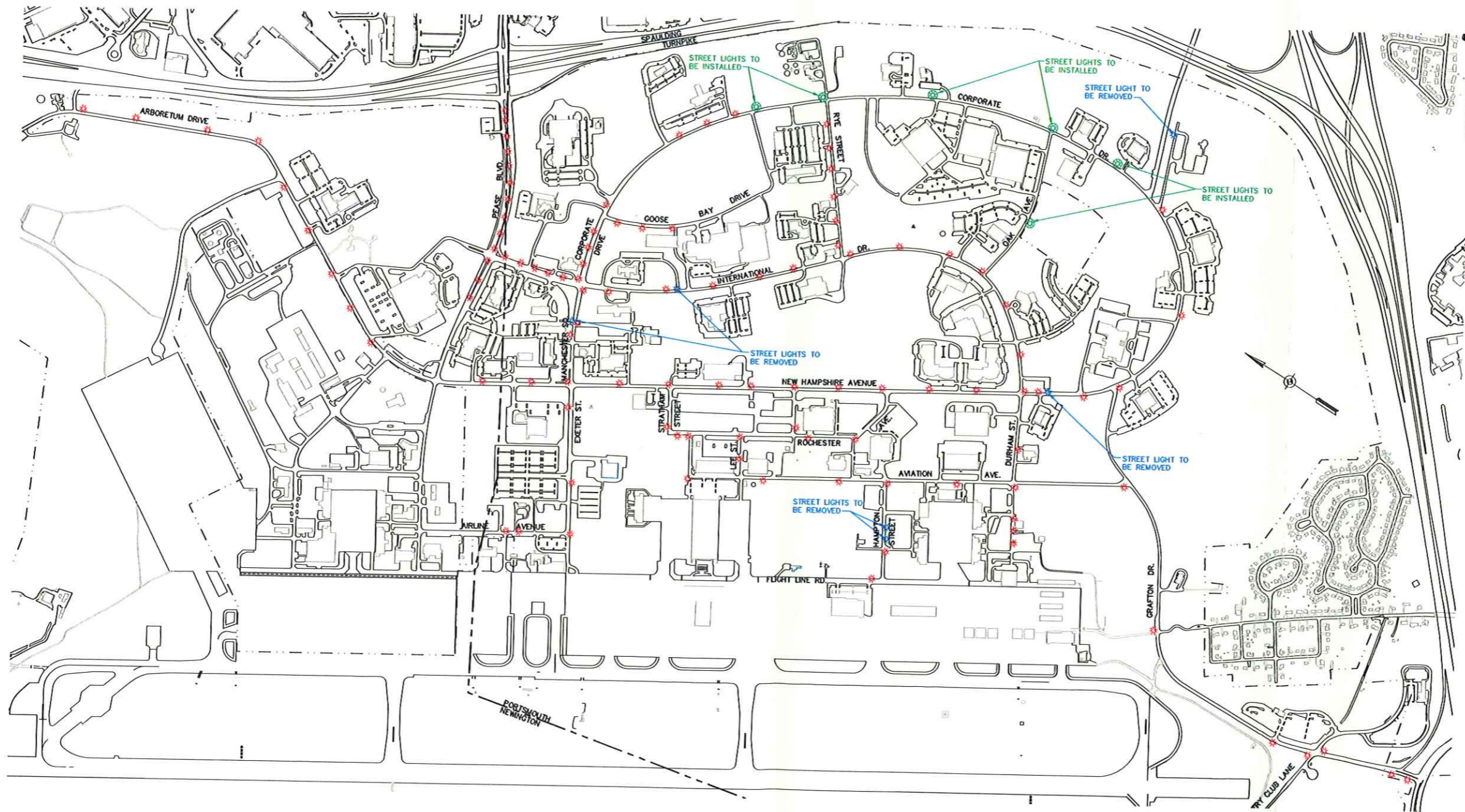
Price Each: \$1,195.00

$$\$1,195 \times 6 = \underline{\underline{\$7,170.00}}$$

Notes:

*Allow 8-10 weeks lead-time

QUOTATION PREPARED BY: Peter Beane



- LEGEND**
- * EXISTING STREET LIGHT TO REMAIN
 - * EXISTING STREET LIGHT TO BE REMOVED
 - * NEW STREET LIGHT TO BE INSTALLED

**EXHIBIT A
PEASE INTERNATIONAL
TRADEPORT
STREET LIGHT
MODIFICATION PLAN**



**PEASE
DEVELOPMENT
AUTHORITY**

55 INTERNATIONAL DRIVE
PORTSMOUTH, NH 03801
Date: 9/7/15 NOT TO SCALE