

TO: MEMBERS OF THE JOINT BUILDING COMMITTEE:
Co-Chairs: School Board Chairman Kent LaPage
City Councilor Joanne Grasso
City Council Members: Laura Pantelakos and William St. Laurent
School Board Members: Nancy Novelline Clayburgh and Carvel Tefft
Citizen Member: Robert lafolla
Ex Officio: W. Peter Torrey, Business Administrator
Also: John Bohenko, City Manager
David Holden, City Planning Department

FROM: W. Peter Torrey, Clerk for the Committee

DATE: August 14, 2002

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the Little Harbour Board Room on August 14, 2002 at 7:30 a.m. Attending were: School Board Chairman Kent LaPage, City Council members Joanne Grasso, Laura Pantelakos and William St. Laurent, School Board members Carvel Tefft and Nancy Novelline Clayburgh; Robert lafolla and School Business Administrator W. Peter Torrey.

Also attending were Bill DiBartolomeo, Clerk of the Works, Dan Bragg of Team Design, Rick Gremlitz, Principal PHS, Gary Bertram and Wayne Blais of Hutter Construction.

1. Meeting Call to Order and Role Call

Co-Chair LaPage called the meeting to order at 7:35 a.m.

2. Approval of Minutes

Motion: Co-Chair LaPage called for a motion to approve the minutes of the July 17, 2002 meeting. Mr. lafolla moved. Mr. St. Laurent seconded. The motion was unanimously voted.

3. PHS – Final Design Documents

Mr. Bragg stated that the completed design documents are at the printers and should be available for Hutter Construction early next week. Mr. Blais stated that once Hutter has received the design documents a bid date would be determined (possibly by the end of September). Mr. Bertram explained that Hutter would need time to review the drawings before they go out to bid. Mr. Bertram stated that those familiar with the project (mechanicals and electrical subcontractors) stated that they would need approximately four weeks to respond to the bid. Mr. Torrey stressed the need to get to the next phase of the PHS building project. Mr. Torrey further questioned whether or not we release another part of the project without a final GMP. Mr. Bertram stated that he wouldn't have a problem with that approach and that it could possible take place for the footings and the purchase of the structural steel and rebar. Mr. Bertram did indicate that the drawings to date are further along than when he gave his GMP and that the price is coming down somewhat. Mr. Bertram further indicated that a new budget amount would be released with the new drawings. Mr. lafolla questioned Hutter as to when the footings would start to be poured. Mr. Blais indicated that October 1st is the projected date. Mr. lafolla stated that the JBC should be prepared to release money for structural steel and rebar in order to freeze prices and be prepared to move forward on that basis. Mr. Bertram stated that he is very comfortable working that way to keep the project moving forward on the next piece. Mr. lafolla further questioned Mr. Bertram on how the GMP is doing. Mr. Bertram stated that he is ready to

sign the agreement that Mr. Sullivan had developed. Mr. Bertram indicated that if a subcontractor had been hired for the site work the cost would have been significantly higher because of all of the “surprises”.

Co-Chair Grasso questioned Hutter regarding her update to the City Council next week. Co-Chair Grasso will state to the City Council that the footings would be poured by October 1, 2002.

4. PHS – Bid Process & Timeline

Mr. Torrey stated that a meeting would be scheduled with Team Design, Hutter Construction, Bob Iafolla and Bob Sullivan for the legal understanding and oversight of the establishment of the bid procedure between Hutter Construction and Team Design for the PHS project. Mr. Torrey further stated that this would be a way to validate the \$30M bid process for the City/School. Mr. Torrey stated that in discussions with Hutter Construction a one or two-phase bid process would take place during the month of September. Mr. Bertram stated that he would like to receive and review all bids for completeness first on the entire bid basis then with all alternates and bring his recommendations back to the JBC. Mr. Bertram did suggest that someone could witness the receipt of bids and provide oversight for the JBC. Mr. Bragg stated that public perception of the bid process should be transparent and all bids should be received by the “owner” (City/School), recorded, and then turned over to Hutter for their review. Mr. Iafolla further stated that it should be a sealed bid addressed to Hutter Construction but received by the School or City. Mr. Iafolla stated that it would not be advisable for the School or City to review the bids but leave that up to Hutter. Further, Mr. Iafolla stated that a notice advertising the bids should be placed in the Dodge Report and Construction Summary with plans available for anyone’s review. Mr. Iafolla indicated that all contractors subscribe to the Dodge Report and Construction Summary. Mr. Torrey further stated that a legal notice advertising the bids should be placed in the two local papers. Discussion took place by the JBC regarding the two bid openings dates one for structural steel and rebar and another date for everything else.

Co-Chair LaPage stated that information would be provided to the City Council and School Board when final bids are approved, hopefully by the first meeting in October.

5. Project Status Reports

a. Dondero – Mr. DiBartolomeo reported that the project is moving along very well at Dondero School. He indicated that currently portions of the existing school, gym, and various rooms are being painted; the tile work is being completed and the replacement of ceilings are also being completed. Mr. DiBartolomeo further stated that the construction is 99% completed with roof curves to accommodate the air-handling units still in need of being installed.. Mr. DiBartolomeo stated that Hutter has been very efficient and hard working on the Dondero School project. Mr. Torrey stated that the Dondero School project is “at” budget with the School Department picking up any additional items. Mr. Torrey indicated that the school would be ready for the opening of school.

b. New Franklin – Mr. DiBartolomeo reported that the cleaners have been at New Franklin School; miscellaneous electrical work for the alarm system is being worked on with the Fire Department testing the system on Friday, August 16th, landscaping is being finished, the remaining portion of the paving needs to be completed and the furnishings will be delivered and installed on Monday, August 19th. Mr. DiBartolomeo further indicated that storage “cubbies” needed to be added. Mr. DiBartolomeo further stated that the City has finished the water loop project. Mr. DiBartolomeo stated that Hutter Construction has been very thorough in completing this project. Mr. Torrey stated that the New Franklin School project is being

completed under budget and some items that were marked to come out of the School Department funds would be able to come out of the New Franklin budget. Mr. Torrey stated that the New Franklin School would be ready for the opening of school.

- c. PHS – Mr. DiBartolomeo reported that the progress is going along extremely well at PHS; the 60” piping project is 99.9% completed with only the headwall at the end needing to go in, the ground is being prepared for the base culvert to sit in, the City is to inspect the sewer off the existing building, and the water piping is going in behind the project which will facilitate the completion of the loop. Mr. DiBartolomeo reported that the water has never been shut off to the PHS building. Mr. DiBartolomeo reported that the blasting is completed and some soil material is being trucked out. He further stated that once the sewer project is completed the area would be backfilled. The Community Field House is projected for completion by October 1, 2002. The plumbers are doing the underground piping with the pouring of the slab and masonry scheduled to begin next week. The finished coarse paving is to be completed on Alumni Drive once the City water project is done. The Fire Department will test the fire hydrants once the line has been opened up. Mr. DiBartolomeo commended Hutter Construction for the amount of work accomplished in 65 days. He further stated that Hutter has done a great job finding “unknown” wires. Mr. DiBartolomeo further stated that Hutter Construction and Maher Irrigation have worked hand in hand on the irrigation system. Mr. Torrey stated that Maher Irrigation has serviced the PHS irrigation system since it was installed.

Co-Chair LaPage questioned Hutter regarding the status of electricity to the old snack shack and press box. Mr. Blais stated that there should still be power to the area. Co-Chair LaPage stated that he would like the clocks tested before any games begin. Co-Chair LaPage further stated that tolerance and thank you letters would be sent to the abutters who have endured the dust and dirt created during the projects. It was noted that Hutter Construction was very faithful in watering down the roads. Co-Chair LaPage further stated that consideration was given to the Greek Festival by keeping the back gate open. Mr. Torrey stated that the City has a key to the gate and has been opening when traffic has been restricted on Lafayette Road. The City Councilors present all concurred that they have received no complaints from any citizens regarding the projects. Mr. Blais stated that the escape route around the new addition would be completed, as the road in front of the old athletic building would be closed to traffic.

6. Next Meeting

Co-Chair LaPage stated that the School Board has been informed of the project walk through scheduled for Wednesday, August 21. The project walk through will begin at 7:00 a.m. at Dondero School proceeding to New Franklin School at approximately 8:00 a.m. Co-Chair Grasso will notify the City Council at the next City Council meeting. Mr. Torrey will send out an invitation to the School Board and the City Council.

The next regular meeting of the JBC will take place on Wednesday, September 18, 2002 at the Little Harbour School Board Room at 7:30 a.m.

7. Financials

Mr. Torrey reviewed the financial reports for all three projects with the JBC.

Mr. Torrey submitted manifest #34 (NF) for approval in the amount of \$374,620.50. This manifest represents two payments to Hutter Construction for progress payments totaling \$372,892.50 and a progress payment to Team Design in the amount of \$1,728.00.

Motion: Co-chair Grasso called for a motion to approve manifest #34 in the amount of \$374,620.50. Mrs. Pantelakos moved after properly vouched. Mr. St. Laurent seconded. A roll call vote was taken. The motion was unanimously voted.

Mr. Torrey submitted manifest #35 (PHS) for approval in the amount of \$630,705.77. This manifest represents two payments to Team Design; for professional services per contract in the amount of \$269,094.00 and a payment to Team Design for reimbursable expenses in the amount of \$2,345.63; a payment to Hutter Construction for subcontractor invoices totaling \$339,381.00 and a payment to Maher Irrigation for irrigation work and the moving of the pump house in the amount of \$19,885.14.

Motion: Co-chair Grasso called for a motion to approve manifest #35 in the amount of \$630,705.77. Mrs. Pantelakos moved after properly vouched. Mr. St. Laurent seconded. A roll call vote was taken. The motion was unanimously voted.

Mr. Torrey submitted manifest #36 (DONDERO) for approval in the amount of \$122,054.30. This manifest represents payment to RJC Electric for electrical services in the amount of \$8,612.90 and an invoice to Hutter Construction in the amount of \$113,441.40 for subcontractor invoices.

Motion: Co-chair Grasso called for a motion to approve manifest #36 in the amount of \$122,054.30. Mrs. Pantelakos moved after properly vouched. Mr. St. Laurent seconded. A roll call vote was taken. The motion was unanimously voted.

8. Other

Mrs. Clayburgh stated that the fundraising committee met for an organizational meeting. This committee will be selling auditorium seats as a fundraising effort to replace the seats at the high school auditorium.

9. Adjournment

Motion: Co-chair Grasso called for a motion that the meeting be adjourned. Mr. Iafolla moved, Mr. St. Laurent seconded. The motion was unanimously voted. The meeting was adjourned at 8:50 a.m.

Respectfully submitted,

W. Peter Torrey, Clerk for the Committee

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