

TO: MEMBERS OF THE JOINT BUILDING COMMITTEE:  
Co-Chairs: School Board Chairman Kent LaPage  
City Councilor Joanne Grasso  
City Council Members: Laura Pantelakos and Thomas Ferrini  
School Board Members: John Lyons and Ann Walker  
Citizen Member: Robert Iafolla  
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: September 22, 2004

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the PHS Conference Room on September 22, 2004. Attending were: City Council members: Co-Chair Grasso and City Councilor Laura Pantelakos; School Board members: Co-Chair LaPage and Ann Walker; Robert Iafolla and School Business Administrator W. Peter Torrey. Absent: School Board member John Lyons and City Councilor Thomas Ferrini.

Bill DiBartolomeo, Clerk of the Works; Dan Bisson, Jim Delisle and Wes Bonney, Team Design; Wayne Blais, Hutter Construction and Assistant City Attorney, Suzanne Woodland.

A non-meeting was held with counsel at 7:45 a.m.

1. Meeting Call to Order and Roll Call

Co-Chair LaPage called the regular meeting of the JBC to order at 8:25 a.m.

2. Approval of Minutes

Motion: Co-Chair LaPage called for a motion to approve the minutes from the meeting of August 25, 2004. Mrs. Pantelakos moved. Mrs. Walker seconded. The motion was unanimously voted.

3. Correspondence

Mr. Torrey informed the JBC that a letter of thanks and commendation was written to Moe Simard, PHS Project Supervisor for Hutter Construction, for the donation of two handmade lecterns. Mr. Torrey stated that plaques are to be purchased by PHS and placed on the lecterns in appreciation to Mr. Simard for his fine work and generous donation.

4. New Business

Design and Engineering Services Contract – Mr. Torrey reported that over the past three weeks negotiations with Team Design have taken place regarding the final revisions to the contract to include the Career Center. With the help of the City Attorney, a series of discussions took place regarding the final number and arrangements regarding the design services with Team Design. As an addendum to Team Design's existing contract, the agreed

upon number for design services is \$448,591.00. Of this amount, \$326,790.00 represents an 8½% fee for the additional construction costs involved with the Career Center and \$121,801.00 for the redesigning and revisions made to previous design plans with respect to the Career Center.

Co-Chair Grasso stated that this negotiated fee is accommodated within the budget and that there are no additional costs to the taxpayers of Portsmouth.

Motion: Co-Chair LaPage called for a motion to authorize the amendment of professional services by Team Design in the amount of \$448,591.00 made necessary by the addition of the Career Center. Such amendment to the contract is conditioned upon an audit performed by the Clerk of the Works. Mr. Iafolla moved. Mrs. Pantelakos seconded. A roll call vote was taken. The motion was unanimously voted.

On behalf of Councilor Ferrini, Co-Chair Grasso stated that Mr. Ferrini wanted it expressed for the record that he spoke with the City Attorney regarding the addendum to Team Design's contract and was very comfortable with the amendment to Team Design's contract.

5. Old Business

Tech Center Update –Mr. DiBartolomeo reported on the status of the PHS construction and renovations:

- Site Work – Demolition is 99% completed.  
Base course paving for the access road and parking areas has been completed.
- Brickwork is ongoing at Unit C (existing two-story building).
- Window installation is 99% completed.
- Sheetrock is being hung on the second floor and is 85% completed.
- Dining room tile work is 95% completed.
- Grouting is completed.
- Flooring is completed in the kitchen area.
- Suspension ceiling has been completed in the dining area.
- Kitchen equipment starting to be installed.
- Acoustical ceiling in the kitchen is 80% completed.
- Gaskets have been installed on the band and choir room doors.
- Bare spots on the lawn have been re-seeded. Trees and shrubs still need to be replaced.

Mr. DiBartolomeo reported to the JBC that the dining room furniture is due on October 4, 2004. Mr. Iafolla noted the pavement failure behind the auto shop areas. Mr. Blais stated that soil had become extremely wet and the base course and gravel became saturated. Mr. Blais reassured the JBC that the problem would be corrected. Gillespie has looked at the situation, realizes the area will need to be re-compacted, and will continue to drive the construction traffic over the area. Mr. Bonney stated that this situation would be monitored for quality control.

Mr. Blais stated that all final paving would take place during the summer of 2005.

Mr. Iafolla reminded the JBC that there is a lot of money budgeted in site area *finishes*. Mr. Iafolla stated that before spending on *finishes*, we would need to evaluate the budget to replace items taken out, such as the tennis courts and multi-purpose field. Mr. Bisson stated that Mr. Bonney keeps a list of items we have taken out of the project, due to budget constraints, that we may want to bring forward before the completion of the project.

A discussion took place regarding the upper parking lot. Co-Chair LaPage stated that the area is much more attractive visually now than previously. Mr. Torrey stated that the neighbors have been very cooperative and understanding throughout the construction project.

A discussion took place regarding the management of the Summit Avenue gate. Mr. Torrey stated that this gate was installed at the request of the City's Traffic and Safety Committee many years ago. The high school custodial staff is responsible for the closing and opening of the gate. The gate is open in the morning at the beginning of school and again at dismissal. The gate is closed during the school day and closed at the beginning of the evening maintenance shift. Mr. Iafolla stated that if the gate is to be opened whenever there is traffic going in and out for school purposes, why isn't it open for after-school sports events where there may be up to 400 students participating (plus parents). Co-Chair LaPage stated that Mr. Burke, City Traffic and Parking, would be consulted to help the School Department utilize parking and traffic flow. Mr. Iafolla stated that a *right turn only* on Lafayette Road would be very helpful for egress from PHS. Mrs. Pantelakos stated that the gate should be open to accommodate the citizens of Portsmouth. Mrs. Pantelakos further stated that events involving the churches and the pool go beyond school events and the potential need for fire, police and ambulance vehicle access should predicate the removal of the gate. Co-Chair LaPage requested that Mr. Torrey invite Mr. Burke to the November or December JBC meeting. Mrs. Pantelakos suggested that Co-Chair LaPage bring the procedures for gate management to the School Board for clarification.

Co-Chair LaPage further requested a parking space count for PHS. He emphasized that the churches have been very generous in allowing our students and staff to use their parking lots during the school hours throughout construction. A discussion took place regarding the parking spaces and suggestions were made if further spaces were necessary. The birch tree could be taken down near Summit Ave. and additional spaces could be created there. Also, it was suggested that the area near Unit E could be paved for parking. No further action would be taken at this time.

6. Other

Mr. Bonney displayed site and plans including the Career Center to the JBC.

7. Financials

Mr. Torrey reported that the September financial report is a combined version of both the main project and the Career Center. Mr. Torrey further reported that the budget is on target and within the scope of the budget.

Motion: Co-Chair LaPage called for a motion to transfer \$110,000 from the *Owner's Contingency* to *Design Services* and \$15,000 from *Administrative* to *Construction Services* to

accommodate the approved and amended contract with Team Design. Mr. Iafolla moved. Mrs. Pantelakos seconded. A roll call vote was taken. The motion was unanimously voted.

Motion: Co-Chair LaPage called for a motion to authorize the payment of Manifest #77 in the total amount of \$27,672.99 for the Portsmouth High School main project. Co-Chair Grasso moved after properly vouched. Mrs. Walker seconded. A roll call vote was taken. The motion was unanimously voted.

Motion: Co-Chair LaPage called for a motion to authorize the payment of Manifest #78 in the total amount of \$882,914.75 for the Career Center. This motion is contingent upon a review by Team Design of the Hutter Construction application for payment #29. Co-Chair Grasso moved after properly vouched. Mrs. Pantelakos seconded. A roll call vote was taken. The motion was unanimously voted.

8. Next Meeting

The next meeting of the JBC has been scheduled for Wednesday, October 20, 2004 in the conference room at PHS at 7:45 a.m.

9. Adjournment

Motion: Co-Chair LaPage called for a motion that the meeting be adjourned. Mr. Iafolla moved. Mrs. Pantelakos seconded. The motion was unanimously voted. The meeting was adjourned at 9:05 a.m.

Respectfully submitted,

W. Peter Torrey, Clerk for the Committee

WPT/vk