

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: October 27, 2004

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the PHS Conference Room on October 27, 2004. Attending were: City Council members: Co-Chair Grasso and City Councilor Thomas Ferrini; School Board members John Lyons and Ann Walker; Robert Iafolla and School Business Administrator W. Peter Torrey. Absent: School Board member Co-Chair LaPage and City Councilor Laura Pantelakos.

Also attending: Forrest Ransdell, Principal PHS, Wes Bonney of Team Design and Wayne Blais of Hutter Construction,

1. Meeting Call to Order and Roll Call

Co-Chair Grasso called the regular meeting of the JBC to order at 7:45 a.m.

2. Approval of Minutes

Motion: Co-Chair Grasso called for a motion to approve the minutes from the meeting of September 22, 2004. Mrs. Walker moved. Mr. Iafolla seconded. The motion was unanimously voted.

3. PHS Project Status Report

Mr. Blais reported on the current construction underway at PHS. The child care and second floor business areas are being worked on; the kitchen is completed and ready to be moved into; the girls' locker area is under re-construction; the developmental disabilities area is under re-construction; the new Career Tech Center's foundation is complete, the slab is in place and masonry will begin next week.

Co-Chair Grasso questioned the traffic flow on Summit Avenue in the morning. Mr. Torrey stated that, with the crossing guards directing the flow of traffic at both Summit Avenue and Lafayette Road, the flow is as good as the situation will allow for the twenty minute "frenzy" in the morning. Mr. Ransdell stated that there is no egress in the morning from Andrew Jarvis Drive onto Lafayette Road, thus, allowing better control of incoming traffic to the school. Mr. Ransdell stated that Mr. Burke from the City has been working with the school to allow a better flow of traffic in and around the high school. He further stated that the new

parent drop off area should also assist the traffic flow. The new drop off area will be the circle in front of the old main entrance when construction is completed.

4. Old Business

Revised Project Completion Schedule

Mr. Blais reported on the phasing plan for the remainder of the PHS projects. The original project is due to be concluded by the end of December. The child care and developmental disabilities areas will be turned over by the end of November; the "C" building (front lobby, student center, vestibule) will be turned over by the end of December; the drafting room will be turned over by the middle of February; and the remainder of the Career Tech Center will be turned over by the end of August 2005. The Career Tech Center has been slowed due to particular Career Tech programs that cannot be relocated.

5. New Business

Retainage Release Request

Mr. Torrey explained that Hutter Construction is making a request to release a significant amount of retainage. Mr. Blais stated that he has gone through item by item each completed and turned over portion of the project and would now like to pay the subcontractors. He stated that no subcontractor would be paid in full unless all of their work is totally completed. He further stated that some Career Tech Center items, such as lifts would need to also be paid in full. Mr. Torrey stated that currently there is \$1,375,842 being held on the main project and that Hutter is asking for the release of \$854,675. Hutter is also requesting the release of \$158,577 on the Career Tech Center portion. The total request of retainage release requested by Hutter Construction is \$1,0132.52. Mr. Torrey reported that Team Design would need to complete their review of these requests as well as receive the September job report. Mr. Torrey stated that it has been a long project and Hutter should have the retainage released for the completed portions of the project.

Mr. Bonney stated that Team Design has questions regarding the specific line items and 50% completion on the Career Tech Center with regards to the release of retainage for the Career Tech Center.

Motion: Co-Chair Grasso called for a motion to authorize Mr. Torrey to release retainage in an amount not-to-succeed \$854,675 on the main PHS portion of the project after discussions with Team Design and after properly vouched. Mr. Iafolla moved. Mrs. Walker seconded. A roll call vote was taken. The motion was unanimously voted.

Perimeter Fencing

Mr. Torrey reported that, upon authority from the School Board, the perimeter-fencing plan could be implemented at PHS. Mr. Torrey presented a two-phase plan to the JBC for their approval. This perimeter fencing would serve to prevent unwanted access to all fields (vehicles and pedestrians) as well as controlling areas of landscaping. After a lengthy discussion, the Committee decided to wait on approving the fencing until available funding can be determined for the various items and issues that have been tabled throughout the course of the project.

The Committee decided to discuss the status of the project funding and list of priorities at the next JBC meeting. Mr. Torrey will present this request for perimeter fencing again to the JBC once the project funding has been reviewed and the list of priorities has been established. Mr. Bonney stated that the Committee needed to determine this list of priorities as soon as possible to best utilize and accommodate Hutter Construction's schedule.

6. Commissioning

Mr. Torrey reported that the Commissioning Committee continues to meet every three weeks. Mr. Torrey explained that as systems come on-line issues are resolved. There has been an enormous training benefit to this process for our Maintenance Staff. Mr. Ken Linchey has been instrumental in learning the computerized HVAC system. Mr. Torrey will invite Risk Frost Shumway to a JBC meeting after the first of the year to update the Committee on the commissioning process. Mr. Iafolla indicated that the heating and ventilation system at the Community Field Building needed to be adjusted, as it does not seem to be operating correctly. Mr. Blais stated that the Community Field Building was originally self-sufficient and now will be integrated into the main building's system. Mr. Linchey has the ability to control the HVAC system through the use of his lap top computer.

7. Financials

Mr. Torrey reported that the October financial report is presented in both a combined version as well as separated for 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. Mr. Torrey distributed a memo indicating one budgetary transfer and one budgetary transfer request. The first budgetary transfer is for information only showing the move of the construction services for the Career Tech Center portion of the main project to the construction services for the Career Tech Center project and does not need JBC action. The second transfer is to accommodate the balance of adjustments to hazardous materials, construction supervisor and FF & E line items. Mr. Torrey stated that it is anticipated that Bill DiBartolomeo, Clerk of the Works will remain full-time through the completion of the main project (around the first of the year). Bill has taken another job in Kingston and will be able to maintain both projects on a part-time basis.

Motion: Co-Chair Grasso called for a motion to transfer \$62,790 from the *Owner's Contingency*, \$5,000 from *Administrative*, and \$3,093 from *Other Engineering Services to Hazardous Materials* in the amount of \$2,000, *Construction Supervisor* in the amount of \$40,001, and \$28,882 to *FF&E* to accommodate line item balances. Mr. Lyons moved. Mr. Iafolla seconded. A roll call vote was taken. The motion was unanimously voted.

Motion: Co-Chair Grasso called for a motion to authorize the payment of Manifest #79 in the total amount of \$381,558.45 for the Portsmouth High School main project. Mr. Iafolla moved after properly vouched. Mrs. Walker seconded. A roll call vote was taken. The motion was unanimously voted.

Motion: Co-Chair Grasso called for a motion to authorize the payment of Manifest #80 in the total amount of \$651,736.80 for the Career Center. Mr. Iafolla moved after properly

vouched. Mrs. Walker seconded. A roll call vote was taken. The motion was unanimously voted.

Mr. Torrey stated that with the approval of Manifest #81, the New Franklin School project would now be complete. The last remaining bill to Granite State Plumbing and Heating was for the air handling system in the “old” section of the school. The overall New Franklin School project totaled \$1,748,386.

Motion: Co-Chair Grasso called for a motion to authorize the payment of Manifest #81 in the total amount of \$17,610.00 for New Franklin School. Mrs. Walker moved after properly vouched. Mr. Lyons 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, November 17, 2004 in the conference room at PHS at 7:45 a.m.

9. Adjournment

Motion: Co-Chair Grasso called for a motion that the meeting be adjourned. Mr. Iafolla moved. Mrs. Walker seconded. The motion was unanimously voted. The meeting was adjourned at 8:45 a.m.

Respectfully submitted,

W. Peter Torrey, Clerk for the Committee

WPT/vk