

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: November 17, 2004

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the PHS Conference Room on November 17, 2004. Attending were: City Council members: Co-Chair Grasso and City Councilor Thomas Ferrini; School Board members Co-Chair LaPage, Ann Walker; Robert Iafolla and School Business Administrator W. Peter Torrey. Absent: School Board member John Lyons and City Councilor Laura Pantelakos.

Also attending: Wes Bonney of Team Design, Wayne Blais of Hutter Construction, and Bill DiBartolomeo, Clerk-of-the-Works.

1. Meeting Call to Order and Roll Call

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

2. Approval of Minutes

Motion: Co-Chair LaPage called for a motion to approve the minutes from the meeting of October 27, 2004. Mrs. Walker moved. Mr. Iafolla seconded. The motion was unanimously voted.

Correspondence

Mr. Torrey stated that included with the minutes were two letters sent by Mr. Bill DiBartolomeo, Clerk of the Works, expressing praise to Mr. Mark Whitman of Risk Frost Shumway and to Criteria II, Ltd. for work well done.

3. PHS Project Status Report

Mr. DiBartolomeo reported on the status of the PHS building projects:

- Unit C – *Foreign Language Wing*, second floor is 99.9% completed, vinyl stair treads have been installed and some furnishings have been received. Mr. DiBartolomeo stated that he anticipated the arrival of more furnishings today (student desks and chairs; teacher desks and chairs).
- The eight dining room tables that arrived with the incorrect legs have been corrected.
- Unit ventilators have been installed in the childcare area.

- Carpeting needs to be installed.
- Casework built-ins have been completed.
- Telephones are in place.
- Electricity is in good shape.
- Locker rooms and childcare rooms are all studded up and wallboards are going up.
- Building Inspector is due to review progress.
- Hallways – ceilings in, plywood to be removed, and doors to be painted. Flooring won't be down until spring break.

Mr. DiBartolomeo reported that the *Foreign Language Wing* would be turned over during the Thanksgiving break. Some corridors would not be finished until the first of the year. A certificate of occupancy is needed before using the classrooms. The three add-on rooms would not be completed until the summer of 2005. The old lobby is due to be completed by the end of December. The school play is scheduled to start on 11/18/04. The lobby to be cleaned up and would be available as an egress during the play schedule. Mr. DiBartolomeo further reported that the kitchen is fully operational.

Mr. DiBartolomeo reported on the status of the Career Tech Center:

- Putting up the masonry exterior walls.
- Mechanical work being worked on. (Cannot go full force until walls are up).

4. Old Business:

Project Closeout: New Franklin and Dondero

Mr. Torrey presented the Committee with project closeout information for the New Franklin and Dondero Schools. Earlier this fall, the re-engineering and replacement of air handling units at the New Franklin School were completed. With the payment of manifest #81 to the contractor for this work, all construction and renovations scheduled with the *Elementary Addition and Renovations* projects are complete. Mr. Torrey reported that there is \$42.00 to turn back to the City Council.

Moved: Co-Chair LaPage called for a motion to accept the additions and renovations as complete and to return the building to the School Board, under budget and on time. Mr. Iafolla moved. Mr. Ferrini seconded. A roll call vote was taken. The motion was unanimously voted.

PHS Project Alterations List "Draft"

Mr. Blais distributed a financial summary to the Committee (Career Tech Center and PHS combined). Mr. Torrey stated that this report was requested from Hutter Construction at the last meeting to allow the release of retainage on the main PHS project. Mr. Bonney distributed *Alternates – Scope-of-Work List* (dated 11/11/04) to the Committee. Co-Chair LaPage stated that the Committee needs time to review both of these reports and to discuss them in-depth at the next JBC meeting in December. A discussion took place regarding the items remaining to be completed and the list of alternates that were placed on a "wish list" over the course of the project. It was recommended that Forrest review this list and make suggestions at the December meeting.

It was requested that Hutter obtain a cost quotation to replace the PHS gymnasium floor. Mr. Blais stated that the current floor does not have another layer to take down. Mr. Blais stated that timing and prioritization of items needed to be in consideration with Hutter's schedule. Co-Chair LaPage suggested that Team Design and Hutter re-work the alternates list to indicate a needed "decision date" in order to help prioritize the wish list. Co-Chair LaPage requested that Mr. Torrey go through the FF & E budget to come back with a final number.

4. Financials

Mr. Torrey reported that the November 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.

Motion: Co-Chair Grasso called for a motion to authorize the payment of Manifest #82 in the total amount of \$287,375.54 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 #83 in the total amount of \$349,859.76 for the Career Center. Co-Chair Grasso moved after properly vouched. Mr. Iafolla 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, December 15, 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 8:50 a.m.

Respectfully submitted,

W. Peter Torrey, Clerk for the Committee

WPT/vk