

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: July 20, 2005

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the PHS Conference Room on July 20, 2005. Attending were: City Council members: Co-Chair Joanne Grasso and Thomas Ferrini; School Board members: Co-Chair Kent LaPage and Ann Walker; Citizen Member Robert Iafolla and School Business Administrator W. Peter Torrey. Absent: Laura Pantelakos and John Lyons.

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

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 June 22, 2005. Co-Chair Grasso moved. Mrs. Walker seconded. The motion was unanimously voted.

Mr. Torrey stated that there was no correspondence to report.

3. PHS - Project Status Report

Mr. DiBartolomeo reported on the status of the PHS project –

The slab is being poured in front of the main entrance, the existing gym floor is being repaired to level it off (dead spots seem to have existed since the original floor was put down), flooring in the corridor is being completed in the Career Tech area on either side of the auditorium, top soil is being put down in different areas around the building, childcare area has been completed, practice field is topped off and ready for seeding, shrubs have been placed around the site, culinary arts kitchen is being reconstructed and nearing completion, construction trailers are being removed, and area clean-up is ongoing. Mr. Blais stated that there are two areas that will be possibly delayed in completion – (1) the gym floor will be completed by August 22nd, with one week down to cure before school starts, and (2) the Culinary Arts student tables will not be delivered until the third week of August as the original vendor is now out of business and the alternate vendor will deliver the tables as soon

as possible. Mr. Ransdell stated that the first seven days of the fall sports would need to go offsite to start the season.

Co-Chair LaPage left at 8:10 a.m.

4. Job Cost-to-Complete

Mr. Blais stated that, upon preliminary review of the *Job Cost-to-Complete*, there would be no additional monies available from Hutter's budget and that the *Job Cost-to-Complete* is within budget.

Mr. Torrey distributed a financial summary that showed the remaining costs to complete for both the main project and the Career Tech project and an FF & E (Furniture, Fixtures and Equipment) budget (\$39,064,512 has been spent to date on both projects with \$1,435,488 as unspent). Payments remaining to Team Design, Hutter, Rist Frost and encumbered FF & E totaling \$1,252,807 with \$182,681 remaining in the contingency, but previously reserved for FF & E.

A discussion took place regarding "punch out". Mr. Iafolla questioned who would be doing the punch list review now that Mr. DiBartolomeo is on a part-time basis. Mr. Torrey and Mr. Linchey would be responsible for the punch list review. Once the punch list review has been completed then further items can be discussed for completion. Mr. Iafolla stated that it might take a fully year to find items that Hutter Construction will be responsible for repair. Mrs. Walker distributed a deficiencies list from the music department. Mr. Ransdell addressed this list. He has maintained a deficiencies list for the entire school building since March 2004. Some items on the list need to be rectified by the school department's maintenance department, some items are on the punch list, and some items were on the wish list. Mr. Ransdell already had followed-up with a letter to Mr. Gagnon in the music department. A discussion took place regarding the doors between the band and chorus rooms. The practice rooms were not designed as sound proof, but sound inhibited and was built according to the plans and specifications. A discussion took place regarding the possibility of installing double doors to help alleviate further sound interference.

Mr. Torrey stated that there are four items that need to be completed before the opening of school. Internal, external, and traffic signage, perimeter fencing, main entry "walk-off" grates, and shades/blinds are needed prior to the opening of school in an estimated amount totaling \$38,632.

Motion: Co-Chair Grasso moved to authorize Peter to proceed with the pending purchases (signage, fencing, main entry "walk-off" grates, shades and blinds) in an amount "*not-to-exceed*" \$38,632. Mr. Iafolla moved. Mrs. Walker seconded. A roll call vote was taken. The motion was unanimously voted.

5. New Business

Dedication – Mrs. Walker updated the JBC on the high school dedication, which will take place on August 28, 2005 at 2:00 p.m. Invitations and press releases are going out on August 1st, the brochure is being finalized, a handing down of the key ceremony will take place, there will be student tours, the Governor and the Commissioner of Education will be

speaking, musical groups will be performing, a continuously playing construction power-point photo presentation will be running, as well as refreshments being served.

6. Other

Co-Chair Grasso reported that the worksession held on July 14, 2005, with the City Council and School Board went very well. All three groups were well represented.

7. Financial

Mr. Torrey reported that there are two requests to release retainage from Hutter Construction; \$531,400.35 for the main project and \$441,976.62 for the Career Tech project. Upon review by Team Design, Mr. Torrey would like to be able to release these funds to Hutter Construction as it represents work completed.

Motion:

Co-Chair Grasso called for a motion to authorize Mr. Torrey to release retainage in amounts *not-to-exceed* \$531,400.35 for the main project and \$441,976.62 for the Career Tech project, conditional and subject to review by Team Design with the understanding that any areas of disagreement would be held back and discussed at the August meeting. Mr. Ferrini 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 #99 in the total amount of \$50,741.75 for the Portsmouth High School main project. Co-Chair 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 #100 in the total amount of \$222,033.60 for the Career Center. Mr. Iafolla moved after properly vouched. Mrs. Walker 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, August 24, 2005 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