

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 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: May 1, 2002

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the Little Harbour Board Room on May 1, 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 Nancy Novelline Clayburgh and Carvel Tefft, Robert Iafolla and School Business Administrator W. Peter Torrey.

Also attending were Superintendent of Schools Lyonel Tracy, City Attorney Robert Sullivan, Wes Bonney, Jim Delisle and Daniel Bragg of Team Design, Gary Bertram and Wayne Blais of Hutter Construction.

The JBC went into a non-meeting, non-public session with counsel at 7:30 a.m. and adjourned at 8:10 a.m.

1. Meeting Call to Order and Role Call

Co-chair LaPage called the meeting to order at 8:15 a.m.

2. Approval of Minutes

Motion: Co-chair LaPage called for a motion that the minutes of the April 17, 2002 meeting are accepted. Co-Chair Grasso moved. Mrs. Pantelakos seconded. The motion was unanimously voted.

3. Project Status Reports

Mr. Blais reported that the New Franklin construction project is on schedule. Mr. Blais further reported that the City brought the water line to the new building. Mr. Blais indicated that the City still has some rake over and clean up to do to finish the work at New Franklin School.

Mr. Torrey stated that Dondero School administration have met with Team Design to identify areas of remodeling in order to bring the programs into the school from the trailers. Mr. Torrey further indicated that the two trailers would be returned to Schiavi Leasing at the end of July 2002. The work at Dondero is scheduled to take place over the summer in preparation for the opening of school in September 2002.

City Attorney Sullivan reviewed the Hutter GMP situation with the JBC. Mr. Sullivan stated that in order to build and renovate the PHS, Hutter could not guarantee a GMP less than \$31,791,628.00. Mr. Sullivan further stated that the JBC could only spend a construction cost of 30M. Mr. Sullivan stated that the JBC is willing to accept the GMP with conditions.

Motion: Co-Chair LaPage called for a motion that the Guaranteed Maximum Price (GMP) proposal dated April 30, 2002 presented by Hutter Construction Corporation in connection with the renovation of

Portsmouth High School to complete the project at a construction cost of no more than \$31,791,628.00 be accepted by the Joint Building Committee (JBC) subject to the following terms and conditions:

1. That the GMP proposal be reviewed by Team Design for report to the school administration regarding accuracy and completeness of the Scope of Work.
2. That acceptable contract documents be negotiated and executed by the school administration, authority for which is hereby provided.
3. That the final form of the contract provide for the Joint Building Committee to reduce the construction cost for the project to no more than the \$30,000,000.00 JBC budget by deducting or amending items shown in the Scope of Work for the project.
4. That the foregoing deductions or amendments to the Scope of Work occur no later than June 30, 2002, and,
5. That the benefit of any cost savings realized during the construction process be available to restore any deductions or amendments made to the Scope of Work in order to reach the JBC budget.

Mr. Iafolla moved. Mrs. Pantelakos seconded. A roll call vote was taken. The motion was unanimously voted.

Mr. Bertram stated that Hutter Construction Corporation is in full agreement with the motion.

Co-Chair LaPage stated his appreciation to City Attorney Sullivan for his assistance in this matter. Co-Chair LaPage further thanked City Manager John Bohenko, Peter Torrey, Lyonel Tracy and the JBC for their cooperation in maintaining the educational needs of the PHS project while working together to stay within the approved budget.

4. Site Supervision – Clerk of-the-Works

Mr. Torrey stated that as a result of employment contractual discussions in the non-public session, he would like to recommend that the JBC authorize a salary for the Clerk-of-the-Works at pay grade *PMA, Grade 21, Step D* with commensurate benefits.

Motion: Co-Chair LaPage called for a motion to authorize a salary for the Clerk-of-the-Works at pay grade *PMA, Grade 21, Step D* with commensurate benefits. Mrs. Pantelakos moved. Co-Chair Grasso seconded. A roll call vote was taken. The motion was unanimously voted.

Mr. Torrey further requested that the JBC authorize the hiring of Mr. William DiBartolomeo as the clerk for the PHS project beginning as soon after May 1, 2002 as can reasonably be accomplished at the pay rate and commensurate benefits as stated in the previous motion.

Motion: Co-Chair LaPage called for a motion to authorize the hiring of Mr. William DiBartolomeo as the Clerk-of-the-Works for the PHS project beginning as soon after May 1, 2002 as can reasonably be accomplished at the pay rate and commensurate benefits as stated in the previous motion. Mrs. Pantelakos moved. Co-Chair Grasso seconded. A roll call vote was taken. The motion was unanimously voted.

Mr. St. Laurent asked for and received clarification that the Clerk-of-the-Works salary and benefits are part of the soft costs within the budget for the PHS project. Co-Chair Grasso suggested the Mr. Torrey verify with the City Manager that this position would be exempt from the City hiring freeze, which Mr. Bohenko currently has in place at City Hall.

Mr. Torrey will invite Mr. DiBartolomeo to attend the next JBC meeting on May 22, 2002.

5. Hazardous Material Removal Proposal – Athletic Building

Mr. Torrey stated that a proposal dated February 15, 2002 from Scott Lawson Group, Ltd. had been received for the second encapsulation at the Athletic Building. Mr. Torrey would like to recommend that the JBC accept this proposal in the amount of \$8,956.50.

Motion: Co-Chair LaPage asked for a motion to authorize the Scope of Work, as outlined in the proposal by Scott Lawson Group, Ltd., to remove the hazardous materials from the Athletic Building at a cost of \$8,956.50 for their professional services, the cost of the Abatement Contractor, and the proper reporting to the State.

Mr. Iafolla moved. Mrs. Pantelakos seconded. A roll call vote was taken. The motion was unanimously voted.

6. Other

A discussion took place by the JBC regarding the PHS project schedule. Mr. Blais questioned the status of the Athletic Building. Mr. Torrey indicated that the building is largely vacated and that the locker rooms are still being used for spring sports. Mr. Torrey further stated that the Athletic Director has asked if the encapsulation could be held off until May 24, 2002. Mr. Blais stated that tree removal, blasting, and demolition are ready to begin immediately. Mr. Blais indicated that the demolition costs came in at \$52,000 from T-Rex of Londonderry, NH. A meeting will be scheduled to include Hutter Construction, Team Design, and administration to discuss the project schedule. Mr. Iafolla stated that Hutter, Team Design, administration, and the City Attorney need to have all major contractual documents and permits in place before the process can begin at PHS.

Motion: Chair LaPage moved that school administration be authorized to work with the City Attorney to develop an interim contractual arrangement with Hutter Construction. Mr. Iafolla moved. Mrs. Pantelakos seconded. A roll call vote was taken. The motion was unanimously voted.

Chair LaPage stated that groundbreaking for the PHS project should take place between now and June 1, 2002 (prior to graduation). Chair LaPage further stated that Hutter should be aware of consideration of parking and access to the gymnasium for graduation, which will take place on June 7, 2002. Mr. Iafolla urged Hutter to begin the construction process on the athletic field house.

7. Financial

Mr. Torrey submitted manifest #24 (NF) for approval in the amount of \$18,627.85. This manifest represents payment to Team Design in the amount of \$365.35 for reimbursable expenses as per contract and payment to Hutter Construction in the amount \$18,262.50 for billing correction per the interim construction management agreement.

Motion: Co-chair LaPage called for a motion to approve manifest #24 in the amount of \$18,627.85. Co-chair Grasso moved after properly vouched. Mrs. Pantelakos seconded. A roll call vote was taken. The motion was unanimously voted.

Mr. Torrey submitted manifest #25 (PHS) for approval in the amount of \$16,676.18. This manifest represents four payments to Team Design; \$1,625.53 for radon testing, additional services, \$3,678.85 for athletic building, geotechnical investigation, \$9,554.72 for additional services for impact traffic studies, and \$1,817.08 for progress billing as per base contract.

Motion: Co-chair LaPage called for a motion to approve manifest #25 in the amount of \$16,676.18. 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 JBC has been scheduled the following meetings to be held in the Little Harbour School Board Room at 7:30 a.m.

Wednesday, May 22, 2002

Wednesday, June 5, 2002

9. Adjournment

Motion: Co-chair LaPage called for a motion that the meeting be adjourned. Mr. St. Laurent moved, Co-chair Grasso seconded. The motion was unanimously voted. The meeting was adjourned at 8:55 a.m.

Respectfully submitted,

W. Peter Torrey, Clerk for the Committee

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