

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: June 6, 2002

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the Little Harbour Board Room on June 5, 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 Bill DiBartolomeo, Clerk of the Works, City Attorney Robert Sullivan, Wes Bonney, Dan Bisson and Daniel Bragg of Team Design, Gary Bertram and Wayne Blais of Hutter Construction.

1. Meeting Call to Order and Role Call

Co-Chair LaPage called the meeting to order at 7:35 a.m.

2. Approval of Minutes

Motion: Co-Chair LaPage called for a motion to approve the minutes of the May 22, 2002 meeting. Mr. St. Laurent moved. Co-Chair Grasso seconded. The motion was unanimously voted.

3. Project Status Reports

- a. Dondero – Mr. Bisson explained that the Dondero School would be removing the modular classrooms, requiring space within the existing school facility for students and staff. Mr. Bisson explained that Team Design has developed an interim solution to the program and facility needs at Dondero. Mr. Bisson further explained that a comprehensive program and facility analysis is required (similar to the analysis conducted at the High School) in order to determine the full scope of current and future program and facility needs. Mr. Bisson further stated that Jill LeMay, Principal of Dondero School, has worked with the staff to help develop the plans for remodeling the school. A meeting has been established with Mr. Torrey, Ms. LeMay, Team Design and Hutter Construction to review the plans that have been developed. Hutter Construction is developing budget figures for this project. Mr. Bisson explained that there are two areas near the library that will be enclosed for classrooms; the existing guidance room will be developed into two guidance areas with a “time-out” room; the existing art room will be reconfigured to accommodate a kiln area; the student services area will be totally redesigned to accommodate OT/PT, ESL, and Reading; and the receiving area will be modified. Mr. Torrey stated that there is currently a \$250,000 budget for the remodeling of Dondero School and that certain areas were not financially feasible to refurbish at this time. A discussion regarding whether or not the school would be in code took place. Mr. Bisson stated that 90% of all schools within the State of NH are not in code and that Dondero would not be in code after the remodeling. Mr. Bisson explained that this is just an interim “fix” of

small internal renovations. Mr. Bisson stated that he would go to the City boards seeking allowances without total code compliance. He further stated these modifications to “pieces” of the building are a common sense approach making the school much better but not solving the problems of the entire building. Mr. Blais stated that once the “go-ahead” is given this project would be started and finished before the start of school. Mr. Bisson also stated with full confidence that this project would be done before school begins in the fall.

Motion: Co-Chair LaPage called for a motion to authorize Team Design and Hutter Construction to meet with the Principal of Dondero School, to secure budget numbers, and return to the next JBC meeting for approval to proceed. Co-Chair Grasso moved, Mrs. Pantelakos seconded. A roll call vote was taken. The motion was unanimously voted.

b. New Franklin – Mr. Bragg stated that the New Franklin School project is on time and under budget. Mr. Blais stated that the windows are in, the slab and ramps are finished, the roof is done, the sprinkler system is in place, and work is progressing on the inside of the building. Mr. Blais further stated that the air-handling units would be coming in next week. Mr. Blais explained that for safety reasons the windows are 30 inches above the floor and 5 ½ feet above ground level. Mr. Torrey stated that the budget for the New Franklin Project is \$1,750,000. Mr. Torrey further indicated that upon completion of the project, if there were any significant amounts left over, a discussion would need to take place by the JBC for possible use at the PHS. Mr. lafolla wanted clarification on the funding for the roof for the New Franklin School. Mr. Torrey explained that the money for the roof would come out of the project budget. If the funds were not available, the money would come out of the school department budget.

Mr. Torrey reported that there were four bids on the furnishings and equipment bid for the New Franklin School project. Mr. Torrey explained that the bids all came in under the budgeted amount of \$50,000. One company, School Specialty, bid on all 61 items and offered a bid “package” price of \$22,665.77. Mr. Torrey further explained that there were individual low item bids from the other three vendors in certain areas. Mr. Torrey stated that if we mixed and matched on low bids alone, we could reduce the combined low dollar amount to \$20,959. In order to do that, we would have to accept product substitutions, which have questions of quality, lesser warranty, and with some assembly required. Mr. Torrey stated that he would like to make the recommendation of acceptance of the combined “package” bid from School Specialty in the amount of \$22,665.77. While it is not on an item-by-item basis by low bid, it is the most complete bid, combines the best warranty available, clearly meets bid specifications in all ways, provides for full assembly of all items and streamlines any complexity by dealing with only one vendor for over 60 items. Mr. Torrey further stated that any savings on an item-by-item bid basis would be offset by the advantages of dealing with a single vendor bidding on all 61 items. Mr. Torrey further stated that there are slight increases in quantities on some items and a few items that will be eliminated from the order as they were better suited to the school supplies budget rather than the capital equipment budget.

Motion: Co-Chair LaPage called for a motion to authorize Mr. Torrey to accept the single combined bid from School Specialty of \$22,665.77 for the furnishings and equipment bid for the New Franklin Project with further authorization to make appropriate deletions and quantity increases to the order in the best interest of the project. Mrs. Pantelakos moved, Mr. St. Laurent seconded. A roll call vote was taken. The motion was unanimously voted.

c. PHS – Mr. Blais distributed a copy of the summer projects, project bidders list, and bids for the Community Field House. The summer projects include all site work, demolition of the Athletic Building, construction of the Community Field House, and project management. The scope of work for the summer projects totals \$1,581,663.00, and is essentially contained within Hutter’s original budget of \$31,791,628. Mr. Torrey explained that we are carving out a portion of the budget to allow the summer site work to begin while working with the City Attorney to come to an interim agreement with Hutter

Construction. Mr. Blais stated that there are three sub-contractors committed for a total of \$236,500; \$12,000 to John Brown & Son for clearing and grubbing; \$172,500 to Maine Drilling & Blasting; and \$52,000 to T-Rex Corp for the demolition of the Athletic Building. Mr. Blais further indicated that as items come in at a lower price, this dollar amount would come off the bottom line. Mr. Blais stated that the Athletic Building is scheduled for demolition on June 10, 2002. Co-Chair LaPage requested that the fencing around the tennis courts come down for graduation on June 13, 2002 to allow additional parking. Mr. Blais stated that this would be done.

Motion: Co-Chair LaPage called for a motion to accept the summer projects as presented by Hutter Construction totaling \$1,581,663.00, and that the JBC sub-committee work with the City Attorney in finalizing the interim agreement with Hutter Construction, and to continue to work towards the final GMP. Mr. Iafolla moved, Mrs. Pantelakos seconded. A roll call vote was taken. The motion was unanimously voted.

A discussion regarding the sub-contractors took place. Mr. Blais indicated that all recommended sub-contractors are companies that they have worked with in the past. Mr. Iafolla stated that the cost of products could go up or down depending on the demand and the time frame of a project. Co-Chair Grasso asked for reassurance that the Community Field House would be a part of the 55% State funding. Mr. Torrey indicated that the Community Field House is part of the overall PHS project and would, thus, be included in the 55% State funding.

Motion: Co-Chair LaPage called for a motion to accept the recommendation of Hutter Construction for sub-contractor bids. Mrs. Pantelakos moved, Mrs. Clayburgh seconded. A roll call vote was taken. The motion was unanimously voted.

A discussion took place regarding the self-performed site work by Hutter Construction. Mr. Iafolla stated that the construction manager's contract contains financial disclosure not to exceed budget subject to the confirmation of vouchers. Mr. Iafolla stated that it is the job of the clerk of the works to keep track and compare all invoices.

Motion: Co-Chair LaPage called for a motion to allow Hutter Construction to self-perform the balance of the site work for the summer work. Mr. Pantelakos moved, Mrs. Clayburgh seconded. A roll call vote was taken. The motion was unanimously voted.

A discussion regarding the color of the exterior of the Community Field House took place. Mr. Bonney stated that Team Design would present their recommendations at the next JBC meeting with the ultimate approval by the School Board at their next meeting. Mr. LaPage stated that the School Board meets during the summer on June 11<sup>th</sup>, June 25<sup>th</sup>, July 9<sup>th</sup> and August 13<sup>th</sup>.

#### 4. PHS Groundbreaking

Mr. Torrey stated that all of the groundbreaking invitations have been mailed out and all public notices have been distributed. It was suggested that a van or bus be provided to transport JBC members between the PHS Groundbreaking at 5:15 P.M. and City Hall for the Coalition Meeting at 7:00 P.M. Mr. Torrey stated that he would check on the availability of a van or bus with Laidlaw Transportation for June 13, 2002.

#### 5. Site Walk – NH State Fire Marshall's Office

Mr. Torrey stated that the NH State Fire Marshall's Office would walk the New Franklin and PHS sites on Friday, June 14, 2002. Mr. Bonney stated that a preliminary overview would be given on PHS to the NH State Fire Marshall's Office while negotiating code issues on the existing building.

3. Financial

Mr. Torrey submitted manifest #28 (NF) for approval in the amount of \$244,521.00. This manifest represents payment to Hutter Construction with respect to a progress payment as per contract.

Motion: Co-chair LaPage called for a motion to approve manifest #28 in the amount of \$244,521.00. Mr. Iafolla moved after properly vouched. Mrs. Pantelakos seconded. A roll call vote was taken. The motion was unanimously voted.

4. Next Meeting

A discussion of dates for possible JBC meetings took place with respect to the GMP needing to be resolved by June 30, 2002. Mr. Bonney stated that a preliminary review of the GMP could take place on June 19, 2002. The JBC has been scheduled the following meetings to be held in the Little Harbour School Board Room at 7:30 a.m.

Wednesday, June 19, 2002

Wednesday, July 17, 2002

5. 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 8:50 a.m.

Respectfully submitted,

W. Peter Torrey, Clerk for the Committee

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