

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: September 18, 2002

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the Little Harbour Board Room on September 18, 2002 at 7:30 a.m. Attending were: School Board Chairman Kent LaPage, City Council members Joanne Grasso, and William St. Laurent, School Board member Nancy Novelline Clayburgh; Robert Iafolla and School Business Administrator W. Peter Torrey. Excused: Laura Pantelakos and Carvel Tefft.

Also attending were Bill DiBartolomeo, Clerk of the Works, Dan Bisson and Daniel Bragg of Team Design, Rick Gremlitz, Principal PHS, 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 7:40 a.m.

2. Approval of Minutes

Motion: Co-Chair LaPage called for a motion to approve the minutes of the August 14, 2002 meeting. Mr. St. Laurent moved. Mr. Iafolla seconded. The motion was unanimously voted.

3. PHS Bid Process – Hutter Construction

Mr. Blais stated that on August 26, 2002 he received the bid specifications for the PHS project. Mr. Blais further indicated that advertisements for the RFP was placed in five major newspapers in the New England region with response due back by Thursday, September 26, 2002 at 4:00 p.m. He further stated that all responses needed to be hand delivered or mailed to the attention of Mr. Peter Torrey. Upon review and awarding of bids, Mr. Blais stated that a GMP would be ready by October 11, 2002. Mr. Torrey stated that all bids would be opened, recorded, and a master list would be developed for Hutter Construction. Hutter would review, determine completeness and appropriateness, and check each bid and alternate carefully. Mr. Blais stated that a bid spreadsheet would be available by Tuesday October 15th or Wednesday, October 16th. Mr. Blais further reported that a well-attended walk through of the existing high school by interested vendors took place on September 11, 2002. Numerous painters, electricians, mechanicals, flooring and structural steel vendors participated in the walk through.

4. PHS Project Status Report – Bill DiBartolomeo

Mr. DiBartolomeo provided a status report on the PHS project:

Community Field House –

- a. Masonry work continues and is 75% completed.
- b. Rough plumbing, mechanicals and electrical work continues and is now 60-70% completed.
- c. Roof trusses are expected by the end of this week with sheathing, roofing and trim to follow.
- d. Installation of the sewer-ejector pump remains to be completed.
- e. Site work requires back filling and grading.

Main Structure/Roadways –

- a. Fine grading at access roadway loop. Getting ready to pave. Tested for compactibility.
- b. Excavating for new transformer pads.
- c. Water service loop work continues.
- d. Preparation for the building foundation site has begun - bottom of a crushed stone base. Building footprint up to sub-grade and compacted.
- e. Geotechnical work has been done for differential bearing.

Mr. DiBartolomeo reported that there has been 89 days of work on the project with an average of 25-30 craftspeople per day. Mr. Blais stated that pile work needed to be done in a couple of areas.

Mr. Bisson suggested that Hutter apply for a permit from the City of Portsmouth for the next portion of the project to avoid any delays. Mr. Bisson further stated that he is waiting communication back from the Fire Marshall with respect to the final architectural drawings. Any resolving of issues could take a couple of weeks to settle. Mr. Torrey stated that all contracts to date are in place and that once the GMP is finalized and accepted the City Attorney can approve the final contract. Mr. Blais reported that the site work is at or slightly over budget (\$1,600,000 budget). Any overage would be included in the final GMP. Mr. Blais further reported that the 60-inch drainage project is completed. Mr. DiBartolomeo stated that a portion of the water line needed to be connected at the main road. Co-Chair LaPage noted that the lettering on the Community Field House appears to not be evenly spaced. Mr. Bragg noted that the bricklayers went exactly according to the plan and that once the building and landscaping is complete the spacing would be less noticeable. Mr. lafolla stated that he noticed the spacing but didn't feel it was enough to mention.

5. Project Wrap-Up – Mr. DiBartolomeo

New Franklin – Mr. DiBartolomeo reported that the punch list items at New Franklin School are almost completed. Training for the mechanical systems will take place on October 11, 2002 for the maintenance staff. A computer controls the heating and ventilation systems. Mr. DiBartolomeo further noted that eventually the heating and ventilation systems would be

controlled from the high school for both the New Franklin School and the PHS. Mr. DiBartolomeo further reported that the sprinkler system would be on-line next week.

Dondero -

Mr. DiBartolomeo reported that the punch list at Dondero School is completed with the exception of the tack board.

Mr. Torrey stated that certificates of occupancy have been awarded by the City of Portsmouth for both the New Franklin and the Dondero Schools.

Co-Chair LaPage questioned Mr. Bragg on the planned placement of the salad bar cart at the New Franklin School. Co-Chair LaPage stated that on the opening day of school he happened to be in the cafeteria when it was discovered that a plan had not been developed for this placement. Mr. Bragg will follow-up on this item with Nancy Brown, Foodservice Director. Co-Chair LaPage further stated that the transition of redistricting, new school construction, and the new bus routes went very smoothly and commended all involved on both the Dondero School project and the New Franklin School project.

6. School Building Aid – Peter Torrey

Mr. Torrey reported that the State has given final approval for School Building Aid for \$38 million. The first bond payment will take place in the fall of 2003 for the PHS and the anticipated New Franklin School Building Aid payment will take place in the fall of 2002. Mr. Torrey further discussed the \$250,000 renovation project at the Dondero School. The project did not receive approval for School Building Aid, as the type of work did not qualify for reimbursement. Mr. Torrey stated that a financial accounting for both the Dondero School project and the New Franklin project would be final by December 2002.

7. PHS Auditorium Fund Raising – Nancy Clayburgh and Joanne Grasso

Co-Chair Grasso reported that the committee met on Thursday, September 5, 2002 to discuss fund-raising for the PHS Auditorium seating. In attendance were Nancy Clayburgh, Joanne Grasso, Carvel Tefft, Peter Torrey, Daniel Bragg, and Matt Tobey. Co-Chair Grasso thanked Team Design's flexibility to revise the specifications on the chairs. Mr. John Poyner of Hussey Seating Company was in attendance to discuss his new *Quattro* chair with the committee. Mr. Poyner is very interested in submitting a bid to replace the auditorium chairs with the *Quattro* chair. Mr. Torrey, Mrs. Clayburgh and Co-Chair Grasso will be visiting the No. Berwick plant on September 27, 2002 to view and assess the new product. The *Quattro* chair allows a customer to chose their own seat, arms and back. Mr. Poyner is interested in installing a couple of rows in the auditorium to show to interested customers. Co-Chair Grasso reported that the first row or two would tilt back for better viewing and would be removable for better utilization of the floor area (i.e. the orchestra could set up on the floor in front of the stage). Co-Chair Grasso further reported that the current floor lights at every fourth row produce heat. The committee would like to replace these lights with cooling lights. Co-Chair Grasso stated that Matt Tobey had excellent suggestions throughout the meeting. Mr. Tobey suggested electrical outlets could be place in the floor to allow for plug-ins such as a vacuum. Co-Chair Grasso further explained that there is a recessed area in the wood arm that would accommodate a dedication plaque and be flush to the arm. Co-Chair Grasso further stated that the plan would include adding another aisle. The seating capacity for the

new auditorium would be between 988 and 994 seats as compared with the current number of 1,015. Mr. Bragg stated that the acoustics are very good in the auditorium and the only additional items needed would be carpeting and painting. Mr. Bragg further indicated that it was recommended that the mechanical system be replaced with vertical drops and new registers to reduce the A/C noise. Mr. Bragg further stated that all Hussey improvements are included in the bid specifications and that all qualified vendors would bid on the same specifications for seating. Removal and disposal of the current seating was discussed and it was recommended to ask Silke Psula from the City Solid Waste Department to become involved for possible recycling of various parts. Mr. Gremlitz stated that he would like to put replacing of the overhead lights into the plan. He further indicated that the house lights are dark and hoped that the replacement of these lights could be part of the fund-raising plan. Mr. Blais stated that the projected date that the auditorium would need the seating would be during the summer of 2004. Co-Chair Grasso stated that any excess seating donations would be applied to other needed items for the auditorium. Co-Chair LaPage stated that a policy would need to be adopted by the School Board regarding the type of donors that will be solicited and whether companies interested in buying a block of seats could put their name on the seat plaques. Mr. Iafolla remarked that the PHS scoreboard had always been sponsored by local companies (Pepsi, Coke, First National Bank, and various auto dealers).

8. NF Dedication/Ribbon-Cutting

Mr. Torrey stated that the New Franklin ribbon-cutting would take place on Tuesday, September 24th at 6:30 p.m. Co-Chair LaPage wanted to be sure that the Planning Department as well as the DoE Commissioner and any other State designees are invited to the ribbon-cutting.

9. Financial

Mr. Torrey reviewed the financial reports for all three projects with the JBC. Mr. Iafolla suggested that Mr. Torrey re-design the financial report so that detailed line item verbiage could be viewed. Mr. Torrey stated that he has received an invoice for the relocating of one of the Project Adventure items for \$4,200 and a design for cubbies and coat racks which he will take to the woodworking shop at PHS for possible construction.

Mr. Torrey submitted manifest #37 (NF) for approval in the amount of \$7,384.02. This manifest represents a payment to Team Design - \$160.38 for reimbursables; Team Design - \$2,047.00 for additional services; Integri Sys - \$1,853.64 for networking of new rooms; Pro-United - \$2,331.00 for room darkening shades; and New England Lock & Safe - \$992.00 for the re-keying of school.

Motion: Co-chair LaPage called for a motion to approve manifest #37 in the amount of \$7,384.02. Co-Chair Grasso moved after properly vouched. Mr. St.Laurent seconded. A roll call vote was taken. The motion was unanimously voted.

Mr. Torrey submitted manifest #38 (PHS) for approval in the amount of \$813,975.36. This manifest represents a payments to Team Design - \$5,685.11 for reimbursable expenses; Hutter Construction - \$234,131.00 for progress payment #3 as per contract; Hutter Construction - \$568,629.00 for subcontractor invoices; and RW Gillespie & Assoc. - \$5,530.25 for geotechnical observations and materials testing services.

Motion: Co-chair LaPage called for a motion to approve manifest #38 in the amount of \$813,975.36. Co-Chair Grasso moved after properly vouched. Mrs. Clayburgh seconded. A roll call vote was taken. The motion was unanimously voted.

Mr. Torrey submitted manifest #39 (DONDERO) for approval in the amount of \$81,911.73. This manifest represents payment to Hutter Construction - \$66,747.00 for subcontractor invoices; Integri Systems - \$3,743.38 for communications wiring; Williams Communications - \$106.25 panel for paging equipment; Williams Communications - \$2,358.10 for installation of paging equipment; The Scott Lawson Group, Ltd – \$6,200.00 for project surveys; West Mechanical Maintenance and Control – \$1,275 for work on ventilation system and LeClair Electric - \$1,482.00 for electrical work.

Motion: Co-chair LaPage called for a motion to approve manifest #39 in the amount of \$81,911.73. Co-Chair Grasso moved after properly vouched. Mr. St.Laurent seconded. A roll call vote was taken. The motion was unanimously voted.

10. Other

Mr. Torrey informed the committee of various items stored around the City that may possibly be suitable for the PHS. Mr. Torrey has been in discussion with Mr. Bragg regarding the possible placement of the plaster squares dated as class gifts from 1901, 1902 and 1903. These plaster squares are stored in the 1895 building and need to be moved to another location. There are a number of paintings stored at the Athenaeum (Whipple, Farragut and Ben Franklin).

Mr. Bragg demonstrated the sample locker, which has been incorporated in the bid specifications. Mr. Bragg stated that this locker would last 40-50 years and is quite durable. He further recommended to the committee that when reviewing the bid quotes to compare quality to quality and not to simply chose the cost savings items.

11. Next Meeting

The next meeting of the JBC has been scheduled for Friday, October 18, 2002 in the Little Harbour School Board Room at 7:30 a.m.

12. Adjournment

Motion: Co-chair LaPage called for a motion that the meeting be adjourned. Mr. Iafolla moved, Mr. St. Laurent seconded. The motion was unanimously voted. The meeting was adjourned at 9:00 a.m.

Respectfully submitted,

W. Peter Torrey, Clerk for the Committee

WPT/vk

