

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: October 18, 2002

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the Little Harbour Board Room on October 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 members Carvel Tefft and Nancy Novelline Clayburgh; Robert Iafolla and School Business Administrator W. Peter Torrey. Excused: Laura Pantelakos.

Also attending were Lyonel Tracy, Superintendent of Schools, John Bohenko, City Manager, Bob Sullivan, City Attorney, Bill DiBartolomeo, Clerk of the Works, Dan Bisson and Daniel Bragg of Team Design, Rick Gremlitz, Principal PHS, Gary Bertram, Wayne Blais and Moe Simard 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 September 18, 2002 meeting. Mr. St. Laurent moved. Mr. Iafolla seconded. The motion was unanimously voted.

3. PHS – Budget/Guaranteed Maximum Price – Hutter Construction

Mr. Blais distributed the raw data bid results from the various vendors from the bid opening held on September 26, 2002. Hutter Construction analyzed the bids for accuracy and completeness. Mr. Blais further distributed the Guaranteed Maximum Price (GMP) budget as a result of the vendor bid opening. The GMP budget dated October 18, 2002 as presented by Hutter Construction is \$29,866,382. Included in this GMP are all items that were scheduled with bid alternate deducts such as auditorium seating and tennis courts. Mr. Tefft questioned why no landscaping bids were received. Mr. Blais stated that Hutter would solicit landscaping bids, as well as paving and any other items that were not bid on recently, during the winter. Mr. Blais also distributed a schedule of alternates.

Mr. Torrey stated that all deducts do not have to be considered and that some items could be removed with the possibility of adding it at a later date. Mr. Bertram stated that the large group room was originally budgeted for over \$200,000 and now that the building has been designed this room could be now added for \$80,604. Mr. Bertram also stated the JBC should consider the value and pricing

received for the mechanical and electrical commissioning (\$32,667) and re-roofing of the existing building. A discussion took place regarding the re-roofing of the 1981-1987 PHS roofs (over the wood shop, auditorium and other patched areas) as part of this renovation project. The 1996 and 1997 roofs are excluded. Mr. Blais stated that the roofing would be done during phases and that it would be economically wise to commit to the current roofing bid and re-roof all areas of the school (\$328,781). Co-Chair Grasso stressed the importance of a completed look to the high school if all the roofs were the same. A discussion took place regarding eliminating the tennis courts (\$100,000) and the auditorium seating (\$159,000) from the GMP and allocate that money to the re-roofing. Mrs. Clayburgh stressed the need for the two additional tennis courts. Mr. Clayburgh stated that the four remaining tennis courts were not enough to run tournaments. Mr. Torrey stated that we currently do not have the land for the addition of these two tennis courts. Mr. Tefft indicated that the tennis courts near South Mill Pond could be utilized during the tournaments. Mr. Torrey stated that the auditorium seating fund-raising committee has already begun their efforts and felt that this fund-raising would pay for the seating in full and that it could be taken out of the budget.

Mr. Gremlitz stated a strong educational case for the large group room and keeping it within the GMP. Mr. Gremlitz further stated that this room could be of value to the community as well.

Mr. Torrey stated that he would check with Scott Lawson regarding abatement costs and that we could receive some further budgetary reduction. Mr. Iafolla stated that we are carrying a \$2,400,000 furnishings budget with \$250,000 in owner's contingency. Mr. Iafolla further stated that the furnishings and equipment budget could be adjusted, as it is not in the construction budget. Mr. Iafolla stated that he would like to recommend that the JBC delete the tennis courts (\$100,000) and the auditorium seating (\$159,000) and add the large group room (\$80,604), the commissioning (\$32,667), and the re-roofing (\$328,781). This would leave a GMP of \$30,050,000. Mr. Iafolla stated that if we lock into the major components now we would save money in the long run. Mr. Iafolla stated that the GMP has been reduced from the May 1, 2002 budget by two million dollars and he supports the additions.

A discussion on the timeline took place. Co-Chair LaPage stated that he needs a commitment by Hutter Construction with a possible penalty clause within the contract for completion of the PHS construction project by June 2004. Mr. Bohenko explained that costs would go up if a penalty clause were added within the contract. Mr. Bertram indicated that there is a "lack of performance" clause within the contract that would protect the timeline. Mr. Bisson stated that the timeline should be reviewed every month by the JBC with Hutter Construction. Mr. Blais stated that the three-story addition should be completed by early 2004 and the demolition and renovation of the existing building should be done by the summer of 2005.

Co-Chair Grasso commended Hutter Construction and Team Design for the wonderful job and performance on the Community Field House and the projects currently completed at New Franklin and Dondero Schools.

Motion: Mr. Iafolla called for a motion allowing the JBC to reduce the furnishings budget by \$300,000 and add it to the construction budget allowing the availability of \$30,050,000.

Mr. St. Laurent moved, Co-Chair Grasso seconded. A roll call vote was taken. The motion was unanimously voted.

Motion: Mr. Iafolla called for a motion to instruct the City Attorney and the administrative officers to enter into a contract with Hutter Construction Corporation for the construction and renovation of PHS with a Guaranteed Maximum Price (GMP) of \$30,050,000.

Mr. St. Laurent moved, Co-Chair Grasso seconded. A roll call vote was taken. The motion was unanimously voted.

Motion: Mr. Iafolla called for a motion to instruct the administration to revise the GMP presented by Hutter Construction Corporation on October 18, 2002 by deleting the tennis courts and all seating and by adding alternates A1 (100 seat group instruction room), A32 (mechanical commissioning), A33 (electrical commissioning) and all roofing items from the *Schedule of Alternates* as presented by Hutter Construction Corporation.

Mr. St. Laurent moved, Co-Chair Grasso seconded. A roll call vote was taken. The motion was unanimously voted.

Mr. Sullivan stated that he does not feel there is anything further needed or any further clarification needed to be made to enter into an agreement with Hutter Construction. Mr. Sullivan stated that Hutter Construction is in understanding of the intentions of the JBC.

Mr. Blais further stated that the steel will be arriving today (October 18, 2002) from Novel Iron and that the foundation will begin on Monday, October 21, 2002. Mr. Bertram stated that Mr. Moe Simard is the Construction Supervisor on the PHS project with Mr. Scott French who will be supervising the foundation crew. Co-Chair LaPage indicated that, under the pending contract with Hutter Construction, construction is now beginning on the PHS project. Mr. Blais stated that a list of the contractors would be provided at the next meeting. Mr. Bisson distributed color renditions of the PHS construction project to all JBC members. Mr. Torrey stated that updates would be on the City's web site.

Mr. Bertram questioned when a contract would be ready by the City Attorney. Mr. Iafolla stressed the needed for no delays in finalizing the contract between the City Attorney and Hutter Construction. He further stated that Hutter would need to be paid on a more regular schedule than the New Franklin project. Mr. Sullivan stated that he was confident a contract would be agreed upon and signed between both parties as soon as possible.

Co-Chair LaPage wanted to thank everyone for all the work done on the GMP. A special thanks was directed to Mr. Iafolla for his focus and direction.

4. PHS Project Status Report – Bill DiBartolomeo  
Community Field House - Mr. DiBartolomeo reported that the roofing has been started; mechanicals/electrical roughing in is ongoing; site work grading is completed, the second floor topping has been placed; sidewalks remain to be completed; and the interior needs finishing (paint, tile, ceilings, fixtures and lighting, interior doors and hardware).

Site Work/Utilities – Access roadway has been paved (base course only); site overall is up to sub-base grade; retaining wall is now 95% complete with the top course left to go on; “P” in PHS has been fixed (spacing adjusted).

Co-Chair LaPage was concerned about the hydro seeding with respect to the rains and the washouts. Mr. DiBartolomeo stated that he is hopeful germination will start with some sunshine. He will tape out the area to keep pedestrians and vehicles off the area.

Mr. DiBartolomeo further stated that the site is ready for the PHS building foundation. Mr. DiBartolomeo further indicated that he would notify Gillespie to adjust their schedule to meet our schedule now that the foundation will begin on Monday, October 21, 2002.

5. PHS Auditorium Fund Raising – Nancy Clayburgh/Joanne Grasso

Mrs. Clayburgh distributed potential fund-raising flyers for the PHS auditorium seating fund-raiser. Co-Chair Grasso stated that the Hussey chairs chosen have been upgraded to a better chair with a higher back. The color of the seating will be Clipper Maroon. Mrs. Clayburgh indicated that enthusiasm within the community for this fund-raiser has already begun. Hussey Seating Company will donate the chair arm plates and the engraving has been provided by Gallagher’s Awards & Trophies. The cost of each letter engraved onto each plate is .22 cents. The lettering will be oxidized to give it a black lettering look. Mrs. Clayburgh stated 988 seats must to be sold. Mr. Bisson stated that Team Design would be interested in making a donation to this fund-raiser. He further stated that he would give flyers to the subcontractors, as they might be interested in making a donation to this fund-raiser. Co-Chair Grasso stated that once the seats are sold a computerized listing would be made available indicating the name, row, and seat number. Mr. Blais suggested that the large group room could also take some of the seats once the auditorium seats are all sold. Mrs. Clayburgh stated that donations of \$200 per chair are being accepted and that donors could split two to three ways with a maximum amount of three lines on each plate. Mr. Sullivan suggested language to permit the Portsmouth School Department to reserve the right to approve final language on each plate. Mr. Sullivan will work with the committee to review the wording of a “letter of intent” with Hussey Seating Company. Mr. Blais indicated that the bid specifications asked for the removal of the old seats and the removal of the various components of installation. Mr. Blais stated that after the old seats are removed they could begin the duct work (summer of 2003).

Motion: Co-Chair LaPage called for a motion to forward to both Mr. Torrey and Mr. Sullivan a letter of intent and authority to move forward on the seating bid process to the selected contractor.

Mr. St. Laurent moved, Mrs. Clayburgh seconded. A roll call vote was taken. The motion was unanimously voted.

Mr. Tefft excused at 8:55 a.m.

6. Other

Mr. Torrey wrote to the two co-chairmen regarding the New Franklin Plaque seeking advise on how to proceed with the wording on the plaque.

Motion: Co-Chair LaPage called for a motion to refer to the School Board the proper wording for the New Franklin plaque.

Mr. Iafolla moved, Mrs. Clayburgh seconded. The motion was unanimously voted.

Mr. Torrey presented to the JBC the need for a floor machine for the New Franklin School in the amount of \$5,500 to be expended from the furniture and fixture budget line item.

Motion: Co-Chair LaPage called for a motion to allow the purchase of a floor machine in the amount of \$5,500 for the New Franklin School with payment to be expended from the furniture and fixture budget line item.

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

7. Financial

Mr. Torrey reviewed the financial reports for all three projects with the JBC.

Mr. Torrey submitted manifest #40 (New Franklin) in the total amount of \$214,360.39. This manifest represents payment to Team Design - \$1,512.00 for a progress payment; two Hutter Construction invoices - \$166,946.40 and \$21,168.90 for progress payments; School Specialty - \$24,131.11 for school furnishings; School Specialty - \$163.98 for map tubes; and New England Lock & Safe - \$438.00 for keying new wing.

Motion: Co-chair LaPage called for a motion to approve manifest #40 in the amount of \$214,360.39. Mr. Iafolla moved after properly vouched. Co-Chair Grasso seconded. A roll call vote was taken. The motion was unanimously voted.

Mr. Torrey submitted manifest #41 (PHS) in the total amount of \$202,391.55. This manifest represents payment to Team Design - \$3,450.00 for additional services; Team Design - \$2,255.18 for reimbursable expenses as per contract; Team Design - \$9,309.74 for reimbursable expenses as per base contract; Team Design - \$1,176.45 for additional services; Hutter Construction - \$181,280.70 for a progress payment; RW Gillespie & Assoc. - \$741.00 and \$895.75 for geotechnical observations and materials testing services; and Project Adventure - \$3,282.73 for Outdoor Course Installation..

Motion: Co-chair LaPage called for a motion to approve manifest #41 in the amount of \$202,391.55. Mr. St. Laurent moved after properly vouched. Co-Chair Grasso seconded. A roll call vote was taken. The motion was unanimously voted.

Mr. Torrey submitted manifest #42 (Dondero) in the total amount of \$13,614.50. This manifest represents payment to RJC Electrical Services – \$9,157.00 for electrical services; and Pro-United - \$4,457.50 Inc. for window blinds.

Motion: Co-chair LaPage called for a motion to approve manifest #42 in the amount of \$13,614.50. Mr. St. Laurent 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, November 20, 2002 in the Little Harbour School Board Room at 7:30 a.m.

9. 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 9:12 a.m.

Respectfully submitted,

W. Peter Torrey, Clerk for the Committee

WPT/vk