

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 lafolla  
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: November 20, 2002

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the Little Harbour Board Room on November 20, 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 Carvel Tefft and Nancy Novelline Clayburgh; Robert lafolla and School Business Administrator W. Peter Torrey.

Also attending were Bob Sullivan, City Attorney, Bill DiBartolomeo, Clerk of the Works, Dan Bisson, Jim Delisle, and Daniel Bragg of Team Design, Gary Bertram and Wayne Blais of Hutter Construction, and City Councilor Harold Whitehouse.

1. Meeting Call to Order and Role Call

Co-Chair Grasso 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 October 18, 2002 meeting. Mrs. Pantelakos moved. Mr. lafolla seconded. The motion was unanimously voted.

3. PHS Contract Status

Co-Chair Grasso asked and received permission by the JBC to accommodate Attorney Sullivan's schedule by taking this item out of order.

Attorney Sullivan has received numerous documents from Team Design regarding the final PHS contract. Attorney Sullivan stated that he needed to incorporate the work done and the money already paid from the GMP of \$30,050,000. He further stated that he needs the phasing as part of the contract documents. Attorney Sullivan stated that he would like to meet with Team Design, Hutter Construction, and Mr. Torrey to discuss the various aspects of this contract. He further indicated that the contract can be worked out with all appropriate parties and that he feels that there are only procedural issues left. A meeting was scheduled to follow the JBC meeting at approximately 9:15 a.m. today at the City Attorney's office.

4. PHS Project Status Report

Community Field House - Mr. DiBartolomeo reported that the community field house is 95% completed. He further indicated that the mechanicals are up and running and are being tested out, locker room benches and lockers are in place, electrical work remains, lighting in the upper level needs

to be installed, telecommunications work remains, handrails will be installed today, and the paving is in place. Mr. Bragg stated that the punch list date is scheduled for Monday, November 25, 2002. Mr. DiBartolomeo stated that the building inspector would need to inspect the building. He further stated that he anticipated that the building could be occupied in another week. Co-Chair LaPage stated that a cost savings could be realized when the five storage trailers are removed from the property and the storage is moved into the upper level of the community field house. Mr. DiBartolomeo stated that the second level could be utilized once Hutter Construction and the subcontractors clean up the area. Co-Chair LaPage stated concerns regarding the one-year warranty and the winterization of the outside bathroom and concession stand. Mr. Bragg stated that the first week of December would start the warranty. Co-Chair LaPage stated his concerns over pipe leaks in the spring when the outside bathroom and concession stand would be initially used. Mrs. Clayburgh questioned when the ribbon cutting and dedication would take place for the community field house. Co-Chair LaPage stated that the Athletics Committee should be involved with the planning of this ribbon cutting, which should take place in the spring of 2002.

Main PHS Building – Mr. DiBartolomeo reported that the foundations are 45% completed at the PHS new construction site, paving is all in place, landscaping has been done, the grass seed on the slopes has germinated, and the piles are being driven starting today. He further reported that everything is moving along very well. Mr. Blais stated that the slabs would be poured sometime in early April after the frame is erected. The new addition will be built at the ground level with no crawlspace beneath it.

#### 5. Phasing Schedule

Mr. Blais review the phasing schedule with the JBC. The phasing schedule establishes the starting and ending dates for the PHS construction project from now until the end of December 2004. There are six phases involved with the construction project.

Phase 1 is currently ongoing and will be completed by the middle of February 2004. This phase contains the construction of the three-story addition and the new boiler room. This area of construction is where the old side entrance and parking lot were. As this area of construction will impact the chorus room, the schedule has allowed work to begin after the Christmas concert. Rick Gremlitz is updated daily and coordinates the educational needs as well as the construction timetable needs with Hutter Construction. Mr. Blais further stated that the chorus room becomes the electrical and sprinkler room. Mr. Blais stated that the old PHS boiler would need to stay up and running throughout the project.

Phase 1A includes the music and team rooms (east) with construction due to begin when school gets out the end of June 2002 and end in February 2004. Mr. Blais stated that this area is the connecting area tying the old to new building.

Phase 1B includes the existing boiler room and weight room with construction due to begin when school gets out the end of June 2002 and end in September 2004. Mr. Blais stated that Mr. Gremlitz (or the new Principal) would be involved with the scheduling of this project with respect to the use of the locker rooms and the weight room. Mr. LaPage stated that with the retirement of Mr. Gremlitz the end of June 2003 that the new Principal would have a lot of involvement with the PHS construction and renovation project. Mrs. Pantelakos stated that there should be someone currently shadowing Mr. Gremlitz (Assistant Principal or other appropriate person) to assist the new Principal when he or she comes aboard.

Phase 2A and 2B includes the career center with construction in a two part process due to begin when school gets out the end of June 2003 and end in August 2003. The second part process is due to begin when school gets out the end of June 2004 and end in August 2004. Mr. Blais stated that this career center work has been divided over two summers. Mrs. Pantelakos stated the importance of keeping track of the State technology funding for the career center. Mr. Torrey stated that the State realizes that technology has changed over the last thirty years and has provided additional funding for voc/tech career centers throughout the State (75% State and 25% local funding). Mr. LaPage stated that the awarding of these funds originally was slated for March 2002. Mr. Pantelakos stated that with the new State government this funding would need to be watched very carefully.

Phase 3 includes the auditorium with construction to begin when school gets out the end of June 2003 and end in August 2003. Mr. Blais stated that the new auditorium seats would be installed this summer. Mr. Bragg stated that there is AC equipment and structural framing work to take place above the auditorium, which would need to be completed prior to the new auditorium seats being installed. Access to that area would need to be through the roof or through the three-story building. Mr. Tefft was informed that the large instructional room would be ready in January 2004 and would accommodate 100 seats.

Phase 4 includes the lobby, childcare, administration and team rooms (west) with construction to begin in February 2004 and end in August 2004. Mr. Blais stated that the new building would be occupied with the start of phase 4.

Phase 4A includes the gymnasium with construction to begin in June 2004 and end in August 2004.

Phase 5 includes the third story tear-off and total demolition of the classroom wing with work to begin in February 2004 and end in April 2004. Mr. Blais stated that this phase would start the same time as phase 4.

Phase 6 includes the kitchen and cafeteria with construction to begin June 2004 and end in December 2004.

Mr. Blais stated that students would be occupying the new wing sometime in November 2004. Mr. lafolla stated that there has been only a four-month schedule delay since the original plan.

6. *Sub-Contractor Schedule*

Mr. Blais stated that the subcontract list would be developed and presented to the JBC as soon as possible. He further indicated that with the acceptance of the GMP construction began with his initial focus on the steel, concrete and masonry subcontractors.

7. *Auditorium Seating Fundraising*

Mrs. Clayburgh reported to the JBC that the fundraising has started off very well. Twenty-one seats have been sold to date. She further stressed that a more aggressive campaign of advertising needs to take place to sell all 988 seats. Mrs. Clayburgh further indicated that there were two class reunions taking place this year where she intends to promote the sale of auditorium seats. She reported that Mr. John Tabor of the Portsmouth Herald ran an article, which prompted over twenty telephone calls to the committee. Mr. Tabor further informed Mrs. Clayburgh that a flyer could be included in all newspapers for \$300. Mrs. Clayburgh will also contact Foster's for advertising. Mr. Blais suggested getting a sample chair to set up in the lobby at PHS to promote the sale. Co-Chair LaPage further suggested putting an old auditorium seat next to it. Mr. Tefft suggested moving this display to City Hall

for further exposure or obtaining two chairs with set up at both PHS and City Hall. Mrs. Clayburgh stated that the school play starts Friday, November 22, 2002 and that she will have a display set up for the sale of seats. Mrs. Clayburgh further stated that flyers have been distributed at all schools. Mrs. Pantelakos suggested stated a deadline so that those interested would not delay. Mrs. Clayburgh stated that the committee has "in memory" or gift cards available for those that request them. Mr. Tefft reported that he met with Attorney Sullivan regarding the agreement and specifications for the purchase of the auditorium chairs. Via a conference call with Mr. John Poyner all aspects of the agreement were worked out. Mr. Tefft reported that the agreement will provide much more than originally discussed. The agreement includes all the large group instructional room chairs with a tablet arm that would swing over the seat to use as a writing surface. Mr. Tefft further reported that there would be ADA required seating with an arm that lifts and slides away to accommodate disabilities. He further reported that there would be glow strips on the floor and glow numbers in all the seats for access when the auditorium lights are off. This agreement further includes the removal of all the old seats. Other features of the agreement include: 5-year warranty, high back seats, brass plates, and laminated armrests. Mr. Tefft asked that the fundraising committee met after the JBC meeting to decide on color and texture for the auditorium seats. Mr. Poyner stated that Hussey would be willing to delay the payment for these seats realizing that there is a fundraiser. Mr. Poyner further stated that he would appreciate receiving the order for these seats so that manufacturing can begin to make them. Mr. Bragg stated that Hussey would need to provide shop drawings with the placement of all the chairs before the final number of seats needed could be determined.

Motion: Co-chair Grasso called for a motion to place the order for seating to Hussey Seating Company for the auditorium and the large group instructional room seats. Mr. Tefft moved. Mrs. Pantelakos seconded. The motion was unanimously voted.

8. Other

Co-Chair LaPage stated that he has been approached regarding the salvaging of equipment and furnishings during the PHS construction and renovation. Mr. Bertram stated that he would not want to manage any public salvaging. Mr. Torrey stated that the School Board and the City have policies for putting out to bid any City assets. Mr. Torrey further cautioned that we would need to be aware of the subcontractor bids that may include salvaging rights. Mr. Blais stated that the subcontractors will remove copper and metals but will toss into dumpsters the remains of the building demolition. Mr. Bragg stated that there is asbestos in the science casework and would not want to have items with asbestos circulated. Mr. Blais stated that once the three-story building is vacated it could be used as a storage area for all items that would not be moved into the new building. Mr. Blais further stated that a plan or schedule of useable material could be determined by September 2003. Mr. Torrey stated that surplus items could be identified and offered in a yard sale. Mr. Torrey further stated that items could not be given away unless they have no value. Mrs. Pantelakos stated that Attorney Sullivan should be consulted regarding the sale of assets. Mr. lafolla stated that we should not be hasty in disposing any furnishings or equipment, as two major budget categories have not been finalized. He further stated that until the FF & E and the Hazardous Material Remediation budgets are finalized the JBC should not assume anything would be surplus. Mr. lafolla stated that these two budgets would need to be in place during the first quarter of 2003.

9. Financials

Mr. Torrey distributed a new summarization format for the monthly financial reports. The JBC unanimously agreed that this format was easier to understand and expressed their interest for Mr. Torrey to continue this format. Mr. Torrey reported that the New Franklin School project finished

under budget by \$22,105 and that the Dondero School project finished at \$1,614 over budget. Mr. Torrey proposed that, while staying within the elementary school budget of \$2M, there are potential items totaling \$22,105 for the New Franklin School that would bring the total of both project to \$2M. These items include sound equipment to allow broadcasting into the cafeteria, building risk insurance, and cable TV drops throughout the school. On the school side of the budget, Mr. Torrey explained that there is money to finish the coat racks/cubbies for the Dondero School as well as a ventilation/air exchange study at the New Franklin School. Mr. Torrey stated that the New Franklin project is very near to being closed out. Co-Chair LaPage stated that he wants to be sure that the one-year warranty period be monitored to assure any necessary corrections to systems are made. The completion date of the Dondero School project was November 1, 2002 and the completion date of the New Franklin School project was September 1, 2002. Mr. Blais stated that certain manufacturer warranties are more than one year, such as the roof (10-15 year warranty).

Motion: Co-Chair Grasso called for a motion to authorize the payment of Manifest #43 in the total amount of \$74,780.93 for the New Franklin School project. Mrs. Pantelakos moved after properly vouched. 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 #44 in the total amount of \$691,874.76 for the Portsmouth High School project. Mrs. Pantelakos moved after properly vouched and subject to the PHS contract approval. Mr. Tefft 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 #45 in the total amount of \$12,101.78 for the Dondero School project. Mrs. Pantelakos moved after properly vouched. Mrs. Clayburgh seconded. A roll call vote was taken. The motion was unanimously voted.

Motion: Co-Chair Grasso called for a motion to authorize a Hutter retainage payment of Manifest #46 in the total amount of \$151,475.40 for the New Franklin School project. Mrs. Pantelakos moved after properly vouched and subject to the final approval of Team Design and owner. Mrs. Clayburgh seconded. A roll call vote was taken. The motion was unanimously voted.

Motion: Co-Chair Grasso called for a motion to authorize a Hutter retainage payment of Manifest #47 in the total amount of \$20,291.40 for the Dondero School project. Mrs. Pantelakos moved after properly vouched and subject to the final approval of Team Design and owner. Mrs. Clayburgh seconded. A roll call vote was taken. The motion was unanimously voted.

Motion to Table: Co-Chair Grasso called for a motion that the JBC table the expenditure of the remaining JBC budgeted elementary school money for New Franklin School sound equipment, in an amount not to exceed of \$4,000, until the January 2003 meeting. Mr. Iafolla moved. Mr. Tefft seconded. The motion was unanimously voted.

Motion to Table: Co-Chair Grasso called for a motion that the JBC table the expenditure of remaining JBC budgeted elementary school money for New Franklin School cable drops, until the January 2003 meeting. Mr. Iafolla moved. Mr. Tefft seconded. The motion was unanimously voted.

10. Next Meeting

Co-Chair LaPage stated that the next meeting of the JBC has been scheduled for Wednesday, December 18<sup>th</sup> in the Culinary Room at PHS at 7:30 a.m. Co-Chair LaPage stated that the School Board would like to provide some “holiday cheer” to the JBC.

11. Adjournment

Motion: Co-Chair Grasso called for a motion that the meeting be adjourned. Mr. lafolla moved, Mr. St. Laurent seconded. The motion was unanimously voted. The meeting was adjourned at 9:10 a.m.

Respectfully submitted,

W. Peter Torrey, Clerk for the Committee

WPT/vk