

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 17, 2003

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the Little Harbour Board Room on September 17, 2003 at 7:30 a.m. Attending were: City Council members Co-Chair Joanne Grasso, a City Councilor Laura Pantelakos, and William St. Laurent, School Board members Co-Chair LaPage, Carvel Tefft, and Nancy Novelline Clayburgh; Robert Iafolla and School Business Administrator W. Peter Torrey.

Also attending were Forrest Ransdell, PHS Principal, Wes Bonney of Team Design and Wayne Blais of Hutter Construction.

1. Meeting Call to Order and Role Call

Co-Chair LaPage called the meeting to order at 7:34 a.m.

2. Approval of Minutes

Motion: Co-Chair LaPage called for a motion to approve the minutes from the meeting of August 20, 2003. Mr. St. Laurent moved. Mrs. Grasso seconded. The motion was unanimously voted.

Correspondence

Commissioning - Mr. Torrey distributed copies of commissioning meeting minutes of August 15, 2003 and August 29, 2003 to the JBC members. Mr. Torrey stated that the commissioning meetings occur every other week. Mr. Torrey suggested that Mr. Whitman of Rist-Frost Shumway present a six-month review and report to the JBC at a future meeting. Mr. Blais stated that an engineer facilitates the commissioning meetings. Mr. Blais further stated that the boilers will be flushed and filled and be on-line by next week. The existing plant will run simultaneously with the new boilers until the demolition of the old plant. Co-Chair LaPage noted that if, by running both systems, the heating budget in the school department's operating budget is overspent, then possibly, a portion may be taken out of the construction cost to help defray some of the expense. Mr. Torrey reassured the committee that he factored into the high school budget for energy costs enough to accommodate a large facility.

Editorial – School Building Aid -

Co-Chair Grasso provided copies of an editorial in the Portsmouth Herald to the committee with reference to changes in the State Building Aid, funding adequate education, and a revision to the state's education standards.

3. PHS – Project Status Report

Mr. Blais stated that the PHS project is on schedule and within budget. He reported that buildings D & E have most of the exterior finish completed, the windows are in, the vinyl siding is completed, drywall and taping is finished in building E, drywall is going up in building D, painting has started, and that casework has been ordered. Mr. Blais further stated that the auditorium should be back on line in November. He further reported that the auditorium seating should be installed this week and that the riggers are due to begin work on October 1st and should be completed by November 1, 2003.

4. Old Business

Mr. Torrey reported that High Output has been notified of their bid award and should be on-site October 1st to begin their work. Mr. Torrey also reported that Portsmouth School Department is getting a much better quality curtain than what was bid for. This came about as another client previously ordered a deep blue curtain that was not used. PSD can buy it for the bid price and it will fit beautifully and look very rich in our auditorium. Mr. Blais stated that our auditorium carpeting would pull together the maroon chairs and the blue curtain.

Mr. Blais stated that the auditorium seating is scheduled to be completely installed by the end of September. Mr. Ransdell indicated that the school play is scheduled for the end of November, which will work out perfectly.

5. New Business

Co-Chair LaPage stated that temporary flagpoles would need to be installed at PHS. Mr. Blais stated that Hutter would take care of that request.

Co-Chair Grasso reported that the restrooms need signs at the Community Field House. Mr. Ransdell stated that signs were ordered and that temporary signs would be posted.

Mrs. Clayburgh reported that the auditorium seating fundraiser would take place on Sunday, November 30, 2003 at PHS. This family event will include a talent show as well as a public tour of the new construction site.

6. Other

Mr. Torrey reported that the City Council would tour the new construction site on Wednesday, September 24th at 8:00 a.m. (to meet at the main office). Mr. Torrey further reported that the SAU #50 School Board would tour the new construction site on Wednesday, September 24th at 5:00 p.m.

Mr. Ransdell indicated that he would be happy to offer tours with advanced notice. Co-Chair LaPage stated that a one to two day notice would be recommended. Mrs. Pantelakos stressed that this is still an active “construction site” and would encourage people to not walk through

on their own. Mr. Blais stated that the doors are scheduled to be installed within the next month.

Co-Chair Grasso stated that a thank-you letter should be sent to Daniel Bragg for all of his efforts on behalf of the Portsmouth School Department projects. Daniel Bragg has left Team Design, Inc. due to a reduction in architects by the company.

Mr. Iafolla questioned the status of the FF & E (furniture, fixtures and equipment) bids. Mr. Torrey reported that the FF & E bids have been sent out and are to be received on September 23, 2003 for a bid opening. Mr. Torrey stated that the PHS Principal and department heads would first need to review the bids. He stated that he would report back at the next meeting with a complete evaluation of where the bids stand. The bid awarding will take place as soon as possible after the next meeting and that items should be delivered between 60-90 days upon the awarding of the bids.

7. Financial

Mr. Torrey reported that the financial report is on target and within the scope of the budget.

Motion: Co-Chair LaPage called for a motion to authorize the payment of Manifest #60 in the total amount of \$1,641,342.87 for the Portsmouth High School project. Co-Chair Grasso moved after properly vouched. Mr. Tefft 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, October 22, 2003 in the boardroom at Central Office at 7:30 a.m.

9. Adjournment

Motion: Co-Chair LaPage called for a motion that the meeting be adjourned. Mr. St. Laurent moved, Mrs. Pantelakos seconded. The motion was unanimously voted. The meeting was adjourned at 8:15 a.m.

Respectfully submitted,

W. Peter Torrey, Clerk for the Committee

WPT/vk