

TO: MEMBERS OF THE JOINT BUILDING COMMITTEE:  
Co-Chairs: School Board Chairman Kent LaPage  
City Councilor Joanne Grasso  
City Council Members: Laura Pantelakos and Thomas Ferrini  
School Board Members: John Lyons and Ann Walker  
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: August 24, 2005

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the PHS Conference Room on July 20, 2005. Attending were: City Council members: Co-Chair Joanne Grasso, Laura Pantelakos and Thomas Ferrini; School Board members: Ann Walker; Citizen Member Robert Iafolla and School Business Administrator W. Peter Torrey. Absent: Kent LaPage and John Lyons.

Also attending: Wes Bonney of Team Design, Wayne Blais of Hutter Construction, and Ken Linchey, Maintenance Supervisor.

1. Meeting Call to Order and Roll Call

Co-Chair Grasso called the regular meeting of the JBC to order at 7:45 a.m.

Motion: Co-Chair Grasso called for a motion to suspend the rules and take item #7 Financial of the agenda out of order due to accommodate a member's need to leave early and to maintain a majority vote. Mrs. Pantelakos moved. Mrs. Walker seconded. The motion was unanimously voted.

2. Financial

Mr. Torrey presented the financial report as of August 24, 2005 in both a combined version as well as separated for both the main project and the Career Center. Mr. Torrey stated that taking into account all "overs" and "unders" and with all adjustments in place, the combined projected overall remaining dollar amount for both projects totals \$919,964.

	Apx.
Team Design	\$11,000
Rist Frost – Commissioning for Career Tech	\$6,000
FF & E (\$50,000 encumbered)	\$247,000
Contingency	\$30,000
Hutter	\$630,000

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

Motion: Co-Chair Grasso called for a motion to authorize the payment of Manifest #103 in the total amount of \$272,200.50 for the Portsmouth High School main project. Mr. Iafolla moved after properly vouched. Mrs. Walker 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 #104 in the total amount of \$193,437.03 for the Career Center. Mr. Iafolla moved after properly vouched. Mrs. Walker seconded. A roll call vote was taken. The motion was unanimously voted.

Motion: Co-Chair Grasso called for a motion to suspend the rules and take item #4 Cost to Complete of the agenda out of order to accommodate a member's need to leave early and to maintain a majority vote. Mrs. Pantelakos moved. Mrs. Walker seconded. The motion was unanimously voted.

At the July meeting, a motion was made to authorize Mr. Torrey to release retainage in amounts *not-to-exceed* \$531,400.35 for the main project and \$441,976.62 for the Career Tech project, conditional and subject to review by Team Design with the understanding that any areas of disagreement would be held back and discussed at the August meeting. Mr. Torrey reported that the actual retainage amounts were \$476,302.18 for the main project and \$352,265.10 for the Career Tech project. These amounts were as a result of a review by Team Design and agreed to by Hutter Construction. Mr. Torrey stated that no more retainage would be paid to Hutter until the close of the project.

Job Cost to Complete – Mr. Blais distributed an updated cost to complete worksheet. Mr. Blais presented three change orders for unanticipated items (additional signage - \$11,137; gym floor underlayment - \$38,028; and additional paving - \$21,951) that were allocated and now Hutter would like to recover these costs. Mr. Blais stated that the remaining cost to complete items that have not been completed could still realize a savings to the budget. Mr. Blais further noted that the building and grounds are now 99.9% completed. Mr. Iafolla stated that the JBC needs a complete list of add-on items for documentation and auditing purposes.

Motion: Co-Chair Grasso called for a motion to approve the budget adjustments presented by Mr. Torrey and approve the request for the three change orders from Hutter Construction. Mr. Iafolla moved. Mrs. Pantelakos seconded. A roll call vote was taken. The motion was unanimously voted.

Motion: Co-Chair Grasso called for a motion to request that Mr. Torrey furnish a list of all potential encumbrances along with a “wish list” from Hutter by the September JBC meeting. Mr. Iafolla moved. Mr. Ferrini seconded. The motion was unanimously voted.

Mr. Ferrini suggested that a letter go to the Department heads suggesting that if any remaining items are not ordered by a certain date that they will be cancelled.

### 3. Approval of Minutes

Motion: Co-Chair LaPage called for a motion to approve the minutes from the meeting of July 20, 2005. Mr. Iafolla moved. Mrs. Walker seconded. The motion was unanimously voted.

Correspondence - Mr. Torrey distributed correspondence from Mrs. Laurie A. McCray with reference to a handicapped *press button* door opener for the outside door of the main entrance into the high school. Mr. Torrey explained that for security reasons this type of automatic door opener had not been installed and was not actually a code requirement. Mr.

Blais stated that it would cost \$6,178 to install this opener on the outside door and approximately the same amount for the interior door. After a discussion with the committee, it was decided to table this discussion until the next meeting when any remaining funds could be assessed.

Motion: Co-Chair Grasso called for a motion to table the discussion on remaining “wish list” items until the September meeting. Mr. Iafolla moved. Mrs. Pantelakos seconded. The motion was unanimously voted.

Mr. Ferrini left the meeting at 8:20 a.m.

4. PHS - Project Status Report

Mr. Torrey reported that Mr. DiBartolomeo was working on the Kingston project and could not make this meeting.

Mr. Blais reported that Hutter is in the process of tying up all loose ends. The Culinary Arts kitchen is being completed, the outside paving and stripping is completed, the grounds work is completed, the auditorium doors are ongoing, the front entry grates are completed, the corridors are all tiled, the gym floor is ready to be sanded and sealed, the flooring under the bleachers is completed, and the bleachers are ready to be moved back. Once the gym floor is sealed, it will take one week to cure. Mr. Blais further reported that the gym floor would be available to use by the second week of September. Mr. Blais further reported that they are waiting for some equipment for the culinary kitchen to be delivered and anticipate that the kitchen will be ready for use shortly after the opening of school.

Mr. Iafolla stated that this project is within budget and on time. Mr. Torrey stated his appreciation to the JBC regarding the approval of additional funds for the paving of the entire area to avoid the “patchwork” look that was previously in place. Hutter Construction took the initiative and risk to go ahead to achieve a unified look of the paved areas.

5. New Business

Mr. Iafolla reported that the water is not draining out in the field hockey field and had hoped that Hutter would have installed a trench across the opening near the pump house (pre-cast concrete structure the length of the driveway) which would direct the water into the catch basin. Mr. Blais stated that there is a 28 x 28 grate in place and will look into this drainage problem. Mr. Linchey suggested the possibility of waiting until the snack shack is rebuilt before doing any further drainage work.

Co-Chair Grasso stated that the Mayor wanted to make sure that the two plaques (Richard Sirrell and Steve Demo) are hanging in the field house. Mr. Linchey will follow-up on this request, will check with Mr. Bill Murphy, and make sure that these two plaques are hanging.

Dedication Update - Co-Chair Grasso directed that Mr. Torrey write a thank you letter to Team Design and Hutter Construction for underwriting the costs of the brochures for the dedication. Mrs. Walker stated that the band would be playing while the public enters the auditorium on Saturday, August 27, 2005 at 4:00 p.m. The program will consist of the following:

- a. Pledge of Allegiance
- b. National Anthem
- c. Invocation

- d. Acknowledgment (Superintendent/Governor/Commissioner of Education/  
Superintendent of SAU #50)
- e. Key Ceremony (Hutter/Team Design/JBC Co-Chairs/Mayor/School Board Chair)
- f. Power Point Presentation
- g. Refreshments
- h. Tour

Mr. Blais stated that Mr. Moe Simard made a key out of maple and is about 24” long. After a brief discussion by the JBC, it was decided that as the Community Field Building will be in use on Saturday, August 27<sup>th</sup>, that it would not be part of the public tour.

6. Next Meeting

The next meeting of the JBC has been scheduled for Wednesday, September 28, 2005 in the conference room at PHS at 7:45 a.m.

7. Adjournment

Motion: Co-Chair Grasso called for a motion that the meeting be adjourned. Mrs. Pantelakos moved. Mrs. Walker seconded. The motion was unanimously voted. The meeting was adjourned at 8:40 a.m.

Respectfully submitted,

W. Peter Torrey, Clerk for the Committee

WPT/vk

