

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: September 28, 2005

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the PHS Conference Room on September 28, 2005. Attending were: City Council members: Co-Chair Joanne Grasso, Laura Pantelakos and Thomas Ferrini; School Board members: John Lyons and Ann Walker; Citizen Member Robert Iafolla and School Business Administrator W. Peter Torrey. Absent: Kent LaPage

Also attending: Bill DiBartolomeo, Clerk of the Works, Wes Bonney of Team Design, and Wayne Blais of Hutter Construction.

1. Meeting Call to Order and Roll Call

Co-Chair Grasso called the regular meeting of the JBC to order at 7:50 a.m.

2. Approval of Minutes

Motion: Co-Chair Grasso called for a motion to approve the minutes from the meeting of August 24, 2005. Mr. Iafolla moved. Mrs. Walker seconded. The motion was unanimously voted.

Correspondence - Mr. Torrey informed the committee that the final Certificate of Occupancy was received to include the whole building. Mr. Torrey noted that on the certificate was written, "Job Well Done!" Mr. DiBartolomeo stated the Mr. Hopley, City Building Inspector was extremely helpful to the building project. He further stated that Mr. Hopley was very cooperative, a problem solver, an asset and a compliment to the project. Mr. Blais also stated that it was a pleasure working with Mr. Hopley. Mr. Torrey stated that Mr. Griswold, Deputy Fire Chief, has also been an asset to the project. He further indicated that we have had great cooperation with the City Departments throughout this project.

3. PHS Project Status Report – Mr. Torrey reported that this would be Mr. DiBartolomeo's final meeting. Mr. DiBartolomeo reported that Culinary Arts is being finalized, the new hoops are going up in the gym, the gym floor looks great, the grass is germinating, and some classroom signs and shades are still missing. Co-

Chair Grasso stated that, on behalf of the entire JBC, our best wishes, thanks and appreciation for a great job go with Mr. DiBartolomeo.

Mr. Blais stated that Mr. Torrey, Mr. Ransdell, Team Design, and Hutter have walked through the building looking for items in need of finishing and/or repairing. Mr. Blais stated that their final punch list is only two pages, which is remarkable for a project of this size. Mr. Bonney further stated that as far as substantial completion, he started with a stack two to three inches high and is now down to three pages of items to complete. Mr. Torrey stated that throughout the project Mr. Ransdell had a deficiency log that all the employees of the high school were able to contribute to indicating items lacking throughout the building. Mr. Ransdell would decipher whether it belonged to the Maintenance Department or to the construction project. Mr. Torrey stated that to have a punch list of two to three pages is not particularly onerous for a project this size. Mr. Torrey further informed the committee that the process of developing a punch list between all entities worked very well.

4. Old Business

Job Cost-to-Complete – Mr. Blais stated that he is still working on the final number as there have been invoices that have been straggling in and that he feels that the number presented at the last meeting would undoubtedly hold firm. Mr. Iafolla stated that he requested that a complete list of add-on items for documentation and auditing purposes be available at this meeting. Mr. Torrey reassured the committee that this would be accomplished for the next JBC meeting.

Funds Remaining/Items Remaining –Mr. Torrey distributed the financial report for the month of September as well as a summarized report of funds available. Mr. Torrey stated that the financial report reflects the three change orders from last months meeting, totaling \$71,116.00. He further stated that the \$100,000 that was held in FF & E was readjusted and moved into contingency (\$75,000 Main Project; \$25,000 Career Tech). Mr. Torrey stated that after the encumbrances and invoices not entered into the system; there is a total of \$88,162.00 remaining from both projects. Mr. Torrey further stated that he is waiting for a finalized cost for shades and blinds in the Career Tech Center. Mr. Torrey reviewed the desired project additions, other project additions, and original FF & E remaining purchase requests. Mrs. Pantelakos asked what the purpose of the auto shop alignment machine would be, and whether or not the school department charges a fee for automotive services at the high school. Mr. Torrey stated that the requested alignment machine would be for educational purposes and that when vehicles are brought in currently for oil changes, etc. that a charge is made for the cost of parts only.

Mr. Bonney stated that there is an issue that needs to be looked at in the Electrical Lab. The air-handling units in the Electrical Lab emit a very distracting noise level. Mr. Bonney stated that the acoustical engineer and the mechanical engineer have been contacted to assess the functioning of this air-handling unit to be sure that it is operating properly. Mr. Bonney stated that this is the only item that needs reviewing and could potentially cost the school department some money to fix. This air-

handling unit is in an open space with no ceiling. Mr. Bonney explained that this air-handling unit installation is per design and installation is the same technique used in other areas of the building. Mr. Bonney feels that this needs to be corrected. Once Mr. Bonney has the information from the engineers, he will report back to the JBC.

Mr. Iafolla stated that he does not feel that we should think about spending any of the \$88,000 until after items on the punch list are completed. Mr. Bonney stated that most of the items left on the punch list are owed to the project. Mr. Iafolla indicated that there are paving issues that need to be addressed and requests that Hutter have the paving company walk around the parking lots during the rain to review the “bird baths”. He further noted that there are areas that would freeze in the winter. Mr. Iafolla further stated that normally the landscaped areas are not used for two growing seasons and that he has noticed the band has been using the new practice field. The JBC discussed the concerns regarding the use of the fields and Mr. Torrey reassured them that the school department has contracted with Piscataqua Landscaping to maintain the school department fields and grounds and that he feels confident they will oversee and maintain these new fields properly.

Other – Mrs. Pantelakos stated that she needs clarification of what this project allowed for parking. Mr. Bonney stated that there is no less than what the PHS had prior to construction and that it has slightly increased. Mr. Torrey stated that Hutter Construction is still using the “rink area” that the Planning Board accepted with the final approved building design as additional parking spaces. Mr. Iafolla noted that when the City built the swimming pool that between thirty and forty parking spaces were taken from the high school. Mr. Iafolla further stated that he has driven around the school at various times during the day and has noted at least fifty unused parking spaces and that not one of the parking lots is full at any given time.

5. New Business

Substantial Completion/Project Closeout Process – Mr. Blais stated that Hutter Construction will be completed and off-premises by the end of next week. Mr. Bonney indicated that Team Design has standard closeout forms that the construction manager has to fill out with dates attached and items to accomplish. The certificate of occupancy has been received which is one of the closeout items, all warranties, manuals and as built drawings need to be turned in to the owner. Mr. Bonney further noted that all retainage is finalized and all remaining money is paid under the contractual obligations. Mr. Bonney indicated that this would take place at the next JBC meeting.

Career Center Funding – Mr. Torrey reported that he has been notified that the State of NH has approved the release of the remainder of the \$4.5 million for the Career Center project with a “hold” of 1% pending a walk through by State officials. Mr. Torrey reported that Ms. MacArtney has done a fantastic job in providing all the required documentation for the Department of Education, thus allowing the release of the remainder of the funds for this project.

The JBC requested that Mark Whitman from Risk-Frost provide a final written report on the commissioning process. Mr. Blais stated that Mr. Ken Linchey, Maintenance Supervisor and the Maintenance Department have attended all of the training sessions and that all sessions have been video taped for future training.

6. Financial

Mr. Torrey presented the financial report as of September 28, 2005 for both the Main Project and the Career Center.

Motion: Co-Chair Grasso called for a motion to authorize the payment of Manifest #105 in the total amount of \$82,637.38 for the Portsmouth High School main project. Mrs. Pantelakos 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 #106 in the total amount of \$184,515.90 for the Career Center. Mrs. Pantelakos 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 Mr. Torrey to make the necessary transfers to the contingency lines. Mr. Iafolla moved. Mrs. Pantelakos seconded. A roll call vote was taken. The motion was unanimously voted.

7. Next Meeting

The next meeting of the JBC has been scheduled for Wednesday, November 2, 2005 in the conference room at PHS at 7:45 a.m.

8. 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 8:50 a.m.

Respectfully submitted,

W. Peter Torrey, Clerk for the Committee

WPT/vk