

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: November 2, 2005

RE: Joint Building Committee Meeting Minutes

The Joint Building Committee held a meeting at the PHS Conference Room on November 2, 2005. Attending were: City Council members: Co-Chair Kent LaPage, Co-Chair Joanne Grasso and Laura Pantelakos; Citizen Member Robert Iafolla and School Business Administrator W. Peter Torrey. Absent: Thomas Ferrini, John Lyons and Ann Walker.

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

1. Meeting Call to Order and Roll Call

Co-Chair Grasso called the regular meeting of the JBC to order at 7:46 a.m.

2. Approval of Minutes

Motion: Co-Chair Grasso called for a motion to approve the minutes from the meeting of September 28, 2005. Mr. Iafolla moved. Mrs. Pantelakos seconded. The motion was unanimously voted.

Correspondence – Mr. Torrey informed the committee that the school department is in receipt of another check from the State of NH for \$1,762,938.73 toward the Career Tech Center. Mr. Torrey stated that the State is holding 1% or \$45,000 until after their walk-around and final approval. As this walk-around has already taken place, Mr. Torrey anticipates the receipt of this money soon.

3. PHS Project Status Report

Mr. Blais reported that with the completion of the Culinary Kitchen, the school has been completed. Punch list items are being completed as well as the clean up of storage in the future program room.

4. Old Business

Job Cost-to-Complete – Mr. Blais reported that all bills have been paid to date for all sub-contractors. A bill for the construction bond will be due upon final completion of the project. Mr. Blais stated that there have been numerous items added into the project with a net

savings to the project of a little under \$20,000. Mr. Blais stated that he wishes all of his projects could go as smoothly as this one.

Change Order Sequence – Mr. Torrey reviewed a worksheet describing the six change orders received associated with the PHS project. The original vote to accept the guaranteed maximum price (GMP) of \$30,050,000 took place on October 18, 2002. The first and second change orders totaling \$3,844,588, approved on August 25, 2004, represented the reallocation of money to the Career Tech Center; the third change order totaling \$87,195, approved on January 19, 2005, represented money allocated to the gym floor replacement of \$120,000 and the credit for fees paid directly to RJC Electrical and Maher Irrigation by the PSD of \$32,805; the fourth change order totaling \$140,000, approved on January 19, 2005, represented money allocated to the gym floor replacement and landscaping; the fifth change order totaling \$29,725, approved on May 25, 2005, represented money allocated for auditorium doors; and the sixth change order totaling \$71,116, approved on August 24, 2005, represented money allocated for the gym floor, paving and signage. The six change orders, which totaled \$4,172,624.00, adjusted the GMP for the PHS project to \$34,222,624.

Project “extras” – Mr. Blais went through all items spent out of the construction management contingency (CM) to improve the project. The expenditure of nearly \$1million from the CM contingency went to provide value added back into the project. Mr. Iafolla stated that with nearly 1% of the budget (\$360,000) spent with change orders for the high school project, the project was able to rebuilt the gym floor, the field house valued at \$500,000 and two pages of items that were added into the project. All of these items were not part of the original budget.

Punch List Progress - Mr. Blais reported that all punch list items would be completed during the weekend of November 11th and turned over to Team Design for sign-off upon completion.

Substantial Completion - The entire close out process and final payment occurs when Team Design says everything has been taken care of (punch list items, as-builts, mechanical manuals). All paperwork should be in by the end of December with possible final payment in January. Mr. Iafolla stated that typically once the Certification of Substantial Completion is received interface between the architects and the contractor takes place.

5. New Business

Additional Project Items for Funding – Mr. Torrey stated that with the payment of the October and November manifests and after a thorough review of all open purchase orders there would be \$151,591 of undesignated funds. Mr. Torrey further stated that minor adjustments/transfers were made on the financial statement to accommodate the close out of various line items. Mr. Torrey stated that everything has been paid except money encumbered for signs and shades. A discussion took place regarding prioritizing the list of additional project items for funding. Mr. Ransdell and Mr. Torrey will meet to prioritize the list, present it to the School Board and then to the JBC for inclusion in the project.

Motion: Co-Chair LaPage called for a motion to authorize Mr. Torrey to make the necessary transfers as proposed by Mr. Torrey on the financial sheet. Mr. Iafolla moved. Mrs. Pantelakos seconded. A roll call vote was taken. The motion was unanimously voted.

Motion: Co-Chair LaPage called for a motion to authorize administration to prioritize the list and come back to the committee with the items requested to spend the remaining \$151,591. Mr. Iafolla moved. Mrs. Pantelakos seconded. The motion was unanimously voted.

6. Other

Mrs. Pantelakos thanked Hutter for the excellent job done on the high school. Mr. Torrey stated that the cost for the new high school and the new Career-Tech Center will cost the taxpayers \$17.7 dollars out of the \$40.5 million dollars (\$36 million bond for PHS and \$4.5 grant from State of NH for the Career-Tech Center). Mr. Torrey further reported that the State of NH funding formula has changed and that we received 55% school building aid for the high school project and approximately 7% grant for the Career-Tech Center and that if the Middle School building project goes forth it would only be eligible for 30% school building aid.

Co-Chair LaPage informed the committee that this is Peter's last "official" JBC meeting, as he will be retiring as of November 30, 2005. Co-Chair LaPage attributed Mr. Torrey for keeping prospective from the beginning of the project over seven years ago. Co-Chair LaPage further stated that Mr. Torrey has kept us secure with accurate financial bookkeeping as well as some excellent photos throughout the last five and one-half years on the JBC. Mr. Torrey thanked the committee for the praise and shared it as a team effort with some very hardworking individuals.

7. Financial

Mr. Torrey presented the financial report as of November 1, 2005 for both the Main Project and the Career Center.

Motion: Co-Chair LaPage called for a motion to authorize the payment of Manifest #107 in the total amount of \$32,681.54 for the Portsmouth High School main project. Mrs. Pantelakos moved after properly vouched. Co-Chair Grasso seconded. A roll call vote was taken. The motion was unanimously voted.

Motion: Co-Chair LaPage called for a motion to authorize the payment of Manifest #108 in the total amount of \$212,487.78 for the Career Center. Mrs. Pantelakos 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 Tuesday, November 29, 2005 in the conference room at PHS at 7:45 a.m.

9. 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