



# Town of Groton – Public Works

## Meeting Minutes - **DRAFT**

### Permanent School Building Committee

134 Groton Long Point Road  
Groton, CT 06340-4394  
Public Works Administration  
(860) 448-4083

*Chairman Robert J. Austin-LaFrance, Michael Doyle, David E. Russell and Kevin Trejo*

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Thursday, September 21, 2017

7:00 PM

Town Hall Annex - Community Room 2

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#### 1. ROLL CALL

*Members: Robert J. Austin-LaFrance, Michael Doyle, David E. Russell, Kevin Trejo  
Staff: Rick Norris, Jack Butkus*

*Meeting called to order at 7:05pm*

#### 2. RECEIPT OF CITIZEN'S PETITIONS, COMMENTS AND CONCERNS

*None*

#### 3. APPROVAL OF MINUTES

*A) Mr. Trejo moved to approve the September 7, 2017 meeting minutes. The motion was seconded by Mr. Doyle. Motion was passed unanimously.*

#### 4. COMMUNICATIONS AND REPORTS (other than Subcommittee reports)

##### (a) PSBC Members

*Mr. Austin-LaFrance reported on the Construction Manager short list. Four (4) firms from eight (8) were selected: Dimeo, FIP, Fusco & O&G. The Request for Proposal was released with a due date of October 6, Interviews October 12 & 13 and deliberations October 18.*

*Mr. Austin-LaFrance reported on the progress of the Architect selection process. There is no official release given yet as lots of concern exists over the delay in the State budget and grant commitment.*

##### (b) Staff

*Mr. Butkus shared details on how the Construction Manager review process will work.*

*Mr. Norris spoke of Town discussions on budget contingencies. It is uncertain whether the Town would borrow money in advance of a budget and grant approval, in order to proceed with the work, which will likely impact the design schedule. A cash flow study for the design and bid process has been prepared to inform Finance of likely out-of-pocket needs.*

*Mr. Norris has been providing Monthly Reports to the Town Manager and it is hoped that we can expand distribution of a "fact sheet" for general use. RTM meeting on October 11 will give us an opportunity to provide a 3<sup>rd</sup> quarter update.*

##### (c) Consultants

*Environmental Consultant will be the next Request for Qualifications to be published. Commissioning Agent will follow thereafter.*

**5. RECEIPT OF SUBCOMMITTEE REPORTS**

*None*

**6. UNFINISHED BUSINESS**

*Development of School Construction Criteria and Standards – list to be reviewed and expanded – notes to Mr. Norris for updating*

- *Mr. Norris provided an updated version of the PSBC design criteria*
- *PSBC may need to advocate to Council starting project at risk (Architect fees) if budget is delayed any further*
- *Referendum SF=169,000 / Application=162,000 / Standard=154,000 – Square footage numbers from Ed Specs, Referendum and State Standards still need to be reconciled*
- *Diversity status and land approval are still open items*
- *Waive permit fees? Letter to Town/Fire districts to discuss*
- *FAA/OSTA input will be necessary*

*School is a “Use by right” per zoning*

*Mr. Norris is continuing with update to the Criteria and Standards and asked Arcadis to assist in setting up site visits.*

*Mr. Norris tabulated potential permit fee costs for discussion with Town officials. Rough total for Middle School is in the range of \$450,000 - \$480,000. Fire district costs would potentially add \$210,000 to \$220,000, bringing the exposure to \$660,000 - \$700,000. These costs are not reimbursable under the State grant.*

**7. NEW BUSINESS**

*Site approval (SCG-053) is being worked on, but responsible individual is leaving State employment today. Status to be checked next week.*

*Land swap rests at the Attorney General’s office – conservation easement must be documented for the “swap” property to move item to closure.*

**8. OTHER BUSINESS**

*May cancel October 5<sup>th</sup> meeting depending on budget status.*

**9. ADJOURNMENT**

*Meeting was adjourned at 8:23pm*