



# Town of Groton - Public Works

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Public Works  
Administration  
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## Meeting Minutes - **Draft**

### Permanent School Building Committee

*Chairman Rick DeMatto, Robert J. Austin-LaFrance, Michael Doyle, Robert K. Frink, Allan Gaudet and David Russell*

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Thursday, November 21, 2013

7:00 PM

Town Hall Annex - Community Room 2

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**1. ROLL CALL**

Members Present: Chairman Rick DeMatto, Robert J. Austin-LaFrance, Michael Doyle, Robert K. Frink, Allan Gaudet and David Russell

*Staff: William Robarge, Director of School Buildings and Grounds, GPS and Stacey Leitch, Supervisor of Administration, DPW.*

*The meeting was called to order at 7:00 pm.*

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

*None.*

**3. APPROVAL OF MINUTES**

**a) September 19, 2013**

*A motion was made by Mr. Russell and seconded by Mr. LaFrance to accept the meeting minutes of September 19, 2013 as written. The motion passed unanimously.*

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

**(a) PSBC Members**

*Mr. Russell reminded the members that there will be a fund raiser breakfast for the Aluminum Falcons, the Fitch High School Robotics team, on Saturday December 7th from 8:00 - 11:00 am at the Union Baptist Church in Mystic.*

**(b) Staff**

*None.*

**5. RECEIPT OF SUBCOMMITTEE REPORTS**

**A. BOE Projects**

*Mr. Robarge indicated that the Fitch High School Roof Replacement is still on track to go out to bid in January 2014 with completion in the summer of 2014. The architect, Noyes-Vogt, has completed the re-design reflecting the lower roof pitch and the drawings are in final review. When the final plans are received from Noyes-Vogt, they will be sent out to the PSBC members so they can review them prior to the next meeting in early December. After review by members of the PSBC, the drawings will be submitted to the State Bureau of School Facilities for their review and approval. State approval is needed to receive State funds for a percentage of the project costs.*

*Mr. Robarge discussed two of the FYE 2015 projects that will be included in the FYE 2015 - 2020 BOE CIP submittal. Asbestos remediation (floor tile) at Charles Barnum Elementary School at \$445K is one and the re-lamping of the lights to LED technology for the two gymnasiums and the parking lot at Fitch High School is the other. The re-lamping project is in conformance with the Town's continued effort to increase energy efficiency and is expected to provide an investment payback in just over a year. Asbestos remediation will be included in each of the out-years of the*

*CIP, one school facility per year.*

*Mr. Robarge discussed various projects and efforts related to enhancing physical security throughout the school system.*

#### **B. Carl Cutler Middle School asphalt walkway**

*Mr. Robarge discussed the issues with the grade of the asphalt walkways that provide handicapped access to the portable classrooms at West Side and Cutler Middle Schools. The maximum grade by State standards is 5%, however in some sections the walkway grade exceeds 5%. It was noted that a Certification of Occupancy (CFO) has been issued for both facilities and they are in use. The walkways at West Side have been signed off and accepted as is. A long period of interaction with the contractor, M. Space, has not led to a resolution. The BOE still has approximately \$23,000 in retainage from the project and will issue an Owners right to do the work" letter to M. Space. This will initiate a formal 10 day notice of BOE intention to re-grade the Cutler Middle School walkway using retainage. The BOE will then have the Cutler walkway re-graded by a local contractor in early December. The cost for this is expected to be approximately \$9,000.*

### **6. UNFINISHED BUSINESS**

*Chairman DeMatto brought the members up to date on the status of getting the updated PSBC Roles and Responsibilities accepted and placed into the Town listing of authorized Agencies, Authorities, Boards, Commissions, Committees and Councils, referred to as "ABCs," replacing the current "powers and duties." It was agreed that since two members of the PSBC have resigned and that two new members may be coming on board, the Roles and Responsibilities be reviewed at the next meeting. Town staff will be asked to email copies of the Roles and Responsibilities to members prior to the next meeting.*

*Chairman DeMatto asked the Town Clerk as to the legality of members teleconferencing into PSBC meetings and was told that it is legal to do so. Based on this information and prior discussion on this subject, it was agreed by unanimous vote of the members that teleconferencing could be used but only in extreme circumstances.*

### **7. NEW BUSINESS**

*Mr. Robarge informed the members that the BOE, at its last meeting, voted to return the Fitch Middle School facility to the Town. The effective date is expected to be at the start of the next fiscal year, July 1, 2014.*

*Mr. Robarge requested two members of the PSBC to support a committee being formed to review and revise the Emergency Action Plan for the Groton School System. Chairman DeMatto and Mr. Russell will represent the PSBC with Mr. Gaudet as an alternate.*

*Chairman DeMatto indicated that the next School Facility Task Force meeting will be held on December 12, 2013.*

*Mr. Gaudet, having been sworn in, is now an official voting member of the PSBC.*

*Mr. LaFrance volunteered to take notes at future PSBC meetings.*

*Mr. Monteiro submitted his resignation from the PSBC earlier in the month due to increasing work commitments.*

*This was Mr. Frink's last meeting as a member of the PSBC. His resignation will be effective as of December 2, 2013 and is necessitated by his election to the Town Council.*

#### **a) 2014 PSBC Meeting Schedule**

*The PSBC meeting schedule for calendar year 2014 was discussed and it was agreed to keep it at the 1st and 3rd Thursday of each month. Mr. Russell made the motion to approve it, seconded by Mr. LaFrance. It passed by unanimous vote.*

**8. OTHER BUSINESS**

*The next meeting of the PSBC will be on December 5, 2013.*

**9. ADJOURNMENT**

*A motion was made by Mr. LaFrance to adjourn the meeting at 8:18 pm.*