



# Town of Groton - Public Works

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Public Works  
Administration  
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## Meeting Minutes

### Permanent School Building Committee

*Chairman Rick DeMatto, Vice-Chairman W. Gordon Lange, Robert J. Austin-LaFrance, Richard Monteiro, Robert Morrison, David Russell, and John Webster.*

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Thursday, January 3, 2008

7:00 PM

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**Special Meeting**

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**1. ROLL CALL**

Members Present: Chairman Rick DeMatto, Robert J. Austin-LaFrance, Gordon Lange, Richard Monteiro, Robert Morrison and John Webster  
Members Absent: David Russell

*Staff: Rick Norris - Project Manager - School Construction, Wes Greenleaf, Director of School Buildings & Grounds, GPS and Colleen Quattromani, Recorder.*

*Gilbane Building Company: Peter Manning - Executive Manager.*

*JCJ Architecture: Greg Smolley - Principal and Jeff Beatrice - Associate.*

*Also present: Mark Oefinger - Town Manager.*

*Beverly Washington - Chairperson, Board of Education arrived at 7:30 PM.*

*The meeting was called to order at 7:10 PM.*

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

*None.*

**3. APPROVAL OF MINUTES**

**a) December 20, 2007**

*A motion was made by Vice-chairman Lange and seconded by Mr. Monteiro to accept the meeting minutes of December 20th as written. The motion passed with one abstention by Mr. Morrison.*

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

**(a) PSBC Members**

*The PSBC joined parents, students and citizens of Groton at the open house at Northeast Academy Elementary School before the start of the meeting. The Committee reported hearing ooohs and aaahs and lots of positive feedback from the public on the new elementary school. Everyone was looking forward to their first school day in the new facility on Monday, January 7th.*

**(b) School Building Highlights (Project Team)**

**1) Budget**

*Mr. Norris told the PSBC that there were no new expenditures to report on for the Kolnaski school since the last PSBC meeting on December 20th. At Northeast Academy a light needs to be installed in the shower stall located in the Nurse's office. There was also a purchase of additional mulch for the playscape at Northeast Academy and Catherine Kolnaski.*

**2) Schedule**

*Mr. Norris told the PSBC that the COs for both elementary school buildings are expected to be in*

signed on Friday, January 4th. There will still be items, such as possible site erosion, that will need to be monitored through the winter for possible touch ups in the spring. The DPW has been assisting with sitework to prepare for the school openings on January 7th.

**(c) Catherine Kolnaski and Northeast Academy Elementary Schools**

**1. Department of Public Works staff**

Town staff, the BOE and JCJ Architecture have all been working with TS&E (Technology) set up at the elementary schools. The computer system is ready to support administrative functions such as time and attendance for the schools opening on Monday. Wireless service will be available later in the month. The "Video Furnace" which supports the digital video to the computer network arrives in two to three weeks.

**2. JCJ Architecture**

No report.

**3. Gilbane Building Company**

Mr. Manning told the PSBC that Gilbane will finish the punchlist items for the Catherine Kolnaski and Northeast Academy Elementary Schools by the end of the week. Though Gilbane Building Company's work is essentially complete on the two elementary schools their staff will be available to support any necessary call backs for any issues that may arise.

**4. Board of Education staff**

Mr. Greenleaf told the PSBC that the BOE custodial staff had been working around the clock this past month in preparation for the school openings. He noted that he has received assistance from the DPW in preparing the schools. Mr. Greenleaf also spoke of the work on setting up the Technology equipment at the two elementary schools. The two schools are on line and will share the available computer carts while work continues on programming all the new computers.

**(d) Fitch High School**

**1. Department of Public Works**

Mr. Norris is working on sending out "green sheets" (requests for building occupancy and inspection) in preparation for obtaining the CO for the Fitch High School project.

**2. JCJ Architecture**

Mr. Smolley said that JCJ is working with staff to determine what type of desk will be ordered for the reception/security area at the east end of "Main Street".

**3. Gilbane Building Company**

Gilbane performed a schedule update for the Fitch High School project since the last PSBC meeting and found that the schedule for the first two floors was in good shape while the schedule for the third floor was lagging. The critical trade contractors have all been informed and Gilbane is using selective overtime to meet the completion schedule.

Mr. Manning and staff will meet with JCJ on Friday to discuss the schedule the furniture deliveries into the construction project. There is commissioning meeting for the project scheduled next week,

**4. Board of Education staff**

Mr. Greenleaf is working on the phone system for the high school and the AT&T cable connection from Rte 215. He is working with JCJ on a report to the Bureau of School Facilities on reimbursable furniture for the Fitch project. A meeting has been scheduled with the Project Team and school staff to prepare a transition schedule for programs that will be effected through the renovation portion of the Fitch High School project.

**5. RECEIPT OF SUBCOMMITTEE REPORTS**

**(a) School Building Phase II Committee Report**

*Architecture to prepare a scope of service agreement for planning assistance for Phase II in Groton's School Building Project.*

**(b) School Opening Celebration**

*The School Opening Celebration planning group will meet on January 10th and will complete plans for the two elementary school openings and start thinking about plans for the Fitch High School project.*

**6. UNFINISHED BUSINESS**

*None.*

**7. NEW BUSINESS**

*The next meeting of the PSBC will be a special meeting on Thursday, January 17th to be held at the new Catherine Kolnaski Elementary School.*

**8. OTHER BUSINESS**

*None.*

**9. ADJOURNMENT**

*The meeting adjourned at 8:20 PM*