



# Town of Groton - Public Works

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

## 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.**

Thursday, October 4, 2007

7:00 PM

Town Hall Annex - Community Room 1

#### Regular Meeting

#### ROLL CALL

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

Staff: Rick Norris - Project Manager - School Construction and Colleen Quattromani, Recorder.

Gilbane Building Company: Peter Manning, Project Executive and Peter Scalora, Senior Project Manager.

JCJ Architecture: Greg Smolley, Principal.

Also present Mark Oefinger, Town Manager and Catherine Kolnaski, Town Councilor.

The meeting was called to order at 7:20 PM.

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

Chairman DeMatto received a letter from Mr. Ettinger of 174 Cedar Rd, Mystic dated September 25, 2007 and distributed copies to the Committee. Public Works was asked to respond to Mr. Ettinger's concerns. The Committee was told that the budget authorized by the referendum has not been exceeded. While early CM reports showed a completion date for the elementary schools as September 17th, the CM indicated that they were working with the contractors to meet the original schedule. Regarding the \$301,000 change order for the Fitch parking lot, the parking lot was approved as part of the original site plan but was bid as an alternate until it was determined that funds were available to complete the item. This alternate was accepted in early 2007 with the approval of the PSBC. In addressing the statement concerning state funding, Mr. Norris referred the Committee to the explanatory text for the School Building Project. The explanatory text states that the Catherine Kolnaski Elementary School project was eligible for a 65.71% reimbursement of eligible expenses with 55.82% expected for the school as designed. The figure for Northeast Academy Elementary School was 60% eligible expenses with just over 50% expected. The Fitch High School Addition and Renovation project also showed 60% eligible and 50% expected. Several PSBC meetings have been cancelled or moved over the course of the current project but proper procedures have been followed and the Town Clerk's office notified as required.

#### 3. APPROVAL OF MINUTES

##### a) September 20, 2007

A motion was made by Mr. LaFrance and seconded by Mr. Monteiro to accept the PSBC meeting minutes of September 20, 2007 as amended. The motion carried with one abstention by Mr. LaFrance.

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

##### (a) PSBC Members

None.

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

## 1) Budget

*Mr. Norris lead the discussion on the School Building Projects budget. He has been monitoring the State reimbursement rates, at present Northeast Academy is at 57.7%, Catherine Kolnaski is at 62.5% and Fitch High School is at 42.7%. Discussion followed on the State's school project bonding issue and Chairman DeMatto asked that subject be added as a regular agenda item for the PSBC meetings.*

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

#### 1. Department of Public Works staff

*Mayor Watson received a letter from the Board of Education chairperson, Ms. Washington requesting a review of the School Building Phase I Project including information on items of value engineering and use of the project contingencies. Public Works is preparing a response.*

*Mr. Norris reviewed the Public Works report (attached) with the project contingencies and project expenditures to date. There have been no further updates to the change order log since the last PSBC meeting on September 20th.*

*Mr. Norris attended the RTM - Public Works subcommittee meeting. The RTM - Public Works Committee voted 6 to 1 to approve the Town Council's proposal to request an additional \$500,000 to complete the Catherine Kolnaski Elementary School project. The request for additional funds will be brought to the full RTM when they meet on Wednesday, October 10th.*

*Mr. Norris conducted several tours of the School Building Project including a tour for the RTM on Saturday, September 29th and a tour for the Town's management team on Wednesday, October 3rd.*

*The sign for the Catherine Kolnaski sign has been raised.*

*Paperwork requesting review of the elementary school projects Certificate of Occupancy has been distributed and the review by one party has already returned. The Town Planner for the elementary schools has started her punchlist for project completion. Mr. Norris is ordering oil for the boilers and working on security issues for the buildings with the Police Department. At the Northeast Academy the school is locked, the construction fence is being removed and the construction trailer has been removed.*

#### 2. JCJ Architecture

*Mr. Smolley told the PSBC that the EDO53 for the Kolnaski site plan has been finalized and EDO49Rs are expected shortly.*

##### a) TS&E

*The TS&E bids will open October 16th. The package has seen a substantial increase in interest over the first bid round with contact with 11 potential bidders. JCJ is working with Gilbane on coordinating the delivery of TS&E and FF&E with the construction schedule. Contractors working in the Library have been asked to pull up their schedule to allow installation of Library equipment before the Thanksgiving break.*

#### 3. Gilbane Building Company

*Mr. Scalora, distributed the CM report (attached) for the elementary school projects. As the projects are near completion the verbal report changed from listing what has been done to the short list of what needs to be completed. The list included items such as installing appliances, toilet fixtures, the gym floor and equipment.*

*At the Catherine Kolnaski Elementary School the fire pump room needs to be completed. A written commitment has been received by the window contractor for a completion date of November 26th. The cost for the redesign of classroom 14 is lower than estimated.*

**4. Board of Education staff**

*No report.*

**(d) Fitch High School****1. Department of Public Works staff**

*Mr. Norris told the PSBC that the project team worked with consultant Fuss & O'Neil to get STC approval for the removal of a stop sign at the entrance to the Fitch High School boulevard. URS is waiting for results from their air quality tests in the renovated classrooms. Additional sampling for asbestos material may be done prior to the demolition of other wings of the existing school.*

**2. JCJ Architecture**

*Mr. Smolley reviewed a list developed with the Groton Public Schools for the TS&E package for Fitch High School. A motion was made by Mr. LaFrance and seconded by Mr. Monteiro to authorize JCJ Architecture to go to the State Bureau of School Facilities with the TS&E package for review. The motion passed unanimously.*

**3. Gilbane Building Company**

*Mr. Manning, gave the CM report (attached) for the Fitch High School Addition and Renovation project. Gilbane is evaluating the schedule to select areas of the project to target for the possible use of premium time. Main Street is one area being considered. The addition roof is tight allowing work to progress on drywall. Framing begins tomorrow on the 3rd floor. Permanent power for the mechanical and electrical systems will be on by the end of next week. The boiler room will be ready for start up the last week of October or the first week of November. The contractors are priming the walls so that ceiling grid installation may begin. Wires are being pulled for the data drop and Gilbane is working with Groton Public Schools to sequence the construction of the data room to support shared equipment with the elementary schools.*

**4. Board of Education staff**

*Reporting for Mr. Greenleaf, Mr. Norris told the PSBC that the bus drop off site will not change to the next school year.*

**5. RECEIPT OF SUBCOMMITTEE REPORTS****(a) School Building Phase II Committee report**

*Mr. Oefinger updated the PSBC on the School Building Committee Phase II discussions. The Phase II Committee is talking about the public's perception of the greatest educational needs of the community and are focused on middle schools. The group must decide soon if they will hire a consultant and what area the consultant would study.*

**(b) Commissioning Committee report**

*Dates for the Commissioning Ceremonies for the elementary schools have been tentatively set as January 12th and 26th. February 2nd is a potential backup date. The event is to be a celebration. There will be a brief half hour introduction to the facility followed by entertainment provided by students and then tours of the new schools lead by docents knowledgeable about the project.*

**6. NEW BUSINESS**

*In response to Mr. Ettinger's request for information in a letter he read to the PSBC at their meeting on September 20th, staff had the following answers; 1. No, the contingency for all three projects has not been used up. 2. No further cost overruns are expected however it is always possible that an unexpected expense may occur. 3. Currently 53% of the total expenditures on the three projects has been reimbursed.*

**P-2007-0004 2008 Permanent School Building Committee meeting schedule**

2008 Permanent School Building Committee meeting schedule

*The PSBC reviewed the tentative meeting schedule for 2008. The first meeting for July 2008 has been changed from July 3rd to July 10th. The remainder of the PSBC calendar has the Committee*

*meeting on the first and third Thursday of each month. The meetings are held at 7:00 PM at the Town Hall Annex in Community Room 1.*

**7. ADJOURNMENT**

*The meeting adjourned at 9:20 PM.*