



# 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, September 20, 2007

7:00 PM

Town Hall Annex - Community Room 1

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#### Regular Meeting

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#### 1. ROLL CALL

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

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

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

*JCJ Architecture: Scott Cerella, Principal, Greg Smolley, Principal and Jeff Beatrice, Associate.*

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

*The meeting was called to order at 7:04 PM.*

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

*Ed Ettinger, 174 Cedar Rd., Mystic - spoke of his concerns for the School Building Projects and requested a reply to several questions; 1. Have the contingency budgets for all three projects been used up? 2. What further cost overruns are expected? 3. Where do the School Building Projects stand on State reimbursements?*

#### 3. APPROVAL OF MINUTES

##### (a) September 6, 2007

*Chairman DeMatto requested several additions to the PSBC meeting minutes of September 6, 2007. Mr. Morrison made a motion seconded by Mr. Monteiro to accept the minutes as amended. The motion passed unanimously.*

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

##### (a) PSBC Members

*None.*

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

###### 1. Budget

*Mr. Norris distributed the Public Works Report (attached) and reviewed the details of the project contingencies and expenditures for each of the School Building Projects. The outstanding items in the Kolnaski cost figures are \$37,000 for anticipated other trade work for the window systems and \$55,000 for the Firepump installation. Mr. Smolley told the PSBC that the State reimbursement rate for all three projects is in the 50% range as anticipated by the Project Team. The group also reviewed the change order logs for each of the projects. Mr. Scalora spoke of the components the Project Team consider in the change order process. Mr. Norris praised Gilbane Building Co. for their contract negotiating on changes orders to maintain the project budget.*

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

**1. Department of Public Works staff**

*In updates on the elementary school projects, Mr. Norris told the PSBC that the construction trailers will be removed from the Northeast Academy site next week and landscaping will commence on that portion. Public Works continues to work with the Fire Marshall on the water issues for the site.*

*As the elementary school projects are nearing completion, Gilbane Building Company has begun staff reduction. The Project Team is preparing for "green sheets" used to prepare for the final signoff for the Certificate of Occupancy. The Town Planner will be preparing puchlists for the elementary schools projects.*

*Mr. Norris reported that the sunshades for the windows are being installed at the Media Center at Kolnaski. The architect was able to redesign the installation without additional costs or a reduction in the sunshade function.*

**2. JCJ Architecture**

*Mr. Celella spoke to the PSBC about the TS&E bid packages. The original bid packages were reexamined and have been revised so that the rebid should come within budget. The base bid and the alternates have been better delineated. The specifications will be delivered to the Board of Education and Public Works tomorrow. The package does not need to go through a new PCT review. Chairman DeMatto asked JCJ again if they felt the TS&E package would come in within budget and Mr. Celella answered in the affirmative.*

**3. Gilbane Building Company**

*Mr. Scalora distributed the CM report (attached) for the two elementary school projects. He told the PSBC that a spot safety inspection by OSHA had earned the construction crew high praises for their safety record and the clean condition of the site. Mr. Manning stated that we have now had an OSHA visit on all three sites, all with good results. The next schedule review for the elementary schools is due October 4th. Mr. Scalora said that construction crews are working hard with extra hours during the week and full days Saturdays on their own time. The January 7th opening of the two elementary schools is still on track. Gilbane has had meetings with their MEP coordinator and JCJ Architecture's consultant CES to discuss expectations and the time line for commissioning activities. Gilbane is coordinating the FF&E deliveries which are scheduled for between November 5th and December 15th with JCJ's interior designer. Gilbane is also working on plans to secure the buildings once construction crews have finished with the projects.*

**4. Board of Education staff**

*Mr. Greenleaf continues to conduct teacher tours of the new elementary school facilities. He also continues work with JCJ Architecture on the TS&E package. Phone service has been ordered for the two new elementary schools.*

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

*Mr. Norris reported several room modifications in the Fitch Addition and Renovation project which have resulted in no costs to the project. The door to the principal's office has been moved and the function of a records room has been changed. The testing for air quality following a dust complaint takes place tomorrow.*

**2. JCJ Architecture**

*Mr. Celella told the Committee that JCJ is preparing the TS&E bid documents for the Fitch project. The documents will be taken to the State PCT review then come back to the Board of Education and the PSBC before the package is placed out to bid.*

**3. Gilbane Building Company**

*Mr. Manning, distributed the CM report (attached) for the Fitch Addition and Renovation project and passed around new project photos for the PSBC. The project schedule update shows the*

*project on target to meet the desired end date. Masonry work on the exterior is nearly complete. Window installation has begun and drywall on the lower level is underway. Mr. Manning is working with Mr. Greenleaf and principal Bacewicz on planning the use of swing space in the old section of Fitch once the Addition has opened. URS, the abatement consultant, is reviewing what demolition work can be done before the end of the school year.*

#### **4. Board of Education staff**

*Mr. Greenleaf is working on planning for the transition from log on to wireless technology in the old to new sections of the high school. He is also working on a displaced programs plan to assist with the sequencing of the renovations portion of the Fitch project. Mr. Greenleaf reported that parking lot lights are operational and adequate for the site this year.*

#### **5. RECEIPT OF SUBCOMMITTEE REPORTS**

##### **(a) School Building Phase II Committee report**

*In the absence of Vice-chairman Lange and Mr. Webster, the PSBC representatives for the Phase II Committee, Mr. Greenleaf updated the group on the most recent discussions. It has been agreed that the Town needs two middle schools. The middle schools will have six teams each consisting of two teams per grade level. The Phase II Committee will now consider whether Cutler Middle School maybe renovated or if a new school on the site is an option.*

##### **(b) Commissioning Committee report**

*Chairman DeMatto noted for the company that the Commissioning Committee is a working group made up of members of elected or appointed Town committees to plan opening ceremonies for the new schools. Their first planning meeting is scheduled for Tuesday, October 2nd, at 5:00 PM and will be held at the Board of Education building on Flanders Rd. in classroom 19.*

#### **6. NEW BUSINESS**

*Chairman DeMatto requested a response from staff to Mr. Ettinger's concerns for the School Building Projects. The next meeting of the PSBC is the regular meeting on Thursday, October 4th.*

#### **7. ADJOURNMENT**

*The meeting adjourned at 8:55 PM.*