



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.

Thursday, December 20, 2007

7:00 PM

Town Hall Annex - Community Room 1

Regular Meeting

1. ROLL CALL

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

Members Absent: Robert Morrison and David Russell

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

Gilbane Building Company: Peter Manning, Project Executive.

JCJ Architecture: Jeff Beatrice, Associate.

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

Mr. LaFrance arrived at 7:30 PM.

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) Meeting Minutes of December 6, 2007.

A motion was made by Mr. Webster and seconded by Vice-chairman Lange to accept the minutes of December 6th as written. 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 and reviewed the Public Works report with the Committee. The contingency for the Catherine Kolnaski Elementary School is nearly spent. Construction of the two elementary schools is nearly complete and the Project Team is working on closing out some of the contracts. The State has six months from the end of construction to audit the projects.

2) Schedule

The two new elementary schools are on schedule to open as planned. The Project Team is working on obtaining COs (Certificates of Occupancy). The Town Planner for the elementary schools gave the Project Team a list of site items, including checking for top soil, seeding and erosion issues, which must be completed this spring. The Town Building Inspector also had a few

items to be addressed.

(c) Catherine Kolnaski and Northeast Academy Elementary Schools

1. Department of Public Works staff

Mr. Norris told the Committee that the DPW and BOE shared snow and ice removing duties at Catherine Kolnaski and Northeast Academy Elementary schools following last weeks storms. The DPW also assisted the BOE in the move in at the two new schools by moving "attic" inventory, spare parts to be used later for replacements or repairs, to the former Groton Heights School building.

In an update on the TS&E (Technology) for the two new elementary schools, Mr. Norris told the PSBC that the schools would have landline service for the school openings with wireless service available later in January.

2. JCJ Architecture

Mr. Beatrice had a mockup of the dedication plaque. The date on it will be changed to January 2008. The PSBC had a consensus to move forward with the dedication plaque as approved.

3. Gilbane Building Company

Mr. Manning distributed the CM report for the two elementary school projects. At Northeast Academy construction is complete. The security systems and the fire alarm system are running and the BOE maintenance staff will be trained on them next week. The cleaners will need to come back after the furniture delivery is complete for a final wipe down. At the Catherine Kolnaski school the final windows are being installed on the entrance way and Cafetorium. The electrician is interfacing the fire alarm system with the Poquonnock Bridge Fire Department. The security system and the PA system are up and running. Both schools are on schedule for opening.

4. Board of Education staff

Mr. Greenleaf told the PSBC that teachers were working half-days setting up their new classrooms. The school maintenance staff will secure shelving if necessary so that the teachers could move in their supplies. School staff is being trained on the phone system Friday. Ledge Light is scheduled to inspect the kitchens to allow the January 3rd Parent Open House scheduled for that evening.

Mr. Greenleaf also spoke about the Technology for the two elementary schools. The Promethian Boards will not be hung until the projectors arrive and are installed. The PSBC was told that 140 computers were at the BOE Administration building being programmed and that the Town Manager sent members of the Town's IT Department to assist.

(d) Fitch High School

1. Department of Public Works

Mr. Norris told the PSBC that the Project Team would meet with the Town Planner for the Fitch High School project on Friday to discuss the CO/ TCO. The TS&E (Technology) bid evaluation is in for the Fitch project and DPW and the contractor assembled a spreadsheet for the BOE. The video furnace was ordered and must be installed as it will service the elementary schools.

The URS asbestos sampling report is due in mid-January and will be used to complete the application to the State Department of Health for asbestos abatement in the spring.

2. JCJ Architecture

No report.

3. Gilbane Building Company

Mr. Manning distributed the CM report for the Fitch High School Addition and Renovation project. Gilbane continues to evaluate the schedule to identify critical activities and potential candidates for overtime. Mr. Manning gave a floor by floor update on the Addition project. The

first floor is nearly complete, on the second floor ceiling work started and flooring and lockers beginning next week. On the third floor construction is in the final stages of drywall. The greenhouse is complete so the courtyard is being sealed off. Ceiling work begins next. Work continues in the "Main Street" area on Glass and Glazing.

JCJ has given Gilbane a draft of the furniture delivery to work into the construction schedule. Mr. Manning continues to met with the DPW, GPS and the principal to schedule construction activities for the spring and summer breaks.

4. Board of Education staff

Mr. Greenleaf confirmed that the opening of the Fitch High School Addition is on schedule. The lab being donated by Pfizer will open later. Mr. Greenleaf and his staff are working on integrating the PA systems. As discussed at the last meeting heating costs have been high with the building not sealed and the need to use outside air for circulation in the Addition.

5. RECEIPT OF SUBCOMMITTEE REPORTS

(a) School Building Phase II Committee Report

No report, last meeting was cancelled due to snow.

(b) School Opening Celebration

Chairman DeMatto repeated the plans for the celebration ceremonies for Catherine Kolnaski and Northeast Academy Elementary Schools. The ceremony for Catherine Kolnaski is Saturday, January 26th and the ceremony for Northeast Academy is Saturday, February 2nd. The snow date for the events is Saturday, February 9th. The ceremonies will feature student choirs and tours of the new facilities.

6. UNFINISHED BUSINESS

1. Dedication Plaque

see JCJ report for Catherine Kolnaski and Northeast Academy Elementary Schools

7. NEW BUSINESS

None.

8. OTHER BUSINESS

None.

9. ADJOURNMENT

The meeting adjourned at 8:30 PM.