



Town of Groton - Public Works

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Public Works
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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 21, 2006

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 Robert Morrison

Members Absent: David Russell and John Webster

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 and Peter Scalora, Senior Project Manager.

JCJ Architecture: Scott Ceella, Principal.

Also present Catherine Kolnaski, Town Councilor and Robert Peruzzotti, Board of Education Liaison.

The meeting was called to order at 7:04 pm.

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

None.

3. APPROVAL OF MINUTES

a) December 7, 2006

A motion was made by Mr. Morrison and seconded by Vice-Chairman Lange to accept the meeting minutes of December 7, 2006 as written. The motion passed with one abstention by Mr. Monteiro.

4. COMMUNICATIONS AND REPORTS (other than Subcommittee reports)

(a) PSBC Members

None.

(b) Catherine Kolnaski and Northeast Academy Elementary Schools

1) Gilbane Building Company

Mr. Scalora told the PSBC that a comprehensive schedule review was performed on the elementary school projects. The review incorporated all the trade contractor submittals, shop drawings and material delivery dates. The Northeast Academy Elementary School project still shows a completion date of August 31, 2007. The Catherine Kolnaski Elementary School is showing a completion date of September 14, 2007. Gilbane is reviewing methods to ensure an August 31st completion date. One is the use of contingency funds for premium time work or back shift work for selected trades.

2) JCJ Architecture

Mr. Ceella said that JCJ Architecture participates in interactive meetings with Gilbane on specific areas of concern and reminded the PSBC that JCJ has a person on site to assist with

document review and modifications to plans when needed.

Mr. Cerella moved on in his discussion to talk about FF&E, (Furniture, Fixtures and Equipment), the next phase in JCJ's school design. A package was distributed that showed the layout of each room with a draft preliminary list of equipment found in the room. The detailed lists specify the number, style and manufacturer of each item to be purchased for the room. The FF&E package will need approval by the PSBC and the Board of Education, prior to presenting to BSF on January 31, 2007. A draft Electronics Package will be presented to the PSBC at their next meeting January 18, 2007. JCJ Architecture is also working on an outdoor signage plan which needs approval by the Planning Department.

3) Board of Education staff

Mr. Greenleaf spoke for some time about the development of the school calendar. A contingency plan for the students who will attend the Catherine Kolnaski Elementary School will be needed if the completion date for that school cannot be moved up to August 31st soon. School district wide cannot begin as late as September 14th because the State requires a certain number of educational days and time must be allowed for snow days. Mr. Greenleaf said the interim plan will be a challenge. The school calendar for 2007/08 will be set by mid-February.

Mr. Greenleaf told the PSBC that school staff have spent many hours and held 18 meetings so far in planning the FF&E package and feel they are close to completion. He said the group is working with technology consultant Mike Kerwin to decide the type and number of computers for the classrooms. The Committee was also told of the generous donation by Thames Valley of some fiber optics to the school building projects which will save the projects thousands of dollars.

4) Department of Public Works staff

Following the conversation on next year's school schedule, Mr. Norris told the Committee that Gilbane, JCJ, the Department of Public Works and School staff have been working together as a team to look ahead and address potential problems early in the projects. Mr. Norris is also working on administrative tasks for the elementary school projects such as the audit trail for the Grant reimbursement.

Mr. Norris has given tours of the school construction sites to several Town Councilors and RTM members including Mayor Watson, Jim Streeter and John Scott. The projects also had an unusual visitor sponsored by Barbara Strother of the Economic Development Office named Flat Stanley. Mr. Stanley is traveling to points of interest around the country and has now been photographed at Groton's school building sites.

In other news on the elementary school projects, Mr. Norris informed the Committee that the dedication for the Catherine Kolnaski Elementary School will be held Friday, January 19th.

(c) Fitch High School

1) Gilbane Building Company

Mr. Manning provided the Committee with an update on the construction progress at Fitch High School. Mass excavation is complete, concrete work should be complete in four weeks and steel construction is expected to start as scheduled. The waterline is installed and will be turned on during the holiday break. Work on the stormdrains is ongoing, the sitework contractor will be working on the detention basin walls over the next several weeks.

In Purchasing, only the Landscape Package remains to be finalized after the Notice to Proceed has gone out for the Elevators and Toilet Partitions.

2) JCJ Architecture

None.

3) Board of Education staff

Mr. Greenleaf is working on plans for relocating classes such as Home Economics and Tech during the renovations of the old class room wings during the next school year.

4) Department of Public Works staff

In updates on the Fitch High School Addition and Renovation project, Mr. Norris told the PSBC that plans showing site modifications required by the STC have been filed with the Town. Mr. Norris has been working with Gilbane, the Town Building Inspector and Planning to look ahead in the projects to items such as the certificate of occupancy and zoning compliance. Mr. Norris will join JCJ Architecture when they go before the Planning Commission for review of signage for all of the schools in February. In January the PSBC will get the recommendations for the Parking Lot package for the High School. Mr. Norris is working on Change Orders and cost reports for all three building projects and has attended meeting for Phase II of the School Building Project.

5. UNFINISHED BUSINESS

None.

6. NEW BUSINESS

None.

7. OTHER BUSINESS

The PSBC meeting for January 4, 2007 has been cancelled, the PSBC will next meet at their regularly scheduled meeting on Thursday, January 18th.

8. ADJOURNMENT

The meeting was adjourned at 9:10 pm.