



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, November 1, 2007

7:00 PM

Town Hall Annex - Community Room 1

Regular Meeting

1. ROLL CALL

Members Present: Robert J. Austin-LaFrance, Gordon Lange, Richard Monteiro, David Russell and John Webster

Members Absent: Chairman Rick DeMatto and Robert Morrison

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: Greg Smolley, Principal and Jeff Beatrice, Associate.

Also present: Mark Oefinger, Town Manger and Catherine Kolnaski, Town Councilor.

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

Mr. Webster arrived at 7:20 PM.

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

None.

3. APPROVAL OF MINUTES

a) October 18, 2007

A motion was made by Mr. LaFrance and seconded by Mr. Russell to accept the meeting minutes of October 18, 2007 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 reviewed the current contingency levels for the three School Building Projects. The Project Team is reviewing the Kolnaski budget now that the supplemental appropriations has been approved for the project. An update on the Kolnaski budget will be provided at the next meeting of the PSBC.

2. State Bonding

The State Bonding referendum has passed and the Town has been informed that the Governor will sign the legislation allowing payments in as little as two weeks for the Town's reimbursables.

3. Project Completion

Mr. Norris said that a number of "green sheets" for the certificate of occupancy for the elementary schools have been returned. The sign offs from the Fire Marshall, Planning Department, Building Inspection and Ledge Light Health District are outstanding. The Planning Department had a number of items that need to be addressed including landscaping which is now complete and traffic flow in the Northeast Academy parking lot. Gilbane Building Company is working on a list of incomplete work and JCJ is creating a punchlist of deficiencies for the elementary schools. The Project Team is reviewing the project records and plans in preparation for the State audit. The Town is also working on completing the State required DAS reports which grade the performance of the project contractors.

(c) Northeast Academy and Catherine Kolnaski Elementary Schools

1. Department of Public Works staff

In his report Mr. Norris said that Town staff and JCJ Architecture had a positive meeting with the Fire Marshall on the water issue for Northeast Academy Elementary School and will provide additional information for his review. The Project Team is working on the placement of the water fountain near the Gymnasium at Northeast Academy. The fire pump at Catherine Kolnaski is scheduled for testing soon. Window installation at Kolnaski is progressing with work on the curtainwall in the Cafetorium and entrance windows.

2. JCJ Architecture

JCJ Architecture is reviewing the bids received for the TS&E (Technology) package. The initial review of the bids show them over budget but an analysis of the list of alternates has brought the package back into budget.

Mr. Smolley told the PSBC that JCJ has adjusted the FF&E (Furniture, Fixtures, and Equipment) schedule to fit the construction schedule for the elementary school projects.

JCJ also continues to work on the EDO53 to establish the project site boundaries with the State and insure the maximum reimbursement for the State grant for the Catherine Kolnaski Elementary School project.

3. Gilbane Building Company

Mr. Scalora gave the CM report (attached) for the elementary school projects. At Northeast Academy, the electrical work for the fire alarm and security system need to be completed. Once electrical work is complete the elevator will be inspected. Mr. Scalora told the PSBC that Gilbane is well into punchlist items at Northeast and are doing touchups around the building. At Catherine Kolnaski window installation is the last bulk activity to performed. The fire pump is being assembled and will be tested soon. Commissioning work is well underway and Mr. Scalora estimated the project is three to four weeks away from completion of construction activities.

4. Board of Education staff

Mr. Greenleaf told the PSBC that his staff is installing promethian (electronic smart) boards and working on the voice enhancement systems in the classrooms at the elementary schools. Mr. Greenleaf and staff continue to work on plans for the FF&E installation schedule with the Team to allow maximum time to move into and set up the two schools.

(d) Fitch High School

1. Department of Public Works staff

Mr. Norris told the Committee that the Project Team is reviewing the project for areas which may need premium work for the Addition portion of the Fitch High School project.

2. JCJ Architecture

Mr. Smolley told the Committee that the FF&E package for the Fitch High School Addition has been ordered and scheduled into the construction project.

3. Gilbane Building Company

Mr. Manning gave the CM report (attached) for the Fitch High School Addition and Renovation project. A schedule update will be done before the next PSBC meeting but the last update showed the project tracking on schedule. Gilbane continues to review the project to identify areas that may require judicious use of premium time. At this time the Glass and Glazing contractor is working some overtime as this work affects other parts of the project. Drywall finishing and finishings around the window will require some premium time due to the timing of the window installation. The sitework contractor is working on items which need to be completed before the cold weather. Boiler startup is next week and the building should have temporary heat in a week.

Mr. Manning said the meetings with the principal, GPS and DPW have been very productive in planning for the Renovation portion of the Fitch High School project.

4. Board of Education staff

Mr. Greenleaf is working with JCJ and Mr. Norris on the speech amplification system for classrooms at Fitch High School. The Team is also investigating the ability to interface with the old security and communication systems with the new equipment. Mr. Greenleaf had a concern regarding access to the roof top equipment for maintenance which JCJ has just resolved.

5. RECEIPT OF SUBCOMMITTEE REPORTS

(a) School Building Phase II Committee report

No meeting. No report.

(b) School Opening Celebration

No meeting. No report.

6. NEW BUSINESS

Vice-chairman Lange said the PSBC might cancel the next regular scheduled meeting of the PSBC on November 15th if no new developments arise for the School Building Projects.

7. OTHER BUSINESS

1. Dedication Plaque

JCJ Architecture discussed possible layouts for the dedication plaques for the School Building Projects. The Committee viewed photos of plaques from previous Town building projects.

8. ADJOURNMENT

The meeting adjourned at 8:30 PM.