

20 LOCAL ACTIONS & APPROVALS

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20.1 Certified Local Actions & Approvals

Florence Roche Elementary School Building Committee

145 Main Street Groton, MA 01450 | www.gdrsd.org

December 16, 2020

Ms. Diane Sullivan
Senior Capital Program Manager
40 Broad Street, Suite 500
Boston, Massachusetts 02109

Dear Ms. Sullivan:

The Florence Roche Elementary School Building Committee (“SBC”) has completed review of the Schematic Design Submittal for the Florence Roche Elementary school project and voted to approve and authorize the OPM to submit the Schematic Design related submittals to the MSBA for consideration on December 15, 2020. A certified copy of the SBC meeting minutes, which includes the specific language of the vote and the number of votes in favor, opposed and abstained, are attached.

The SBC held 11 meetings regarding the Florence Roche Elementary school project since the MSBA Board of Directors approved the District to proceed into Schematic Design on June 24, 2020.

07/14/2020	6:00pm	Virtual Meeting – Via Zoom
Call to Order		No action required/taken
Approval of Minutes from 06/23/2020		Motion taken/ Minutes approved
Vote to Approve Invoices/ Commitments approved		Roll call taken, Leftfield & SGA Invoices approved
HVAC Approach		No action required/ taken
LEED vs. MA-CHPS		Motion taken/ LEED approved
Look-Ahead Project Schedule/ Work Plan		No action required/ taken
Communication/ Outreach Update		No action required/ taken
Building Committee Roster		No action required/ taken
Next Meeting Schedule		Confirmed 07/28/20 Meeting
Public Comment		None
New Business		None

07/28/2020	6:00pm	Virtual Meeting – Via Zoom
Call to Order		No action required/taken
Approval of Minutes from 07/14/2020		Motion taken/ Minutes approved
Civil Design Presentation		No action required/ taken
Landscape Design Presentation		No action required/ taken
Exterior Building Study		No action required/ taken

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Module 4 – Schematic Design

Florence Roche Elementary School Building Committee

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Proprietary Items Discussion	No action required/ taken
HVAC Decision	Motion taken/ HVAC Option 1 – Displacement Ventilation with VAV Approved
Communication/ Outreach Update	No action required/ taken
Next Meeting Schedule	Confirmed 08/11/20 Meeting
Public Comment	None
New Business	None

08/11/2020 6:00pm Virtual Meeting – Via Zoom

Call to Order	No action required/taken
Approval of Minutes from 07/28/2020	Motion taken/ Minutes approved
Vote to Approve Invoices/ Commitments approved	Roll call taken, Leftfield & SGA Invoices
Exterior Building Discussion	No action required/ taken
Look-Ahead Project Schedule/ Work Plan	No action required/ taken
Communication/ Outreach Update	No action required/ taken
Next Meeting Schedule	Confirmed 08/25/20 Meeting
Public Comment	None
New Business	None

08/25/2020 6:00pm Virtual Meeting – Via Zoom

Call to Order	No action required/taken.
Approval of Minutes from 08/11/2020	Motion taken/ Minutes approved
Exterior Building Discussion	No action required/ taken
Look-Ahead Project Schedule/ Work Plan	No action required/ taken
Communication/ Outreach Update	No action required/ taken
Next Meeting Schedule	Confirmed 09/08/20 Meeting
Public Comment	None
New Business	None

09/08/2020 6:00pm Virtual Meeting – Via Zoom

Call to Order	No action required/taken.
Approval of Minutes from 08/25/2020	Motion taken/ Minutes approved
Vote to Approve Invoices/ Commitments approved	Roll call taken, Leftfield & SGA Invoices
OPM Project Manager Discussion	No action required/ taken
Exterior Building Discussion	No action required/ taken
Floor Plan Update	No action required/ taken
Look-Ahead Project Schedule/ Work Plan	No action required/ taken
Communication/ Outreach Update	No action required/ taken

Florence Roche Elementary School Building Committee

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Next Meeting Schedule	Confirmed 09/22/20 Meeting
Public Comment	None
New Business	None

<u>09/22/2020</u>	<u>6:00pm</u>	<u>Virtual Meeting – Via Zoom</u>
Call to Order		No action required/taken.
Approval of Minutes from 09/08/2020		Motion taken/ Minutes approved
Code Review		No action required/ taken
Exterior Building Discussion		No action required/ taken
Material Plan		No action required/ taken
Review of Project Budget		No action required/ taken
Look-Ahead Project Schedule/ Work Plan		No action required/ taken
Communication/ Outreach Update		No action required/ taken
Swallow Union Discussion		No action required/ taken
Next Meeting Schedule		Confirmed 10/13/20 Meeting
Public Comment		None
New Business		None

<u>10/13/2020</u>	<u>6:00pm</u>	<u>Virtual Meeting – Via Zoom</u>
Call to Order		No action required/taken.
Approval of Minutes from 09/22/2020		Motion taken/ Minutes approved
Vote to Approve Invoices/ Commitments approved		Roll call taken, Leftfield & SGA Invoices
Review of Project Budget		No action required/ taken
Look-Ahead Project Schedule/ Work Plan		No action required/ taken
Communication/ Outreach Update		No action required/ taken
Next Meeting Schedule		Confirmed 10/27/20 Meeting
Public Comment		None
New Business		None

<u>11/10/2020</u>	<u>6:00pm</u>	<u>Virtual Meeting – Via Zoom</u>
Call to Order		No action required/taken.
Approval of Minutes from 10/13/2020		Motion taken/ Minutes approved
Vote to Approve Invoices/ Commitments approved		Roll call taken, Leftfield & SGA Invoices
BRR #4 & Leftfield Amendment #1		Roll call taken, BRR #4 & Leftfield Amendment #1 approved
Review of Project Budget/ 3011		No action required/ taken
Adding Windows to Classrooms		No action required/ taken
Environmental Health Approach		No action required/ taken
Schematic Design Table of Contents		No action required/ taken

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Module 4 – Schematic Design

Florence Roche Elementary School Building Committee

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Look-Ahead Project Schedule/ Work Plan	No action required/ taken
Communication/ Outreach Update	No action required/ taken
Next Meeting Schedule	Confirmed 11/24/20 Meeting
Public Comment	None
New Business	None

11/24/2020 6:00pm Virtual Meeting – Via Zoom

Call to Order	No action required/taken.
Approval of Minutes from 11/10/2020	Motion taken/ Minutes approved
Project Budget	Motion taken/ Track approved to incorporate into Schematic Design
IG CM-R Application Review	No action required/taken
IG CM-R Sub-Committee Review	No action required/taken
Communication/ Outreach Update	No action required/ taken
Next Meeting Schedule	Confirmed 12/08/20 Meeting
Public Comment	Reference Meeting Minutes
New Business	None

12/08/2020 6:00pm Virtual Meeting – Via Zoom

Call to Order	No action required/taken.
Approval of Minutes from 11/24/2020	Motion taken/ Minutes approved
Vote to Approve Invoices/ Commitments approved	Roll call taken, Leftfield & SGA Invoices
IG CM-R Sub-Committee Review	Motion taken/ Sub-Committee Approved
CPA Applications GDRSD Discussion	No action required/ taken
Community Feedback-Deluxe Corp. Site	No action required/ taken
Look-Ahead Project Schedule/ Work Plan	No action required/ taken
Communication/ Outreach Update	No action required/ taken
Next Meeting Schedule	Confirmed 12/15/20 Meeting
Public Comment	Reference Meeting Minutes
New Business	None

12/15/2020 6:00pm Virtual Meeting – Via Zoom

Call to Order	No action required/taken.
Approval of Minutes from 12/08/2020	Motion taken/ Minutes approved
Vote to Approve Invoices/ Commitments approved	Roll call taken, Leftfield & SGA Invoices
Vote to approve DESE Submittal	Roll call taken, DESE Submission approved
Vote to approve Schematic Design/ Module 4 MSBA Submission	Roll call taken, Schematic Design Submission approved

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Module 4 – Schematic Design

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Florence Roche Elementary School Building Committee

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Look-Ahead Project Schedule/ Work Plan	No action required/ taken
Communication/ Outreach Update	No action required/ taken
Next Meeting Schedule	Confirmed 01/12/2021 Meeting
Public Comment	None
New Business	None

In addition to the SBC meetings listed above, the District held 3 public meetings, which were posted in compliance with the Open Meeting Law, at which the Florence Roche Elementary school project was discussed.

Groton-Dunstable School Committee Meeting (only applicable agenda items listed)

09/23/2020 7:00pm Virtual Meeting on Zoom
Florence-Roche Elementary School Building Project Update presented by Studio G & Leftfield

10/28/2020 7:00pm Virtual Meeting on Zoom
Florence-Roche Elementary School Building Project Update presented by Studio G & Leftfield

Groton Select Board Meeting (only applicable agenda items listed)

10/05/2020 7:15pm Virtual Meeting on Zoom
Florence-Roche Elementary School Building Project Update presented by Studio G & Leftfield

Agenda's and meeting minutes for the above listed meetings are available for public viewing electronically via the following links:

For SBC information: <https://www.florencerocheproject.org/agendas---meeting-minutes>

For SC information: <http://gdrsd.org/school-committee/>

Presentation materials for each of the above listed meetings are available for public review by contacting the Groton-Dunstable Regional School District Department.

To the best of my knowledge and belief, each of the meetings listed above complied with the requirements of the Open Meeting Law, M.G.L. c. 30A, §§ 18-25 and 940 CMR 29 et seq., and as amended by executive order on March 12, 2020.

If you have any questions or require any additional information, please contact Eileena Long via email at ELong@leftfieldpm.com

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Module 4 – Schematic Design

Florence Roche Elementary School Building Committee

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By signing this Local Action Certification, I hereby certify that, to the best of my knowledge and belief, that the information supplied by the District is true, complete and accurate.

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By: _____

Title: Chief Executive Officer

Date: 12/16/2020

By: _____

Title: Superintendent of Schools

Date: 12/16/2020

By: _____

Title: Chair of the School Committee

Date: 12/16/2020

20.2 School Building Committee Meetings

Florence Roche Elementary School Building Committee

145 Main Street Groton, MA 01450 | www.gdrsd.org

December 16, 2020

I hereby attest that this is a true and duly certified copy of the Florence Roche Elementary School Building Committee minutes of:

07/14/2020
07/28/2020
08/11/2020
08/25/2020
09/08/2020
09/22/2020
10/13/2020
11/10/2020
11/24/2020
12/08/2020
12/15/2020-DRAFT

A True Copy Attest:



Mark Haddad
Florence Roche Elementary School Building Committee
Groton Town Manager

20.3 School Building Committee Certified Meeting Notes

The meeting minutes for all Florence Roche Elementary School Building Committee (SBC) meetings and Project-related School Committee Meetings noted in the Local Action and Approval Certification letter are included in Appendix 21/20.3 School Building Committee Certified Meeting Notes.

20.4 School Building Committee Meeting Materials

The presentation materials for all Florence Roche Elementary School Building Committee (SBC) meetings and Project-related School Committee Meetings noted in the Local Action and Approval Certification letter are included in Appendix 21/20.4 School Building Committee Meeting Materials.