

7 LOCAL ACTIONS & APPROVALS

7.1	Certified Copies of SBC Meeting Information & Presentation Materials	1
7.2	Local Actions & Approvals Certification	1
7.3	Approval & Public Notification of School Configuration Changes	1

INTRODUCTION
1

EDUCATIONAL
PROGRAM
2

INITIAL SPACE
SUMMARY
3

EVAL. OF EXISTING
CONDITIONS
4

SITE DEVELOPMENT
REQUIREMENTS
5

PRELIMINARY EVAL.
OF ALTERNATIVES
6

LOCAL ACTIONS
& APPROVALS
7

APPENDIX
8



7.1 Certified Copies of SBC Meeting Information & Presentation Materials

The meeting minutes for all School Building Committee (SBC) meetings and Project-related School Committee Meetings noted in the Local Action and Approval Certification letter are included in Appendix 8/7.1.

Please note that on January 28, 2020, the SBC convened a posted SBC Meeting and approved the submission of the PDP to the MSBA for review and consideration. A certified copy of the January 28, 2020 SBC meeting minutes will be forwarded under separate cover to the MSBA following approval at the next scheduled SBC meeting.

7.2 Local Actions & Approvals Certification

The attached Local Action and Approval Certification has been executed by the Dr. Laura Chesson, Chief Executive Officer and Superintendent of Schools, as well as Marlena Gilbert, School Committee Chair.

7.3 Approval & Public Notification of School Configuration Changes

There are no planned school configuration changes.

INTRODUCTION
1

EDUCATIONAL
PROGRAM
2

INITIAL SPACE
SUMMARY
3

EVAL. OF EXISTING
CONDITIONS
4

SITE DEVELOPMENT
REQUIREMENTS
5

PRELIMINARY EVAL.
OF ALTERNATIVES
6

LOCAL ACTIONS
& APPROVALS
7

APPENDIX
8

Florence Roche Elementary School Building Committee

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

January 28, 2020

Mary Pichetti
Director of Capital Planning
40 Broad Street
Boston, Massachusetts 02109

Re: Groton-Dunstable; Florence Roche Elementary School Feasibility Study
Module 3 - Local Actions and Approval Certification

Dear Ms. Sullivan:

The Florence Roche Elementary School Building Committee ("SBC") has completed its review of the Feasibility Study - Preliminary Design Program ("PDP") for the Florence Roche Elementary School project (the "Project"), and on January 28, 2020 the SBC voted to approve and authorize the Designer and Owner's Project Manager to submit the Feasibility Study related materials to the MSBA for its consideration. A certified copy of the SBC meeting minutes from December 4, 2018 through January 14, 2020 is attached for record along with a draft copy of the January 28, 2020 meeting minutes which includes the specific language of the vote and the number of votes in favor, opposed, and abstained. A certified copy of the SBC January 28, 2020 meeting minutes will be forwarded following approval at the next scheduled SBC meeting.

Since the MSBA's Board of Directors invited the District to conduct a Feasibility Study on February 15, 2017, the SBC has held 20 meetings regarding the proposed project, in compliance with the state Open Meeting Law.

The following is a summary of Florence Roche SBC meetings held to discuss and/or present to the public material related to the Project since the Committee's inception. Where no action was required or taken, or where discussion is noted, please refer to the attached meeting minutes for additional detail. Notice for each meeting was posted at the Groton-Dunstable School Department office and on the Town's public meeting calendar website.

12/04/2018 6:30pm Groton-Dunstable Regional Central Office 344 Main St. Door 8

Call to Order	No action required/taken.
Introductions & Organization	No action required/taken.
Overview of the Building Committee	No action required/taken.
Nominations for SBC Chair Solicited	Motion carried unanimously
MSBA Process Reviewed	No action required/ taken.
OPM Sub-Committee Established	No action required/ taken.
New Business	None.

01/15/2019 6:30pm Groton-Dunstable Regional Central Office 344 Main St. Door 8

Call to Order	No action required/taken.
Introductions with Skill Sets	No action required/taken.
MSBA Process Reviewed	No action required/taken.
OPM RFS Update	No action required/taken.
MSBA Historical Data Reviewed	No action required/taken.

Massachusetts School Building Authority

- 3D-1-

Module 3 – Feasibility Study

Florence Roche Elementary School Building Committee

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

	Next Meeting Date	Determined to be 1/29/19.
	New Business	None.
<hr/>		
01/29/2019	6:00pm	Groton-Dunstable Regional Central Office 344 Main St. Door 8
	Call to Order	No action required/taken.
	Review of OPM RFS List & Packages	No action required/taken.
	Review of OPM RFS Schedule	No action required/taken.
	Approval of OPM RFS	Motion taken/ RFS approved
	Next Meeting Date	Determined to be 2/12/19.
	New Business	None.
<hr/>		
02/12/2019	6:00pm	Groton-Dunstable Regional Central Office 344 Main St. Door 8
	Call to Order	No action required/taken.
	Review of OPM Score Sheets	No action required/taken.
	Identify Short List Candidates	No action required/taken.
	Distribution of Short List Candidates	
	Reference Call Assignments	No action required/taken.
	Review and Finalize Questions for Reference Calls	No action required/taken.
	Draft OPM Contract Language & Services Reviewed	No action required/taken.
	Vote to approve 1/15/19 Meeting Minutes	Motion taken/ minutes approved
	New Business	None.
<hr/>		
02/13/2019	6:00pm	Groton-Dunstable Regional Central Office 344 Main St. Door 8
	Call to Order	No action required/taken.
	OPM RFS Contract Review & Approval	No action required/taken.
	Vote to approve 1/15/19 Meeting Minutes	Motion taken/ minutes approved
	New Business	None.
<hr/>		
02/26/2019	3:30pm	Groton-Dunstable Regional Central Office 344 Main St. Door 8
	Call to Order	No action required/taken.
	Review Reference Call Matrix/Information	No action required/taken.
	Short List Candidate Interviews	No action required/taken.
	New Business	None.
<hr/>		
03/12/2019	6:00pm	Groton-Dunstable Regional Central Office 344 Main St. Door 8
	Call to Order	No action required/taken.
	Review of Final Negotiated Contract with OPM To be Presented to School Committee	No action required/taken.
<hr/>		
03/19/2019	6:00pm	Groton-Dunstable Regional Central Office 344 Main St. Door 8
	Call to Order	No action required/taken.
	OPM RFS – Update	No action required/taken.
	Designer RFS – Update	No action required/taken.
	Marketing and PR Team	Motion Taken/ Team Approved
	New Business	None.

INTRODUCTION	1
EDUCATIONAL PROGRAM	2
INITIAL SPACE SUMMARY	3
EVAL. OF EXISTING CONDITIONS	4
SITE DEVELOPMENT REQUIREMENTS	5
PRELIMINARY EVAL. OF ALTERNATIVES	6
LOCAL ACTIONS & APPROVALS	7
APPENDIX	8

Florence Roche Elementary School Building Committee

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

05/14/2019	6:00pm	Groton-Dunstable Regional Central Office 344 Main St. Door 8
Call to Order		No action required/taken.
Invoices example reviewed		No action required/taken.
Introduction of OPM		No action required/taken.
RFS Process Reviewed		No action required/taken.
CMR vs DBB Reviewed		No action required/taken.
Approval of Minutes from 02/13/2019		Motion taken/ Minutes approved
Next Meeting Schedule		Confirmed 5/28/19 & 6/11/19 Meetings
Public Comment		None
New Business		None
05/28/2019	6:00pm	Groton-Dunstable Regional Central Office 344 Main St. Door 8
Call to Order		No action required/taken.
SOI Discussion		No action required/taken.
Approval of Minutes from 05/14/2019		Motion taken/ Minutes approved
Review and finalize Designer RFS		Designer RFS and all forthcoming MSBA changes to the RFS was voted and approved
Vote to approve Invoices/ Commitments		Roll call taken/ Leftfield contract executed by District
Discussion on Project Website		No action required/ taken.
OML Discussion		No action required/ taken.
Schedule Update		No action required/ taken.
CM-R vs D-B-B		No action required/ taken.
Next Meeting Schedule		Confirmed 6/25/19 Meeting
Public Comment		None
New Business		None
06/25/2019	6:00pm	Groton-Dunstable Regional Central Office 344 Main St. Door 8
Call to Order		No action required/taken.
SOI Discussion		No action required/taken.
Approval of Minutes from 05/28/2019		Motion taken/ Minutes approved
Review and finalize Designer RFS		No action required/taken.
Vote to approve Invoices/ Commitments		Leftfield 6/25/19 Invoice approved
Vote to Approve OPM BRR #1		BRR #1 approved
Next Meeting Schedule		Confirmed 8/27/19 Meeting
Public Comment		None
New Business		None
08/27/2019	6:00pm	Groton-Dunstable Regional Central Office 344 Main St. Door 8
Call to Order		No action required/taken.
Approval of Minutes from 06/25/2019		Motion taken/ Minutes approved
Vote to Approve Invoices/ Commitments		Roll call taken/ Leftfield 8/14/19 Invoice approved
Designer RFS Update		No action required/ taken
Committee Roster Update		No action taken/ required.
Next Meeting Schedule		Confirmed 9/24/19 Meeting
Public Comment		None
New Business		None
09/24/2019	6:00pm	Groton-Dunstable Regional Central Office 344 Main St. Door 8

Florence Roche Elementary School Building Committee

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

Call to Order	No action required/taken.
Approval of Minutes from 8/27/19	Motion taken. Minutes approved
Designer RFS	No action required/taken.
Committee Roster Update	No action taken/ required.
PDP Review	No action required/ taken
Next Meeting Schedule	Confirmed 10/08/19 Meeting
Public Comment	None
New Business	None

10/08/2019 6:00pm Groton-Dunstable Regional Central Office 344 Main St. Door 8

Call to Order	No action required/taken.
Approval of Minutes from 09/24/2019	Motion taken/ Minutes approved
Vote to Approve Invoices/ Commitments	Leftfield 10/08/19 Invoice approved
Designer RFS Update	No action required/ taken
PDP Review	No action required/ taken
Next Meeting Schedule	Confirmed 10/22/19 Meeting
Public Comment	None
New Business	None

10/22/2019 6:00pm Groton-Dunstable Regional Central Office 344 Main St. Door 8

Call to Order	No action required/taken.
Approval of Minutes from 10/08/2019	Motion taken/ Minutes approved
Vote to Approve Invoices/ Commitments	No action required/ taken
SGA Designer Contract	Motion Taken/ Contract Approved
Review Work Plan/ Schedule	No action required/ taken
Next Meeting Schedule	Confirmed 11/12/19 Meeting
Public Comment	None
New Business	None

11/12/2019 6:00pm Groton-Dunstable Regional Central Office 344 Main St. Door 8

Call to Order	No action required/taken.
Approval of Minutes from 10/22/2019	Motion taken/ Minutes approved
Vote to Approve Invoices/ Commitments	Motion taken/ LF& SGA Invoices Approved
Community Engagement/ Listening Meeting	No action required/ taken
MSBA Reimbursement Presentation	No action required/ taken
Review work plan/ schedule	No action required/ taken
Next Meeting Schedule	Confirmed 11/26/19 Meeting
Public Comment	None
New Business	None

11/26/2019 6:00pm Groton-Dunstable Regional Central Office 344 Main St. Door 8

Call to Order	No action required/taken.
Approval of Minutes from 11/12/2019	Motion taken/ Minutes approved
Vote to Approve Invoices/ Commitments	No action required/ taken
Review of potential enrollment/ option config.	No action required/ taken
Review of comparable/ probably costs analysis on various options	No action required/ taken
Review work plan/ schedule/ deliverables	No action required/ taken

Massachusetts School Building Authority

Module 3 – Feasibility Study

- 3D-4-

INTRODUCTION	1
EDUCATIONAL PROGRAM	2
INITIAL SPACE SUMMARY	3
EVAL. OF EXISTING CONDITIONS	4
SITE DEVELOPMENT REQUIREMENTS	5
PRELIMINARY EVAL. OF ALTERNATIVES	6
LOCAL ACTIONS & APPROVALS	7
APPENDIX	8

Florence Roche Elementary School Building Committee

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

Next Meeting Schedule	Confirmed 12/12/19 Meeting
Public Comment	None
New Business	None

<u>12/10/2019</u>	<u>6:00pm</u>	<u>Groton-Dunstable Regional Central Office 344 Main St. Door 8</u>
Call to Order		No action required/taken.
Approval of Minutes from 11/26/2019		Motion taken/ Minutes approved
Vote to Approve Invoices/ Commitments		Roll call taken, Leftfield & SGA Invoices approved
Review of potential enrollment/ option config.		No action required/ taken
Review of comparable/ probably costs analysis on various options		Motion taken & approved for further review of options
Review work plan/ schedule/ deliverables		No action required/ taken
Next Meeting Schedule		Confirmed 1/14/20 Meeting
Public Comment		None
New Business		None

<u>01/14/2020</u>	<u>6:00pm</u>	<u>Groton-Dunstable Regional Central Office 344 Main St. Door 8</u>
Call to Order		No action required/taken.
Approval of Minutes from 12/10/2019		Motion taken/ Minutes approved
Vote to Approve Invoices/ Commitments		Roll call taken, Leftfield & SGA Invoices approved
Review of space summary template		No action required/ taken
Review of Community Survey		No action required/ taken
Update of Option Test Fit		Motion taken & approved for Draft Proposed Space Summary
Review/update on comparable/probable costs analysis on various options		No action required/ taken
Review of selection criteria for option analysis		No action required/ taken
Review of educational plan		
Review work plan / schedule / preliminary tasks and deliverables		No action required/ taken
PDP [Preliminary Design Program] overview		No action required/ taken
Next Meeting Schedule		Confirmed 1/28/20 Meeting
Public Comment		None
New Business		None

In addition to the SBC meetings listed above the District held the below public meetings, which were posted in compliance with the state Open Meeting Law, at which the Project was discussed. For all items except the Community Visioning Session (for which formal meeting notes were not kept), please refer to the attached meeting minutes for additional detail. Notice for each meeting was posted at the Groton-Dunstable School Department office and Groton Town Website on the letterhead for this certification. These meetings include:

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

<u>03/13/2019</u>	<u>7:00pm</u>	<u>Groton-Dunstable Regional High School Library, 703 Chicopee Road Groton, MA</u>
		<u>Florence-Roche OPM Contract Review</u>
		No action required/taken.

Florence Roche Elementary School Building Committee

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

INTRODUCTION 1
 EDUCATIONAL PROGRAM 2
 INITIAL SPACE SUMMARY 3
 EVAL. OF EXISTING CONDITIONS 4
 SITE DEVELOPMENT REQUIREMENTS 5
 PRELIMINARY EVAL. OF ALTERNATIVES 6
 LOCAL ACTIONS & APPROVALS 7
 APPENDIX 8

03/27/2019 7:00pm Groton-Dunstable Regional High School Library, 703 Chicopee Road Groton, MA
 Florence-Roche OPM Contract Review Motion taken/ Contract approved

Florence Roche Elementary School Feasibility Community Educational Visioning Session
*Open meetings w/ brief informational presentation followed by public comment.
 No formal meeting notes were taken.*

11/16/2019 8:00am Groton Council on Aging 163 West Main Street, Groton, MA 01450
 Florence Roche Educational Visioning Session Session was led by Studio G & New Vista Design

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>

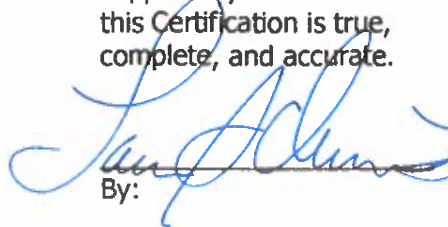
For SC information: <http://gdrsd.org/school-committee/>

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.*

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

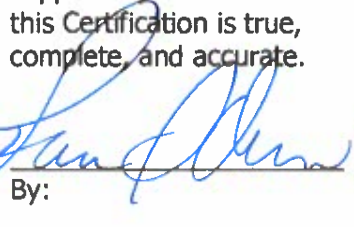
By signing this Local Action and Approval Certification, I hereby certify that, to the best of my knowledge and belief, the information supplied by the District in this Certification is true, complete, and accurate.


 By:

Title: Chief Executive Officer

Date: January 28, 2020

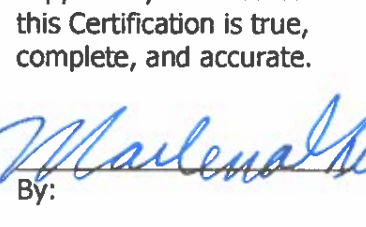
By signing this Local Action and Approval Certification, I hereby certify that, to the best of my knowledge and belief, the information supplied by the District in this Certification is true, complete, and accurate.


 By:

Title: Superintendent of Schools

Date: January 28, 2020

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


 By:

Title: Chair of the School Committee

Date: January 28, 2020