

Groton-Dunstable Building Committee Meeting Minutes
January 28, 2020
Central Office – 344 Main Street – 6:00 PM

Building Committee Members Present/Absent *[7 voting members required for a quorum]*

Committee Member	Present	Absent	Late [time arrived]
Fay Raynor	✓		
Mark Haddad	✓		
Berta Erickson		✓	
Alison Manugian	✓		
Luke Callahan	✓		
Brian O’Donoghue		✓	
Laura Chesson	✓		
Colby Doody	✓		
Marlena Gilbert	✓		
Ryan McLane		✓	
Jake Lewon		✓	
Sherry Kersey	✓		

Guests: David Saindon [Leftfield], Eileena Long [Leftfield], Meryl Nistler [SGA], Sylvia Mihich [SGA], Judy Anderson [Public]

1. Call to order

Ms. Raynor called the Building Committee [BC] meeting to order at 6:00 PM.

2. Vote to Approve Meeting Minutes

MOTION

Mr. Haddad made a motion to approve the meeting minutes from the 01/14/2020 Building Committee (BC) meeting; Ms. Gilbert seconded the motion; and the motion passed unanimously by those present.

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3. Vote to Approve Invoices and Commitments- None

4. Review of PDP submission [summary level]

a. Review of space summary template

Ms. Raynor requested that the BC review the Swallow Union Report. Ms. Nistler confirmed that the Swallow Union Report will be included in the forthcoming Preliminary Design Program (PDP) and would be available for the Committee to review when the report becomes available. Ms. Raynor requested that the Committee review this at the next BC Meeting. Ms. Nistler presented the updated Space Summary Template with modifications resulting from the Education Plan that the District submitted. The BC had a spirited discussion about the Health & Physical Education category being 1,700 SF over the standard MSBA Space Summary. Ms. Nistler presented the updated option test fits; these will be included in the PDP.

b. Review/update on comparable/probable costs analysis on various options

Mr. Saindon presented the updated comparable/probable cost analysis on the 3 test fit options. In addition, Mr. Saindon presented a probable cost update to the committee based on the square footage of 113,650 which represents the space summary that will be submitted to the MSBA. The BC had a spirited discussion on the comparable/probable cost analysis and how the cost of the project will impact the Town. Ms. Manugian asked if the project will be bonded for the full amount of the project or just the District's share; Mr. Saindon confirmed that the District will need to bond for the full project cost. Mr. Haddad and Mr. Saindon will meet with the Town of Groton bond advisor to review how the project affects the overall Town debt.

c. Review of selection criteria for option analysis

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Mr. Saindon presented the Florence Roche Elementary School PDP Qualitative Analysis Evaluation Criteria of the 3 options based on rankings received from the committee members; this document will be included in the PDP.

d. Review of educational plan

Dr. Chesson commented on the Educational Plan reflecting curriculum needs and the desired elements to achieve the educational goals.

5. Approve submittal of PDP to the MSBA

Ms. Nistler gave an overview of the PDP document which will be submitted to the MSBA on or before 2/4/2020. Mr. Saindon also provided an overview of the PDP contents focusing on these three elements; educational program, space summary, and review of comparable-probable costs. The BC had a general discussion about the PDP submission to the MSBA. Ms. Manugian asked Mr. Saindon if there are contents in the PDP that would bind the District. Mr. Saindon commented no; the PDP document is a fluid document. However, Mr. Saindon did comment that discussion of square footage and how square footage drives costs should be discussed sooner than later. This was in regard to the High School Regulation Size Court that is being considered. Ms. Raynor requested that going forward, she would prefer to have the ability to review the contents of a submittal prior to voting.

MOTION

Mr. Haddad made motion to have SGA and Leftfield submit, on behalf of the Building Committee, the PDP to the MSBA for review and consideration pursuant to the review of the PDP package as presented tonight by SGA and Leftfield, with emphasis on the educational program, space summary, and review of comparable-probable costs. Ms. Manugian seconded the motion; and the motion passed unanimously by those present.

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6. Review work plan / schedule / preliminary tasks and deliverables

Mr. Saindon reviewed the schedule and work plan in relation to the PSR (Preferred Schematic Report) which will be submitted on May 5, 2020. Dr. Chesson confirmed the District is working on a communication plan; the draft of this plan will be available for the next meeting. Ms. Gilbert will collaborate with the district on this plan. The BC will confirm a date and venue for the next community meeting; this will occur in March 2020. SGA & Leftfield will provide a roadmap for the BC leading up to PSR Submission.

7. Update/review of PDP selected options for commencement of the PSR phase-

None

8. Public Comment - None

9. Next Steps

The next Building Committee meeting will be held on February 11, 2020, at 6:00 pm at the Central Office at 344 Main Street in Groton.

10. Adjournment

MOTION

Ms. Gilbert made a motion to adjourn the meeting; Mr. Haddad seconded the motion; the motion passed unanimously by those present. The meeting concluded at 7:18 PM.