

**GROTON BOARD OF EDUCATION
SPECIAL FINANCE/FACILITIES COMMITTEE MEETING
NOVEMBER 30, 2020 @ 6:00 P.M.
REMOTE MEETING**

NOTE: This meeting is being held remotely due to the Coronavirus concern. Members of the public may view or listen to the meeting by following the below steps:

- 1) Using Google Chrome browser, go to www.grotonschools.org
- 2) Hover your mouse over “About Us” and click on Board of Education
- 3) The link to the meeting will be posted prominently on the Board of Education page

Mission Statement: Our mission is teaching and learning.

Board Goals: (1) Provide Dynamic Rigorous Curriculum, (2) Ensure Effective and Engaging Instruction,
(3) Embrace Excellent Learning Environment

AGENDA

1. Call to Order
2. Review November 2, 2020 Meeting Minutes (Attachment #1)
3. Preview of the FY22 Budget
4. Discussion re: District Credit Card
5. Discussion & Possible Action re: Fitch High School’s Asbestos Abatement Educational Specifications
6. Discussion of Assistant Superintendent Vacation Payment
7. Review of Fee Proposal for Fitch High School Field House Design Study (Attachment #2)
8. Adjournment

**GROTON BOARD OF EDUCATION
SPECIAL FINANCE/FACILITIES COMMITTEE MEETING MINUTES
NOVEMBER 2, 2020 @ 6:00 P.M.
REMOTE MEETING**

Members Present: Jay Weitlauf, Jane Giuliani, Liz Porter

Also Present: Mike Graner, Ken Knight, Susan Austin

Chairman Weitlauf called the meeting to order at 6:01 p.m.

1. Review October 6, 2020 Meeting Minutes – The minutes were approved as presented.
2. Update re: STA Contract – Mike Graner explained that he spoke to the STA management, and they indicated that Groton would be expected to pay 100% of the contract even though buses will not be used on Wednesdays. STA explained that it is extremely important to retain the drivers. Until further notice, Groton will honor the full contract. With the Curtain transportation contract, we are only charged for the services that are used; as a result, the district expects significant cost avoidance in that account.
3. Update re: Budget Prep – Mike Graner explained that it was his intention to deliver the FY 22 budget to the Board at its December 21 meeting. Ken Knight and Mike Graner will preview the budget at the COW meeting on December 14.
4. Fitch High School Field House Architectural Study
 - SLAM Consultants – Sam Kilpatrick explained that he and Mike Graner met with the SLAM architects and toured the concession stand and field house at Fitch High School. The architects will develop a proposal for a facility upgrade to provide female locker rooms.
5. Groton Middle School Close-out
 - Certificate of Occupancy – Sam Kilpatrick explained that Groton Middle School is expected to receive its Certificate of Occupancy next week. The fire marshal is concerned that fire evacuation maps need to be clarified. Once that work is done, he indicated the Certificate of Occupancy would be issued.
 - Punch List Items – Sam Kilpatrick explained that several punch list items need to be completed. Contractors are working on the roof and recently completed the gym and the installation of the volleyball posts.
 - Striping of Synthetic Surface Field – Sam Kilpatrick reported that the company is installing the permanent field hockey lines on the synthetic surface field this week.
6. Update re: CRF & CARES Budget – Ken Knight reviewed the budget allocations for both the CRF and CARES Act. He indicated that the CRF budget was submitted on October 30. The funds must be expended by December 31 of this year. The majority of the budget is allocated to staff wages. The CRF budget is at the CSDE awaiting review and approval. The CARES Act budget deadline was extended and Ken reported that the funds will be available through September of 2022.
7. Supplemental Impact Aid History to the RTM – Mike Graner shared the history of the Board's expenditure of the DoD Supplemental Impact Aid. The vast majority of the funds have been expended to support instructional technology.

8. Alliance District Funding (\$300,000) Allocation from CSDE – The CFO of the State Education Department confirmed that the allocation of Alliance funding is pending and expects the funds to be delivered shortly.
9. Discussion re: Proposed Usage of the Three Elementary Schools that are Closing (MM, CC, SBB) – Sam Kilpatrick indicated that Mary Morrisson is the school in the best physical shape of the three buildings scheduled to be closed. Sam recommended turning over Claude Chester and S.B. Butler to the town.
10. Discussion re: Fall Sports Stipends – Mike Graner explained that he met with the high school athletic director, Vin Varrecchione, and confirmed that the majority of ECC schools plan to pay the full stipend for fall sports. If the season extends to the spring, that will be considered part of the “extended” season, and no additional stipend will be provided.

The meeting adjourned at 6:52 p.m.



November 9, 2020

Dr. Michael Graner
 Superintendent
 Groton Public Schools
 1300 Flanders Rd
 Mystic, CT 06355

RE: Fitch High School Field Locker Rooms Study

Subject: Fee Proposal for Feasibility Design Services

Dear Dr. Graner,

We are pleased to submit this fee proposal for professional design services related to a feasibility study of the existing Field House (male sports locker and team rooms) and Concessions Building (with storage and restrooms) at Fitch High School. The purpose of the study will be to determine options for the use of those buildings to provide female locker rooms in addition to their current functions via renovation or replacement. We offer the following for your consideration:

I. Scope of Services

Services will consist of the following:

- Architectural space review of both buildings.
- Structural and mechanical review of concessions building.
- 2 – 3 conceptual planning studies to provide Title 9 equitable spaces for female sports teams located in the existing facilities or a new one.
- Cost estimate of each design study.

Our Scope of Services incorporates the following assumptions:

- We plan for 1 progress/workshop meeting during conceptual design.
- We plan for 1 meeting to present conceptual design to the school administration.

Our Scope of Services incorporates the following exclusions:

- Regulatory approvals and reviews with Groton planning department.
- Building department reviews for construction.
- Presentations to the Groton Board of Education.

II. Project Team

We will provide architectural, landscape architectural, and structural engineering services. If required, SLAM will hire civil, mechanical and electrical engineering services as an add-service service to this agreement, with a separate add-services proposal letter.

III. Fees and Expenses

We propose to provide the above Scope of Services for the stipulated sums (fixed fees), budgets and reimbursable expense budgets indicated below:

<u>Basic Services</u>		
Existing buildings assessment	Fixed Fee	\$7,000.00
Conceptual Design proposals	Fixed Fee	10,000.00
Conceptual Design cost estimates	(\$2,000 each)	
	Budget	6,000.00
Total Basic Services		----- \$23,000.00
Reimbursable Expenses	Budget	\$1,000.00
Maximum Fees and Expenses		----- \$24,000.00

All reimbursable expenses are in addition to fees and include actual expenditures made by our firm and our consultants in the interest of the project for the following incidental expenses:

- Transportation and authorized out-of-town travel and subsistence.
- Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
- Printing, reproductions, plots, standard form documents.
- Postage, handling and delivery.
- Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner.
- All taxes levied on professional services and on reimbursable expenses.
- Other similar Project-related expenditures.

All reimbursable expenses will be invoiced at actual cost plus 10%. We have established a budget of \$2,000. As this reimbursable expense budget is an estimate of what we anticipate will be required for these expenses, the actual expenses may be more or less than this amount. We will monitor this budget and notify you in advance if we determine that our expenses will exceed this estimate.

Invoices for services rendered are presented monthly; accounts over thirty (30) days are subject to a charge of prime rate plus 200 basis points per annum on the unpaid balance.

IV. General Conditions

The attached General Conditions shall apply to the professional design services under this proposal.

V. Project Schedule

We propose the following project schedule:

Existing Conditions Assessment	November 2020	2 Weeks
Conceptual Design	December 2020	4 Weeks

If this proposal meets with your approval, please signify your authorization to proceed by signing and returning one copy of this proposal to our office. This proposal will then serve as the Owner/Architect Agreement for these professional design services.

Thank you for the opportunity to work with you on this assignment. Please let me know if you have any questions or require any additional information.

Regards,



Amy Samuelson

Associate Principal

Enclosures: Hourly Rate Schedule
General Conditions

cc: Sam Kilpatrick; Kemp Morhardt; SLAM Finance

Agreed to:

Signature

Date