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Town of Stonington
K-12 Building Committee
Special Meeting Minutes
Wednesday, April 8, 2015
6:30pm
Central Office, Old Mystic, CT

Members Present: Bill Sternberg, Vice Chairman; Julie Holland, Secretary; and Deborah Downie, June Strunk, Rob Sundman, Kathy Sanford and Mike Fauerbach

Late Arrival: Rob Marseglia, Chairman, 6:56pm

Members Absent: George Crouse,

Recording Secretary: Sandy Tissiére

Guests and Citizens: Paul Moore, DRA; and Kathy Irvine, Assistant Principal, West Vine Street/West Broad Street Schools

1. **Call to Order**

Vice Chairman Sternberg called the meeting to order at 6:41pm.

2. **Approval of outstanding minutes**

The minutes of March 16th needed amending because Kathy Sanford was not included in the members absent.

The following motion was made by Julie Holland and seconded by Deborah Downie:

Motion: To approve the minutes of March 9, March 10, March 25 and March 30, 2015 as presented and March 16 as amended.

All: Aye

3. **Discussion – Work to be performed after Referendum to support submittal to State of CT before 6/30/2015**

The Special Town Meeting for the resolution of the Modernization of the Elementary Schools Project will be held on April 13, 2015 and the Referendum to vote will be held on April 21, 2015. The committee discussed the procedure for the town meeting and how the community would have the opportunity to speak regarding the project.

The meeting was turned over to Paul Moore, DRA. Mr. Moore distributed two documents, "Part One: Applying for a Grant-Complete Application Package" (Attachment #1) and "Bureau of School Facilities: Grant Application (Form ED049) Submission Checklist (revised April 2008)" (Attachment #2). Referring to the first document, Mr. Moore discussed all the components needed for inclusion with the application. It was discussed there would be three grant applications; one for each project. Next, Mr. Moore introduced the second handout that, by the checkboxes, he added who was responsible for providing the requested information. Most of the information already exists in some format and may require adjustments. The handout also included samples of three local authorizations and a school district letter to the Department of Construction Services. Before assigning responsibility for gathering information for the grant process, the committee decided to wait until after the Referendum on April 21, 2015.

4. **Adjourn**

The following motion was made by Bill Sternberg and seconded by Julie Holland:

Motion: To adjourn the meeting at 7:24pm

All: Aye

Julie Holland, Secretary

**PART ONE: APPLYING FOR A GRANT
Complete Application Package**

The application for a school construction grant must include all of the following:

Form ED049

Certified Copies of the Three Local Legislative Authorizations

Educational Specifications for the Project

Board of Education's Written Approval of Educational Specifications

Enrollment Projections

Programmatic Approval (interdistrict magnets, vocational agriculture, regional special ed)

Vo-Ag Equipment List, if Applicable

Cost Estimating Worksheet (Part B)

Local Funding Authorization

Grant Application Submission Check-List

Educational Specifications—Components

Comprehensive Educational Specifications should address *but not be limited to* the following areas:

rationale for the project

building systems

long range educational plan

interior building environment

learning/educational activities

site development

enrollment data and proposed project capacity

construction bonus requests

detailed description (specialized equipment, support space)

community uses

Not all of these areas may apply to limited scope projects. See code update and roof replacement examples under Sample Project Extracts from Full Educational Specifications to see how to handle projects with limited construction.

GRANT APPLICATION (FORM ED049) SUBMISSION CHECKLIST

Revised April 2008

All documentation listed below must be included in the grant application package submitted in order for the application to be considered complete. Although Form ED049 is required to be submitted electronically via the School Construction Grant Management System (SCGMS), the supplemental documentation listed below is required as indicated in order to complete the electronic application.

- DRA / SPS 1. Form ED049 electronically submitted via SCGMS at www.csde.state.ct.us.
- SPS 2. Certified copy of resolutions from the local legislative body (*not* the Board of Education):
- (i) establishing a building committee;
 - (ii) authorizing at least the preparation of schematic drawings and outline specifications; and
 - (iii) authorizing the filing of the grant application.
- DRA / SPS 3. Complete educational specifications for the project.
- SPS 4. Board of Education's written approval of educational specifications.
- SPS 5. Documentation of locally authorized funding (i.e. certified referendum language and vote count; budget page(s) containing funding for the project and date budget was passed, etc.) in an amount sufficient to cover the local share. Where locally authorized funding references more than one project, a cover letter providing an allocation of the funding also needs to be provided.
- DRA / SPS 6. Enrollment projection in support of the highest eight-year projected enrollment for all projects *except* code violation, roof replacement, Board of Education space, and certified indoor air quality emergency projects.
- not applicable 7. Vo-Ag equipment list, if applicable.
- not applicable 8. Formal approval from the appropriate SDE programmatic office for vo-ag projects (equipment and/or construction), interdistrict magnet projects, and regional special education center projects.
- DRA 9. Completed cost estimating worksheet Part B for any project with costs in excess of \$2 million.
- SPS 10. This checklist signed by contact person listed on Form ED049.

 Contact Person's Name

Signature

Phone

Notes: *For Priority List projects, the local resolutions, Board of Education approval of educational specifications, and locally authorized funding need to all be executed prior to the June 30 deadline.*

Incomplete grant applications will only be assigned a temporary project number. No state grant commitments can be given for grant applications with temporary project numbers.

SAMPLES OF THREE LOCAL AUTHORIZATIONS

Replace the underscored/italicized phrases as appropriate.

RESOLVED, that the legislative body authorizes the town/district/RESC/academy Board of Education to apply to the Commissioner of Education and to accept or reject a grant for the proposed project at the school name.

RESOLVED, that the building committee is hereby established as the building committee with regard to the proposed project at the school name.

RESOLVED, that the legislative body hereby authorizes at least the preparation of schematic drawings and outline specifications for the proposed project at the school name.

(SCHOOL DISTRICT LETTERHEAD)

Date: _____

Department of Construction Services
Bureau of School Facilities
165 Capitol Avenue, Room 258
Hartford, CT 06106

Subject: State Project No. _____, _____ (Facility Name) _____.

This to confirm that the (*School District*) Board of Education is aware that the above referenced school building project exceeds the State Standard Space Specifications, and that 100 percent of the prorated project costs for the space in excess of the standards (based on final project data) will be the full responsibility of the town and/or school district unless formally waived by the Deputy Commissioner of Construction Services.

Sincerely,

Dr./Mr./Mrs. _____
Superintendent of Schools