

Voluntown Public Schools  
Voluntown, Connecticut  
April 9, 2018

To: Members of the Oil Tank Replacement Building Committee:

Diana Ingraham  
Paul Ricard

Jim MacBride  
Jack Wesa

Wendy Gauthier  
Barbara Gileau

Copy to: Tracey Hanson, Rachel Ricard, and Julie Zelinsky

From: Adam S. Burrows  
Superintendent of Schools

**Re: Oil Tank Replacement Building Committee Meeting on Wednesday, April 11, 2018 at 9:00 a.m. in the Board of Education meeting room.**

===== Agenda =====

1. Call to order/roll call
2. Citizens Comments
3. Approval of 2/21/18 Minutes (attached)
4. Request for Proposal Bids
5. Review Calendar of Upcoming Events
6. Other
7. Schedule of future meeting dates of the Oil Tank Replacement Building Committee
8. Suggestions for the next meeting
9. Adjournment

**Public Comment Disclaimer**

*The Building Committee welcomes public participation and asks that speakers please limit their comments to five minutes. Speakers may offer objective comments that concern them. To protect impartiality, the Building Committee will not respond to comments made during public comment, except to clarify issues. When appropriate, district administration will follow-up at a later point in time.*

Oil Tank Replacement Building Committee Meeting Minutes Wednesday, February 21, 2018

**Members of Oil Tank Replacement Building Committee:**

Adam S. Burrows

Paul Ricard

Diana Ingraham

Jack Wesa

Jim MacBride

Wendy Gauthier

Barbara Gileau

**Citizens/Guests:** Rachel Ricard

The meeting was called to order at 2:00 p.m.

The minutes of the Wednesday, 2-14-18 Oil Tank Replacement Building Committee meeting were reviewed and approved (Motion by Diana Ingraham and second by Wendy Gauthier)

The projected calendar of upcoming events was reviewed:

Tuesday	February 27	Advertise the legal notice that the Town of Voluntown is accepting Letters of Qualifications for: RFQ – Design, Construction, and Administration Professionals for Oil Tank Replacement at Voluntown Elementary School.
Wednesday	February 28	Use the school web site for posting the Agendas, Minutes, Request for Proposals, and other important information related to the Oil Tank Replacement Project.
Thursday	March 8	1:00 p.m. – Oil Tank Building Committee Meeting 1:30 p.m. – Site visit for interested design consultants
Tuesday	March 27	1:00 p.m. - Oil Tank Building Committee Meeting Deadline for any RFP questions
Wednesday	April 4	1:00 p.m. Due date for bids from interested design consultants Opening and written recording of all bids Oil Tank Building Committee Meeting to follow
Thursday	April 12	Board of Education regular meeting and approval of a design consultant
	June	Date to be determined for holding a town meeting to request town approval for the oil tank replacement project.
Friday	June 22	Projected due date for submitting a grant application to the State Department of Education for the oil tank replacement project.

Paul Ricard noted the following and shared:

- Our 10,000 gallon oil tank will receive a required “tightness testing” and this was performed by Service Station Equipment and these results will be submitted to DEEP to comply with older tank regulations.
- A 2-15-17 report by “UST Compliance Inspection Checklist” from the Connecticut Department of Energy and Environment Storage Tank Protection Unit.
- He also shared a letter from the Connecticut Department of Energy and Environmental Protection stating an “Underground Storage Tank Violation” which will be resolved by providing a completed registration through EZ-File for the facility and all unregistered UST systems,

The next meeting is on Thursday, March 8, 2018 at 1:00 p.m.

A motion to adjourn was made by Jim MacBride with a second by Wendy Gauthier. The motion as approved and the meeting adjourned at 2:58 p.m.

*Respectfully submitted by Adam S. Burrows*