



Penn Brook School Building Committee Meeting Notes

April 5, 2011

Committee:

<u>Member</u>	<u>Representing</u>	<u>Present</u>
Ellie Sinkewicz	Building Committee Co-Chair	X
Michelle Smith	Building Committee Co-Chair	
Phil Trapani	Chairman, Board of Selectmen	X
Michael Farrell	Town Administrator	X
Dr. Donna Tanner	Principal, Penn Brook School	
Tillie Evangelista	Planning Board	X
John Bonazoli	Finance Committee	
Peter Durkee	Highway Surveyor	X
Eric Zadina	Citizen	X
Glenn Clohecy	Citizen	X
George Comiskey	Citizen	X
Kerry Stauss	Citizen	X
Timothy Gerraughty	Citizen	
Alan Aulson Jr.	Citizen	
Carol Jacobs	Superintendent	X
Terry Wiggin	School Business Manager	X
Jeff Wade	Citizen	

Other Attendees:

Chuck Adam	Municipal Building Consultants	X
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1. Approval of minutes: - February 16th meeting minutes approved
2. Ellie Sinkewicz introduced Chuck Adam from Municipal.
3. Terry Wiggin reviewed the process of selecting the OPM and process of the negotiating a contract with Municipal.
4. Chuck thanked the committee for selecting Municipal and passed on Mr. Saitta's appreciation as well. Chuck then provided an overview of the services that Municipal would be providing to the district, including:
 - Preparing agendas and meeting minutes of building committee meetings

- Assisting the district and the committee in designer selection which will be the next big step
 - Track all budget and schedule issues.
 - Act as a liaison to the MSBA and assist with the preparation of all reports and assist in the finalizing of MSBA contracts.
5. Municipal will begin immediately to prepare the Request for Services (RFS) package for the architect selection. They will coordinate with the MSBA as well.
 6. Finance Issues: - None
 7. Next meeting
 - Will be scheduled