



Penn Brook School Building Committee Meeting Notes

August 30, 2011

7:15 PM

Penn Brook School Library

Committee:

<u>Voting Member</u>	<u>Representing</u>	<u>Present</u>
Ellie Sinkewicz	Building Committee Co-Chair	X
Michelle Smith	Building Committee Co-Chair	X
Alan Aulson Jr.	Citizen	X
John Bonazoli	Finance Committee	
Glenn Clohecy	Citizen	
George Comiskey	Citizen	X
Peter Durkee	Highway Surveyor	
Tillie Evangelista	Planning Board	X
Rob Hoover	School Committee	X
Kerry Stauss	Citizen	
C. David Surface	Chairman, Board of Selectmen	X
Eric Zadina	Citizen	
<u>Non-Voting Members</u>		
Carol Jacobs	Superintendent	X
Michael Farrell	Town Administrator	X
Dr. Donna Tanner	Principal, Penn Brook School	X
Vacant	School Business Manager	
Jeff Wade	Citizen	X
<u>Other Attendees:</u>		
Carl Franceschi	DRA	X
Paul Brown	DRA	X
Pat Saitta	Municipal Building Consultants	X
Chuck Adam	Municipal Building Consultants	X

1. **Called to Order:** - Michele called the meeting to order at 7:20PM. Noting that there was not a quorum no votes would be taken tonight. David Surface arrived from a previous meeting creating a quorum.

- Michele reviewed meeting schedules and corrections were made, noted below.

2. **Old Business:**

- **Update on Community Meeting:**

- The following public relations activities will occur in order to advertise the meeting:
 1. Article in Georgetown Record – Michele will draft and send to Carl and Chuck for review and comment/quotes.
 2. If possible it would be nice to put in the CoA newsletter
 3. Ellie will have a conversation with Charlie Davis of the Cable Access Committee to see if GCTV can film the event.

4. Ellie will also get a notice posted on the scrolling news screen of the cable access channel.
 5. Donna will put the information into the Penn Brook School newsletter next week
 6. Mike Farrell will have a notice posted on the towns website
 7. Alan will see who can have the information put on the sandwich board sign
 8. The school department will look into broadcast emails
- Michele will discuss with the PTA if they can assist in refreshements.
 - Carl & Paul reviewed the format for the meeting
 1. Carl and Chuck will give a very brief overview of the process to date
 2. Carl will outline the expectations for the meeting and the format
 3. Open discussion
 4. Breakout tables will be setup “manned” by DRA staff in order to have “round table” discussions of points raised
 5. Carl will close the meeting with a brief synopsis of next forum and steps going forward

- Website Discussion:

- The committee expressed a desire to start updating the town’s website with all of the information, drawings, meetings, etc...
- Mike Farrell suggested a committee member reach out to towns website manager who will train someone to do the posting. George will take the lead
- The committee reviewed the need to create its own website.
- A gmail forum was also reviewed and discussed but needs more information. Ellie will look into.

3. **OPM Update:** Chuck and Pat of Municipal Building Consultants gave an update on progress since last meeting. The monthly report will passed out at the first meeting of the month. An interim update report will be passed out and reviewed at the second meeting of the month. Highlights of the update included:

- The Project Funding Agreement was signed by the Board of Selectmen and the MSBA on August 10th. This is an important milestone as it solidified the agreement between the MSBA and the Town of Georgetown. This also allows the town to begin seeking reimbursement through ProPay
- A kick-off meeting was held on August 15th with the MSBA Project Team. This meeting was important as it outlined the expectations of the authority, outlined the submission requirements, solidified the schedule and identified any issues. After this meeting the MSBA was given their first tour of the school.
- Municipal and Mary McMenemy received ProPay training at the MSBA on August 26th. This will allow the town to begin submitting invoices and start receiving reimbursement.
- Municipal provided an update to the School Committee at its meeting on August 25th.

- DRA began meeting with School and District Administration to begin developing the Educational Program. The Educational Program is a key piece of the Preliminary Design Program Submittal which is scheduled for October 7th. The Preliminary Design Program Submittal will include generally:
 - The Educational Program – prepared by the Superintendent and DRA
 - The Initial Space Summary – prepared by DRA, reviewed by MBC and the Building Committee. This will require a Building Committee vote of approval.
 - An Evaluation of the existing conditions – prepared by DRA and reviewed by MBC. A lot of information for this is available from the Dore study.
 - An analysis of the Site Development Requirements – Survey, orientation, existing conditions, constraints on the site....
- A proposed list of Preliminary Alternatives – created by DRA and MBC and voted on by the Building Committee.

4. **Architect Update:**

- Carl introduced the second drafts of the space summary templates (dated August 29th) which are part of the initial submissions to the MSBA. The updated templates distributed reflect the (3) grade configuration options being studied; K-6, 1-6 and 2-4. Carl cautioned everyone that these initial space requirements only reflect the MSBA's standards and not what may actually be required by the educational program.
- The next steps include:
 - Meeting with the school administration and school staff to start outlining the educational program. These meetings will start next week.
 - Creating the matrix of all of the options that will be studied for each of the grade configurations; renovation, renovation/addition, new construction. This will be presented at the next meeting.

5. **Approval of minutes:** - August 16th meeting minutes – were sent via email in advance of meeting. Corrections/edits noted:

- Add Ellie Sinkewicz to list of attendees at kick-off meeting with MSBA
- Correct dates of meetings
- Motion made by Michele Smith to approve minutes with corrections noted, 2nd by Tillie Evangelista, all voted to approve.

6. **Finance Issues:**

- DRA invoice (originally forwarded by email) was offered for approval to the Committee. There was a considerable amount of discussion relative to the backup that would be required to approve future invoices.
- Tille and Rob Hoover requested a breakdown of tasks and then a breakdown of hours for each task for review before any invoice could be approved.
- Clarification was requested as to whether DRA's contract was a not to exceed or a lump sum. DRA is a lump sum amount and Municipal is an hourly not to exceed.

- Municipal recommended approval as the invoice was actually lower than expected at this point in the process and that since the schedule is so tight, billings would be much higher very quickly.
- George C. offered a motion to approve the invoice of \$24,000, seconded by Michelle. Vote was taken and vote was 4-3 to approve.
- Mike Farrell requested that all attendees sign the invoice as required by the Town Finance department.
- There was considerable discussion as some who did not vote for approval of the invoice did not feel they could sign since they do not recommend paying the invoice. Mike discussed that this was Georgetown policy.
- Municipal offered a memo from DRA that outlined the tasks that DRA did perform during the billing period and although it's not broken down by hours and fee for each task that it may satisfy the breakdown request.
- After review the committee felt that although it was not exactly what they wanted it was acceptable for this invoice.
- George C. offered a reconsideration motion to retract the previous vote. This was seconded by Tillie and all voted approval.
- George C. offered a motion to approve the invoice with the additional information, the motion was seconded by Dave Surface, and all voted approval.
- The committee asked Mike Farrell to clarify what the required numbers of signatures are for approval of an invoice and report at the next meeting.

7. **Next meetings:**

- August 30th – Tuesday, at 7:15pm. This meeting will be held at Penn Brook in the Library
- September 13th – Town Hall, 3rd Floor studio at 7:15 PM
- September 15th - Community Meeting – Penn Brook School – 7:00 PM to 8:30 PM
- September 29th – Town Hall, 3rd Floor studio at 7:15 PM

Municipal and DRA will also attend future Board of Selectmen and School Committee meetings in order to provide updates.

8. Motion to adjourn made by George Comiskey, seconded by David Surface and all voted to adjourn.