



**Penn Brook School Building Committee Meeting Notes**

***June 12, 2012***

***Town Hall Meeting Room***

**Committee:**

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

1. Ellie Sinkewicz called the meeting to order at 7:10.

2. **Approval of minutes**

May 22, 2012 – Motion made by George Comiskey and seconded by Rob Hoover – approved by Kerry, Ellie, George, Peter. Tillie Evangelista and Dave Surface abstained from vote

All present voted approval

3. **Approval of Invoices**

-DRA- May 2012- Professional Services - \$18,000.00

-Municipal Building Consultants – May 2012 – Services- \$7,950

Motion made by Dave Surface, and seconded by George Comiskey. All present voted approval.

#### 4. **Old Business**

- **Update on MSBA Meeting**

- The project was approved by the MSBA, to build a K-6 school in the woods with the design we approved and submitted.
- Although this was approved, it does not necessarily approve the budget, rather endorses the committee and town's preferred schematic option.
- Schematic Design submission that will establish the final scope and Budget is due by August 8<sup>th</sup>
- MSBA Board Meeting is October 3<sup>rd</sup> for approval of Schematic Design submission (scope and budget)
- Correspondence from MSBA regarding the Preferred Alternative submission – they had a list of items with questions – some of which have been already answered and some which will be submitted within the requested timeframe. The District, DRA and MBC are collaborating in the response. Town property assessment, Cherry sheet and free cash certifications will be required.
- Ballot question needs to be submitted by the BOS by August 1<sup>st</sup> to be on the November ballot
- Place holder for October 30<sup>th</sup> Special Town Meeting. Date to be finalized.

#### 5. **New Business**

- Carl updated the plans. Site plan remains the same; floor plans have been tweaked a bit. Main stairs will be open from 1<sup>st</sup> to 2<sup>nd</sup> floor, but closed to 3<sup>rd</sup>, so to not be considered an atrium that would require an expensive “smoke evacuation system”
- Classrooms will be rectangular
- Updated plans indicated added windows, cabinets, and counter-tops.
- Every classroom will have sinks and lockable cabinets
- Bookcases will run along the walls, under the windows
- Lockers will be outside the classroom for grades 1-6. Kindergarten will have cubbies inside the classroom
- Inter-connecting doors in classrooms
- No dedicated science room. Science can and should be taught in any classroom, another reason why the MSBA recommends a sink in every room.

- Met with kitchen staff, layout of complete kitchen will be done soon – can be costly, so we want the #'s now.
- There will be enough glass in the café, that natural lighting will be enough on most days, saving electricity.
- The library will be a large open, flexible space. Books will be on castors so they can be easily moved.
- There will be a large bank of computers (24) in the library
- Computer lab will be on upper floor
- New look for front of building was shown (images were sent out by Ellie earlier in the week)
  - New option has more windows and will provide more light
  - Library will also require less lighting because of the natural light, especially the reading room.
  - Two options were presented for the library roof configuration – Gable and Shed roof alternatives. To be reviewed further
  - Some materials were presented, a sample of metal siding, insulated with foam – when on a building it seems like wood. (Canton High and/or Swampscott High)
- Presentation on LEED/MACHPS
  - MSBA requires all schools be “green” schools. LEED is a way to score or measure the school to see if it will qualify as a green school.
  - School needs 50 points out of 110 possible points to receive a Silver status, which will entitle the school to receive reimbursement of 2%
  - Basic scorecard for points, today we are at about 50-58 points. This score card has been presented to MSBA.
  - Leeds score sheet will be turned in again in August – some of our “maybes” could then be “yes”

## 6. **Meeting Schedule:**

Tuesday, June 19 at 7pm, Penn Brook – Community presentation

Tuesday, June 26 at 7pm, Town Hall 3<sup>rd</sup> floor meeting room

Tuesday, July 10 at 7pm, Town Hall 3<sup>rd</sup> floor meeting room

Tuesday, July 24 at 7pm, Town Hall 3<sup>rd</sup> floor meeting room

Thursday July 26 at 7pm, Town Hall - possible joint meeting of BOS and SC

Tuesday, August 7 at 7pm, Town Hall 3<sup>rd</sup> floor meeting room

7. **Motion to Adjourn:**

- Motion to adjourn made by George Comiskey, seconded by Tillie Evangelitsa, all present voted approval.