

Penn Brook School Building Committee Meeting Notes

June 26, 2012 - 7:00 PM
Town Hall Meeting Room

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	
George Comiskey	Citizen	X
Peter Durkee	Highway Surveyor	
Tillie Evangelista	Planning Board	
Rob Hoover	School Committee	X
Kerry Stauss	Citizen	
C. David Surface	Chairman, Board of Selectmen	X
Eric Zadina	Citizen	X
Jeff Wade	Citizen	X
<u>TBD</u>	Finance Committee Designee	
<u>Non-Voting Members</u>		
Carol Jacobs	Superintendent	X
Michael Farrell	Town Administrator	
Dr. Donna Tanner	Principal, Penn Brook School	X
<u>Other Attendees:</u>		
Carl Franceschi	DRA	X
Courtney Southwick	DRA	X
Pat Saitta	Municipal Building Consultants	X
Chuck Adam	Municipal Building Consultants	X

1. **Public Comment:** - NONE

2. **Approval of minutes:**

June 12, 2012 were reviewed and the following adjustments were noted:

- Change the date of the MSBA Board meeting in the notes to October 3rd
- Change the date that the ballot questions must be received by to August 1st

Motion made by George to accept the minutes with the adjustments noted, seconded by Ellie, ***all present voted approval*** with Eric abstaining.

George asked for the final pdf versions of the approved minutes of the past few meetings so they could be posted online. Ellie will check with Kerry, MBC will forward what they have.

3. Approval of Invoices:

NONE

4. Correspondence:

NONE

5. Old Business:

NONE

6. New Business:

- Ellie read the list of committee members that were reappointed to the building committee and reminded all to get sworn in at the Town Clerks office.
- Michelle and DRA provided a brief synopsis of the community meeting held on June 19th. Good attendance with excellent questions referencing cost, location, layout of the plan and overall schedule.
- Municipal reviewed the response to the MSBA's review comments on the update preferred alternative. The submission was made on Friday, June 22 as planned. MBC will provide a hard copy for the school department's files and will provide access to electronic files for posting and distribution to the members of the committee.
- Municipal reviewed the schedule of meetings and deadlines that would have to be met to make the August 8th Submission Deadline as follows:
 - Schematic Drawings complete and sent to estimators 7/9/12
 - Design/OPM team meeting to reconcile estimates 7/19/12
 - Board of Selectmen's meeting to present project 7/23/12
 - Building Committee meeting to review costs 7/24/12
 - Possible BoS / School Comm. Meeting to review costs 7/26/12
 - Possible 2nd meeting of BoS/School Committee week of 7/30/12
 - Building Committee meeting to review submission 8/7/12
 - SUBMISSION DEADLINE 8/8/12
- Pat Saitta, Municipal, reviewed a comment made by the MSBA in the review comments that included language that the MSBA may be open to discussing the reimbursability of the work required at the MS/HS if a Schematic submission for that work was provided and commitments were made by the town indicating how and when they would fund the improvements/renovations. Pat asked the committee to consider directing MBC/DRA to having conversations with the MSBA now to find out what they MSBA would need and be requiring for the final submissions of the costs for the MS/HS work.

- The issue of cost to provide this work was also discussed and it was understood that the present contract did not include this work and that the work required to make the schematic submission in August would prevent the team from getting this work done now. After the submission was made there might be time before the MSBA board meeting if funding was available.
- The committee expressed their concerns that many in the town want to know when they vote on the Penn Brook project what the full cost implications are
- ***A motion was made*** by Jeff and seconded by David to direct MBC to begin discussions with the MSBA regarding what will be required in order to determine total project (all schools) costs and the deadlines required, ***all present approved the motion.***
- DRA provided updates on the floor plans and site plans indicating what changes were made and what areas they would still be refining.
- DRA presented material samples and color charts of the kinds of materials they would be asking the estimators to include in the pricing/estimating efforts.

7. Next Meetings:

- Upcoming building committee meetings will each address specific design issues/criteria as follows:
 - July 10, at 7:00 PM at Town Hall in the **2nd floor meeting room**
 - July 24 at 7:00 PM at Town Hall in the **3rd floor meeting room**
 - August 7 at 7:00 PM at Town Hall in the **2nd floor meeting room**

8. Motion to adjourn:

- Motion to adjourn made by Jeff, seconded by George, all present voted approval.