



Penn Brook School Building Committee Meeting Notes

July 12, 2012 - 7:00 PM
Town Hall - 2nd Floor 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	X
Rob Hoover	School Committee	X
Kerry Stauss	Citizen	X
C. David Surface	Chairman, Board of Selectmen	
Eric Zadina	Citizen	X
Jeff Wade	Citizen	X
Nasrene Phaneuf	Finance Committee Designee	X
<u>Non-Voting Members</u>		
Carol Jacobs	Superintendent	X
Michael Farrell	Town Administrator	X
Dr. Donna Tanner	Principal, Penn Brook School	
<u>Other Attendees:</u>		
Carl Franceschi	DRA	X
Courtney Southwick	DRA	X
Pat Saitta	Municipal Building Consultants	
Chuck Adam	Municipal Building Consultants	X

1. **Public Comment:** - NONE

2. **Approval of minutes:**

June 26, 2012 were reviewed and no required adjustments were noted:

Motion made by George to accept the minutes as submitted, seconded by Rob, ***all present voted approval*** with Tillie and Kerry abstaining.

3. **Approval of Invoices:**

The following invoices were taken as a group and a ***motion was made by George*** to approve and seconded by Rob, all ***present voted approval:***

- DRA Invoice dated - July 2, 2012 - \$19,281.00
- MBC Invoice dated - July 5, 2012 - \$10,335.00

Ellie presented an invoice from Kopelman and Paige for legal services performed during the past month in the amount of \$52.20. A ***motion was made by George*** and seconded by Tille to approve, ***all present voted approval***.

4. Correspondence:

NONE

5. Old Business:

NONE

6. New Business:

- Ellie read an email forwarded by Municipal from Chris Alles of the MSBA relative to the additional materials that would be ***required as a supplement*** to the Schematic Design submission due on August 8th. (Copies were made and handed out at the meeting)
 - These materials are being asked for to “demonstrate the District’s commitment to address issues identified at the MS/HS and Perley School.
 - It was agreed that Carol would respond to the email in a letter format identifying the commitments made to address these issues
 - The following items would be included in the email:
 - ESCO - to demonstrate the upgrading of lighting, HVAC controls and other energy improvements that are part of the ESCO
 - The FEMA grants to fix the drainage issues
 - The School Committee and Board of Selectmen’s discussion of funding the additional fees required to create a “schematic design” and estimate of the work required.
 - The committee discussed its feelings relative to using free cash through the finance committee and board of selectmen to fund the work. Those feelings will be brought to the Board of Selectmen and Finance Committee.
 - Carol will prepare a Draft of the Letter for review by the chairs and David Surface and Mike Farrell.
- Municipal reviewed the latest Monthly Report that included a budget report. MBC pointed out that after the paying of the invoices approved at the meeting tonight there will be \$5,735.06 left in unallocated and uncommitted funds. This was brought to the attention of the committee as DRA is bringing forward a request for additional testing required as part of the Schematic Design Submission:
 - Hydrant Flow Test - Suggested to be completed in July - Prior to completion of estimates - \$1,500.00
 - Board of Health Witnessed Test Pits- Suggested to be completed in July due to BOH availability and Penn Brook Schedule - \$1,500.00
 - Total of \$3,000.00
 - Would leave a remaining uncommitted balance of \$2,735.06
 - Motion made by: Jeff Wade, seconded by Eric Zadina
 - All present voted approval

- The following schedule highlights were also reviewed:
 - Schematic Drawings complete and sent to estimators 7/9/12 - DONE
 - 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

- DRA provided updates on the floor plans and site plans indicating what changes were made and what areas they would still be refining.
 - Courtney reviewed the minutes of the planner and conservation agent discussions held earlier in the day. The agent is requesting irrigation wells for the new playing fields. DRA will instruct the estimators to carry this as a separate line item.
 - The committee provided it's comments on the design elements they felt still needed to be refined. Some of these included:
 - Entrance canopies
 - Roof over the media center
 - Roof over the Kindergarten wing
 - Color palettes for the exterior finishes
 - Use of metal paneling / definition of materials
 - Liked sloped roofs over the Gym and Cafeteria

- The committee asked if permitting fees would be waived by the regulatory boards and departments having jurisdiction. It was suggested that Mike Farrell discuss with the Board of Selectmen

7. Next Meetings:

- Upcoming building committee meetings will each address specific design issues/criteria as follows:
 - 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:

- At 9:45 a motion to adjourn made by Tille, seconded by Jeff, all present voted approval.

