



**Penn Brook School Building Committee Meeting Notes**

***November 27, 2012 - 7:00 PM***

***Town Hall – 3<sup>rd</sup> Floor 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	
George Comiskey	Citizen	X
Peter Durkee	Highway Surveyor	
Tillie Evangelista	Planning Board	X
Rob Hoover	School Committee	
Kerry Stauss	Citizen	
C. David Surface	Chairman, Board of Selectmen	
Eric Zadina	Citizen	X
Jeff Wade	Citizen	
Nasrene Phaneuf	Finance Committee Designee	

**Non-Voting Members**

Carol Jacobs	Superintendent
Michael Farrell	Town Administrator
Dr. Donna Tanner	Principal, Penn Brook School

**Other Attendees:**

Carl Franceschi	DRA	X
Courtney Southwick	DRA	
Pat Saitta	Municipal Building Consultants	X
Chuck Adam	Municipal Building Consultants	
Joan Liporto	Finance and Operations Director	

1. **Public Comment:** - NONE
2. **Approval of minutes and invoices:** - Deferred - No Quorum
3. **Correspondence:** - NONE
4. **Old Business:** - From MBC Meeting minutes 11/13/12
  - **Town to decide on project funding – fully fund or borrow on projected cash flow?**
  - MBC will update project cash flow as contracts are executed and cost breakdowns received
  - Town to verify that the Penn Brook Building Committee will also serve as the MHS Building committee with the addition of the MHS principals

- FEMA mitigation grant application for the MHS is due 12/3/12
- **Sub committees, as determined to be necessary, will be established at the next committee meeting**
- **Early site package to address site access and maintaining the existing septic system has been determined to be unnecessary since access and existing septic system locations are not impediments to the schedule and “split responsibility” is eliminated.**
- **MBC submitted their contract extension at the last meeting 11/13/12 and DRA will be submitting shortly. Status on MBC’s contract execution will be reviewed with Mike Farrell.**
- **Town has received the executed S& B (Scope and Budget) agreement and recently received the PFA (Project Funding Agreement) which must be reviewed by legal counsel, signed and returned within 30 days with the additional information requested.**

5. **New Business:** -

DRA presentation -

- Reviewed suggested revised Gym orientation that rotates the Gym to improve the site configuration and enlarges the paved play area that includes pervious pavement to allow drainage through the pavement. The change was well received by those present but will still need a Building Committee vote to approve. Carl mentioned that the new design would be more economical.
- “SBC needs to decide what to do about the site fill. Keep onsite or offsite.”
- Meetings with School administration and various Town Departments are being established by DRA as necessary.
- It was pointed out that the Design Development Phase is underway and scheduled for completion and distribution to the cost estimators the end of January 2013, and as such, a number of decisions to be made by the District will be necessary. For that reason, a number of Building Committee meetings have been scheduled in the next month and a half.

MBC presentation -

- Distributed the updated master schedule (attached) and noted the following major milestones:
  - Design Development documents to estimators 1/30/13
  - Design Development submission to MSBA 2/18/13
  - 60% construction documents to estimators 4/2/13
  - 60% construction documents submission to MSBA 5/9/13
  - 90% construction documents to estimators 5/20/13
  - 90% construction documents submission to MSBA 6/26/13
  - Bidding Documents available 8/5/13
  - GC Bids due 10/4/13
  - Commence Construction 11/4/13
  - New Penn Brook Occupancy date 8/25/15
  - Complete existing school demolition and site work 12/24/15

- Distributed MBC's "Owner issues for Discussion" dated 11/26/12 that include DRA responses to the various topics. The list is a "sampling" of the issues that will require decisions by the Building Committee / School Dept / Town.  
Issues were very briefly reviewed and will be discussed in detail along with a number of other items at upcoming Building Committee meetings and District interaction.

6. **Next Meetings:**

The next meetings will be conducted in two back to back sessions, **6:30** for Sub committees and /or Architect consultant sessions and **7:30** regular building committee meetings:

- Tuesday December 11, 2012 @ Town Hall 3<sup>rd</sup> floor
- Tuesday December 18, 2012 @ Town Hall 3<sup>rd</sup> floor
- Tuesday January 8, 2013 @ Town Hall 3<sup>rd</sup> floor
- Tuesday January 22, 2013 @ Town Hall 3<sup>rd</sup> floor
- Tuesday February 5, 2013 @ Town Hall 3<sup>rd</sup> floor

7. **Motion to adjourn:**

- Motion to adjourn by George Comiskey, seconded by Tillie Evangelista. All present voted approval. Meeting Adjourned @ 8:35 PM