

**School Building Committee Meeting Minutes**

Approved with corrections noted at  
2/5/13 meeting

***January 22, 2013 - 7:30 PM***

***Town Hall – 3rd 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	X
Alan Aulson Jr.	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	X
Jeff Wade	Citizen	X
Nasrene Phaneuf	Finance Committee Designee	
<b><u>Non-Voting Members</u></b>		
Carol Jacobs	Superintendent	X
Michael Farrell	Town Administrator	X
Donna Tanner	Principal, Penn Brook School	
Margaret Maher	Principal, Perley School	X
Joan Liporto	Finance and Operations Director	
<b><u>Other Attendees:</u></b>		
Carl Franceschi	DRA	X
Courtney Southwick	DRA	
Pat Saitta	Municipal Building Consultants	X
Chuck Adam	Municipal Building Consultants	X

**1) Public Comment - None**

**2) Approval of minutes for January 15, 2013 meeting**

Motion to approve by Ellie, second by George *all present voted approval.*

**2. Approval of Invoices - None**

**3. Correspondence - None**

**4. Old Business -**

- Tille asked DRA to explain why some towns don't require Planning Board action, DRA provided a brief explanation of the Dover Amendment and that in those cases it's a limited review. If the Planning Board requests a submission then the project would comply. Tille will review with the Planning Board at its next meeting. David **EXPRESSED** his thoughts that this limited review occur as long as it does not delay the project. Rob mentioned that the technical review usually performed as part of the process should occur as it's a **SECOND SET OF EYES AND IT'S** already budgeted for in the project.

5. **New Business:**

• **Site Review Discussion:**

- DRA reviewed the discussions of the sub-group, school staff and committee members as well as the site consultant
- Reviewed possible playground design styles and number of structures
- Reviewed:
  - widths of roads,
  - curbing requirements
  - drainage and improvements at the Elm Street entrance
  - emergency access road work scope of work
  - new field work in location of old school
  - pad location for a possible garage/storage areas
  - island locations and snow storage areas
- Committee concerns/questions: low vandalism materials on play equipment; budget control and use of contingency funds in the total project for the key elements; extent of irrigation water and wells; playground/exterior play storage locations; community garden and water storage; lawn fertilization and irrigation; islands in parking lots

***A motion was made by Ellie and seconded by David to support the notes and the decisions made by the Site Review sub-group including comments made to DRA's notes, all present voted approval***

- Rob expressed his continued concerns with the schedule and the number of items that we haven't seen and that allowance figures are still being carried. Concerned that numbers may come in higher and that we may not have the funds to complete some of the sidewalks and driveway paving.
  - Jeff agreed with Rob's comments and is as concerned with the exterior materials decisions that still need to be determined.
  - DRA was asked to provide a list of the issues that will still be open at the time of the DD submission and estimates
- **Exterior Materials:**
- February 7<sup>th</sup> is the new date for the sub-group to meet again.
  - DRA will report at next building committee meeting the continued discussions and changes brought about by these discussions.
- **FFE Discussions:**
- Reviewing now for the general layout in order to help layout the building requirements
  - Movable book stacks in Media/Library
- **S.P.E.D Review Discussions:**
- Reviewed the program with the new director
  - Produced chart for relabeling of spaces to accommodate the director and school departments requests.
  - Will not require a DESE resubmission

• **Preliminary findings of new geotechnical investigations:**

- Additional borings and test pits work that was previously authorized by the committee was completed last week
- Some ledge removal was identified at the area of the main entrance. This will have to be removed during construction
- Additional ledge in parking lot that was identified will try to be avoided
- Cuts, fills, stockpiling, blasting and possible site storage areas were reviewed and although site is balanced it may be difficult to stockpile on site. Will look at other areas on the site where it may be stored to minimize costs for trucking.
- An additional area on the south side of the property will require some additional borings and geotechnical investigation. DRA and MBC requested the committee authorize a not to exceed amount of \$3500 for this additional work. ***Motion made by Rob and seconded by Jeff, all approved.***

6. **Next Design Review Sub-Group Discussions:**

- Thursday, January 24, 2013 - @ ***TBD***
- Site Plan review - Tuesday, February 5, 2013 - 4:30 PM
- Exterior materials review - Thursday, February 7, 2013 @ ***TBD***- 6:30 PM

7. **Next Building Committee Meetings:**

- Tuesday February 5, 2013 @ Town Hall - 7:30 PM - *(Any remaining site issues)*
- Tuesday February 19, 2013 @ Town Hall - ***7:30 PM*** - reminder its vacation week  
***(Important meeting to approve submission)***

8. **Middle / High School Project:**

- MBC passed out and reviewed the recently submitted schedule that identifies the milestones and board meetings.
- The committee reviewed the committee's membership status and the chairs will review with Mike Farrell.

***Motion to Adjourn by David and second by Rob, all present voted approval***