

**School Building Committee Meeting Minutes**

***April 23, 2013 - 7:00 PM***  
***Town Hall – 3rd Floor Meeting Room***

***DRAFT***

**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
George Comiskey	Citizen	X
Peter Durkee	Highway Surveyor	X
Tillie Evangelista	Planning Board	
Rob Hoover	School Committee	X
Kerry Stauss	Citizen	
C. David Surface	Chairman, Board of Selectmen	X
Eric Zadina	Citizen	
Jeff Wade	Citizen	X

**Non-Voting Members**

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	
Peter Lucia	Principal, Middle & High School	

**Other Attendees:**

Carl Franceschi	DRA	X
Courtney Southwick	DRA	
Pat Saitta	Municipal Building Consultants	
Chuck Adam	Municipal Building Consultants	X

- 1) **Question from Chair:** DRA was asked if a formal request had been made to the Planning Board for an informal review of the project. A formal response was made but no response had been received.
- 2) **Public Comment** -
  - None
- 3) **Correspondence** -
  - None
- 4) **Approval of minutes:**
  - **April 9, 2013 meeting :**
    - Motion to approve the minutes by Ellie, seconded by George
    - Motion passed***

**3) Old Business:**

- Municipal provided the following updates:
  - MS/HS - DRA will provide update on status of setting up meetings; schedule was reviewed; important to meet with teachers before school lets out as submission of materials in due in August
  - Penn Brook 60% submission - still on schedule for submission on May 9<sup>th</sup>, MBC completed and extensive review of the drawings and specifications and forwarded to DRA for their review. This will also be inserted into the 60% submission to the MSBA.
  - Penn Brook Estimates - received this week and are being reviewed and reconciled to prepare for 60% submission

**4) New Business:**

- Penn Brook - Status of Conservation Commission Submission:
  - All materials submitted
  - Abutters and notifications have begun
  - 1<sup>st</sup> hearing with Con Com will be this Thursday, 4/25/13. Civil Engineer and Landscape Architect will be in attendance
  - NOI/ANRAD plans have been filed
  - A site walk is anticipated and will be scheduled in early May.
  - Design drawings and calculations were sent to the Technical Reviewer by the Cons Com.
- DRA has asked the Planning Board Administrator for the submittal “checklist” in anticipation of the Building Committees request to expand the Conservation Commissions Peer Review expansion of scope to include some of the Planning Board Site Plan review comments. Although requested, not received yet. Mike Farrell will follow-up with Planning Board Administrator.
- DRA Design Presentation - Interior Concepts and Exterior Concepts:
  - Subgroup met on April 18<sup>th</sup>
  - DRA reviewed a plan change to improve the flow around the kitchen of the maintenance staff to the “back of house”. No SF increase.
  - DRA provided an overview of the subgroup meetings and the latest material selections that are being used in the design and included in the estimates
  - DRA also reviewed changes made to the exterior of the building along the main entrance and the Gym/Café Entrance

Review of schedule for subgroup meetings:

- Playground review meeting will occur at 5:15 PM on Wed May 1<sup>st</sup>
- Site Review meeting will occur at 7:00 PM on Wed may 1<sup>st</sup>

Both Meetings will be a Superintendents Office

- Municipal - Prequalification:
  - Municipal informed the committee that the prequalification of the subcontract and general contract bidders will begin at the next meeting with the selection of the “prequalification

committee members". DRA, MBC and Mike Farrell will be on the committee, (1) Member of the building committee must sit as well.

- MBC will forward an overview of the prequalification process before the next meeting.

**5) Next Building Committee Meetings:**

- Tuesday May 7, 2013 @ Town Hall - 7:00 PM - 2nd floor meeting room
- Tuesday May 28, 2013 @ Town Hall - 7:00 PM - 3<sup>rd</sup> floor meeting room
- Tuesday June 18, 2013 @ Town Hall - 7:00 PM - 3<sup>rd</sup> floor meeting room
- Tuesday July 9, 2013 @ Town Hall - 7:00 PM - 2nd floor meeting room
- Tuesday July 30, 2013 @ Town Hall - 7:00 PM - 3<sup>rd</sup> floor meeting room
- Tuesday August 20, 2013 @ Town Hall - 7:00 PM - 3<sup>rd</sup> floor meeting room

***Motion to adjourn by David and second by Jeff, all present voted approval***