

School Building Committee Meeting Minutes

May 7, 2013 - 7:00 PM
Town Hall – 2nd Floor Meeting Room

DRAFT

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
George Comiskey	Citizen	X
Peter Durkee	Highway Surveyor	X
Tillie Evangelista	Planning Board	
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
<u>Non-Voting Members</u>		
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	X
Peter Lucia	Principal, Middle & High School	
<u>Other Attendees:</u>		
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:

- **April 23, 2013 meeting :**

Motion to approve the minutes by Jeff, seconded by Michelle

Motion passed with (1) abstention

3) Approval of Invoices:

- **DRA - \$345,089.75** for Construction Document Phase including reimbursable expenses for Nitsch engineering for Conservation Commission permitting.
- **Municipal - \$25,515.00** for month of April and includes the 60% cost estimate from AM Fogarty

Motion by Jeff to approve both invoices, seconded by Kerry

Discussion:

- Rob - question as to what is MBC deliverable for the hours spent on the 60% review? MBC indicated that that MSBA has required submittals on Value Engineering, Estimate Review, Update Budget and Updated Schedule that is included in the MSBA 60% submission package.
- **All present approved**

4) Old Business:

- Planning Board has indicated that they will not entertain an informal hearing/meeting for site plan review.

5) New Business:

• Review and Approval of 60% Cost Estimate:

- MBC reviewed the 60% materials that are required to be submitted. MBC/DRA will look at posting the information either on an FTP site or a "DropBox"
- MBC reviewed that the estimates are very close and are actually lower than the approved budget
- MBC passed out a comparison of the new budget based on the estimate to the approved MSBA and Town meeting approved budget:
 - Project at this time is under budget
 - The committee agreed that they should stay the course, no need to do anything at this time as the estimates are "a snap shot in time".
 - MBC/Dra reviewed the requirements for add alternates that may be included in the bid packages which will be reviewed and voted at a later meeting.

Motion to approve the estimates and authorize the submission to the MSBA by George and seconded by Jeff - all present voted approval

• Review of Conservation Commission Meeting and Walkthrough:

- A group walked the site as part of the walkthrough with the Cons Com.
- George and Carl Reviewed the 1st Cons Com meeting:
 - DRA reviewed what the jurisdiction and responsibilities of the commission includes protection of wetlands
 - Anticipated that the initial meeting was going to be an introduction. Future meetings will include the engineers and landscape architects as well as DRA and MBC
 - Additional wetlands outside the 200' of the property were looked at and will be flagged as well.
 - The commission may have concerns with the alternative access road design. Peter expressed his concerns with the road construction, paving and snow removal. DRA will review with Nitsch and review at next meeting.

- Confirmation of the wetlands will be done by BSC Group for the Cons Com and the Commission will vote to approve the flagging and storm water calcs after report from reviewer.
- Storm water calculations will be verified by BSC Group for the Cons Com
- DRA was asked to assemble the list of what consultants will be attending and if the Cons Com agent agrees.
- Additional PEER review discussion:
 - Jeff outlined that it is this committees concept to have a 3rd party reviewer do certain elements of the Town's Site Plan Review Regulations
 - The committee will ask the Conservation Agent to provide what the Conservation Commission is contracting with their reviewer.
 - The committee will need to have a discussion with the agent that we would like to engage the BSC Group to do the review DIRECTLY for the Building Committee
 - Committee reviewed a handout from DRA of the Town's Site Plan Review Regulations to establish a scope for this additional Peer Review:
 - H - Traffic - Jeff made a motion to request the Elm Street project conduct a traffic study, seconded by Michelle - ***motion passed to not include this work***
 - I and J not reviewed as considered subjective
 - K - Parking - Michelle made a motion to **not** include this in the peer review, seconded by Jeff - discussion Rob wants it noted that this is a Health Safety recommendations and it should be reviewed by a 3rd party, Jeff doesn't feel it's necessary - ***Motion failed this will be included***
 - L - Site landscaping - Jeff move to **not include** this, Michelle second - ***motion passes***
 - M - Exterior lighting - (consider replacing the existing lights coming up the driveway with new lighting, DRA will look into) - ***Rob motion to include 2,4 7, 8, 10 and 11 , David second - motion carries***
 - N - Loading, waste disposal, and outdoor storage areas. Adequate loading and waste disposal areas shall be provided on site. Loading, waste disposal and outdoor storage areas shall be screened by landscaping, walls, fences, or barriers of sufficient height to conceal said areas from the street and abutting residential properties. - ***Jeff/David - motion passes to not include***
 - O. Storm water management, infiltration, and retention - ***held until information from Cons Com information is received.***
 - David moved to request Mike Farrell to begin the process of procuring the services of an independent peer review of the following sections of Section 165-83 Site Plan Approval, paragraph K - Parking and paragraph M - Exterior Lighting, items 2,4,7,8,10 and 11 second by Jeff - ***All present voted approval***
 - ***Jeff made a motion amend the vote to give Mike Farrell the authority to engage a peer reviewer and that the review needs to completed in Mid to Late June, after procuring through the appropriate method, seconded by Peter, all present voted approval.***

- ***The committee then re-voted the original motion with the amendment - all present voted approval***
- DRA Design Presentation - Playground:
 - Subgroup met on May 1st
 - DRA reviewed the concept selected by the subgroup
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- DRA Design Presentation - Site Review:
 - Subgroup met on May 1st
 - DRA reviewed the latest discussions with the subgroup
 - Rob still has some reservations but will continue to review with DRA and Larson Warner
- DRA Design Presentation - Entrance Modifications:
 - Trapezoidal columns
 - Gable end
 - Bus entrance - added columns similar to main as light poles
 - Will continue to look at lower canopy
- 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 (2) members of the building committee must sit as well.
 - MBC will forward an overview of the prequalification process
 - ***A motion was made by Michelle and seconded by Jeff to appoint Ellie and Mike as the building committee representatives to the prequalification committee. All present voted approval.***

6) Next Building Committee Meetings:

- Tuesday May 28, 2013 @ Town Hall - 7:00 PM - 3rd floor meeting room
- Tuesday June 18, 2013 @ Town Hall - 7:00 PM - 3rd 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 - 3rd floor meeting room
- Tuesday August 20, 2013 @ Town Hall - 7:00 PM - 3rd floor meeting room

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