

Penn Brook School Building Committee Meeting Minutes

June 18, 2013 - 7:00 PM
Town Hall – 3rd 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	
Stuart Egenberg	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	
Donna Tanner	Principal, Penn Brook School	
Margaret Maher	Principal, Perley School	X
Joan Liporto	Finance and Operations Director	
Peter Lucia	Principal, Middle & High School	
<u>Other Attendees:</u>		
Carl Franceschi	DRA	X
Courtney Southwick	DRA	X
Chuck Adam	Municipal Building Consultants	X
Pat Saitta	Municipal Building Consultants	X

1) Public Comment -

- None

2) Approval of minutes:

- **May 28, 2013 meeting :**

Motion to approve the minutes by Jeff, seconded by George, discussion - MBC was asked to correct the meeting time and add Penn Brook as a header on minutes.

All present voted approval as noted with Stuart, Michelle and Eric abstaining

3) Approval of Invoices:

- DRA - \$353,640.60 for May services
- MBC - \$15,465.00 for May services

- North of Boston Media Group - ad for prequalification in local newspaper
- UniBank - \$500 for financial advisory fee
- Motion to approve \$369,605.60 George, Jeff, Discussion - it was asked if these had all been reviewed by Municipal who indicated they had and all are within the budget amounts- All present voted approval.

4) Correspondence:

- Letter from Carpenters Union will be passed on to qualification committee, Rob wanted to discuss prior to committee review, shouldn't committee review before selection, reviewed committee process for prequalification.

5) Old Business:

- None

6) New Business:

- Construction Documents 90% Update and Budget Update:
 - DRA/MBC reviewed the status of the 90% submission documents
 - MBC reviewed the 90% estimates and the impact on the overall budget, project is presently more than \$1.5 million under budget which will result in a lower impact to the town.
 - George - water filtration system in budget? Team will check
 - Is the remaining design/pricing contingency enough to cover the last 10% of the design process? Yes!
 - How are any issues raised by regulatory agencies absorbed into budget. Some accommodations have been made in budget in anticipation of any suggested changes.
 - Jeff - in light of the budget at this time should we not go back and look at the hard decisions we made and see if we might want to rethink some of the decisions. Committee will review the value engineering decisions.
 - Still need to finalize the site and exterior meetings decisions and sub-group meetings
- Approval of PSS 7 for Additional Hazmat Testing
 - DRA presented PSS #7 for the expansion of the hazardous materials testing of the existing building.

Motion made by Michelle and seconded by Eric to approve DRA, PSS#7 in the amount of \$1,530.00. All present voted approval.
- Conservation Commission Hearing Schedule - June 27
 - Designers have reviewed the CC peer reviewers comments and will be returned to them this week
 - Review of calculations interpretations, calculations are going up for more run-off, latest estimate includes the additional work
 - Do not expect hearing to be closed on the 27th but hopefully within 2 weeks of that date
 - Storm water drainage outfall at Elm Street:
 - Design team proposing that driveway drainage is installed and capped and not used until Elm Street drainage work is designed and completed
 - OK with committee

- Revised Wetland Delineation Discussion:
 - Stricter interpretation of isolated wetland near secondary access and main drive delineation line now overlaps the two roads
 - Rip rap may not be enough so a wall was added with guardrails
 - Ask for relief or discuss mitigation? Maybe replication
 - Design team is recommending not paving the secondary access road make it a gravel "Vermont country road".
 - No mitigation required
 - Addresses drainage concerns but relying on impervious surface
 - Still maintenance questions
- Letter from the Building Inspector Regarding ZBA
 - Good news, that Inspector has authority to not require ZBA action
- Site plan for Parking Review and Site Lighting turned in to Town
 - One proposal received, will review with Mike Farrell who has authorization to proceed from the committee.
- Site Plan Review Checklist
 - Review at July 2nd meeting 4:00 PM at Perley
- Site Signage at Elm Street Entry
 - DRA reviewed design for a monument sign at the street
 - Committee expressed its concerns to the designers relative to materials, likes concept but try and stay true to history of Elm Street.
 - Suggestion to review 911 monument for ideas and look at "Coretin"
 - DRA will review and update
- Lights and Light Poles on Main Drive
 - Existing or directional down and LED and relatively new pole lights exist
 - DRA offered that there is approximately \$9,000 in the budget for the replacement of these lights
 - Rob offered that the entryway to the site make look unfinished if these lights are not replaced.
 - DRA was asked if they could provide "photo shopped" pictures of the existing poles with the new lights to compare to what exists now
 - MBC/DRA were also asked to provide a cost estimate for adding new metal poles alongside the utility poles.
- Approval of 90% Cost Estimate – due MSBA June 26,2013
 - **George made a motion to approve the submission as presented this evening by DRA and Municipal and authorize the submission to the MSBA, motion seconded by Jeff, all present voted approval**
- Prequalification Status:
 - (91) sub-contractors
 - (6) general contractors
 - Need to re-advertise for elevator subcontractors, need approval to re-solicit.
 - **Motion to re-advertise made by Jeff seconded by Rob, all present approved**

7) Next Building Committee Meetings:

- Tuesday June 25, 2013 @ Perley - Sub-Group for Interiors and Exterior Finishes
- Tuesday July 2, 2013 @ Perley - Sub-Group for Site review issues
- 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 Michelle and second by Jeff, all present voted approval