

Penn Brook School Building Committee Meeting Minutes

September 24, 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
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	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>		
Chief Beardsley	Georgetown Fire Department	X
Chief Cudmore	Georgetown Police Department	
Carl Franceschi	DRA	X
Courtney Southwick	DRA	X
Chuck Adam	Municipal Building Consultants	X
Pat Saitta	Municipal Building Consultants	X

1) Public Comment -

- Ann Diogivanni - inquired about solar design for the school and that she and her company would be willing to assist in the design portion. DRA explained it had all been done and at this point she should contact the low bidder and electrical contractor.

2) Approval of minutes:

- August 6, 2013 - minutes were reviewed, motion by Jeff, second by George. Majority approved the motion with Michelle and Ellie abstaining.
- August 20, 2013 - minutes were reviewed, motion by Ellie, second by George. Majority approved the motion with Jeff abstaining.
- September 3, 2013 - minutes were reviewed, motion by Jeff, second by George, discussion relative to wording of NFPA guidelines not regulations. Majority approved the motion with noted corrections, with Michelle abstaining.

4) Approval of Invoices:

The following invoices were presented for approval:

- Municipal Building Consultants - August 2013 invoice - \$13,040.00
- DRA - PSS -6 Wetland Flagging and Survey - 9/6/2013 - \$7,920.00
- DRA - basic services for August 2013 - 9/4/2013 - \$57,025.00
- Andrew T. Johnson Co., Inc. - printing of bid sets - 8/16/2013 - \$11,306.00 - MBC informed the committee that this was the first of the printing invoices, to date they have seen invoices totaling over \$16,000.00. A budget of \$65,000.00 was carried in the budget.

Motion was made to approve all of the invoices presented above by Ellie and seconded by Jeff, all present voted approval.

5) Correspondence:

- None

6) Old Business:

- Review and approve revised design/width of secondary access drive:
 - DRA presented the final design for the secondary access drive design that was worked out with the Fire Chief in a meeting coordinated by Jeff and Rob. The design includes a 10'-0 wide porous pavement surface, a wider area at the intersection with the loop drive, clearing overhanging tree limbs overhead along this width, no retaining walls, maximum of a 10% grade and drainage work as required. This design was included in the bid documents and was submitted to Cons Com to inform them of this change. Cons Com will review at its meeting on October 17th.
 - A swinging lockable gate in lieu of a chain and bollard will be looked at and presented to the contractor for pricing.
 - Mike Farrell was asked to review town code section 250-45 - for parking restrictions near and around the area of this access road and what signage would be required.
 - Rob asked for examples of other porous pavement in the woods projects, vertical curve sections and horizontal layout plans as previously requested.
 - The material at the connection of the access drive and the Johnson property - referred to Mike as it's currently being negotiated.
 - It was asked who would have to maintain the drive; Peter indicated it was the school department. Carol and Peter would discuss further and that budget may have to be allocated for renting a vacuum truck twice a year.

Motion was made by Ellie to accept the design as presented, seconded by Jeff, motion passed by a majority with George voting against.

7) New Business:

- Appointment of a Clerk to the committee: ***Motion was made by Michelle and seconded by Ellie, all present voted approval.***
- MBC and DRA update:
 - Reviewed filed sub-bids and general contractor bids which all came in under budget.

- Reviewed schedule of construction activity - as soon as contract is signed the contractor will likely mobilize immediately with fencing, conservation protection measures, hay bales, silt fencing, office trailer and tree clearing.
- Approval of PSS-8 - Permitting/Conservation Commission Hearing - DRA presented supplement #8 to its contract for \$3,350.00 for consultant work associated with the additional conservation commission coordination work.
- Approval of Phase 2 Environmental Site Assessment and Construction Phase Monitoring: - DRA presented supplement #9 to its contract for \$32,880.00 for consultant work associated with the required Phase II Environmental Site Assessment for Subsurface Investigation, underground storage tank removal and construction phase monitoring during demolition. MBC indicated these services were budgeted for in the overall budget.

Motion was made by Ellie and seconded by Jeff to approve these amendments, all present voted approval.

- Award of Bid/Contract:
 - DRA and MBC provided the committee with a synopsis of the bid results. There were 3 general contractor bids and the low bidder is Brait Builders of Hingham, MA. Their bid was \$32,910,000.00 which is under the estimators bid target of \$35,944,000.00 and the MSBA Project Funding Agreement amount of \$36,979,465.00.
 - The following motion was made by Ellie and seconded by Michelle:
Move to recommend to the Board of Selectmen to award the General Construction contract to Brait Builders of Marshfield, MA in the amount of \$32,910,000.00, contingent upon receiving the all documentation required in the bid documents and upon review of the documents by legal counsel.
All present voted approval
- MBC outlined the next steps in the process which will include a Project Funding Agreement bid amendment that will be required to be voted on by the Building Committee and signed off by the Board of Selectmen, School Committee and Superintendent. MBC will work with the MSBA on the documents and required materials.

8) Next Building Committee Meetings:

- Tuesday, October 15, 2013 @ Town Hall - 7:00 PM
- Future building committee meetings will be on the 2nd Tuesday of Every Month through the duration of the construction :
 - Tuesday, November 12, 2013 @ Town Hall - 7:00 PM
 - Tuesday, December 10, 2013 @ Town Hall - 7:00 PM

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