**Elementary School Building Committee Minutes**

*August 8, 2011*

*7pm Town Building/COA Room*

**Attendees: Lorraine, Paul, Charlie Kern, Steve, Amy, Ellen, Phil, Kevin Lacoste, Craig Martin, Neil Joyce, David Korn, Lynn (7:20)**

**Audience: Bill Byron, David Walrath, Lew Halpern, Daisy Dearborn, Ann Needle, Dr. Janet Stiles, Linda Hathaway, Richard Creswell (SMMA)**

Minutes Volunteer – Gary

Approval of Minutes 7.11.11

* Amy moved to accept as amended
* Charlie Kern 2nd
* Vote for approval was unanimous

Open Meeting Law procedures

* Amy reviewed open meeting law complaint process
* Review email proscription
* Review: Don’t deliberate by email
* Amy noted review of definition is useful
* Email is only for administrative purposes

Citizen concerns

* Dr. Janet Stiles submitted a complaint regarding open meeting violations via email
* Dr. Stiles noted that the timing of the complaint is when it could reasonably be discovered
* During the period of February through July 2011, it is her opinion that there was a violation of the type of meeting called serial open meeting law. She asserts that the emails show meetings had occurred, intending to deprive the public of this information.
* She brought up a letter from February from Ellen Sturgis to Lynn Colletti regarding attending a work meeting that Lynn had requested to attend.
* Also brought up email dated 4/30/2011 between co-chairs and Gary Bernklow, Craig Martin, discussing how to “defeat this warrant article”. The final version of the email is ‘cc’d to everyone on the committee.

Project Manager (CMS) update (including but not limited to):

* Started with drywall on interior.
* 1st test of windows did not go well. 66% failure rate. Contractor will have to pay for re-testing.
* Masons should finish up within the next week
* Building inspector said no more inspections until some items resolved, which they are close to doing.
* Septic system is coming in. Pumping arrangement for the first week of school since leaching field may not be 100% approved. Wrong sand brought in originally, which put us behind a bit.
* Stone blasted on bus loop is now on its way out.
* Overall, going “pretty well”
* Landscaping plants need to go in before October
* Should not be an impact to the classroom schedule in January
* Believe all of the blasting should be completed now. Possible that it may have to be done again if more rock is encountered.

Review of budget/costs to date

* Paul presented requisition #14 in the amount not to exceed: $1,702,633.
* Ellen moved to approve, Craig 2nd.
* Discussion: Steve asked for a similar summary for each requisition in the future.
* Vote: Unanimous.
* Change order #13 – Amount $87,095
* Removal of unsuitable material, meaning organics that are in the structural fill and replace with structural fill.
* See summary sheet hand-out, AIA CO #013
* Craig asked if skylight would require additional spending for the roof in that area.
* Lorraine and Paul said that it should not.
* Steve asked about unsuitable soil whether the $45 per foot is for both removal and replacement. Paul and Lorraine said it was.
* Amy moved to approve #13. Craig 2nd. Discussion: none
* Vote to approve was unanimous.
* About $1M still outstanding to Stow from MSBA. Will go in shortly. From June’s recquistion.

RFI request list

* None

PCOs outstanding

* The list is shorter, but there are still outstanding issues.
* Paul said a lot of progress this past month.
* Steve asked how we pay: We pay the full amount and get reimbursed from the state after that.

Current schedule of completion

Still good. Might be a few weeks late, but not major.

Ellen noted she received an email from Paul Fowkes asking for the ESBC to approve something. More information to follow once Ellen has chance to investigate issue.

Votes as needed: Payment Requisitions, Change Order #13 - done

Charlie asked about the status with the conservation commission. Paul indicated it was better but there was a problem with the swpp reports. Not resolved as far as CMS is aware. No proof of clean-up.

Architect (SMMA) update

* Phil: FF&E (furn, fixt, equipment) – Furniture being finalized with MWood, Kevin.
* Going out to bid on August 11th, due back on August 26th. Seating for office tables and misc furniture. Slated for install Dec 15th. Aug 1st and August 15th (2nd delivery expected). 1 bid, 2 separate deliveries.
* Ellen asked if we are keeping anything from the current school in terms of furniture?
* Particular pieces are being kept, but nearly all student equipment and office furniture will be new.
* Phil offered to get a list of items that will be moving to the new school.
* Bid will be available for ESBC to review at next proposed meeting on Sept 12th.
* Suggestion that maybe the technology should wait until next summer to keep it consistent rather than bid out in two pieces like the furniture.

New Business/Old Business

* Gary Bernklow has been reappointed to ESBC as representative of Finance Committee
* Planning a site walk prior to next scheduled meeting
* Tiles have been ordered and that situation is all set. 630 tiles total

Public Comment

* Lew Halpern: Handed out diagrams showing proposed monument to stone building and the sun dial on the side of the old gym area. Noted sun dial was added when school originally built. Requested that the memorial include more stones from the stone building and some kind of placque dedicated to the stone building.
* Ellen: Noted the quality of the stone is in question, but that the stones at the bottom of the current design were to include some of the stones from the stone building.
* Phil: This would add some cost, but can be done.
* Daisy: I just want a peaceful solution. We need to set a good example to the kids.
* Bill Byron: Question about windows: How many windows are there in the building and Bill suggests testing 10% of them. He understands this is not part of the commissioning of the building but is another process. Pick the windows at random on the day the inspection is to occur so that is random.
* Lorraine: 80 – 90 windows, testing 9 (roughly 10%). Nobody has advance notice about which windows will be tested, so it is random. Will be testing 3 windows per day.
* Bill Byron: Will we have a commissioning of all systems at the end?
* Lorraine: MSBA hires the commissioning agent who have already been on site.
* Janet Stiles: Not a formal complaint I just wanted to give the committee time to respond to my complaints. Is RECESS a part of the committee? I believe they are functioning as a subcommittee.

Steve moved to adjourn at 8:28

Charlie 2nd –

Approval vote was unanimous.

Next meeting date: September 12: site walk proposed

Respectfully submitted by Gary Bernklow

September 12, 2011

Approved 10.3.11