

Penn Brook School Building Committee Meeting Notes

August 16, 2011

7:00 PM

Georgetown Town Hall - 3rd Floor Studio

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
Alan Aulson Jr.	Citizen	X
John Bononi	Finance Committee	X
Glenn Clohecy	Citizen	X
George Comiskey	Citizen	
Peter Durkee	Highway Surveyor	X
Tillie Evangelista	Planning Board	X
Timothy Gerraughty	Citizen	
Rob Hoover	School Committee	
Kerry Stauss	Citizen	
C. David Surface	Chairman, Board of Selectmen	X
Eric Zadina	Citizen	X
<u>Non-Voting Members</u>		
Carol Jacobs	Superintendent	X
Michael Farrell	Town Administrator	X
Dr. Donna Tanner	Principal, Penn Brook School	X
Vacant	School Business Manager	
<u>Other Attendees:</u>		
Carl Franceschi	DRA	X
Chuck Adam	Municipal Building Consultants	X

1. **Opening Remarks:** - Ellie Sinkewicz opened the meeting by giving a brief update to the overall project. Identified that the goals of the committee were to continue to work cooperatively with the MSBA and the community; that the project would not be a “palace”; that the Committee/MSBA monitors the costs at every step of the process utilizing the consultants.
2. **Old Business:**
 - The chair reminded all to get sworn-in, all present acknowledged they had.
3. **OPM Update:** Chuck Adam of Municipal Building Consultants gave an update on progress since last meeting. The monthly report was passed out and reviewed. Highlights included:
 - Reviewed schedule of submissions and schedule of meetings, milestones and meetings that will need to be held in the next few months.
 - Architect selection was completed successfully. Negotiations completed with agreed upon amount.

- Kick-off meeting was held with the MSBA on 8/15. The MSBA's field coordinator and project manager were in attendance, as well as DRA, Nitsch Engineering, Municipal, Building Committee members, Ellie Sinkewicz, Dr. Jacobs and Mike Farrell. The MSBA reviewed the process going forward, submission requirements, and deadlines and toured the school.
4. **Architect Update:** Carl Franceschi of DRA reviewed the schedule of tasks and milestone dates handout.
- The dates of building committee meetings and community meetings were reviewed. There was considerable discussion of the community meeting and what the goals, format and desired outcome would be.
 - Carl introduced the first drafts of the space summary templates which are part of the initial submissions to the MSBA. The templates distributed reflect the (3) grade configuration options being studied; K-6, 1-6 and 2-4. Carl cautioned everyone that these initial space requirements only reflect the MSBA's standards and not what may actually be required by the educational program.
 - The next steps include:
 - Meeting with the school administration and school staff to start outlining the educational program. These meetings will start next week.
 - Creating the matrix of all of the options that will be studied for each of the grade configurations; renovation, renovation/addition, new construction. This will be presented at the next meeting.
5. **Approval of minutes:** - July 26th meeting minutes – all reviewed them at the meeting, Municipal will email to all members prior to meetings going forward. Motion made by Michele Smith, 2nd by Tillie Evangelista, all voted to approve.
6. **Finance Issues:**
- Municipal presented DRA's contract for consideration by the committee. The fee proposal meets the MSBA contract requirements and scope of work. The negotiated fee is \$420,000.00 which is \$5,000 less than the budgeted amount. The initial fee proposal was considerably higher. After discussion a motion was made by Michele Smith and seconded by Tille to approve the contract with DRA and forward to the Board of Selectmen for execution. All in attendance vote approval
 - Ellie presented a monthly invoice from Municipal for services during the month of July in the amount of \$7,245.00. A motion to approve was offered by John Bonazoli and seconded by Glenn Clohecy. All in attendance voted approval.
7. **Next meetings:**
- August 30th – Tuesday, at 7:15pm. This meeting will be held at Penn Brook in the Library
 - September 13th – Town Hall, 3rd Floor studio at 7:15 PM
 - September 15th - Community Meeting – Penn Brook School – 7:00 PM
 - September 29th – Town Hall, 3rd Floor studio at 7:15 PM
8. Motion to adjourn made by Glen Clohecy, seconded by John Bonazoli.