

Penn Brook School Building Committee Meeting Notes

September 19, 2011

7:30 PM

Georgetown Town Hall, 3rd Floor Meeting Room

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 Bonazoli	Finance Committee	X
Glenn Clohecy	Citizen	
George Comiskey	Citizen	X
Peter Durkee	Highway Surveyor	X
Tillie Evangelista	Planning Board	X
Rob Hoover	School Committee	X
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	
Dr. Donna Tanner	Principal, Penn Brook School	X
Vacant	School Business Manager	
<u>Other Attendees:</u>		
Jeff Wade	Citizen	X
Carl Franceschi	DRA	X
Paul Brown	DRA	
Pat Saitta	Municipal Building Consultants	X
Chuck Adam	Municipal Building Consultants	X

1) **Old Business:**

None

2) **OPM/Architect Update:**

- a) Carl and Chuck provided a brief overview of the 1st community meeting which was held last Thursday, Sept 15th. Everyone felt it went well. The breakout sessions were very productive and generated excellent suggestions/ideas. The site plan group was largely abutters which was helpful in hearing their biggest concerns of traffic and a potential loop drive.
- b) DRA continued to meet with school personnel and staff to get input on classroom layouts, suggestions and biggest concerns working in the existing building.

- c) DRA passed a previously completed Preliminary Design Program for another community in order to show the amount of work that will be included in the report. Content of the report was reviewed which includes, Educational Program (from District), Initial Space Summaries, Existing Conditions reports, Site Development Requirements and the Proposed List of Alternatives. It was noted that this initial report does not address costs of any potential project. This comes in the next submission
- d) Municipal and DRA reviewed the proposed scope of work for the Geotechnical Services. DRA will be soliciting quotes from at least (3) firms. Municipal explained that the fees for these services are included in the amount carried in the budget report under "Environmental and Site". Tillie inquired if any of the previous study work was being considered and used? DRA responded that a lot of the information in the previous report was used to establish the Scope of Work which should help reduce the overall costs. Jeff asked if DRA felt comfortable with the locations of the proposed borings shown on the plan. DRA responded that they are looking at adjusting two of the locations to include more of the existing play fields and this would not impact the pricing.

3) New Business:

- a) Eric suggested the committee think of holding a separate meeting or start the community meeting early just for the abutters that could be potentially be impacted by the project. All agreed it was a good idea and discussion occurred as to which streets/properties would be invited. Michele will get an abutters map from the assessor's office to review at the next meeting.
- b) Rob asked DRA to clarify the roles/responsibilities of the Landscape Architect and the Civil Engineer. Carl provided an overview and summarized the roles as the Landscape Architect performs the "soft side" design, shaping the land and layouts, while the Civil Engineer "makes it work".
- c) The scheduling of the next community meetings was discussed. It was agreed they there should be (2) more. The first will be on the 18th at Penn Brook at 7:30 PM with the abutters invited to come at 6:30 PM. The second meeting should be a morning meeting on the 20th at 9:00 AM. Michele will arrange for a location to meet and advise.
- d) Ellie informed the Building Committee that at the School Committee Meeting on the September 22nd the School Committee would be asked to vote a preference for a grade configuration for the Penn Brook School. She suggested that if this committee felt strongly about an option it would be helpful to let the School Committee know of this committee's position. Discussion went around the table with most members agreeing that K-6 was the preferred option for the following reasons: K-6 is a model that schools across the state are moving towards; the transition from Kindergarten to 1st grade is easier if it occurs in the same building; although there aren't substantial savings in personnel changes there is a potential for operational savings in food service, maintenance, heat, utilizes, etc...; it was noted that the school principals agree that the K-6 option made the most sense educationally; the reuse of Perley was briefly discussed although all agreed that decision was the towns and not this committees decision, however the Superintendent suggested it would allow the entire administration to move to the Perley from the MS/HS and Penn Brook.

- e) Rob Hoover opened discussion as to what would be the best way for members to provide comments or ask questions. After considerable discussion it was agreed that all committee members should be submitting questions via email to the chairs who would forward to the consultants. The consultants would respond back through the chairs who would bring the questions and responses to the next committee meeting. This process should avoid any issues with open meeting law violations and should help reduce “reply all” emails and responses. All agreed that this approach was the correct approach to take.

4) **Approval of minutes:** -

The August 30th meeting minutes were reviewed and approved with the following correction, add Jeff Wade as attending as an “Other Attendee”.

5) **Finance Issues:**

NONE

6) **Next meetings:**

- a) September 29th – Town Hall, 3rd Floor studio at 7:15 PM

Municipal and DRA will also attend future Board of Selectmen and School Committee meetings in order to provide updates.

- 7) Motion to adjourn made by Tillie, seconded by Peter and all voted to adjourn.