

Penn Brook School Building Committee Meeting Notes

September 29, 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	
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	
Rob Hoover	School Committee	X
Kerry Stauss	Citizen	X
C. David Surface	Chairman, 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	
Dr. Donna Tanner	Principal, Penn Brook School	X
Vacant	School Business Manager	
<u>Other Attendees:</u>		
Carl Franceschi	DRA	X
Paul Brown	DRA	X
Pat Saitta	Municipal Building Consultants	
Chuck Adam	Municipal Building Consultants	X

1) **Old Business:**

Ellie passed out copies of the abutter plan Michele was able to get from the town. The committee discussed which roads and properties would be invited to attend the 6:30 – 7:30 portion of the community meeting on the 18th. It was agreed that register letters were not required but Ellie would write a letter and have it either mailed or delivered to their houses. A flyer/reminder would also be prepared for distribution. It was agreed that all of Elm, Brooke and Chestnut Streets would be invited.

The community meeting on the morning of the 20th will be held at St. Mary's Hall on Route 133/Andover St.

2) **Approval of minutes:** -

The voting of minutes of the September 19th meeting was tabled. Motion made by George, second by Rob, all voted approval.

3) **OPM/Architect Update:**

- a) Carl reviewed a draft of the previously emailed Preliminary Design Program for Penn Brook. A number of comments from committee members were presented and noted by DRA and Municipal. The committee was encouraged to continue to review and provide comments, through the chairs, to DRA.
- b) Carl continued to review sections of the Preliminary Design Program (PDP) in order including the Educational Program, Space Summary Templates, Preliminary Alternatives and Existing Conditions. After reviewing the comments from the committee, discussing specific issues relative to renovating the building, the sketches of the potential options and explaining that the options that include the “do nothing approach”, “renovate as new” and “renovate only” options for the grade 1-6 and K-5 configurations do not work as they do not address the space constraints. It was also discussed that the “demolish, renovate as new - addition” option for all grade configurations is not feasible as the renovation costs of the existing building would essentially involve structural upgrades that would involve demolishing most of the existing building.
- c) Municipal and DRA asked the committee to vote to “authorize the submission of the Preliminary Design Program document”. It was discussed that this did not commit the committee to any decisions but to just make the submission.

VOTE: Motion made by Ellie to make the Preliminary Design Submission to the MSBA. The motion was seconded by Kerry, all present voted approval.

4) **Geotechnical Proposals:**

Municipal and DRA presented the (3) quotes for Geotechnical Services. Quotes were received from (3) firms solicited by DRA, based on the scope of work reviewed at the last building committee meeting. Quotes for these services were received from: GZA Environmental, GSI and GeoInsight. Having reviewed the submissions and the fee quotes, Municipal and DRA both recommended GSI for the sum of \$8,240.00. Chuck explained that this fee is included in the amount carried in the budget report under “Environmental and Site” and is within the budget.

VOTE: Motion made by David to accept the recommendation of DRA and Municipal and award the Geotechnical services to GSI in the amount of \$8,240.00 which will be amendment #2 to DRA’s contract. 2nd by Eric. Motion was approved with all attendance voting in favor.

5) **New Business:**

- a) Rob asked DRA if the “Sustainable Sites Initiative” at Texas A&M Study would be included in the study. Carl indicated he was not aware of the study but would be glad to

look at it if the committee agreed. It was agreed that Rob would forward the information to the chairs for distribution and discussion at future meetings.

- b) The idea of forming a sub-group to review what fields should be built in place of the existing ones should they be taken as part of this project was discussed. It was agreed that this group should include the DPW, Parks and Rec., the GAA and members of the Building Committee that were interested. It was agreed that this could be discussed at future meetings as well.

6) **Finance Issues:**

NONE

7) **Next meetings:**

- a) October 11th – Town Hall, 3rd Floor studio at 7:00 PM

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

- 8) Motion to adjourn made by Rob, seconded by George and all voted to adjourn.