



**Penn Brook School Building Committee Meeting Notes**

**October 11, 2011**

**7:00 PM**

**Georgetown Town Hall, 3<sup>rd</sup> Floor Meeting Room**

**Committee:**

<b><u>Voting Member</u></b>	<b><u>Representing</u></b>	<b><u>Present</u></b>
Ellie Sinkewicz	Building Committee Co-Chair	X
Michelle Smith	Building Committee Co-Chair	X
Alan Aulson Jr.	Citizen	
John Bonazoli	Finance Committee	
Glenn Clohecy	Citizen	
George Comiskey	Citizen	X
Peter Durkee	Highway Surveyor	X
Tillie Evangelista	Planning Board	
Rob Hoover	School Committee	
Kerry Stauss	Citizen	X
C. David Surface	Chairman, Board of Selectmen	X
Eric Zadina	Citizen	X
Jeff Wade	Citizen	X
<b><u>Non-Voting Members</u></b>		
Carol Jacobs	Superintendent	X
Michael Farrell	Town Administrator	X
Dr. Donna Tanner	Principal, Penn Brook School	
Vacant	School Business Manager	
<b><u>Other Attendees:</u></b>		
Carl Franceschi	DRA	X
Paul Brown	DRA	
Pat Saitta	Municipal Building Consultants	
Chuck Adam	Municipal Building Consultants	X

1) **Approval of minutes:** -

Meeting minutes of September 19<sup>th</sup> and September 29<sup>th</sup> were reviewed and comments/corrections were noted.

VOTE: A motion was made by George to accept the minutes of September 29, 2100 with the corrections discussed, seconded by Jeff, all in attendance voted approval.

VOTE: A motion was made by George to accept the minutes of September 19, 2100 with the corrections discussed, seconded by Jeff, all in attendance voted approval.

2) **Approval of Invoices:**

VOTE: A motion was made by David to approve Municipal Building Consultants, Inc. invoice dated 10/4/2011 in the amount of \$13,170.00 for OPM services in September 2011. Seconded by Kerry, all voted approval.

VOTE: A motion was made by Jeff to approve DRA invoice dated 10/5/2011 in the amount of \$65,600.00 for Architectural services in September 2011. Municipal commented it had reviewed the invoice and recommends the committee approve the invoice. Seconded by Kerry, all voted approval.

3) **DRA Update:**

- a) **Preliminary Design Program:** Carl presented the finalized and submitted copies of the Preliminary Design Program submission. The submission was made on October 7, 2011 to the MSBA. Over the next few weeks the MSBA will review and provide their comments. Municipal and DRA will review on their weekly conference calls with the MSBA. The committee requested either access to a FTP site to review the document or a PDF on disk. Municipal and DRA will coordinate.
- b) **Survey and Geotechnical Consultants Update:** The surveyor has started and has been all over the site. The geotechnical driller will be onsite in a few days depending on the weather. Both are being coordinated through the Principal. Dig Safe has been notified and has been out.
- c) **Site planning review:** Carl presented an aerial site plan developed by Warner Larson, the site planner that shows the overall boundaries of the site, the assumed wetlands setbacks, and the line of the floodplain and the location of the possible 2<sup>nd</sup> access road. It was noted that a very small portion of the playground/fields encroaches the 100' non-disturb. This will not present an issue as the proposed alternatives avoid this area.

Peter Durkee produced a full survey from a previous improvement project that reflects utilities as well. Peter indicated he had walked the entire site and encouraged DRA to explore the wooded area of the site as well. It seemed like it could be buildable and that access to the 2<sup>nd</sup> access road area appeared like a strong option.

DRA indicated that a full traffic study was not part of this portion of the study but would occur in the next phase after project approval. It was asked if there was any traffic study work in the Dore & Whittier report. DRA will look into it. It was also asked to see if the MVPC traffic study of Elm Street was available.

- d) **Renovations Options:** Carl presented options D1 and D2 which are both addition and renovation options. The estimators have preliminarily said these options are going to be expensive since the structural improvement work is "involved". Some of the identified issues with the options are: multi-year renovations, may require portable (un-reimbursable) classrooms, a number of classroom moves throughout the year, work through 2 or 3 summers, work adjacent to occupied classrooms, loss of some playground area, sharing the access road with the construction companies, courtyards would stay as is, may require metal roofs with snow guards and will have to improve the overhangs.

- e) **Options Matrix:** Carl presented a blank options scoring matrix. This is the tool the committee will be using to evaluate the options. The committee was asked to review the criteria and be prepared to offer suggestions on new criteria and the weighting of any of the criteria. This will be very helpful evaluating the options over the next 2 or 3 meetings.
- 4) **OPM Monthly Report:** Municipal presented the monthly report. They reported that the study is still on schedule and under budget,
- 5) **Old Business:**
  - a) 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. Ellie is setting up a meeting for early November to review this with all parties interested.
  - b) Upcoming community meetings are scheduled for October 18<sup>th</sup> and 20<sup>th</sup>.
- 6) **New Business:**
  - a) The co-chairs inquired about funds available for reimbursing for general costs (postage, printing, etc.. ) associated with the study. Mike Farrell indicated that there is not a budget for this committee other than what was approved at Town Meeting. Any costs occurred outside of the contracts awarded could be submitted for reimbursement.
- 7) **Next meetings:**
  - a) 2<sup>nd</sup> Community Forum – October 18<sup>th</sup> – 6:30 PM - Penn Brook School
  - b) 3<sup>rd</sup> Community Forum – October 20<sup>th</sup> – 9:00 AM - St. Mary’s Church
  - c) Building Committee Meeting - October 26<sup>th</sup> – Town Hall, 3<sup>rd</sup> Floor studio at 7:00 PM

The Building Committee, 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 George, seconded by Eric and all voted to adjourn.