



Penn Brook School Building Committee Meeting Notes

December 20, 2011

7:00 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	
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	
Kerry Stauss	Citizen	X
C. David Surface	Chairman, Board of Selectmen	X
Eric Zadina	Citizen	
Jeff Wade	Citizen	X
<u>Non-Voting Members</u>		
Carol Jacobs	Superintendent	
Michael Farrell	Town Administrator	X
Dr. Donna Tanner	Principal, Penn Brook School	
<u>Other Attendees:</u>		
Carl Franceschi	DRA	X
Paul Brown	DRA	
Pat Saitta	Municipal Building Consultants	
Chuck Adam	Municipal Building Consultants	X

1. Initially did not have a quorum.
2. **Review of minutes needing approval** – after discussion and review of the minutes distributed it was agreed to table the minutes from the November minutes until Municipal could review DVD's of the meetings. George will submit comments through the chair that should be included in the minutes.
3. **MSBA information:**

The MSBA has forwarded a few questions on the preliminary design program. DRA and Municipal have answered all of the questions and forwarded the information. The majority of the questions were clarifications and reformatting of previously supplied materials.

MBC/DRA confirmed that the project will be on the agenda for the January 11th Facilities Sub-committee Meeting.

The committee discussed what progress would occur between the meeting and the Jan 11th meeting. DRA will be more than 50% done with the Schematic Design of the selected preferred alternative. The committee understands that there is a risk in moving forward without comments /approval from the MSBA on the preferred alternative. However it was agreed that in order to make the deadlines the design process had to continue as planned.

DRA addressed how the design could be modified if the MSBA agrees to only approve a 1-6 option.

4. **DRA / Design Presentation:**

DRA reviewed the progress of the design of the building, site, parking and roadways.

“Hard line” drawings of the building design were presented showing the spaces identified in the program.

Questions/concerns from the committee included:

- Library on the upper level means Kindergarten classes would have to travel (2) flights of stairs.
- Guidance offices on the lower level
- Ability to close off the rest of the building for community uses
- Playground areas seem small and separated from the building
- Stage not backing up to the gym allowing for expanded use
- Roof garden area
- Lack of public bathrooms around the cafeteria for use during performances
- Location of trash/loading at the upper entrance level
- The amount of glass in the classroom spaces located in the corridor intersections
- When will solar energy options be discussed

The amount of air conditioned spaces was discussed with the committee. It was agreed that the administration spaces and a few classrooms and workrooms would be conditioned for use in the summer months.

DRA presented a 3d model of the design. The overall massing of the building, exterior finish materials, grading and 2-level entrances was reviewed.

5. **Next Steps:**

DRA will be presenting to the Penn Brook staff as soon as it can be scheduled.

The committee agreed to schedule a community meeting as a target for the 24th of January.

The mechanical engineers and the site consultants will be at the January 17th meeting to review their questions with the committee.

The committee discussed establishing working groups for specific areas like design, “green” elements, finishes, etc....

6. Approval of invoices:

The committee reviewed the process for approving invoices in the absence of a full committee quorum. Mike Farrell will look into what it would take to establish this sub-committee.

Peter Durkee arrived to make a quorum and the following invoices were approved;

- DRA invoice for services in October in the amount of \$21,098.13. Motion made by David, seconded by Kerry all voted approval
 - Municipal invoice for services in October in the amount of 18,210.00 which includes the independent estimating invoice for the preliminary design program submission. Motion made by David, seconded by Kerry, all voted approval.
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7. Motion to adjourn made by David, seconded by Kerry and all voted to adjourn.