

Penn Brook School Building Committee Meeting Notes

January 25, 2012

7:00 PM

Georgetown Town Hall, 3rd Floor Meeting Room

Notes by Pat Saitta

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 | |
| John Bonazoli | Finance Committee | |
| 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 | X |
| C. David Surface | Chairman, Board of Selectmen | |
| Eric Zadina | Citizen | |
| Jeff Wade | Citizen | |
| <u>Non-Voting Members</u> | | |
| Carol Jacobs | Superintendent | X |
| Michael Farrell | Town Administrator | |
| Dr. Donna Tanner | Principal, Penn Brook School | |

Other Attendees:

| | | |
|-----------------|--------------------------------|---|
| Carl Franceschi | DRA | X |
| Paul Brown | DRA | X |
| Pat Saitta | Municipal Building Consultants | X |
| Courtney Ufnal | DRA | X |

1. Approval of invoices

None

2. Review of minutes needing approval -

Minutes of 1/17/12 were reviewed – Corrections required:

Page 2 correct date in 6th paragraph to 11/16/**11**

Page 3 paragraph 2 Rob will send corrections to this paragraph

Page 5 correct spelling of Kerry's name

Correction of minutes procedure – It was agreed that any corrections to the minutes be made in writing (preferably before the meeting to allow for corrections) to insure the accuracy of the changes and to economize on the effort. Corrections to the above will be made when the information is received.

3. **Community meeting of 1/23/12 update (abutter session 6:30 – 7:00)**

Michelle explained that most questions focused on traffic, site issues and overall cost impact and a request from a resident to produce a project debt impact report.

4. **Community meeting of 1/23/12 update (general session 7:00 – conclusion)**

Carl noted the “break out group” discussions included:

- Generally not many new questions
- New solutions were presented with Q and A’s addressed
- Traffic and drop off arrangement and alternatives
- Building aesthetic questions were addressed and final design continues
- There was a question on a 2-6 grade configuration that was not selected
- Parking distribution was discussed and the overall traffic pattern reviewed

General consensus was that the turnout was generally good with comments from some attendees that they appreciated the openness and courtesy of the sessions

5. **Recent events:**

Michelle reviewed the events of the past week-

- 1/18/12 – MSBA notifies the OPM that it would like to visit the three existing school buildings as part of their preferred alternative submission review. The submission included a repopulation of the Middle/HS and Perley once the K, 1, and 6 grades were relocated to the new Penn Brook. Concern was expressed that the proposal submitted may not resolve ongoing problems at the Perley and Middle / HS.
- 1/19/12 – MSBA visits all 3 projects, meets with the District, OPM and others and observes Perley water problem, layout of the building and maintenance and repair issues and the Middle HS issues and notes the Special Ed spaces, science rooms, interior classrooms without windows, Gyn size, moisture issues, and comments that 6th grade move may not solve the middle school ed plan goals. They indicated they would “digest the information and “get back to the District”.
- 1/20/12 – MSBA calls the OPM and requests a meeting on 1/23/12 with the OPM and Architect to review “technical” items regarding the project
- 1/23/12 – OPM and Architect meet with MSBA and discuss the following:
 1. Their review suggests that the issues noted at the Perley and Middle / H/S may not be resolved by moving the noted grades to the new Penn Brook and an expanded scope may be required. They acknowledged that a new building was required but perhaps should be a K-7 or K-8, but in any event they will recommend to the Board

at the 1/25 meeting that a K-12 study be completed with a “couple” of other options presented.

2. New building location discussed. Further discussion after the K-12 study is complete
- At this point there was a general discussion and several questions on the study requested, schedule issues and costs of same along with a discussion that a joint meeting with the Selectmen, Finance, Building and School Committees attended by MSBA representatives would be helpful in moving the process forward. Concern with the cost of an expanded scope was expressed by several members of the committee and acknowledged by all in attendance.

6. **DRA Presented a Proposal** for the Study requested by MSBA and reviewed the details of the requirements (See DRA Proposal PSS No 1 Dated 1/25/12 in the amount of \$55,000). It was noted that the additional service was for the Study and should the Study result in modifications to the Schematic design the is nearly complete and was due for submission 2/2/12 additional design fees would be necessary to prepare the new or modify the Schematic Design documents.

Municipal fee increase is also necessary for the additional study and Schematic modifications, but the fees would be in the \$15,000 range for the Study phase and “to be determined” for the Schematic. For this reason it was recommended that a “place holder” In this spring’s Town meeting for the Schematic fees if necessary. The project currently has sufficient contingency to cover the Study fees.

7. **Municipal** – presented schedule adjustment due to the MSBA postponement in accepting the Preferred submission for the 1/25/12 Board meeting and the consequences on not being able to submit the corresponding Schematic package for action at the June 6 Board meeting. The following schedule was discussed with MSBA at the 1/23/12 “technical meeting” as one possibility.

Adjusted Schedule – the additional study will take additional time making the planned submission of the Schematic package impossible for 2/2/12. The following schedule was discussed:

- Study complete with preferred option selected and to MSBA 4/8/12
- Possible Town meeting and vote for schematic design - ?? May-June
- MSBA approves preferred option at the Board meeting 6/6/12
- Schematic submission to MSBA for 10/6/12 Board meeting 8/5/12
- MSBA approves the schematic package at 10/6 meeting 10/6/12
- Town meeting approves the funding authorization 10/29/12
- Town override vote 11/6/12

8. **DRA Study vote** -

After a general discussion on the potential schedule impacts the following motion was made.

- George motions that the DRA Professional Services Supplement PSS No 1 dated 1/25/12 in the amount of \$55,000 for the K-12 Study recommended by MSBA be approved.
 - Motion seconded by Tillie
 - Discussion – concern was expressed that the Town Warrant language may not allow expenditures for the Perley or Middle / HS portion of the Study although the Study was a MSBA request as a requirement in moving forward with the Penn Brook project.
 - George made the motion to amend the original motion to read at the end of the first motion “subject to approval of Mike Farrell after conferring with Town Council”.
 - Motion seconded by Tillie
 - Motion Approved 7-0
9. Motion to adjourn made by George, seconded by Michelle and all voted to adjourn. Meeting concluded at 9:00PM