



Penn Brook School Building Committee Meeting Notes

February 15, 2012 - 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	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	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	
<u>Other Attendees:</u>		
Carl Franceschi	DRA	X
Courtney Ufnal	DRA	X
Pat Saitta	Municipal Building Consultants	X
Chuck Adam	Municipal Building Consultants	X

1. Approval of minutes :

Committee Meeting minutes of November 8, 2011, November 16, 2011, November 22, 2011 and January 12, 2012 was reviewed for approval.

November 8, 2011 – Motion to approve from Eric, seconded by Tillie, no discussion, all present approved, Kerry Stauss abstained as she was not at the meeting.

November 16, 2011 – Motion to approve made by Tille, seconded by Rob. Discussion:

- Minutes note attachments, George has posted his comments, Michelle will forward Eric’s to George to post
- Rob asked for clarification from John on his amended comments. John explained
- Kerry’s name misspelled, will be corrected
- All present approved with above clarifications noted.

November 22, 2011 – Minutes were tabled as thought was they may have already been approved. George and Chuck will verify. Minutes will be reconsidered at next meeting if needed.

January 17, 2012 - Motion to approve from Rob, seconded by Kerry, no discussion, all present approved.

2. **Invoice approval**

- DRA - January 2012 - \$145,559.00 – Motion made by George, seconded by John. Discussion: Tillie asked if the committee had been approving these invoices all along as she believes contract calls for invoices to only be approved as phases are completed. Carl and Chuck explained that under the contract it allows for monthly percent complete invoices for work completed in each phase. Vote – all present approved payment of the invoice.
- Municipal Building Consultants, Inc. – January 2012 - \$17,805.00 – Motion to approve made by Rob, seconded by Kerry – motion passed unanimously

3. **Municipal presentation of Monthly Report:**

- Municipal presented report showing project is on budget
- Additional service request from DRA for additional feasibility study work requested by MSBA can be funded from money in contingency included in the original authorization.
- Schedule has changed based on the additional feasibility study work requested by MSBA. Schedule attached to monthly report reflected the following milestones:
 - Submission Deadline for Preferred Alternative for June Board - April 18, 2012
 - MSBA Board Meeting (Preferred Alternative) June 6, 2012
 - Georgetown Town Meeting May 7, 2012
 - Georgetown Elections May 14, 2012
 - Submission Deadline for Schematic Design for September Board- August 8, 2012
 - MSBA Board Meeting (Scope and Budget) October 3, 2012

4. **Presentation on Additional Feasibility Study Work:**

Michelle Smith reviewed the efforts made and thanked the MSBA, Town Counsel, Mike Farrell's office, Towns Bond Counsel, Municipal and DRA to get the approval to fund the

additional feasibility study work requested by the MSBA as part of the original town meeting authorization.

Carl explained and reviewed the tasks outlined in the DRA "Professional Services Amendment 1R" dated February 10, 2012. The additional work is requested in order to assess the impact of the proposed project at Penn Brook to the town-wide school needs. The additional study will review roughly (3) conceptual options, K-6, K-7 and K-8.

As part of these additional options, the Middle/ High School will be reviewed to include enrollments, educational programming, space utilization summaries and review of capital repair projects. Square foot cost estimates will be prepared to review the potential future costs of repairs/construction at the Middle/ High School which will NOT be a part of the Penn Brook project. .

The committee had a number of questions:

- Is the MSBA request in writing? At this point it was not but MBC will request.
- Will the MSBA come up to a meeting to review the additional work? They indicated they would, MBC will ask, Chairs will coordinate attendance with the other town boards.
- Will the town be obligated to complete any work identified in the MS/HS? If the town wishes to submit a project to the MSBA for possible reimbursements at a later date it will be free to do so.
- Will the building committee be asking for additional funds at the spring town meeting for this additional study work? No, the funds are available in the original authorization. There may be a need to have a warrant article to fund additional design and OPM fees if the expanded study outlines a different project than the preferred alternative (K-6) already completed. The co-chairs will formally request a placeholder in the warrant through Mike Farrell's office.
- Are there fee proposals from Municipal and DRA for the additional work if required? These will be developed in enough time for town meeting if the additional study shows a different project.
- Will the MSBA support a 1-7 option? The MSBA has already agreed with the study that moving the K out of Perley is acceptable and should be done.

A motion was made by George to approve the additional services amendment to DRA for the additional feasibility study work as outlined in the scope of work dated February 10, 2012, seconded by Rob, all present voted approval of the motion and the study.

5. **DRA additional Feasibility Study Work:**

The next steps will be to meet with the staff, administration and superintendent to establish the education program for the MS/HS.

DRA explained that their study will identify (3) types of issues; accreditation issues; MSBA regulation issues (size, location, orientation, number of spaces, etc..) and physical issues at the school.

Although DRA had already started walking around the building and meeting with staff before the MSBA and the Town had come to an agreement on the scope, there will be additional visits with engineering consultants.

DRA presented a very preliminary set of floor plans shaded and color coded that begins to identify spaces that are too small for their existing use, spaces that will be made available after 6th grade leaves and spaces that should not be classroom or teaching spaces.

6. **Next Steps:**

Motion to adjourn made by Rob, seconded by Eric and all voted to adjourn. Meeting concluded at 9:00 PM.