

**Penn Brook School Building Committee Meeting Notes**

***August 7, 2012 - 7:00 PM***

***Town Hall - 3rd 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	
Alan Aulson Jr.	Citizen	
George Comiskey	Citizen	X
Peter Durkee	Highway Surveyor	
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
Nasrene Phaneuf	Finance Committee Designee	
<b><u>Non-Voting Members</u></b>		
Carol Jacobs	Superintendent	
Michael Farrell	Town Administrator	
Dr. Donna Tanner	Principal, Penn Brook School	
<b><u>Other Attendees:</u></b>		
Carl Franceschi	DRA	X
Courtney Southwick	DRA	X
Pat Saitta	Municipal Building Consultants	
Chuck Adam	Municipal Building Consultants	X

**1. Public Comment:** - NONE

**2. Approval of minutes:** - NONE

**3. Approval of Invoices:** The following invoices were presented for approval to the committee:

- Municipal - July services and includes estimate - \$17,775
- DRA - July Services - \$26,500.00

Motion was made by Tille and seconded by George - All present voted approval

**4. Correspondence:** - NONE

**5. Old Business:**

- Ellie gave the committee an update on the recent meetings of the Board of Selectmen and School Committee. Both boards voted to support the new Penn Brook School project.
- Ellie asked David Surface if the Board of Selectmen needed anything more from the committee on its recommendation to include the \$85,000 warrant article for the fall

town meeting for the MS/HS feasibility study. David indicated they had the request from the Building Committee and that the warrant will close on 9/15 and he expects this will be included on it.

**6. New Business:**

- MBC provided an update on discussions this past week on the MS/HS letter requested by the MSBA from the superintendent. They have indicated that they have everything they need at this point and will await the outcome of the vote this fall.
- DRA provided the Schematic Design submission package to the committee and a copy for the superintendent's office. They reviewed a handout that included the table of contents and the executive summary.
- MBC reviewed the final budget that was reviewed and approved at the last building committee meeting.
- There was a short discussion of how any changes to the budget and construction change orders would be handled. DRA and MBC agreed that a more detailed discussion would occur next summer as the bidding documents are nearing completion.

**7. Next Meetings:**

- The scheduled upcoming building committee meetings list was reviewed as follows:
  - September 11 at 7:00 PM at Town Hall in the **3rd floor meeting room**
  - September 25 at 7:00 PM at Town Hall in the **3rd floor meeting room**
  - October 9 at 7:00 PM at Town Hall in the **3rd floor meeting room**
  - October 23 at 7:00 PM at Town Hall in the **3rd floor meeting room**

It was agreed that these meetings may not be needed but they could be used to review the materials available to assist in getting information to all voters.

**8. Motion to adjourn:**

- Motion to adjourn made by Dave, seconded by George. All present voted approval.