

Penn Brook School Building Committee Meeting Minutes

*Approved at 1/15/13 meeting,
revisions included*

January 8, 2013 - 7:30 PM

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	
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	
Jeff Wade	Citizen	
Nasrene Phaneuf	Finance Committee Designee	
<u>Non-Voting Members</u>		
Carol Jacobs	Superintendent	X
Michael Farrell	Town Administrator	X
Donna Tanner	Principal, Penn Brook School	
Margaret Maher	Principal, Perley School	X
Joan Liporto	Finance and Operations Director	X
<u>Other Attendees:</u>		
Carl Franceschi	DRA	X
Courtney Southwick	DRA	X
Pat Saitta	Municipal Building Consultants	X
Chuck Adam	Municipal Building Consultants	X

1) Public Comment - None

2) Approval of minutes for December 11, 2012 meeting - motion by Kerry, second by Ellie, all present voted approval

2. Approval of Invoices -

1. MBC - December 2012 invoice - \$12,765.00
2. Kopelman and Paige - \$770.00 for legal services

Motion by David to approved both invoices as presented and second by George all present voted approval

3. **DRA Contract** - David reviewed work of the finance sub-group in reviewing the proposed DRA contract. It was noted that the fees presented are under the industry average, in line with the MSBA information on fee provided by MBC and in line with the scope. There was a considerable amount of due diligence performed. ***David moved*** to recommend approval of DRA contract as reviewed and presented to the financial sub-group, in the amount of \$3,345,606.00. ***Tillie seconded and all present voted approval***

4. **DRA Invoices** - (2) invoices were presented for approval of the committee, pending final approval of the contract by the board of selectmen; December 5, 2012 invoice in the amount of \$171,000.00 and January 2, 2013 invoice in the amount of \$95,100. These have been reviewed by MBC. *A motion was made by Ellie and seconded by Kerry - All present voted approval*
5. **Discussion of Consultants for Planning Board Review:**
 1. Tillie asked DRA/MBC to look and see if the outside consultant fees that may be required by the planning board are included in the overall budget
6. **Review of OPM Monthly Report and other issues:**
 1. List of upcoming meetings for design review as discussed with DRA and included in previous minutes
 2. The committee reviewed what will be included as part of the design development submission:
 3. There was discussion of the process of how are items from the design review meetings are incorporated into the documents
 4. Rob expressed his concern that there isn't enough time to have a complete 100% DD package. He indicated he had spoken with Jeff as well and that he concurred. MBC and DRA assured the committee that the DD submission is a roughly 25% CD submission and although it's noted as a 100% DD submittal, DRA will continue to work on it.
 5. Carol expressed concern that there are may be a few issues raised by staff that they have felt they may not be listened to.
 - Toilet rooms in 1st grade - DRA explained why this can't be done for septic sizing and space reasons.
 - Doors to exterior from classrooms - Teachers have asked for them, DRA does not recommend for security, heating, cleanliness and cost issues with additional doors and hardware. Consensus of the committee was that the doors will not be provided.
 - SPED layout and discussion with the new SPED Director - a separate meeting will occur to review these spaces with the director.
7. **DRA reviewed the meetings with the following sub-groups:**
 1. **MEP** -
 - The committee reviewed the notes provided by DRA with very little discussion
 - A motion was made by Ellie and seconded by Peter to support the notes and the decisions made by the sub-group, all present voted approval
 2. **Information Technology:**
 - The committee reviewed the notes provided by DRA with the following items specifically discussed:
 - There will be further discussion on the preferred phone system but at this time the design will include a desk phone at the teacher stations
 - There will be further discussion with the town as the best way to provide Internet service to the building using fiber optic from one of the vendors
 - A motion was made by Tille and seconded by David to support the notes and the decisions made by the sub-group, all present voted approval

3. Security:

- DRA reviewed the “vision” for the security layout, access to the building, including; cameras, lockdown provisions, site monitoring, and the other items reviewed and noted in the minutes
- The committee reviewed the notes provided by DRA with the following items specifically discussed:
 - Emergency access drive - it was requested it be able to be plowed and drivable - DRA is looking into methods to provide this and will make a presentation at a later meeting
 - It will be investigated to see if the proposed Security system can be directly connected via remote notification to the police department
 - Video surveillance throughout the interior of the building and a few cameras around the exterior mainly at the exterior doors.
 - It was agreed by the committee that a guard house/gate will not be provided
 - *The designer will explore options for exterior glass improvements*
 - *The designer/building committee will explore the need for additional cameras*
 - *The designer will look into additional 911 equipment in the classrooms*
- It was agreed that future meetings with the towns security sub-committee are warranted
- A motion was made by Ellie and seconded by David to support the notes and the decisions made by the sub-group, with the exceptions noted above, all present voted approval

4. Site

- DRA reviewed the discussions held at the sub-group meetings and with Rob and his supplied notes:
- It was agreed that there will be at least one other meeting on the 17th
- Rob and Ellie agreed they would meet with the abutter on Elm Street before the next meeting to begin the discussions associated with the realignment of the abutter’s driveway on the town’s property. DRA will provide sketches to Rob for review.
- A motion was made by Ellie and seconded by David to support the notes and the DIRECTION of the sub-group, all present voted approval *with George abstaining.*

8. Next Building Committee Meetings:

- January 15, 2012 @ Town Hall - 7:30 PM
- Tuesday January 22, 2013 @ Town Hall - 7:30 PM
- Tuesday February 5, 2013 @ Town Hall - 7:30 PM