

Penn Brook School Building Committee Meeting Minutes

January 15, 2013 - 7:30 PM
Town Hall – 3rd Floor Meeting Room

DRAFT

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	X
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 January 8, 2013 meeting

Motion to approve by Rob Hoover, second by George

Discussion/Corrections:

- Ellie expressed concern that the security meeting discussions noted in the minutes be removed and that further discussions involving security measures be kept out of the minutes and future discussions be held in executive sessions. Tillie expressed concern that meetings should be open but asked Mike Farrell to review the requirements for executive session meetings. Jeff made a motion to strike the last 3 bullets in the Security section of the minutes, seconded by George, motion carried 5-3.
- David made a motion to insert the following into the minutes into the security section:
 - 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
The motion was seconded by Jeff, all present voted approval
- In the site section, it should be noted that George abstained from the vote

The motion was revised to include the above discussions, all present voted approval.

2. **Approval of Invoices - None**

3. **Correspondence - None**

4. **Old Business - None**

5. **New Business:**

- Mike F. reviewed the recent concerns regarding payment of bills, ProPay reimbursement process and the time it has been taken, the town has a (1) person accounting department who is concerned with not having enough time to manage it all.
 - MBC met with town and superintendent on Monday to review the process. Turning over to the school department completely is not an option, but they will have someone trained as a backup.
 - The town has reviewed the process with other communities who have had to hire additional help. The town's financial auditor has seen that as well.
 - Currently due to issues with meeting schedules, quorums and obtaining the required signatures, the turnaround time on the ProPay reimbursement has taken longer. MBC will work with the accountants to obtain signatures quicker.
 - Will bring a proposal to the next meeting to hire a clerk for 10-12 hours per month, approximate cost of \$7K, which could be funded out of owner's contingency, but not reimbursable. Still refining the approximate costs.
 - Mike will look into how funds are transferred from the building project to the town accounts to pay the position.
 - A formal proposal will be brought at next meeting for approval of the committee which will be forwarded to the selectmen for approval.
- The process for approving of invoices was reviewed with the hopes of improving the speed of approvals and paying. Mike reiterated that the committee does not have to vote approval only (4) signatures are needed. The committee agreed to this process and Mike's office will email the committee when the invoices are ready to be signed.
- **Kitchen meeting discussion:**
 - DRA reviewed the discussions of the sub-group, school staff and kitchen consultant
 - No disposals will be included as they impact the septic system design
 - The group reviewed the layout of the serving area; (3) serving lines, there is a desire to open up, visually, the serving lines, provide OH rolling doors, try to work into the design and will advise at a later meeting.
 - Changes proposed are still on budget
 - Committee concerns; Ventilation, windows, teacher dining, access to adjoining spaces, designers will check with board of health on using a path through the kitchen.

- **Interior Materials:**
 - Not picking colors at this time, just finishes
 - DRA reviewed the discussions of the sub-group and presented color boards, samples and sketches for review.
 - Specific flooring topics reviewed:
 - Terrazzo tile in main lobby/corridor;
 - Corridors proposed as a linoleum, not a glossy finish; Some have concerns with the lack of shine on the main floor areas
 - Bio tile will be included in the base bid for the classrooms and the VCT will be priced as an alternate;
 - Epoxy flooring will be used in toilet rooms and kitchen areas;
 - Carpet tile in administrative and library
 - Wood flooring will be included in the Gym
 - Reviewed ceiling options in various areas, there will be some wood ceiling in highlight areas, possibly open ceiling at ends of corridors, but most will be an acoustical lay in.
 - Reviewed stair finishes including decorative railing ideas and stair treads
- **Exterior Materials:**
 - DRA reviewed the discussions of the sub group and presented a number of sketches and samples of materials for review.
 - There are a number of areas that will need to be reviewed and brought back to the committee for review and consideration. There are also final discussions to be had on gable ends at side entrances and Kindergarten wing.

A motion was made by Jeff and seconded by Michele to support the notes and the decisions made by the Interior and Exterior Finishes sub-group, all present voted approval

- **FFE Discussions:**
 - Deferred until next meeting

6. **Next Design Review Sub-Group Discussions:**

- S.P.E.D. review - Thursday, January 17, 2013 @ Perley - 3:00 PM
- Site review - Thursday, January 17, 2013 @ Perley - 4:30 PM
- Thursday, January 24, 2013 - @ **TBD**
- Materials review - Thursday, February 7, 2013 @ **TBD**- 6:30 PM

7. **Next Building Committee Meetings:**

- Tuesday January 22, 2013 @ Town Hall - 7:30 PM - *(Site, Exterior Finishes & FFE)*
- Tuesday February 5, 2013 @ Town Hall - 7:30 PM - *(Any remaining issues)*
- Tuesday February 19, 2013 @ Town Hall - 7:30 PM
(Important meeting to approve submission)

Motion to Adjourn by Jeff and second by Michele, all present voted approval