

School Building Committee Meeting Minutes

February 5, 2013 - 7:30 PM
Town Hall – 2nd 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	
Tillie Evangelista	Planning Board	X
Rob Hoover	School Committee	X
Kerry Stauss	Citizen	
C. David Surface	Chairman, Board of Selectmen	X
Eric Zadina	Citizen	X
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	
<u>Other Attendees:</u>		
Carl Franceschi	DRA	X
Courtney Southwick	DRA	
Pat Saitta	Municipal Building Consultants	X
Chuck Adam	Municipal Building Consultants	X

1) Public Comment - None

2) Approval of minutes for January 22, 2013 meeting

- Motion to approve by Michelle, second by George - Discussion - the following changes were requested:
 - Item #4 “Old Business”, 1st bullet: “David EXPRESSED his thoughts that this limited review occur as long as it does not delay the project. “
 - Item #4 “Old Business”, 1st bullet: “Rob mentioned that the technical review usually performed as part of the process should occur as it’s a SECOND SET OF EYES AND ITS already budgeted for in the project. “

All present voted approval with comments made

3. **Approval of Invoices -**

DRA & MBC's invoices were presented for approval as follows:

- MBC - for January 2013 services in the amount of \$20,415.00
- DRA - for January 2013 services in the amount of \$144,300.00

A motion was made by George to approve both invoices as presented and seconded by David

All present voted approval with comments made

4. **Correspondence - None**

5. **Old Business -**

Mike Farrell presented to the committee the posting for an assistant finance clerk as previously discussed. Mike reviewed the following reasons why; there is only (1) person in the accounting office, time issue with approval, # of invoices will increase, 2 projects (MS/HS and Penn Brook), 2 hours a month next 10 months, 10 hours a month during construction. MBC reminded that this will be submitted on ProPay but it is unlikely that it will be reimbursable. Mike will bring the monthly costs for this position to the committee each month similar to every other project invoice.

Motion made by Jeff to approve the position and the posting, 2nd by David, voted passed 7-1.

6. **New Business:**

- MBC reviewed the recent discussions with the MSBA regarding the MS/HS project. The MSBA has requested the signed FSA back from the town. A kickoff conference call and meeting will occur then. Will be treated as a separate project.
- **Site Review Discussion:**
 - DRA reviewed the latest discussions of the sub-group, school staff and committee members as well as the site consultant that occurred as early as today
 - Tillie reminded the committee that DRA's traffic engineer has reviewed the plan
 - **Latest items reviewed:**
 - Size of field that will be in the place of the existing Penn Brook
 - Entry road - additional drainage, rebuilding of sidewalks, entire repaving, new gas service will have to be upgraded and will disturb the road (costs to reviewed)
 - Reducing the width of some of the access roads and reducing the curbing along the car access to the front of the school and the bus drop off area.
 - Bio-swale areas on "downstream" drainage side of parking areas can also be used for snow storage
 - Place holder for the planting list, some questions on size of trees to be looked at still
 - Wild grass/meadow grass areas on steep sloping areas
 - Reviewed areas where rock and ledge may remain and where on-site boulders can be reused in the landscape
 - Fence and walkways in the wooded area - not sure it will be included in the project
 - Emergency path, 12' wide of accessible area, but only 4' wide of paving, gated both ends
 - **Committee concerns/questions:** - DRA to inquire if new gas service can come up the alternate access drive; overall width of the existing drive; reduction of the drives to 14';

Rob commented on possible use of ledge/rock in lieu of the meadow grass area and that the meadow grass area does take a lot of maintenance to establish; consider increasing the width of the paved area on the emergency access to 6'; existing fields disruption;

- The chairs will work to coordinate a meeting with the GAA to review the new field configuration.
- Conservation Commission meeting will be scheduled in March, after wetlands delineation is complete. DRA will check with consultants on scheduling

A motion was made by George and seconded by Michelle to authorize DRA to continue with the Site Plan development and include the notes and the decisions made by the Site Review sub-group including comments made at this meeting, all present voted approval

- **S.P.E.D Review Discussions:**

- DRA reviewed the plan notations made since the meeting last month where the program was reviewed with the new director

- **Review of proposed casework:**

- DRA reviewed the typical classrooms casework configuration being carried at this time

- **Review of exterior elevation:**

- Some changes to main entrance still being explored

- **DD pricing:**

- Possibly available to the committee on Friday afternoon at the last minute to the

- **Elm Street work:**

- Coordination with any future work
- Send drainage work plan to Peter

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

- Exterior materials review - Thursday, February 7, 2013 @ ***TBD*** - 6:30 PM

8. **Next Building Committee Meetings:**

- Tuesday February 19, 2013 @ Town Hall - ***7:30 PM*** - reminder its vacation week
(Important meeting to approve submission)

9. **Middle / High School Project:**

- Schedule supplied as part of Monthly Report
- No update on FEMA grant

Motion to Adjourn by David and second by George, all present voted approval