

Penn Brook School Building Committee Meeting Minutes

October 15, 2013 - 7:00 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
George Comiskey	Citizen	X
Peter Durkee	Highway Surveyor	
Tillie Evangelista	Planning Board	X
Rob Hoover	School Committee	
Kerry Stauss	Citizen	X
Stuart Egenberg	Board of Selectmen	X
Eric Zadina	Citizen	
Jeff Wade	Citizen	X
Jim Lacey	Finance Com Representative	X
<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
Peter Lucia	Principal, Middle & High School	
<u>Other Attendees:</u>		
Chief Beardsley	Georgetown Fire Department	X
Chief Cudmore	Georgetown Police Department	
Carl Franceschi	DRA	X
Courtney Southwick	DRA	X
Chuck Adam	Municipal Building Consultants	X
Pat Saitta	Municipal Building Consultants	X

1) Public Comment -

- Faith Johnson - 104 Elm Street - expressed dismay that she received a letter from the conservation commission and not the committee. The conservation commission letter indicated that a 16'-0" access drive is now in the design when she believed it had started at 10'-0". Why didn't the committee notify her? She and her family have hired an attorney as they believe they have prescriptive rights to the property. She also asked if the fire department had been consulted.
 - Mike Farrell responded that this issue was now a legal matter and that the attorneys have been discussing it. He believes that there is an agreement in principal and that the attorneys are meeting with designers tomorrow at the property.
 - Jeff - asked DRA for a clarification - see if they can decrease the edge of the paving along the Johnson property.

2) Approval of minutes:

- September 24, 2013 - minutes were reviewed, motion by Jim, second by Jeff. Majority approved the motion with Kerry abstaining.

4) Approval of Invoices:

The following invoices were presented for approval:

- Municipal Building Consultants - September 2013 invoice - \$13,115.00
- DRA - basic services for September 2013 - \$162,000.00
- Andrew T. Johnson Co., Inc. - printing of bid sets - \$8,153.26
- Uni-Bank - fees for bonds - \$500.00

Motion was made to approve all of the invoices presented above by George and seconded by Jim, all present voted approval.

5) Correspondence:

- None

6) Old Business:

- Reviewed comments from Mrs. Johnson above:
 - The committee continued to review the width of the drive alongside the Johnson property.
 - The added width is the 3'-0" of the gravel on both sides of the 10'0" porous asphalt.
 - DRA reviewed the possibility of changing the 3'-0" shoulder at the Johnson property to graded loam and seed
 - Committee reviewed the design with the gate to the access drive. Jeff asked DRA to look into a partial lockable swing arm gate. DRA will look into and come back to the next meeting with a recommendation.

Motion was made by Jeff to accept the changes to the 3'-0" shoulder alongside the Johnson property as presented, seconded by Jim, all present voted approval.

7) New Business:

- Construction update (MBC and DRA)
 - Tree clearing and mobilization has begun
 - Surveying has been completed
 - Erosion control and sedimentation barriers were installed and reviewed with conservation agent
 - Office trailers for contractor and project team scheduled for next week
 - Weekly meetings continue on Wednesdays at 9:30 at Town Hall but will move to the site when the trailers are installed
- Bid Protest by sprinkler subcontractor:
 - MBC reviewed the status of the bid protest and provided a synopsis of the hearing.
 - Waiting now for AG's office to respond

- Ground Breaking Update - Michelle and Kerry provided an update to the plans for the groundbreaking ceremony for November 12th.
- Construction Changes Authorization: - MBC and DRA began the discussion with the committee on change order approval process. Examples of how other committees handle this were reviewed. No decision was required today but at a future meeting this will be discussed.
- Elm Street Reconstruction Work :
 - Jeff asked about the status of the Elm Street design that will be carried out by the Town.
 - Mike Farrell will review with Peter Durkee and provide an update at an upcoming meeting

8) Next Building Committee Meetings:

- Future building committee meetings will be on the 2nd Tuesday of Every Month through the duration of the construction :
 - Tuesday, November 12, 2013 @ Town Hall - 7:00 PM
 - Tuesday, December 10, 2013 @ Town Hall - 7:00 PM

Motion to adjourn by Michelle and second by Jeff, all present voted approval