



Penn Brook School Building Committee Meeting Notes

*April 3, 2012 - 7:00 PM
Penn Brook School Library*

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	
John Bonazoli	Finance Committee	
Glenn Clohecy	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
<u>Non-Voting Members</u>		
Carol Jacobs	Superintendent	
Michael Farrell	Town Administrator	X
Dr. Donna Tanner	Principal, Penn Brook School	
<u>Other Attendees:</u>		
Carl Franceschi	DRA	X
Courtney Ufnal	DRA	X
Pat Saitta	Municipal Building Consultants	X
Chuck Adam	Municipal Building Consultants	X

1. Ellie Sinkewicz called the meeting to order at 7:05.

2. **Approval of minutes:**

February 28, 2012 – Motion made by Tille and seconded by George - All present voted approval

3. **Approval of Invoices:**

- DRA – March 2012 – MS/HS Feasibility Study Work - \$33,000.00 – motion by Jeff, Michelle 2nd – discussion: David Surface – how much did we have before the all approved

4. New Business:

- Fee increases for DRA and Municipal:
 - Municipal reviewed why the fees for both firms would need to be increased due to the additional feasibility study work at the MS/HS extended the schedule for the Schematic Design submission will be made to the MSBA board meeting in September 2012 instead of November 2011 as originally planned and the change in the nearly completed original K-6 design that DRA will present next.
 - Municipal reviewed the updated budget dated 4/3/12 and noted that all of the payments to DRA, Municipal and misc. other costs (verified with the propay submission), reflect that there is over \$107,000 left in the original appropriation of \$720,000.00
 - DRA's initial fee increase request was \$65,000.00 for new K-6 option (as outlined below) and \$15,000.00 to complete the original K-6 option.
 - MBC's initial fee increase request was \$63,534.00
 - After discussions with the committee chairs both firms have re-evaluated their proposals and understanding the committees position in not going back to town meeting for additional funds have agreed to lower their requests to \$50,000.00 each.
 - This leaves a balance of just over \$7,200.00 in the appropriation
 - The committee thanked DRA and MBC's understanding of their position and agreed that they would work with both firms to adjust meeting schedules, etc.. in order to maximize the limited funds available and be more productive.
 - MBC will develop a schedule of meetings and decisions required for each meeting to assist in preparing the committee with the materials needed to make decisions.
- DRA presented the original K-6 design schematic plans that were near completion and almost ready for submission.
- DRA presented preliminary site plans and floor plans of the revised K-6 plan ("T" shaped) as an option to the preferred alternative. The committee felt the new design addressed a number of the concerns raised by the school staff, administration and committee members.
 - Committee comments/concerns included:
 - Isolation of K completely
 - Distance of parking from main entrance
 - Height of 3-story building against driveway may make building look too large
 - Liked the saving of tree groves and mounds
 - Open corridors leading to gym through café may be disruptive if there is an event in the cafeteria
 - Liked the idea of offsetting elements of the elevations to soften the large mass area

- pitched roof concepts require more study
- lengthening of driveway helps the neighborhood issues
- If this concept is chosen, DRA will look at all of these issues as they continue developing the concept.
- A motion was made by Jeff Wade to accept the new “T” shaped K-6 design as presented by DRA as the Preferred Alternative and to approve the fee increases of \$50,000.00 for DRA and \$49,989.00 for Municipal. The motion was seconded by David Surface. After discussion the motion was approved unanimously.

5. Approval of Invoices:

- Municipal Building Consultants – March 2012 - \$5,640.00 – motion made by Michelle to approve the invoice for payment, seconded by Tille, no discussion, all present voted approval.
- Kopelman and Paige – Invoice for legal fees incurred during the month of March in the amount of \$367.50 – motion made by Jeff, seconded by Tille, no discussion, all present voted approval.
- Approval of Professional Services Amendment #2 to DRA for consultant services in investigation wetlands as a potential vernal pool in the amount of \$710.00 – motion made by David, seconded by Kerry, no discussion, all voted approval.

6. Next Meetings:

- Board of Selectmen will cancel their 4/9/12 meeting/presentation from DRA and will meet jointly with School Committee on 4/12/12.
- Canceled the 4/11/12 building committee meeting
- Post a building committee meeting 4/12/12 at the joint school committee / BoS meeting
- Facilities Subcommittee meeting at MSBA – 4/11/12 at 10:00 AM
- Next Building Committee meeting Tuesday April 17th

7. Motion to adjourn:

- Motion to adjourn made by Michelle, seconded by Rob, all present voted approval.