



Penn Brook School Building Committee Meeting Notes

July 13, 2011

Committee:

<u>Member</u>	<u>Representing</u>	<u>Present</u>
Ellie Sinkewicz	Building Committee Co-Chair	X
Michelle Smith	Building Committee Co-Chair	X
C. David Surface	Chairman, Board of Selectmen	X
Michael Farrell	Town Administrator	X
Dr. Donna Tanner	Principal, Penn Brook School	
Rob Hoover	School Committee	X
Tillie Evangelista	Planning Board	X
John Bonazoli	Finance Committee	
Peter Durkee	Highway Surveyor	
Eric Zadina	Citizen	X
Glenn Clohecy	Citizen	X
George Comiskey	Citizen	X
Kerry Stauss	Citizen	X
Timothy Gerraughty	Citizen	
Alan Aulson Jr.	Citizen	
Carol Jacobs	Superintendent	X
Vacant	School Business Manager	

Other Attendees:

Jeff Wade	Citizen	X
Pat Saitta	Municipal Building Consultants	X
Chuck Adam	Municipal Building Consultants	X
Gary Fowler	Board of Selectmen	X

1. Approval of minutes: - June 15th meeting minutes approved
2. Municipal passed out a handout containing their review comments of the architectural proposals. They also discussed the letter from the MSBA to the (3) DSP members that contained voting information and a list of the contracts the firms that have proposed have been awarded from the DSP.

3. Ellie Sinkewicz opened the discussion of the architectural proposals by suggesting that they would go around the table and that each committee member would provide their comments and opinions and offer their list of the top 3 or 4 firms.
- David Surface –Symmes Maini and McKee (SMMA), Mount Vernon Group (MVG) and Dore & Whittier (Dore).
 - Tille Evangelista – Flansburgh Associates, Fletcher Thompson and Dore & Whittier
 - Carol Jacobs – SMMA, Flansburgh, DRA & Dore & Whittier. Also made comment that she has had personal experience with MVG and was not pleased with the cooperation and outcome.
 - Kerry Stauss – SMMA, Dore & MVG. Also like JCJ Architects
 - Michelle Smith – SMMA, JCJ, MVG and Dore & Whittier
 - Mike Farrell – as he was on vacation he did not have the opportunity to review the proposals but did have firsthand knowledge of Lavalee Brensinger while working in New Hampshire
 - Glenn Clohecy – also on vacation and did not have the opportunity to review the proposals
 - George Comiskey – Flansburgh, DRA & SMMA
 - Jeff Wade – DRA, Flansburgh, Fletcher Thompson, SMMA
 - Rob Hoover - JCJ, DRA, Flansburgh, Dore & Whittier
 - Eric – Flansburgh, SMMA & DRA
 - Ellie – Dore & Whittier, DRA & JCJ
 - Sample of specific comments from various members:
 - Impressed with SMMA’s experience and how they detailed the process and included the other schools into their proposed study.
 - Some members liked that SMMA had a lot of the consultant services in-house and others felt that was not necessarily a good thing.
 - Most members
 - Impressed that MVG appears to be an elementary school “expert” and acknowledged “Green” elements.
 - Impressed with Dore’s knowledge of Georgetown
 - One member had personal knowledge working with MVG and would not recommend them.
 - Fletcher Thompson did not have any liability insurance claims, the fewest change orders and consultants had a lot of local experience
 - Other members felt that Fletcher has a firm did not have any local experience and this was a problem.
 - After continued discussion it was decided to take a ballot “straw” poll of the firms to see if a consensus could be reached that would help guide the (3)

Georgetown DSP members. After balloting, DRA received the most votes with Flansburgh and Dore & Whittier tied for second and SMMA 4th.

- Discussion ensued relative to whether interviews should be held. The committee decided that if the selection is from one of their top 3 or 4 then interviews may not be necessary. However if a firm outside of the 3 or 4 is chosen by the DSP then interviews would make sense. The committee would stand by the decision of the (3) DSP members.
4. Municipal reviewed the next steps that will come after the DSP meeting on Tuesday.
 5. Finance Issues: - None
 6. Next meeting
 - Will be determined once the decision at the DSP and the question of interviewing is resolved.