



Penn Brook School Building Committee Meeting Notes

July 26, 2011

7:00 PM

Perley School Teachers Lounge

Committee:

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

Other Attendees:

Carl Franceschi	DRA	X
Paul Moore	DRA	X
Paul Brown	DRA	X
Pat Saitta	Municipal Building Consultants	X
Chuck Adam	Municipal Building Consultants	X

1. Approval of minutes: - July 12th meeting minutes approved
2. Drummey Rosane Anderson, Inc. was introduced by Ellie as the selected architect by the Designer Selection Panel. The Designer Selection Panel members met on July 19th to review the proposals from the interested designers. The DSP reviewed each

applicant's qualifications, experience and references and voted to rank the firms in the following order:

- Drummey Rosane Anderson, Inc.
- Flansburgh Associates, Inc.
- Dore & Whittier Architects, Inc.

Municipal has already begun negotiations with DRA and will report at the next building committee meeting

3. Carl Franceschi, Principal with DRA introduced Paul Moore, Educational Planner/Architect and Paul Brown, Project Manager/Architect who will both be working on the project. Both have worked with DRA for a long time on a number of projects together. Paul Moore briefly discussed the firm's philosophies on design of K-6 buildings, and how they stay informed with the latest trends in school design.
4. DRA will begin working immediately on a work plan that will outline meetings, community presentations, deadlines, and MSBA submissions. It was discussed that building committee meetings will need to be held every 2 weeks starting on 8/16/2011. All agreed. The first community involvement meeting may be held on September 20th. DRA and the Superintendent's office will confirm. DRA will also be reaching out to the school principal, staff and superintendent to begin meetings to review the programming.
5. Municipal has already contacted the MSBA about setting up a kick-off meeting. A time will be coordinated with DRA, Ellie, Carol Jacobs and Mike Farrell.
6. Finance Issues: - The committee reviewed outstanding invoices from Municipal. After discussion on who could sign the invoices and how many members were needed to approve invoices, George Comiskey made a motion authorizing Rob, Ellie and Tille to sign invoices, after approval of the committee, on behalf of the committee. The motion was seconded by Kerry Strauss and passed unanimously. Municipal will verify with Mike Farrell's office if this procedure is acceptable and report back.
7. Next meetings:
 - August 16th at Town Hall, 3rd floor studio, 7:00 PM
 - August 30th – location/time TBD
 - September 13th – location/time TBD
 - September 20th - Community Meeting – Penn Brook School – time to be determined
 - September 27th – location/time TBD