

School Building Committee Meeting Minutes

March 12, 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
Alan Aulson Jr.	Citizen	
George Comiskey	Citizen	X
Peter Durkee	Highway Surveyor	X
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	
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>		
Harry LaCortiglia	Planning Board Chairman	X
Christopher Rich	Planning Board Member	X
Carl Franceschi	DRA	X
Courtney Southwick	DRA	
Pat Saitta	Municipal Building Consultants	X
Chuck Adam	Municipal Building Consultants	X

1) Public Comment -

- **Harry LaCortiglia** - handed out at press release on behalf of the open space committee and asked that building committee be part of open space planning process as it relates to the new fields that will be built at New Penn Brook

2) Approval of minutes for February 19, 2013 meeting

- *Motion to approve by Rob, second by George*
All present voted approval

3) Approval of Invoices -

- Municipal Building Consultants - OPM services for February 2013 - \$20,855.00
- DRA - Services for February 2013 - \$217,027.20

Motion by Rob, second by George to approve both invoices as presented in the total amount of \$237,882.20 - Discussion: Tille asked DRA to go back to originally submitted invoice formats. DRA will look into invoice format and advise. Vote: All present voted approval

4) Correspondence -

• **Discussion with Planning Board:**

- The chairs opened discussion with a review of the letters received from the Planning Board.
- George questioned why we wouldn't the project be going in front of the Planning Board. Storm water and Erosion control not heard by ConsCom usually. Tech review comments from one board would be transmitted.
- David explained his understanding that the project was always going to planning board but not making a formal application
- Rob indicated that he felt that ConsCom has to wait until mid-April for flagging of wetlands and this delay may slow the process down.
- DRA - about half of their projects make formal application
- Tillie explained that the Planning Board could not turn down the site plan application since it's a town project but the history of problem issues with other town projects has not been good for projects that make informal submissions. She also explained that the Planning board could resolve the storm water management while waiting for ConsCom
- Rob explained his feelings that it's in the best interest of the town to bring it to the planning board for their expertise. Rob is concerned that the ConsCom may not be able to meet the project schedule.
- Ellie questioned if the design schedule included these review times and comment periods? DRA indicated that it did.
- Tillie reviewed the process and the schedule it normally takes to approve a formal site plan review.
- Harry supported the comments are that there could be a delay if you go to ConsCom 1st and then to Planning Board. If you go to Planning Board 1st and then to ConsCom then the peer engineering work can begin now and this same information can be used for the Conservation Commission review.
- Mike Farrell indicated that the Town Attorney responded to a question from him that Educational project are exempt from formal site plan review and indicated that the project is not required to submit for a formal site plan review.

MOTION - Tillie made a motion to have DRA file for site plan review with the planning board. Motion was seconded by George

Chair Ellie Sinkewicz said the chair was not recognizing the motion. George said that motions cannot be stopped once made.

Discussion: Question to Harry - if it comes to the Planning Board as an informal submission/meeting will the board review it, Harry explained that "there isn't any vehicle to review the plan without a formal submission".

David and Rob expressed their hopes that the Planning Board provide “reasonable” reviews if the committee votes to make the formal application. Planning Board members in attendance agreed.

Vote was taken, 4-3 to make the application.

5) **Old Business: NONE**

6) **New Business:**

- **Update on upcoming meetings with ConsCom and GAA/Parks and Rec:** March 26th meeting set aside time at their meeting to review the design and construction of the new field
- **Recap of MSBA DESIGN DEVELOPMENT Submission Completion:**
 - Submittal made on February 28,2013
 - Comments received from MSBA on March 11, 2013 - few comments needing response and most comments noted that future submissions should be included on the next submission. DRA and MBC will review and respond.
- **Recap of Total Project Budget:**
 - MBC passed out a summary breakdown of the estimates against the approved town budget that shows that the Georgetown share of the project is within approximately \$186,000.00 or less than 1% increase and the documents are about 40% complete.
 - Committee reviewed Value Engineering process and how it will work going forward
 - Reviewed possible reasons for differences in costs in site numbers over the earlier numbers.
- **Review of Project Schedule:**
 - MBC reviewed the Monthly Report and the overall schedules
- **Proposed Schedule for Future Meetings and Meetings with Staff:**
 - DRA will coordinate with MBC’s estimating firm and DRA’s estimating firm.
- **Update on Construction Document kick off meeting:**
 - DRA reviewed a proposed Phasing Plan for the construction of the Project.
 - Other questions:
 - How much construction fencing?
 - Review Towns requirement for Builders Risk Insurance
 - Trail head closings
 - Primary access through the same drive as school and hours of operation to be determined
 - Review of existing fields and timing for building new septic system and temporary grass for playground
- Rob requested letters from Legal Counsel on Planning Board Issue be sent to the members. Mike Farrell will send.

7) **Next Building Committee Meetings:**

- **March 26th GAA/Rec Committee Meeting**
- **Tuesday April 9, 2013 - Location TBD**
- Tuesday April 23, 2013 @ Town Hall - **7:00 PM** - 3rd floor meeting room
- Tuesday May 7, 2013 @ Town Hall - **7:00 PM** - 2nd floor meeting room
- Tuesday May 28, 2013 @ Town Hall - **7:00 PM** - 3rd floor meeting room
- Tuesday June **18**, 2013 @ Town Hall - **7:00 PM** - 3rd floor meeting room
- Tuesday July 9, 2013 @ Town Hall - **7:00 PM** - 2nd floor meeting room
- Tuesday July 30, 2013 @ Town Hall - **7:00 PM** - 3rd floor meeting room
- Tuesday August 20, 2013 @ Town Hall - **7:00 PM** - 3rd floor meeting room
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8) **Middle / High School Project:**

- No items to review

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