

**School Building Committee Meeting Minutes**

*May 28, 2013 - 7:00 PM*  
*Town Hall – 3rd Floor Meeting Room*

***DRAFT***

**Committee:**

<b><u>Voting Member</u></b>	<b><u>Representing</u></b>	<b><u>Present</u></b>
Ellie Sinkewicz	Building Committee Co-Chair	X
Michelle Smith	Building Committee Co-Chair	
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	
Eric Zadina	Citizen	
Jeff Wade	Citizen	X
<b><u>Non-Voting Members</u></b>		
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	
<b><u>Other Attendees:</u></b>		
Carl Franceschi	DRA	X
Chuck Adam	Municipal Building Consultants	X

**1) Public Comment -**

- None

**2) Approval of minutes:**

- **May 7, 2013 meeting :**

Motion to approve the minutes by Rob, seconded by Kerry

***Motion passed unanimously***

**3) Approval of Invoices:**

- None

**4) Correspondence:**

- None

5) **Old Business:**

- Rob Hoover reiterated his concerns with open list of site questions
- Contractors/Subcontractors Prequalification Update:
  - Advertisement ran on May 22<sup>nd</sup>
  - Distribution of RFQ's is through the selectmen's office
  - Selectmen's office will received the packages on June 12<sup>th</sup>
  - MBC will open the packages and distribute to the committee members.
  - Committee will meet initially around June 18<sup>th</sup>

6) **New Business:**

- **Construction Documents 90% Update:**
  - DRA/MBC reviewing the 90% submission documents and preparing the 90% estimates
  - DRA provided an update on the conversations with the Building Inspector and possible Zoning Board hearing on height restrictions.
- **Approval of Requested Survey and Wetland Flagging Services:**
  - DRA presented PSS #6 for the expansion of the wetlands survey to adjoining properties as requested by the Conservation Committee.  
  
***Motion made by George and seconded by Rob to approve DRA, PSS#6 in the amount of \$8,520.00. All present voted approval.***
- **Review of meeting with Building Inspector and Fire Chief:**
  - DRA felt meeting went very well and no substantial concerns came from the meeting
  - Copies of peer reviews will be forwarded to Inspector and Chief
  - Emergency devices, locations of annunciator panels and hose outlets were identified
  - No follow-up meetings are planned
- **Conservation Commission meeting:**
  - Meeting scheduled for late May was canceled due to lack of quorum
  - Additional wetland flagging was/is required
  - BSC (peer reviewer for Cons Com) was received
  - June 20<sup>th</sup> meeting still allows project to proceed on schedule
- **Secondary Access Drive:**
  - DRA presented latest discussions with Conservation Commission relative to the construction of the access drive.
  - Discussion on gravel vs. bituminous surface
  - Will need to review with Peter Durkee
  - Committee has concerns with ongoing maintenance of gravel, width of drive, and increase in surface water calculations
- **Additional PEER review discussion:**
  - Mike Farrell soliciting proposals based on scope of work

- Independent Structural Peer Review discussion:
  - MBC presented a proposal from DM Berg Consultants to perform the structural peer review required by the MSBA in the amount of \$3,600.00.
  - *Motion by Jeff, seconded by Rob, all present voted approval*

**7) Next Building Committee Meetings:**

- Tuesday June 18, 2013 @ Town Hall - 7:00 PM - 3<sup>rd</sup> floor meeting room
- Tuesday July 9, 2013 @ Town Hall - 7:00 PM - 2<sup>nd</sup> floor meeting room
- Tuesday July 30, 2013 @ Town Hall - 7:00 PM - 3<sup>rd</sup> floor meeting room
- Tuesday August 20, 2013 @ Town Hall - 7:00 PM - 3<sup>rd</sup> floor meeting room

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