

## Penn Brook School Building Committee Meeting Minutes

July 9, 2013 - 7:00 PM  
Town Hall – 2nd 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
George Comiskey	Citizen	X
Peter Durkee	Highway Surveyor	X
Tillie Evangelista	Planning Board	
Rob Hoover	School Committee	X
Kerry Stauss	Citizen	
Stuart Egenberg	Board of Selectmen	X
Eric Zadina	Citizen	X
Jeff Wade	Citizen	X
<b><u>Non-Voting Members</u></b>		
Carol Jacobs	Superintendent	X
Michael Farrell	Town Administrator	
Donna Tanner	Principal, Penn Brook School	
Margaret Maher	Principal, Perley School	X
Joan Liporto	Finance and Operations Director	
Peter Lucia	Principal, Middle & High School	
<b><u>Other Attendees:</u></b>		
Carl Franceschi	DRA	X
Courtney Southwick	DRA	X
Chuck Adam	Municipal Building Consultants	X
Pat Saitta	Municipal Building Consultants	X

### 1) Public Comment -

- None

### 2) Approval of minutes:

- **June 18, 2013 meeting :**

Motion to approve the minutes by Jeff, seconded by Ellie, discussion:

***All present voted approval as noted with Ellie abstaining***

### 3) Approval of Invoices:

- DRA - \$285,125.00 for June Construction Document Phase services, and consultant fees that are budgeted reimbursable expenses from Nitsch Engineering for Conservation Commission permitting in the amount of \$15,713.09 for a total invoice of \$300,838.09. **A motion to approve the invoice was made by Ellie, seconded by Jeff, all present voted approval.**

- MBC - \$25,635.00 for June OPM services, which includes a reimbursable expense invoice of \$6,050.00 for estimating services. **A motion to approve the invoice was made by Jeff, seconded by Eric, all present voted approval.**

4) **Correspondence:**

5) **Old Business:**

None

6) **New Business:**

- Cons Com update: DRA provided the following update from the June 27, 2013 Conservation Commission meeting:
  - Good news - the order of conditions was approved and signed with 6 or 7 conditions.
  - One of them includes connecting the irrigation at the existing fields to the new well system. DRA will be working with the irrigation consultants to move forward with Conservation Commission's request for the irrigation scope.
  - All others were items that had been previously discussed, with some additional plantings being required.
- Materials discussion:
  - Motion to upgrade from VCT to sheet linoleum in classrooms already in corridor for a \$260,000 increase was made by Ellie and seconded by Jeff, all present voted approval.
  - There are still a few exterior finish details around the main entrance to be resolved that will be reviewed with the finishes sub-group and will be reported at the next meeting.
- Site Discussion:
  - Signage at entrance - dra presented the latest design, there is money budgeted for a sign, permitting process will have to be gone through. - a vote to proceed in the direction as presented, Michelle/Jeff - all but 1voted yes Rob requested DRA to look into stone ideas mentioned by Tillie, DRA will forward ideas/sketches before next meeting.
  - Lights and Light Poles on Main Drive: Electrical department may be replacing the power and pole line up the drive. DRA will review and propose costs for next meeting
  - Grading at neighbor's property site lines fine tuning and reducing vegetation all agreed this was the correct approach. DRA/Town will review with neighbor.
  - Fencing - stop at edge of building, talk to the PD again, motion by Jeff/Rob - all ok
  - Roadway widths - DRA reviewed what the sub-committee has reviewed. Rob asked DRA to see if 12' width instead of 14' would be ok at parent drop-off. Traffic engineer will look at length of queuing and advise.

Value Engineering discussion - ongoing through the design, no major items to be considered at this time since we're under the budget. PV and Grey water system may be required for LEEDS points

George asked DRA to verify that the water filtration system is included in the budget? He didn't see it in the in the estimates.

- Site plan for Parking Review and Site Lighting turned in to Town
  - One proposal received, will review with Mike Farrell who has authorization to proceed from the committee.
- Site Plan Review Checklist
  - Review at July 2<sup>nd</sup> sub-group meeting 4:00 PM at Perley
- Site Signage at Elm Street Entry
  - DRA reviewed design for a monument sign at the street
  - Committee expressed its concerns to the designers relative to materials, likes concept but try and stay true to history of Elm Street.
  - Suggestion to review 911 monument for ideas and look at "Coretin"
  - DRA will review and update
- Approval of 90% Cost Estimate – due MSBA June 26,2013
  - **George made a motion to approve the submission as presented this evening by DRA and Municipal and authorize the submission to the MSBA, motion seconded by Jeff, all present voted approval**
- Prequalification Status:
  - (91) sub-contractor packages received
  - (6) general contractors packages received
  - Need to re-advertise for elevator subcontractors, need approval to re-solicit.
  - **Motion to re-advertise made by Jeff seconded by Rob, all present approved**

**7) Next Building Committee Meetings:**

- Tuesday July 16, 2013 @ Town Hall - 7:00 PM - Basement 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 Michelle and second by Jeff, all present voted approval***