

Penn Brook School Building Committee Meeting Minutes

August 6, 2013 - 7:00 PM
Town Hall - Basement Meeting Room

DRAFT

Committee:

<u>Voting Member</u>	<u>Representing</u>	<u>Present</u>
Ellie Sinkewicz	Building Committee Co-Chair	
Michelle Smith	Building Committee Co-Chair	
George Comiskey	Citizen	X
Peter Durkee	Highway Surveyor	
Tillie Evangelista	Planning Board	X
Rob Hoover	School Committee	X
Kerry Stauss	Citizen	X
Stuart Egenberg	Board of Selectmen	X
Eric Zadina	Citizen	X
Jeff Wade	Citizen - Acting Chair	X
<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	X
Peter Lucia	Principal, Middle & High School	
<u>Other Attendees:</u>		
Carl Franceschi	DRA	
Courtney Southwick	DRA	X
Chuck Adam	Municipal Building Consultants	X
Pat Saitta	Municipal Building Consultants	X

1) Public Comment -

- None

2) Approval of minutes:

- None

3) Approval of Invoices:

- Kaminski Associates - \$750.00 for Site Plan Peer Review services. **A motion to approve the invoice was made by Jeff, seconded by George, all present voted approval**

4) Correspondence:

- None

5) **Old Business:**

- None

6) **New Business:**

- Review and approval of prequalification of General Contractors and Sub-Contractors:
 - Prequalification committee has met and reviewed all of the packages submitted by interested contractors
 - There were 90 subcontractor packages received and the prequalification committees reviews indicate that they have all met the minimum required score for prequalification
 - There were 6 general contractor packages received and the prequalification committees reviews indicate that they have all met the minimum required score for prequalification
 - The prequalification committee therefore recommends to the building committee to accept the prequalification list of the subcontractors and general contractors submitted.
 - ***A motion was made by George and seconded by Stuart to accept the prequalification committee's recommendations. Discussion: Rob asked if the committee reviewed the materials previously sent to various town board members as well as the school building committee. The prequalification committee indicated it had and the referenced firm is one of the prequalified firms. The motion passed by a unanimous vote.***
- Site Item Discussions:
 - **Material for Sign at Elm Street Entrance** - DRA presented the latest design, which included the comments from the last meeting. After the presentation of the stone versions and the metal finish versions ***a motion was made by Jeff and seconded by Ron to accept the metal finish configuration. The motion passed by a majority vote.***
 - **Lights and Light Poles on Main Drive:** DRA presented the configurations requested by the building committee at its last meeting which included the replacement of all of the poles, burying all utilities from the top of the drive to the school and just replacing the existing pole lights with pole lights that will match the new lights installed closer to the building. After reviewing all of the costs and the designs ***a motion was made by Stuart and seconded by George to replace the fixtures on the existing poles only for roughly an additional \$10,000.00. The motion passed by a unanimous vote.***
 - **Confirm width of driveway/parent drop-off/access drive:** DRA presented a report from the civil engineers traffic engineer who reviewed the planned and expected car and trip counts. The engineer feels the queuing based on the counts will not exceed the parking lot turn-in. DRA also reviewed the committees concerns relative to the width of the access drive for parent drop-off. Some committee members expressed that this drive could be reduced. DRA has reviewed this with the engineers and fell that the designed width and the proposed shoulder are correct and is concerned with reducing this any further. Rob Hoover expressed concern that this width is not correct and urged the committee to strongly consider reducing the width from what is proposed. ***A motion was made by Stuart and seconded by Ellie to accept the recommendation of the design team and leave the widths as they are designed. The motion was passed by a majority vote.***

- The secondary access drive material as designed and approved by the conservation commission was reviewed again by the committee. Rob feels that the proposed compacted gravel material poses a maintenance issue and feels strongly that the material be changed. DRA was asked to review one last time with the engineers and provide a memo of the issues and include their recommendations. This will be finalized at the next meeting.
- Review of photometric plan - Rob expressed his concerns with the lighting design based on the photometric plan and pointed out two areas along the drives that may be dark areas. DRA will review these areas with the designers and will advise. DRA reminded the committee that the Peer Engineer is reviewing the plans for the photometrics, access drive, and drive materials and will advise the committee.

7) Next Building Committee Meetings:

- Tuesday August 20, 2013 @ Town Hall - 7:00 PM - 3rd floor meeting room

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