

Capital Improvements Subcommittee Minutes
Friday, March 11, 2016
8:00 AM – 10:00 AM
5th Floor Conference Room, Town Hall

Capital Improvements Subcommittee Members present: Mr. Pollak (Chairman), Ms. Charlupski, Barbara Scotto, and Rebecca Stone.

Other School Committee Members present: Susan Wolf Ditkoff.

School Staff present: Joe Connelly, Mary Ellen Dunn, Ben Lummis, Matt Gillis, and Robin Coyne.

Others Present: Deputy Town Administrator Melissa Goff, Economic Development Director Kara Brewton, and Carla Benka (Advisory Committee).

The meeting was called to order at 8:00 AM.

1) Approval of Minutes

Approve Minutes of the February 12, 2016 Capital Improvements Subcommittee Meeting

On a motion of Ms. Stone and seconded by Ms. Scotto, the Capital Improvements Subcommittee voted (Ms. Charlupski abstained because she was not at the February 12, 2016 meeting) to approve the minutes of the February 12, 2016 Capital Improvements Subcommittee meeting.

Approve Minutes of the January 12, 2016 Capital Improvements Subcommittee Meeting

On a motion of Ms. Stone and seconded by Ms. Scotto, the Capital Improvements Subcommittee voted UNANIMOUSLY to approve the minutes of the January 12, 2016 Capital Improvements Subcommittee meeting.

Approve Minutes of the June 5, 2014 Capital Improvements Subcommittee Meeting

On a motion of Ms. Stone and seconded by Ms. Scotto, the Capital Improvements Subcommittee voted UNANIMOUSLY to approve the minutes of the June 5, 2014 Capital Improvements Subcommittee meeting.

Approve Minutes of the May 19, 2014 Capital Improvements Subcommittee Meeting

On a motion of Ms. Stone and seconded by Ms. Scotto, the Capital Improvements Subcommittee voted UNANIMOUSLY to approve the minutes of the May 19, 2014 Capital Improvements Subcommittee meeting.

Approve Minutes of the March 26, 2014 Capital Improvements Subcommittee Meeting

On a motion of Ms. Stone and seconded by Ms. Scotto, the Capital Improvements Subcommittee voted UNANIMOUSLY to approve the minutes of the March 26, 2014 Capital Improvements Subcommittee meeting.

Approve Minutes of the March 11, 2014 Capital Improvements Subcommittee Meeting

On a motion of Ms. Stone and seconded by Ms. Scotto, the Capital Improvements Subcommittee voted UNANIMOUSLY to approve the minutes of the March 11, 2014 Capital Improvements Subcommittee meeting.

Approve Minutes of the March 6, 2014 Capital Improvements Subcommittee Meeting

On a motion of Ms. Stone and seconded by Ms. Scotto, the Capital Improvements Subcommittee voted UNANIMOUSLY to approve the minutes of the March 6, 2014 Capital Improvements Subcommittee meeting.

Approve Minutes of the February 6, 2014 Capital Improvements Subcommittee Meeting

On a motion of Ms. Stone and seconded by Ms. Scotto, the Capital Improvements Subcommittee voted UNANIMOUSLY to approve the minutes of the February 6, 2014 Capital Improvements Subcommittee meeting.

Approve Minutes of the December 12, 2013 Capital Improvements Subcommittee Meeting

On a motion of Ms. Stone and seconded by Ms. Scotto, the Capital Improvements Subcommittee voted UNANIMOUSLY to approve the minutes of the December 12, 2013 Capital Improvements Subcommittee meeting.

Approve Minutes of the December 5, 2013 Capital Improvements Subcommittee Meeting

On a motion of Ms. Stone and seconded by Ms. Scotto, the Capital Improvements Subcommittee voted UNANIMOUSLY to approve the minutes of the December 5, 2013 Capital Improvements Subcommittee meeting.

Approve Minutes of the October 16, 2013 Capital Improvements Subcommittee Meeting

On a motion of Ms. Stone and seconded by Ms. Scotto, the Capital Improvements Subcommittee voted UNANIMOUSLY to approve the minutes of the October 16, 2013 Capital Improvements Subcommittee meeting.

2) Update and Discussion of 9th School Site Search Request for Qualifications (RFQ)

The Building Commission provided feedback on the draft RFQ. The RFQ will ask for a detailed approach on how the firm will carry out the project and ask for examples of similar work of study. The Building Commission oversees the use of the Classroom Capacity funds.

Experts in the field have recommended that we start the land survey process immediately and not wait for the RFQ. The process could take three to six months. The cost could be \$15,000 to \$40,000. These funds would come out of the \$300,000 allocated for concept studies. Ms. Dunn noted that we are hiring a consultant architect to pull together all aspects of the studies. As a first step, Ms. Dunn will ask the Engineering Department what work has already been done. We know that survey work has been done at Baker around the building. We need to extend this to the other side of the site. Ms. Dunn will ask the Engineering Department about the feasibility and cost of extending the existing survey. The RFQ can include the land survey, but we don't have to commission it if we decide to seek it separately. Mr. Pollak suggested that at some point we create a cloud based drawing archive.

Ms. Dunn will follow up with Mr. Kleckner on the RFQ list of specific needs from town departments. She will work with Mr. Geanakakis to set the time table. She asked who will need to review the final draft. The advertisement will appear on Wednesday, March 23, 2016. If they allow three weeks, the proposals will be due on April 13, 2016, with a selection by April 29, 2016. Mr. Pollak, Ms. Charlupski, and Ms. Stone will serve on the Committee of 7. The Building Commission and Board of Selectmen will also need to appoint members. The RFQ will ask for the approach to the work with specific deadlines/benchmarks. We are still on track for a final report in September for a final decision in October. Members suggested including a specific delivery date with a draft in August. Ms. Dunn will add back the timeline to the RFQ. Mr. Pollak suggested that at some point we build an inventory of RFQ templates.

Ms. Ditkoff asked when the School Committee will receive a legal analysis of three to four town-owned sites. We need to know which sites are more or less vulnerable to challenge and the potential litigation cost. We need this information as soon as possible, but definitely by October. Mr. Pollak noted the Newton Street South Brookline option would enable us to build two separate schools with two separate playgrounds. However, this option would require the support of the Park and Recreation Commission, the Conservation Commission, and both branches of the

Legislature. Ms. Brewton noted that all of the sites may potentially be challenged. There are many variables.

3) Update and Discussion of Brookline High School Expansion Planning

Dr. Connelly updated the Subcommittee on the working group set up to review the SMMA Brookline High School study. The Committee will be meeting six times over the new few months. He would like to hire a consultant from SMMA (perhaps, Mr. Pitkin) to provide assistance. Ms. Dunn will follow up with Mr. Masak, Mr. Geanakakis and Mr. Poinelli on the status of the past contract. She will ask whether the contract is still open and the status of the traffic study. Ms. Ditkoff suggested that SMMA lead one more community meeting. Once the architect is hired, we will be looking at whether it should be one or two schools. The working group should be done by June 1, 2016. The next stage would be hiring the architect.

The Subcommittee discussed 111 Cypress Street information needs. Mr. Pollak suggested that this not be part of the 9th school study. The town needs information, for example on traffic, regardless of the site's use. What do the Selectmen and Advisory Committee need in terms of information to make a decision on this site? The Chairman of the Board of Selectmen will be talking to the property owners. There is intense interest in acquiring the site for town use, and preferably for the schools, but this may not make sense from a pedagogical perspective. It may be part of the high school solution. The SMMA report raised concerns such as traffic and parking. Should there be a separate RFQ for 111 Cypress Street, in conjunction with the Selectmen?

4) Update and Discussion on Capital Improvements Program (CIP) and Major Projects

One possible CIP plan is to 1) include \$800,000 in FY 2017 for school studies – possible breakdown \$300,000 for 9th school feasibility (\$100,000 of this for project management) and \$500,000 for high school feasibility (\$100,000 of this for project management) and 2) include \$2.3 million in FY 2018 for schematic design – possible breakdown \$1 million for 9th school and \$1.3 million for high school. Once we have schematic designs, we could go to Town Meeting (November 2017) and then have an override vote (May 2017). Ms. Dunn is developing the aspirational schedule.

5) New Business

The Subcommittee considered a naming request.

On a motion of Ms. Stone and seconded by Ms. Scotto, the Capital Improvements Subcommittee voted UNANIMOUSLY to recommend that the School Committee 1) waive Public Schools of Brookline Policy F2. Naming Spaces: 2. An individual who has demonstrated lengthy and/or exemplary service to the students of Brookline, provided the named honoree has not served in the PSB for a minimum of two years prior to his/her nomination to be honored with the naming of a space; 2) waive Public Schools of Brookline Policy D7 Use of Revenues from Non-Tax Sources (Individual Donations, Grants, Private & PTO Fundraising); and 3) approve the request, subject the following conditions: a) there be no cost to the town or schools and b) that the Director of Public Buildings be responsible for scheduling, assigning or contracting, and supervising the work (e.g., electrical and signage) to be completed at the school for this purpose.

6) Proposed Executive Session

By unanimous roll call vote at 9:55 AM, the School Committee entered into Executive Session to comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements, specifically, to review executive session minutes pursuant to G.L. c. 30A, ss. 22(a) and 22(f). Mr. Pollak noted that the School Committee will reconvene in open session at the end of the executive session. By unanimous roll call vote at 10:00 AM, the School Committee reconvened in public session.

7) Executive Session Minutes

Mr. Pollak stated that in accordance with the School Committee's procedures to comply with Open Meeting Law; G.L.c.30A, Section 22(g), the Subcommittee reviewed past Capital Improvements Subcommittee Executive Session minutes and has determined that the following Executive Session records may be released: February 6, 2014.

The Subcommittee reviewed the March 5, 2015 Executive Session minutes and determined that the March 5, 2015 Executive Session minutes should not be released at this time.

The meeting adjourned at 10:00 AM.