Name of Committee: Heath School Building Committee (SBC)

Meeting Date: November 29, 2010 Time: 8:30am Meeting Location: Town Hall Room: 111

Attendees indicated by x; names in bold- voting members

Heath School Building Committee

Kenneth Goldstein	x	**Milly Katzman**		Will Spears (MDS)	x
Helen Charlupski	x	**Charles Simmons**		Brian Pace (MDS)	x
Barbara Scotto	x	**Jennifer Fischer-Mueller**			
George Cole	x	**Mel Kleckner**	x		
Carla Benka		**Stacey McCarthy**	x		
William Lupini	x	**Daniel St. Clair**			
Sean Cronin	x				
Michael Shepard		Raymond Masak (OPM)	x		
Peter Rowe	x	Margaret Clark (MDS)	x		

Public Present: Chou Chou Merrill (TMM 14), Michael Merrill, Peter Shanley

Topic: **Meeting Minutes Approval**

Helen Charlupski made a motion to approve the minutes of November 16, 2010. The motion was seconded by Stacey McCarthy. The vote was unanimous to approve the meeting minutes.

Topic: **Review Overall Schedule and Budget**

Ray Masak stated that the Massachusetts School Building Authority (MSBA) has provided input on key dates for the project which were inputted into the overall project schedule. These dates are as follows

- December 7 – Facility Assessment Subcommittee (FAS) Documentation Due
- December 15 - FAS Meeting
- December 17 - Preferred Schematic submittal to the MSBA
- January 12 - MSBA Board of Directors Meeting (MSBA staff makes recommendation of Preferred Schematic for Board Approval)
- March 18 - SD submittal due for the March 30 Board of Directors Meeting (the updated schedule is posted on the MSBA's website under about us/facility Assessment subcommittee link.)

Ray Masak noted that a formal vote of the Board of Directors meeting was added for the Preferred Schematic. Ken Goldstein asked if this will impact the Town's

process moving forward. Ray Masak stated at this time that the Town should move forward with the process as agreed to in past meetings. He also stated that the Town, architect and MSBA would be meeting to further articulate the MSBA requirements later in the week (December 1) and stated that the project was moving forward in earnest in that meetings were occurring with the school, the hazardous materials assessment had begun and the borings were completed last Friday. Ken Goldstein asked if the architect's contract has been signed. Ray stated that there were a couple of minor issues raised by Town Counsel that needed to be addressed.

Ray Masak reviewed the overall project budget including the "soft costs". Helen Charlupski asked if the design contingency was included in the overall construction costs. Ray stated that the design contingency will be carried in the architects' estimates for overall construction cost and will be lowered as the design progresses. Helen asked if the construction contingency of 5 % was too low. Ray stated that based on the scope of the project (limited renovations) that the construction contingency should be adequate.

Topic: **Architect Presentation of Options**

MDS made their presentation regarding possible options and associated costs to meet the program intent of the project. The following options were presented and discussed:

- Classroom - $2,730,000; Classroom w/ additional storage $3,776,000
  The slide presented showed six classrooms including a science room and storage and an office as an alternative. Bill Lupini stated it is customary to have a second science room in a school of this size. MDS stated the storage alternative had ledge removal in the estimate. It was also stated that the borings in this area looked promising. As such, Ray Masak requested the alternative be reevaluated for standard excavation without ledge removal.
- Cafeteria - $1,481,200
  The slide presented showed removing the METCO office, enlargement of the server, and adding additional space to the cafeteria. Ray Masak stated that the METCO office would have to be reprogrammed as part of the overall project.
- Accessibility - $345,000; Additional Elevator $425,000
  The slide presented showed the accessibility survey conducted at the school. It also showed the addition of an elevator to the second space by the gym. It was noted that an elevator would be needed if children use the space and future programmatic uses need to be carefully considered if an elevator is not part of the project. There was concern raised regarding the impact of accessibility on seating in the auditorium. MDS stated that the seating would be impacted (up to 20 seats would be lost)

- Library Addition $270,000
  The slide presented showed the library addition as discussed in a past meeting (to the side vs. in front). MDS stated it had to make the library slightly smaller to eliminate impact to the boiler areaway. It was also noted that the Heath library was smallest library in the Brookline school system and that the storage area shown on the existing drawing had been eliminated to provide additional space. There was some discussion how the additional space might be programmed, i.e. additional computers, etc.
- Multipurpose Room $603,000
  The slide presented showed adding a new multipurpose room to the classroom addition. It was clarified that the cost had to be added to the classroom alternative (MDS stated that they would evaluate this number further). The committee requested MDS to look at having this space on the second floor to reduce the cost impact.
- Auditorium expansion $1,176,000
  The slide presented showed an addition to the auditorium toward the courtyard. Ray Masak stated this expansion would not be funded by the MSBA and would again confirm that this is the case when the Town meets with the MSBA on December 1, 2010.
- Cafetorium $805,625
  The slide presented showed a new option for transforming the auditorium into a stage and multipurpose room. This is an add to the cafeteria addition.
- Gymatorium/ Multipurpose $1,895,575
  Multipurpose $695,625
  Gymatorium $1,200,950
  The slide presented showed converting the auditorium into a multipurpose space and adding a stage to the gym.
- Decision Matrix

Classroom Addition	$3,350,000
Cafeteria	$1,481,200
Accessibility	$345,925
MEP	$250,000
Haz Mat	$50,000
Library Addition	$270,000
TOTAL	$5,747,125 vs. $6,000,000 budget

  It was observed that this evaluation of alternatives reaffirmed the original concept design. Ray Masak stated that order of the matrix was based on priority of the programmatic needs of the project as well as staying within budget.

Ken Goldstein suggested that we have a pre-meeting prior to the Public Meeting scheduled for December 6, 2010 to further discuss the budget options for the project.

Topic: **Discuss approach for Public Meeting**

The purpose and approach of the public meeting was discussed. Ultimately, it was agreed that the public meeting has to "tell a story" how we got here and provide context regarding the program and budget. The Merrills stated that Town Meeting Member representation is limited around the Heath school and that they wanted to provide that role (ie from a neighborhood standpoint) for this project. The Merrils also stated that the public meeting should try to address the following:

- Hazardous Materials
- Construction related issues
- Graduation
- Morning Drop off
- Neighbor issues – Parent vs. non parent
- Sightlines; proximity to neighborhood
- Traffic calming around school – Ray Masak to investigate if traffic calming was conducted by the Town around the school

The SBC agreed that this information would provide value to the public meeting and that the presentation would either address the issue or take the issue into consideration as the project progresses.

Topic: **New Business**

Barbara Scotto raised a concern regarding the SBC's involvement at the MSBA meetings. Ray Masak stated that this issue would be discussed with the MSBA this Wednesday.

Topic: **Proposed SBC Meeting**

The next meeting of the Heath School Building Committee is scheduled for December 10, 2010 at 8:30 AM.

Respectfully submitted,

Raymond Masak, PE
Owner's Project Manager