

**Capital Improvements Subcommittee Minutes**  
**Tuesday, February 11, 2020**  
**4:00 PM-5:45 PM**  
**School Committee Room, 5<sup>th</sup> Floor, Town Hall**

Capital Improvements Subcommittee Members present: Helen Charlupski (Chairman), Suzanne Federspiel, and Barbara Scotto.

Other School Committee Members present: Suzanne Federspiel and Susan Wolf Ditzkoff.

School Staff present: Ben Lummis, Matt Gillis, Rob Mullin, and Robin Coyne.

Others present: Driscoll Principal Suzie Talukdar (by phone), Building Project Manager Tony Guigli, Jen Carlton (Leftfield Project Management), Jim Rogers (Leftfield Project Management), and Philip Gray (JLA Architects).

**1) Driscoll Parking**

Ms. Charlupski provided an overview of discussions regarding Driscoll School parking. At the January 30, 2020 School Committee meeting, Ms. Ditzkoff and JLA Architect Philip Gray provided an update on the Driscoll School Building Project and potential changes to the Project Budget, including possible elimination of structured parking in favor of expanded on-street permits and/or surface parking. At that meeting, the School Committee voted unanimously to not pursue underground parking for the Driscoll School Building Project. Members requested additional information before the next Capital Improvements Subcommittee discussion of surface parking options (e.g. an analysis to validate the number of spots needed, review the distance between the proposed spaces and the school to see if it is under a half mile, solicit teacher input, and assess the potential impact on green space).

The Subcommittee reviewed the February 4, 2020 Vanasse & Associates, Inc. report on parking on Beacon Street (Attachment A) and Driscoll Parking Options (Attachment B). The Transportation Coordinator is recommending Option C for the most flexibility. JLA Architect Philip Gray explained an option JLA is working on that would provide an additional 13 on-site spots (above the already planned 25). Principal Talukdar requested that the School Committee consider options that add to the 25 on-site parking spaces. She noted input from staff members who are concerned about walking distances and that the number of on-site spots is being reduced while staffing is being increased. Ms. Scotto commented that teacher parking on the Terrace streets could be difficult, particularly during bad weather and for staff carrying supplies to and from school.

Ms. Ditzkoff expressed concern that the new option would take away green space to increase on-site parking. She noted the following: the strong commitment to the voters to maximize green space on the Driscoll School property; that there are other options, i.e., additional street parking spots that are walkable; staff parking across the district should be as equitable as possible; three schools in the district do not have any on-site staff parking; and the plans do not factor in future Transportation Demand Management (TDM) implementation. Other Subcommittee members understood these concerns, but spoke in support of an option that would increase the number of on-site spaces in large part because of the feedback from Principal Talukdar (who received input from staff). Members noted that the green space in question is not prime green space and is not part of the play area.

On a motion of Ms. Charlupski and seconded by Ms. Federspiel, the Capital Improvements Subcommittee VOTED UNANIMOUSLY to recommend that the School Committee vote to recommend Option C, as modified by making the parking on the Terrace streets optional and by including 38 on-site parking spaces.

**2) Update from JLA and Leftfield on Driscoll Project: Test Borings on Playfield and Playground during February Break; Design Subcommittee Work; Appointment of Community Members to Playground Design Review Committee**

Building Project Manager Tony Guigli reported that during vacation break, the Driscoll School building project team will be conducting on-site testing in preparation for the construction of the new school. These tests will take place on the tennis courts, playground, and open field area and will require the drilling of twenty or more small holes to collect core samples to understand the geological makeup of the site. As the samples are collected, the contractor will refill the holes and will return later to add additional fill after settling has occurred. All reasonable precautions are being taken to protect the field and playground areas for continued use during the remainder of the school year. Principal Talukdar will send out a communication to families.

Architect Philip Gray agreed with the Subcommittee's suggestion to provide opportunities for students to learn more about the project once the Construction Manager-at-Risk is in place to ensure student safety

The Subcommittee reviewed letters of interest from applicants to serve on the Driscoll Playground Design Review Committee. Members noted that all of the applicants are highly qualified and that this is a difficult decision.

On a motion of Ms. Charlupski and seconded by Ms. Federspiel, the Capital Improvements Subcommittee VOTED UNANIMOUSLY to recommend that the School Committee vote to appoint Sam Ditzion, Victor Kusmin, and Derek Hatchett to the Driscoll Playground Design Review Committee.

The Subcommittee also recommended that 1) Lokia Rutherford be appointed METCO Liaison to the Design Review Committee and 2) that a SEPAC Liaison be appointed (Ms. Charlupski will ask SEPAC for a name).

Ms. Charlupski suggested that at the next Subcommittee meeting there be a discussion of parity among school buildings.

**3) Executive Session**

At 5:30 PM, on a motion of Ms. Charlupski and seconded by Ms. Federspiel, the Capital Improvements Subcommittee voted to go into Executive Session pursuant to M.G.L. Chapter 30A Section 21 (A) for Purpose 6: to consider the purchase, exchange, lease or value of real property because the Chair declared that an open meeting may have a detrimental effect on the negotiating position of the body (Temple Ohabei Shalom, 1187 Beacon Street, Brookline, Massachusetts). Ms. Charlupski announced the Subcommittee will reconvene in open session at the end of the executive session. At 5:45 PM, the Subcommittee reconvened in open session.

**4) Lease with Temple Ohabei Shalom, 1187 Beacon Street, Brookline, Massachusetts for FY 2021-FT 2023, with Option Years**

Ms. Charlupski announced that the consensus of the Capital Improvements Subcommittee is to recommend that the School Committee support a lease with Temple Ohabei Shalom, 1187 Beacon Street, Brookline, Massachusetts for FY 2021-FT 2023, with option years

**5) Review and Approve Open Session Minutes**

On a motion of Ms. Federspiel and seconded by Ms. Charlupski, the Capital Improvements Subcommittee voted unanimously to approve the minutes of the January 14, 2020 meeting.

The meeting adjourned at 5:45 PM.

**New Driscoll Parking Plan  
Beacon Street Summary Analysis**

**Two Key Questions:**

- 1. Is there sufficient parking capacity? See info under blue heading**
- 2. What is the effect on time and distance for teachers? See info under purple heading**

<b>Vanasse Study Beacon Street Address Range</b>	<b>"Study Area A" Westbourne to Marion Street 1143 to 1573 Beacon Street</b>	<b>"Study Area B" Williston Rd to Englewood 1710 to 1824 Beacon Street</b>
High # of Spaces Vacant	304	176
Low # Spaces Vacant	211	89
Low # Spaces Vacant	211	89
Proposed School Spaces	25	33
Reaming Vacant Spaces To Community	186	56
% of Vacant Spaces for School Day	12%	37%
High # of Spaces Vacant	304	176
Proposed School Spaces	25	33
Reaming Vacant Spaces	279	143
% of Vacant Spaces for School Day	8%	19%

<b>Teacher Walking Time and Distance <i>Est. New Driscoll Address</i></b>	<b>Study Area A Travel Time <i>53 Westbourne Terrace</i></b>	<b>Study Area B Travel Time <i>705-719 Washington Street</i></b>
Address (off street)	1143 Beacon Street	1814-1824 Beacon
Max Distance	.5 Miles	.5 miles
Max Walking Time (Google)	11 minutes	11 minutes
Address (off street)	1573-1589 Beacon	1710-1750 Beacon
Shortest Distance	.2 miles	.3 Miles
Shortest Travel Time	4 minutes	6 minutes

**Notes:**

.5 miles with in equitable maximum distance at other PSB schools.

*Addresses in Italics are estimates, but more accurate than 64 Westbourne Terrace for walking distances from Beacon Street*

Ref: 8526

February 4, 2020

Mr. Todd Kirrane  
Transportation Administrator  
333 Washington St, 4th fl.,  
Town of Brookline, MA 02445

Re: On-Street Parking Assessment  
Driscoll School Expansion  
Brookline, Massachusetts

Dear Todd:

As requested, Vanasse & Associates, Inc. (VAI) has reviewed the existing parking supply and demand along Beacon Street to assess the availability of parking to accommodate potential staff parking associated with the proposed Driscoll School Expansion in Brookline, Massachusetts. Specifically, this letter evaluates the existing occupancy rate for on-street parking spaces. The town of Brookline Transportation Board limits on-street permits (combined commercial and school) to 40% of the legal parking spaces on a street. ***Based on this assessment, it appears that there are enough vacant spaces for additional staff parking.***

A comprehensive field inventory of the existing parking supply within immediate area of the School was conducted in January 2020. Figure 1 depicts the study area. The field inventory consisted of on-street parking by quantity and type (handicapped, no parking and regulations).

In conducting the parking analysis, the study area was subdivided into twenty-two (22) distinct parking zones within two (2) study areas (*Study Area A* and *Study Area B*), in order to identify parking trends. Figures 2 and 3 graphically depict the parking zones within study areas A and B. Figures 4 and 5 identifies the total parking supply in the area which totals 258 spaces in the Study Area A and 185 spaces in the Study Area B.

In order to determine the availability of parking spaces, parking demand surveys were conducted during a typical weekday (Tuesday, January 28, 2020 and Wednesday, January 29, 2020) between the hours of 7:00 AM and 3:00 PM. The parking observations were completed in 60-minute intervals during each observation period and identified the number of vacant spaces within the parking survey area. Table 1 and Figures 6 and 7 summarize the parking demand observations for the available parking. Table 2 summarize the parking demand observations for the available parking by regulation.

As shown in Table 1, the peak hour demand at Study Area A occurs at 8:00 AM (01/28/2020) and 2:00 PM (01/29/2020) when 103 (42%) and 89 (37%) spaces were vacant, respectively. The peak hour demand at Study Area B occurs at 12:00 PM when 117 (65%) (01/28/2020) and 113 (63%) (01/29/2020) spaces were vacant.

As shown in Table 2, 48% of the parking supply within Study Area A and 59 % of the parking supply within Study Area B are *Metered spaces*. The peak hour demand at the metered spaces within Study Area A occurs at 2 PM when 58% and 49% of the metered spaces were vacant. The peak hour demand at the metered spaces within Study Area B occurs at 12 PM and 7 AM when 76% and 74% of the metered spaces were vacant.

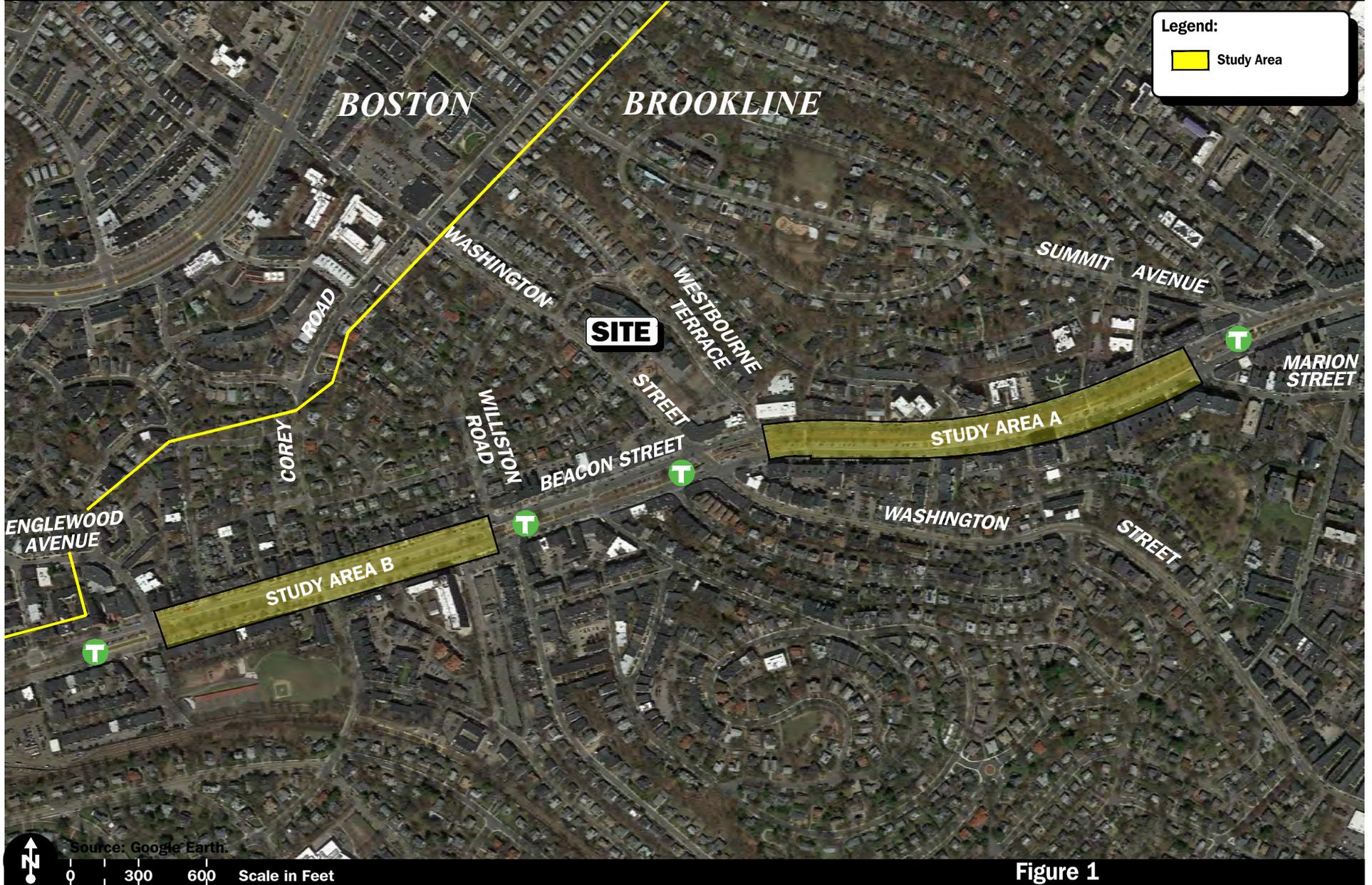
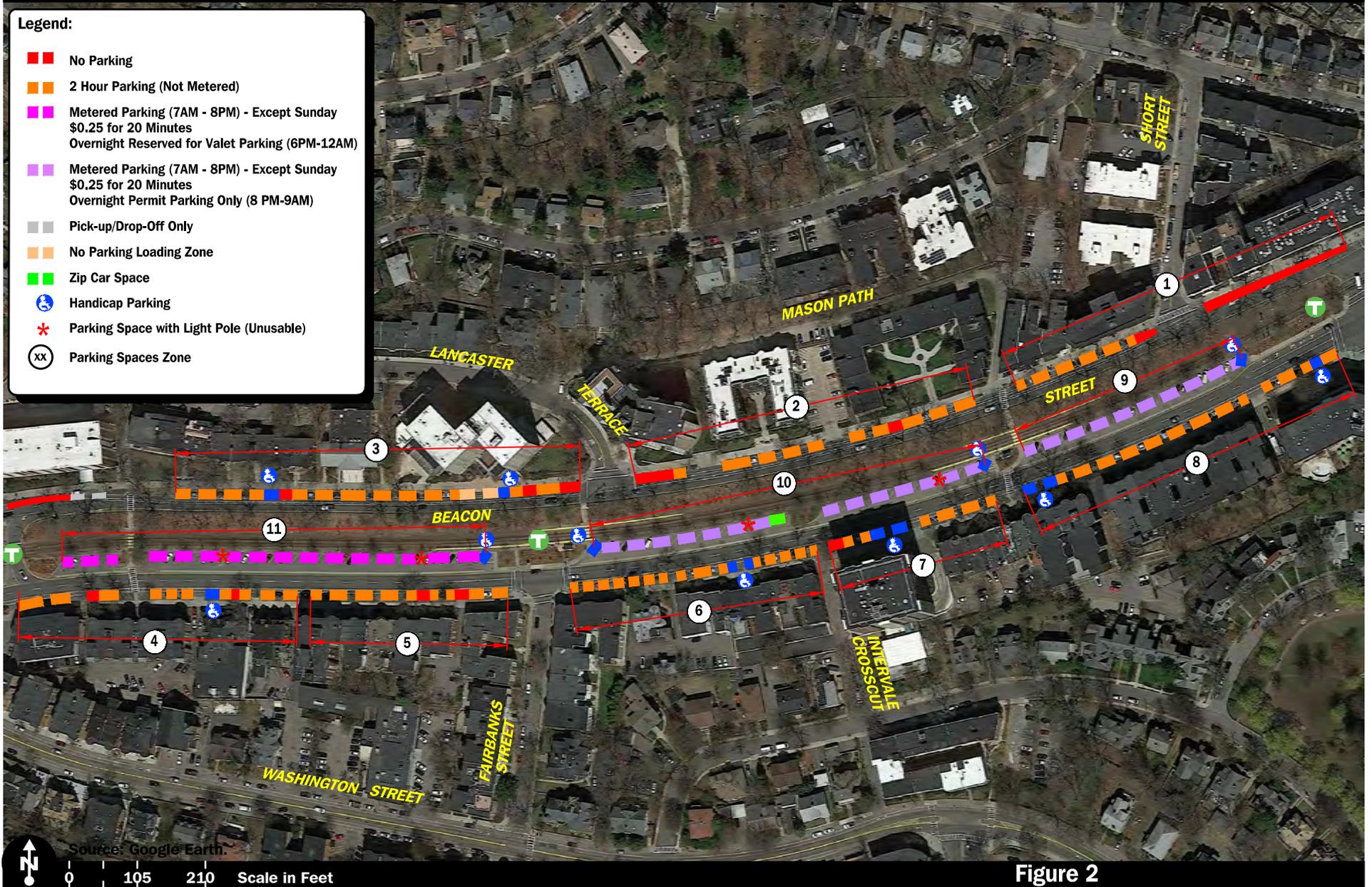


Figure 1

Site Location and Study Area Map

**Legend:**

- No Parking
- 2 Hour Parking (Not Metered)
- Metered Parking (7AM - 8PM) - Except Sunday  
\$0.25 for 20 Minutes  
Overnight Reserved for Valet Parking (6PM-12AM)
- Metered Parking (7AM - 8PM) - Except Sunday  
\$0.25 for 20 Minutes  
Overnight Permit Parking Only (8 PM-9AM)
- Pick-up/Drop-Off Only
- No Parking Loading Zone
- Zip Car Space
- Handicap Parking
- ✖ Parking Space with Light Pole (Unusable)
- XX Parking Spaces Zone



**Figure 2**

**Parking Inventory - Zone Study Area A**

Parking Study - Driscoll School Expansion - Beacon Street Parking Study - Brookline, MA

- Legend:**
- No Parking
  - 2 Hour Parking (Not Metered)
  - Metered Parking (8AM - 8PM) - Except Sunday  
\$0.25 for 12 Minutes
  - Metered Parking (7AM - 8PM) - Except Sunday  
\$0.25 for 20 Minutes  
Overnight Permit Parking Only (8 PM-9AM)
  - Metered Parking (7AM - 8PM) - Except Sunday  
\$0.25 for 20 Minutes
  - Pay Station Metered Parking  
Overnight Guest Parking Permit (11PM-8AM)
  - Pick-up/Drop-Off Only
  - ♿ Handicap Parking
  - XX Parking Spaces Zone



Figure 3

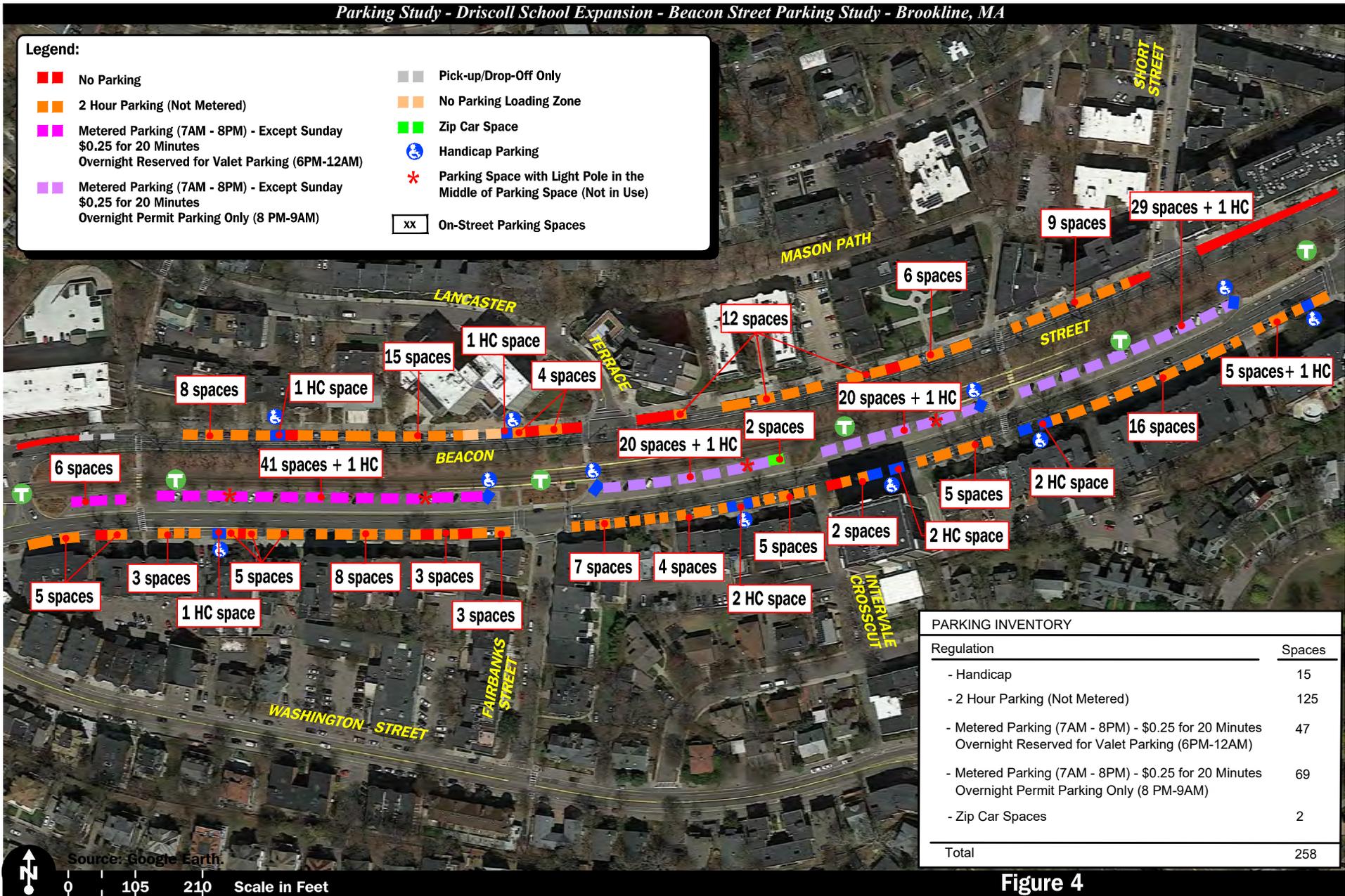
Parking Inventory - Zone Study Area B



Parking Study - Driscoll School Expansion - Beacon Street Parking Study - Brookline, MA

Legend:

- No Parking
- 2 Hour Parking (Not Metered)
- Metered Parking (7AM - 8PM) - Except Sunday  
\$0.25 for 20 Minutes  
Overnight Reserved for Valet Parking (6PM-12AM)
- Metered Parking (7AM - 8PM) - Except Sunday  
\$0.25 for 20 Minutes  
Overnight Permit Parking Only (8 PM-9AM)
- xx On-Street Parking Spaces
- Pick-up/Drop-Off Only
- No Parking Loading Zone
- Zip Car Space
- Handicap Parking
- \* Parking Space with Light Pole in the Middle of Parking Space (Not in Use)
- xx On-Street Parking Spaces



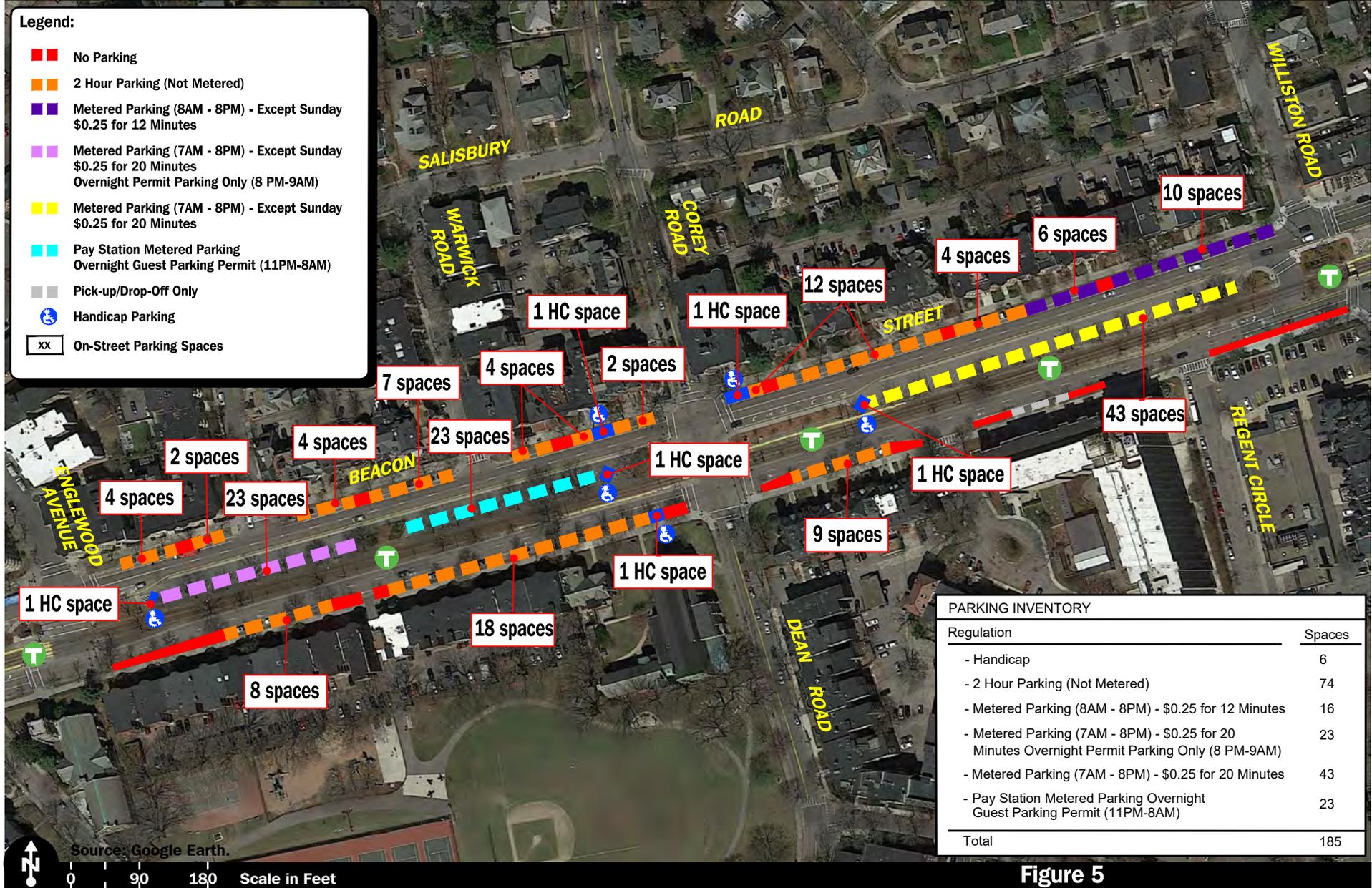
PARKING INVENTORY	
Regulation	Spaces
- Handicap	15
- 2 Hour Parking (Not Metered)	125
- Metered Parking (7AM - 8PM) - \$0.25 for 20 Minutes Overnight Reserved for Valet Parking (6PM-12AM)	47
- Metered Parking (7AM - 8PM) - \$0.25 for 20 Minutes Overnight Permit Parking Only (8 PM-9AM)	69
- Zip Car Spaces	2
<b>Total</b>	<b>258</b>

Figure 4

**Parking Inventory - Supply  
Study Area A  
Tuesday, January 28, 2020 and  
Wednesday, January 29, 2020  
7:00 AM - 3:00 PM**



Parking Study - Driscoll School Expansion - Beacon Street Parking Study - Brookline, MA

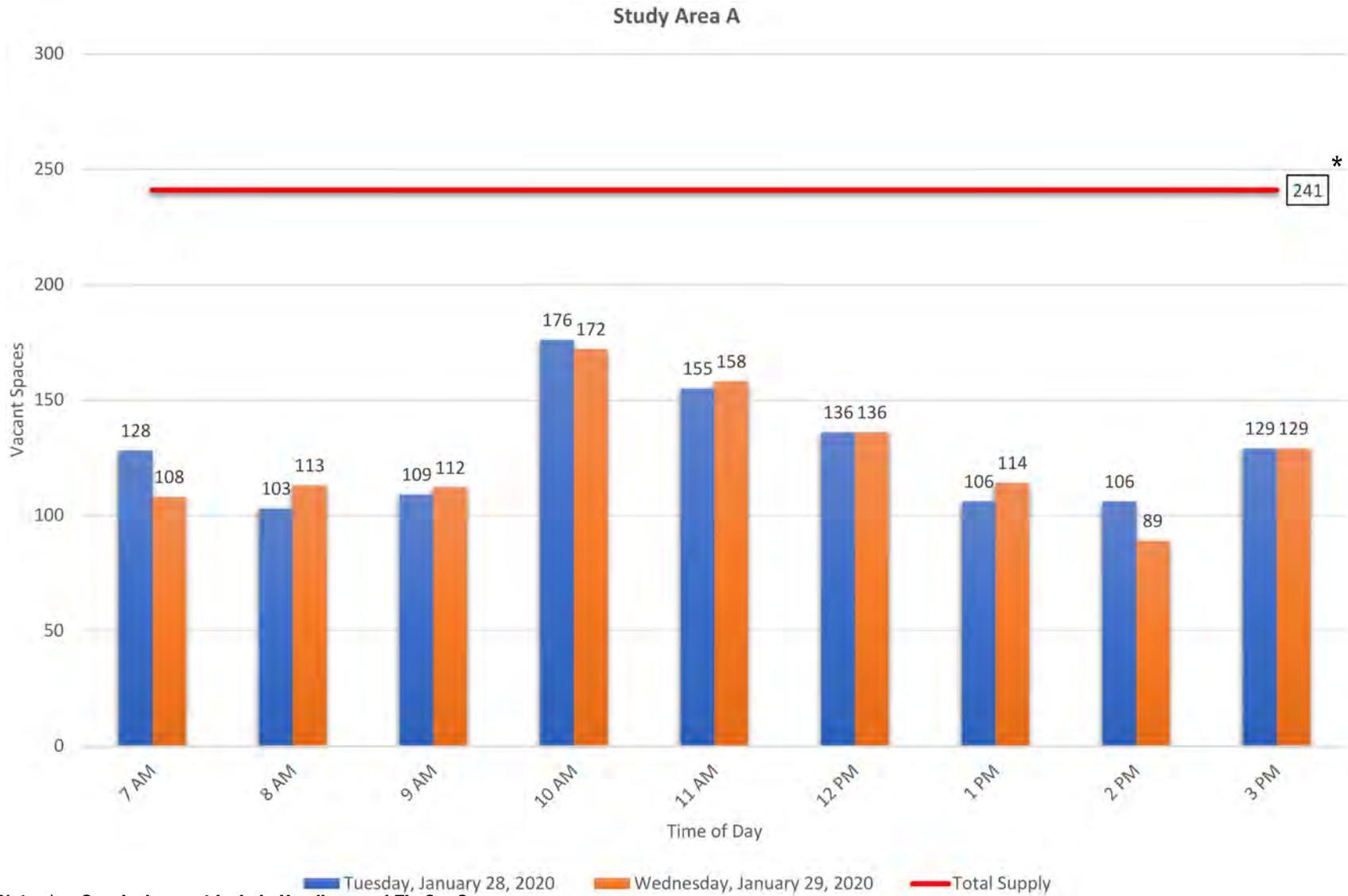


Regulation	Spaces
- Handicap	6
- 2 Hour Parking (Not Metered)	74
- Metered Parking (8AM - 8PM) - \$0.25 for 12 Minutes	16
- Metered Parking (7AM - 8PM) - \$0.25 for 20 Minutes Overnight Permit Parking Only (8 PM-9AM)	23
- Metered Parking (7AM - 8PM) - \$0.25 for 20 Minutes	43
- Pay Station Metered Parking Overnight Guest Parking Permit (11PM-8AM)	23
<b>Total</b>	<b>185</b>

Figure 5

**Parking Inventory - Supply Study Area B**  
**Tuesday, January 28, 2020 and**  
**Wednesday, January 29, 2020**  
**7:00 AM - 3:00 PM**





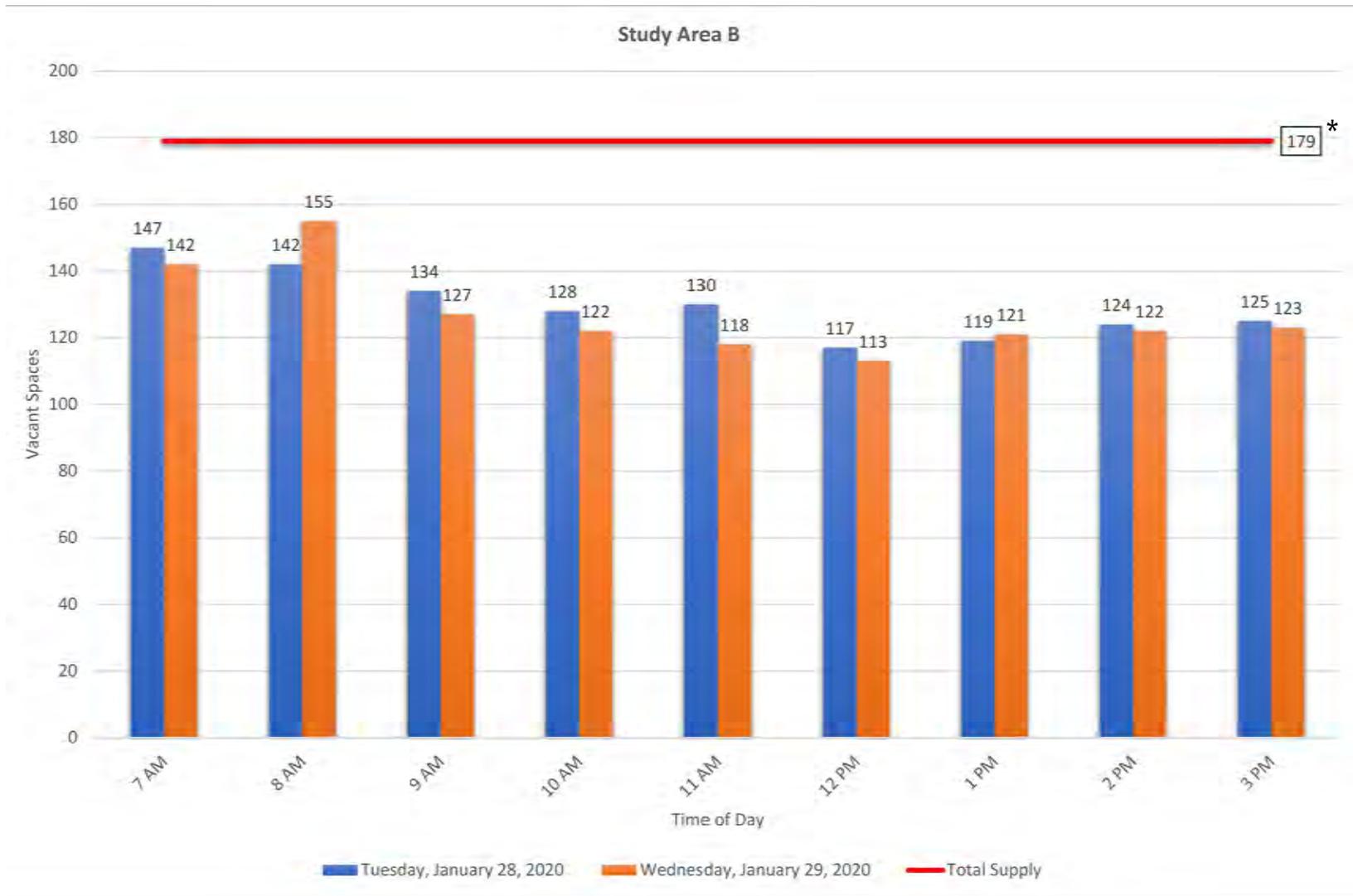
Note: \* = Supply does not include Handicap and Zip Car Spaces.



**Figure 6**

**Parking Inventory  
Study Area A  
Tuesday, January 28, 2020 and  
Wednesday, January 29, 2020  
7:00 AM - 3:00 PM**





Note: \* = Supply does not include Handicap and Zip Car Spaces.

0 105 210 Scale in Feet



Figure 7

Parking Inventory  
 Study Area B  
 Tuesday, January 28, 2020 and  
 Wednesday, January 29, 2020  
 7:00 AM - 3:00 PM

**Table 1  
 PARKING DEMAND OBSERVATIONS**

Zones	Supply	Tuesday, January 28, 2020										Wednesday, January 29, 2020								
		Vacant Spaces										Vacant Spaces								
		7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	
Study Area A	Zone 1	9	3	3	3	7	5	3	2	5	3	4	3	1	7	7	5	3	2	2
	Zone 2	18	13	8	11	17	17	10	8	9	12	7	6	7	18	16	12	8	3	13
	Zone 3	27	14	12	12	21	12	11	8	5	13	8	7	11	20	12	7	9	6	20
	Zone 4	13	2	1	2	9	5	3	0	0	3	6	5	1	12	6	3	7	4	4
	Zone 5	14	7	5	5	14	8	11	6	9	12	8	10	9	13	9	5	4	4	8
	Zone 6	16	8	5	5	14	12	8	8	5	3	6	10	7	13	12	11	9	8	7
	Zone 7	7	1	1	1	3	4	5	0	1	1	2	2	3	5	3	3	2	3	3
	Zone 8	21	5	0	1	12	7	4	4	5	6	5	6	7	18	14	7	2	2	4
	Zone 9	29	11	9	9	12	18	15	14	15	14	9	6	9	7	11	13	10	9	14
	Zone 10	40	33	33	33	26	33	32	32	33	32	28	29	29	16	28	34	32	23	29
	Zone 11	47	31	26	27	41	34	34	24	19	30	25	29	28	43	40	36	28	25	25
Sub Total	241	128	103	109	176	155	136	106	106	129	108	113	112	172	158	136	114	89	129	
Study Area B	Zone 12	32	24	23	19	17	22	18	19	19	20	22	22	17	15	17	17	15	19	20
	Zone 13	6	3	3	3	3	3	3	2	1	3	4	6	5	3	2	0	3	2	4
	Zone 14	11	6	5	5	7	4	4	2	4	4	9	6	4	7	4	3	6	6	6
	Zone 15	6	4	0	0	0	0	0	0	5	3	5	4	0	2	1	1	2	0	0
	Zone 16	8	5	7	6	5	7	4	6	5	4	7	8	8	5	6	6	4	4	2
	Zone 17	18	16	16	15	12	11	11	14	12	16	17	18	12	13	16	13	13	14	13
	Zone 18	9	9	8	4	4	7	8	4	6	3	9	8	4	5	3	1	3	3	4
	Zone 19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Zone 20	23	20	20	22	20	18	15	16	16	17	15	21	20	17	16	20	20	19	19
	Zone 21	23	21	22	23	22	21	20	21	21	21	15	19	20	19	20	20	21	21	20
	Zone 22	43	39	38	37	38	37	34	35	35	34	39	43	37	36	33	32	34	34	35
Sub Total	179	147	142	134	128	130	117	119	124	125	142	155	127	122	118	113	121	122	123	
Total	420	275	245	243	304	285	253	225	230	254	250	268	239	294	276	249	235	211	252	

**Table 2  
 PARKING DEMAND OBSERVATIONS BY REGULATION**

Regulation	Supply	Tuesday, January 28, 2020										Wednesday, January 29, 2020								
		Vacant Spaces										Vacant Spaces								
		7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	
Study Area A	2 Hours Parking (Not Metered)	125	53	35	40	97	70	55	36	39	53	46	49	46	106	79	53	44	32	61
	Metered	116	75	68	69	79	85	81	70	67	76	62	64	66	66	79	83	70	57	68
	Total	241	128	103	109	176	155	136	106	106	129	108	113	112	172	158	136	114	89	129
Study Area B	2 Hours Parking (Not Metered)	74	54	48	42	37	39	37	37	39	42	64	58	37	39	37	28	36	35	38
	Metered	82	72	72	69	69	70	60	61	64	62	63	78	70	64	61	65	64	66	65
	Metered – Pay Station	23	21	22	23	22	21	20	21	21	21	15	19	20	19	20	20	21	21	20
	Total	179	147	142	134	128	130	117	119	124	125	142	155	127	122	118	113	121	122	123



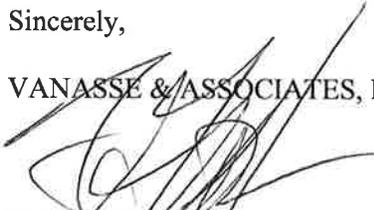
Mr. Todd Korrane  
February 4, 2020  
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Bases upon the above there is adequate available parking in the area for Driscoll staff parking.

If you should have any questions regarding this assessment, please feel free to contact me.

Sincerely,

VANASSE & ASSOCIATES, INC.



F. Giles Ham, P.E.  
Managing Partner

Enclosure

cc:

