

Capital Improvements Subcommittee Minutes
Tuesday, April 14, 2020
4:00 PM-5:00 PM
Remote via Webex Event

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

Other School Committee Members present: David Pearlman.

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

Others present: Advisory Committee Capital Subcommittee Chair Carla Benka.

1) Approval of Capital Improvement Subcommittee Minutes

On a motion of Ms. Federspiel and seconded by Ms. Charlupski, the Capital Improvements Subcommittee voted unanimously (by roll call) to approve the minutes of the March 19, 2020 meeting.

2) Discussion of FY 2021 Public Building Division Request for \$627,000 Increase (\$225,000 HVAC personnel and \$402,000 Repair and Maintenance)

Ms. Charlupski reported on an earlier discussion with Director of Public Buildings Charlie Simmons. Mr. Simmons is in the process of trying to fill the three vacant HVAC positions for which he already has funding. The consensus of the Subcommittee was that given the current budget constraints and uncertainty, the district is not in the position to be adding funds to Building Repairs and Maintenance. The budget should be level funded for FY 2021. If the budget situation improves, the Schools could consider requesting a transfer or additional appropriation at the Fall Town Meeting. Mr. Gillis commented that that some of the savings in utility costs from the closure could be reallocated to building repairs.

3) Move Update for Utilization of 2 Clark Road, Baldwin, and Sperber Center

Mr. Lummis referred to the recommendations prepared by Mr. Mullin and Mr. Gillis.

On January 23, 2020, The Public Schools of Brookline's School Committee voted to continue its use of the leased building at 2 Clark Road as an Early Education facility and administrative offices. The committee also voted to terminate the lease at 68 Harvard Street (Pierce Loft), currently used as classroom space for the Pierce School. With these decisions and the goal of growing the Clark Road building as a BEEP site, it will be necessary to move personnel from several buildings to different offices and to create classrooms and office space for the Pierce School Community within the Sperber Education Center. Further discussions with Pierce administration and staff will be necessary to plan for their moves and discussions with other administrators may slightly change the outline, but we feel this plan best utilizes the available areas in each affected building.

Sperber Education Center (SEC)

We will be creating two, open space classrooms on the first floor of the building, each with approximately 600 square feet depending on their set up and other site needs. In using portable room dividers, Pierce expects to use this space as a music room when not in use by other classes. There will potentially be two Learning Centers created in the small and large conference rooms,

located on the first and second floor of the building. We will relocate the three Vice Principals to offices on the second floor of Sperber, allowing a classroom to be created in their former space near the Pierce Main Office. Lockers will be located in two of the lower storage rooms and continued discussions with Pierce Administration and Staff will further develop the use of this space.

Clark Road

Four new BEEP classrooms will be created on the second floor, two of which will be new based on enrollment numbers and one will be used by the BEEP/RISE class moving from Heath School. One additional classroom will be used as enrollment requires. Operations, Transportation, and Food Services will remain on the second floor and the Student Services/Auditory Technician will remain as well. The remaining Student Support Services staff will move to the third floor and Brookline Adult and Community Education (BACE) will move to the Baldwin building. It is recommended that during peak registration times for BACE, a satellite office that is more easily accessible by public transportation. Several options are currently under consideration.

Baldwin

Brookline Schools Staff Children’s Center will need to vacate the building by early July but discussions with the director of the school will be needed to clarify this timeline. After BSSCC moves out, we will begin cleaning and prepping the rooms for staff coming from Sperber and Clark Road, with a move-in goal of July 31.

Ridley

We are looking to relocate two METCO staff members from Clark Road to an underutilized office at the Ridley School, located at the Steadman Street entrance. This will require the approval of the building Principal and the relocation of the Custodial Supervisor to either Clark Road or to the High School.

Financial Implications

We recognize that these staff relocations will come with a financial cost as well. This spreadsheet reflects our best estimates to date while reflecting market variations due to the uncertainty of scheduling and vendor availability. We are also looking for potential offset funding sources to help reduce the overall cost to the School Department.

Service/Vendor	Baldwin*	SEC	Clark	Pierce/Lofts	Total All Moves	Notes
Electric-Data YES	\$17,400				\$17,400	
Movers		\$14,400	\$1,000	\$8,000	\$23,400	\$25,540 24 - Webster to 2 Clark
Copier Relocation				\$750	\$750	
Projection Relocation				\$10,000	\$10,000	
Packing (Teachers)	\$0	\$3,360	\$210	\$1,050	\$4,620	
Furniture			\$840	\$0	\$840	
Moving Costs	\$17,400	\$17,760	\$2,050	\$19,800	\$57,010	
SEC Maint/ Classroom Upgrade						
Carpet					\$20,000	
Painting					\$10,000	
Per KK/CS, awaiting quotes, pay via FY20 unspent utilities					\$30,000	
Total Moving Costs					\$87,010	
* Baldwin School home to Winthrop House.						

No objections were raised to the recommendations. Ms. Charlupski will provide an update during the April 16, 2020 School Committee Meeting.

4) Update on School Building Projects

The Driscoll project is still entirely in the planning and design phase and appears to be on schedule. The plans will be sent out for updated cost estimates by the architect, Construction Manager at Risk, and Owner's Project Manager. Site review and site work, including the Geothermal test well and additional borings on the site, are scheduled for April.

The Brookline High School project is proceeding in accordance with the new guidelines and directives related to COVID-19. Material and labor shortages will impact schedule and budget. Labor working on the job is down about 80% of what was originally scheduled. Iron workers, operators, laborers and water proofers all still working. With school buildings closed, some update work and testing to the fire alarm system will be performed ahead of schedule. There has been some discussion among Town officials about possible work restrictions. Town Counsel has opined that this is under the purview of the state, not the town. The slowdown in construction has impacted schedule and it is highly unlikely the project will be completed by September 2021. There have been changes since the project was bid (e.g., MBTA overages, market conditions, and now, the impact of COVID-19 on schedule) that have impacted budget and may require some value engineering to reduce costs. In addition, there may be additional operating expenses if schedule delays result in extended use of Old Lincoln School for 9th graders.

On April 15, 2020, the Massachusetts School Building Authority (MSBA) Board of Directors will be voting on the recommendation that the MSBA partner with the Public Schools of Brookline to conduct a Feasibility Study for the Pierce School Building Project. If the vote is affirmative, the district, working closely with the MSBA during this phase of the project, will explore fiscally responsible and educationally appropriate solutions to the space challenges that exist at Pierce School. An affirmative vote tomorrow would not represent approval of the building project but is a critical next step in the building project plans. The Pierce School Building Committee is tentatively scheduled to meet on April 22, 2020. A public meeting for all interested parties, including parents, guardians, and staff from the Pierce School and members of the larger Brookline community, is tentatively scheduled for April 28, 2020.

5) Update on Utilization of School Facilities for Emergency Response

Mr. Gillis reported that the Police and Fire Departments are utilizing school buildings on a temporary basis. The Brookline Food Pantry has been using school kitchen facilities to help serve residents from Brookline and neighboring communities.

6) New Business

Ms. Benka reported that the Advisory Committee Capital Subcommittee will be holding a public hearing on the Article 7-High School Appropriation on May 21, 2020, and the full Advisory Committee will be taking up Article 7 on May 28, 2020.

The meeting adjourned at 5:00 PM.



TOWN of BROOKLINE

Massachusetts

BUILDING DEPARTMENT

Charles A. Simmons
Director of Public Buildings

INTEROFFICE MEMORANDUM

TO: School Committee

FROM: Charles A. Simmons, Director of Public Buildings

SUBJECT: School Repair and Maintenance Funding FY 2021

DATE : November 28, 2019

In order to fully fund the Repair and Maintenance Budget for FY 2021, the amount needed would be \$2,289,336 for outside service contractors and \$1,356,396 for personnel costs. This amount is an increase over FY 2020 by \$625,196 total - (R&M \$400,196 - Personnel \$225,000).

The justification for the R&M increase is due to the following factors:

- 1) The budget amount requested last year was not fully funded (\$2,227,925);
- 2) Inflation for construction has been above 2.5%;
- 3) The Clark Road property has been added (\$32,000).

The attached sheet has a breakdown by Trade, for the estimated funding needed. If the Repair and Maintenance budget is not fully funded, the sheet also shows what line items will be eliminated.

The justification for the Personnel increase would be to add 2 HVAC technicians and an Electrician. This is based on the Matrix Report, and additional School space that has been added. Last fiscal year, only the EMS Applications Assistant was added to the budget. An additional HVAC technician was requested but did not get included into the final budget.

The reason for adding staff (instead of increasing the R&M budget) would be based our costs. By law, the Town needs to pay prevailing wages to outside contractors for their staff. The owner of the company adds to this amount health, overhead and profit. We are presently charged \$165/hr for an HVAC technician and \$99/hr for an electrician. The Town pays the Tradesmen \$\$36.50 at the max step. The School Department would be paying potentially three to four times more for this service outsourced.



TOWN of BROOKLINE

Massachusetts

BUILDING DEPARTMENT

Charles A. Simmons
Director of Public Buildings

The R&M Budget is used to hire outside contractors. The work supplements our existing staff of plumbers, electricians, carpenters, etc. Also there are specialty trades that our staff does not have the training or license for – elevators, roofs, etc.

If the budget increase request is only partially funded (additional \$100K), the following maintenance will not occur:

- Electrical – No preventative maintenance will be completed. The amount budgeted for repairs would be cut in half. All additional repairs would need to be taken care of by the in-house staff (3 electricians). There will be a severe setback for timely completion of work orders.
- No plumbing work would be done by outside contractors. The 2 in house plumbers would be responsible for all repairs. This will create a severe backlog on plumbing repairs. Plumbing preventative maintenance will not be completed including acid tanks, domestic hot water tanks, mixing valves, water coolers and filters and sewerage injectors. By not doing this work proactively, failures of the systems will result causing costly, unscheduled shutdowns.
The work to clean the grease traps would need to be done by School monies.
- No Carpentry work of any kind. This work would need to be done by the 2 in house carpenters. This will create a severe backlog. Preventative Maintenance work for overhead (garage) doors would not be done. If a garage door fails, it will need immediate repairs which will be costly and inconvenient.
-
- No Flooring Repairs of any kind (carpeting, tile, etc.).
-
- No Painting.
-
- No repairs or replacements for window shades or blinds.
-
- No Cleaning of window glass

Only emergency repairs would be done. Potentially there may need to be a Reserve Fund Transfer.

Brookline Schools are ranked #1 best overall for all schools in Norfolk County and 5th in the entire State.*

Using financial data** of schools listed as equivalent in size, location, per capita income expenditures per student, Brookline is ranked only 83 out of 320 districts of schools for funding of school building maintenance.

Somerville is ranked 18th, Westwood is 27th, Carlisle is 30th, Weston is 34th, Cambridge is 43rd, Waltham is 60th, Burlington is 70th and Dedham is 73rd. Funding needs to improve in order for the facilities to be safe, clean, and have overall building health.

Next year and years afterward, the Repair and Maintenance/Personnel/Utility accounts will have to be increased due to the Cypress Building and the new Stem Wing at the High School which has more square footage, additional building equipment that is more complicated and requires more maintenance and has additional maintenance costs. Driscoll School and the Pierce School – all of which will have more space and more, complex equipment to maintain will also put a burden on the budgets. Plus any more additions to School space needs that may be coming in the near future. Any additional funding as part of any borrowing or overrides should include building maintenance and utilities.

Please also see the attached 5-Year Long-term Plan.

*Niche Rankings

**2017 Data – CLEARGOV

Attachments

To: Ben Lummis, MaryEllen Normen
From: Robert Mullin, Matt Gillis
Re: Proposed District Moves
Date: April 14, 2020

On January 23, 2020, The Public Schools of Brookline's School Committee voted to continue its use of the leased building at 2 Clark Road as an Early Education facility and administrative offices. The committee also voted to terminate the lease at 68 Harvard Street (Pierce Loft), currently used as classroom space for the Pierce School. With these decisions and the goal of growing the Clark Road building as a BEEP site, it will be necessary to move personnel from several buildings to different offices and to create classrooms and office space for the Pierce School Community within the Sperber Education Center. Further discussions with Pierce administration and staff will be necessary to plan for their moves and discussions with other administrators may slightly change the outline, but we feel this plan best utilizes the available areas in each affected building.

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Staff Building Assignments, Clark, Sperber, Baldwin, School Year 2020-2021

Ver. 4/20

Receiving Building	Room #	Square Feet	Room Use	# of Staff	Explanation	Coming From	Color Codes
2 Clark Road	101	795	BEEP / RISE	4	Remaining in place	No Move	No Move
	102	250	BEEP Kitchen		Remaining in place	No Move	
	103	795	BEEP	2	Remaining in place	No Move	
	104	795	BEEP Extended Day	2	Remaining in place	No Move	
	105	550	Specialists	2	Remaining in place	No Move	
	106	795	BEEP	2	Remaining in place	No Move	
	107	850	BEEP Administrative Suite / Nurse	7	Remaining in place	No Move	
	108	550	Faculty Room		Remaining in place	No Move	
	109	210	Specialist Office	2	Remaining in place	No Move	
	201	795	BEEP	4	New from Heath	Heath	Heath to Clark
	202	791	BEEP	2	New enrollments.	New	New BEEP
	203	799	BEEP	2	New enrollments.	New	
	204	799	Operations	4	Remaining in place	No Move	
	205	791	Classroom		Assigned as needed	New	Open Room
	206	795	Large Conference Room		Seating for 18, 5 Tables, currently (spare tables and chairs in café across the hall and room 207 next door)	No Move	
	207	257	Small Conference / Services Room		Seating up to 6	No Move	
	208	203	Student Services and Auditory Technician	1	Need to keep current staff in this space	No Move	
	301	795	ELA Coordinator and Admin Assistant, Learning Specialist, Social Studies Coordinator	4	Can swap with a group moving to Baldwin basement if desirable	Sperber	Sperber to Clark
	302	791	Student Services Admin Assistant (2)	2	Large File Room	No Move	
	303	799	Guidance Director and Admin Assistant, Director of Autism & Inclusion	3	Combining personnel from three rooms to two.	Clark 303/304	Clark to Clark
	304	799	Director Special Education (2), Out of District Coordinator	3	Combining personnel from three rooms to two.	Clark 304/305	
	305	791	Steps To Success	6	Moves upstairs to make space for BEEP	Clark 203	
	306	795	Food Services	4	Moves upstairs to make space for BEEP	Clark 205	
	307	1250	District Science Coordinator, Language Coordinator, Admin Asst.	3	Not enough room in Baldwin for all Coordinators so we need to split them up.	Sperber	
	308	155	Additional Office		Open	No Move	Open Room
Total Square Feet		16,995	Percentage Occupied	94.4%			

Staff Building Assignments, Clark, Sperber, Baldwin, School Year 2020-2021

Receiving Building	Room #	Square Feet	Room Use	# of Staff	Explanation	Coming From	Color Codes
Sperber Education Center (SEC)	SCR1	590	Pierce Classroom		Need to fit classes with what space can do, discuss with Lesley and VP	Pierce or Loft	Pierce to Sperber
	SCR2	590	Pierce Classroom		Need to fit classes with what space can do, discuss with Lesley and VP	Pierce or Loft	
	S101	130	Storage	0	Bare cement walls, no carpeting.	Pierce or Loft	
	S102	80	Office	1	Discuss further with Lesley for use.	Pierce or Loft	
	S103	110	Office	1	Discuss further with Lesley for use.	Pierce or Loft	
	S104	140	Storage	0	Bare cement walls, no carpeting.	Pierce or Loft	
	S105	100	Office	1	Discuss further with Lesley for use.	Pierce or Loft	
	S106	110	Office	1	Discuss further with Lesley for use.	Pierce or Loft	
	S107	110	Office	1	Discuss further with Lesley for use.	Pierce or Loft	
	S108	120	Office	1	Discuss further with Lesley for use.	Pierce or Loft	
S201	100	Office	1		Pierce or Loft		
S202	100	Office	1		Pierce or Loft		
S203	110	Office	1		Pierce or Loft		
S204	110	Vice Principal	1		Pierce or Loft		
S205	100	Vice Principal	1		Pierce or Loft		
S206	100	Vice Principal	1		Pierce or Loft		
SW1	108	Work Area	1		Open air work station	Pierce or Loft	
SW2	108	Copy / Storage	0		Open air work station	Pierce or Loft	
SW3	108	Copier area	0		Open air work station	Pierce or Loft	
SW4	108	Storage	0		Open air work station	Pierce or Loft	
SC1	200	Learning Center	1		Small Learning Center / Conference Room	Pierce or Loft	
SC2	324	Learning Center	1		Learning Center	Pierce or Loft	

Staff Building Assignments, Clark, Sperber, Baldwin, School Year 2020-2021

Receiving Building	Room #	Square Feet	Room Use	# of Staff	Explanation	Coming From	Color Codes
Baldwin	1	390	BACE	3	Recognize location not easily MBTA accessible, need to add drops for phone & IT, copier	Clark 201	Clark To Baldwin
	2	666	BACE	5	Recognize location not easily MBTA accessible, need to add drops for phone & IT, copier	Clark 202	
	3	436	Education Technology Director, Library Director, Admin Assistant, Learning Specialist	4	Need to add drops	Sperber	Sperber to Baldwin
	10	649	Math Coordinator and Admin Assistant, Math Coach, Math Specialist, ECS Coordinator, New Teacher Mentoring	6	Need to add drops	Sperber	

Separate Building			BSSCC		Moving out at end of school year.		BSSCC
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Ridley	2	130	METCO	2	Room/shuffle to discuss with Principal, custodial supervisor moving out, GC also moved out, Stedman Offices near Extended Day open Feb vacation	Clark 301	Clark to Ridley
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Pierce					Still to be determined	Lobby	Loft to Pierce
						MS English	
						MS Social Studies	
						MS English	
						MS Social Studies	
						Learning Center	
						Teacher Workroom	



THE PUBLIC SCHOOLS OF BROOKLINE
BROOKLINE, MASSACHUSETTS 02445

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BEN LUMMIS
INTERIM SUPERINTENDENT OF SCHOOLS

MARY ELLEN NORMEN
DEPUTY SUPERINTENDENT
FOR ADMINISTRATION AND FINANCE

Memorandum

TO: Capital Sub Committee
Ben Lummis
Mary Ellen Normen

FROM: Matthew J. Gillis, Director of Operations & Facilities

RE: Building Projects Update – March/Early April Summary

DATE: April 9, 2020

Driscoll Summary

The architect, JLA, and resident Phil Grey, have been very with the project. New Driscoll is still entirely in the planning and design phase and appears to be on schedule. The plans are nearing the 50% point of the design development phase, scheduled for the end of next week. After that plans will be sent out for an updated cost estimate by the architect. Translating the phases of the architects planning into one total number, the plans for the new building are approximately 30% complete.

Gilbane was hired as the Construction Manager at Risk (CM) for the project and has joined the planning quite nicely. They are proceeding at their own risk and a signed contract is anticipated from them well before the May Building Commission Meeting. They are large company and we are told this is in the normal range of turnaround time for their legal team to review documents. They too will perform a cost estimate of the 50% design development documents due out next week.

Site review and site work is scheduled to begin in April. The Geothermal test well and additional borings on the site are still scheduled to happen with April vacation week.

The Owner's Project Manager (OPM) has done a good job keeping the project moving, communicating progress and tasks to complete. They will also be reviewing and reconciling the cost estimates from the architect and CM. They provide a very detailed progress report I find helpful and thus am sharing with you. You can find the list of upcoming meetings on pages4-7. The dates with the Committee are open to the public; those items with staff and or team are not for members of the public and are effectively the job meetings until construction begins.

Brookline High School STEM Wing and 22 Tappan (Cyrpress)

Please see the OPM report from Hill international for greater detail.

The project is still proceeding and doing so in accord with the new guidelines and directives regarding COVID-19. Skanska, the CM, submitted a notice on March 30, they are impacted in schedule and cost as a result of the

pandemic. Keeping the project original schedule appears to become more difficult each day with shortages in materials and labor.

Per the CM, as of Wednesday April 8, the labor working on the job was down about 80% of what was originally scheduled. They had 5 guys working on Cypress and should have had 40. STEM was about the same %. This has been a gradual decline the last few weeks as COVID-19. The following items were discussed at last job meeting and appear to be negatively impacting the project schedule:

- MBTA not supporting construction during COVID-19 since March 23,
- Carpenters union directed its members not to work on Monday April 6,
 - Carpenters are needed to finish concrete and foundation work
 - Painters, glazers, and pile drivers unions all followed the Carpenters in not working
- Precast concrete plant closed, per Governor of VT
- Structural steel plant in Canada running at about 50% normal capacity

It appears the CM is doing what they can to keep the project moving forward and keep people working. Iron workers, operators, laborers and water proofers all still working. With school building closed, some update work and testing to the fire alarm system will be performed ahead of schedule.

Again for more details, the OPM report from Hill International.