

Capital Improvements Subcommittee Minutes
Wednesday, April 14, 2021
4:00 PM-5:30 PM
Remote via Zoom

Capital Improvements Subcommittee Members present: Helen Charlupski (Chair), Andreas Liu, Mariah Nobrega, and Barbara Scotto.

Other School Committee Members present: Suzanne Federspiel.

School Staff present: Mary Ellen Normen, Matt Gillis, Regina Watts, and Robin Coyne.

Others present: Deputy Town Administrator Melissa Goff and Advisory Committee member Carla Benka.

1) Approval of Minutes

On a motion of Dr. Liu and seconded by Ms. Nobrega, the Capital Improvements Subcommittee voted unanimously (by roll call) to approve the March 10, 2021 minutes.

2) Update on Building Needs due to COVID

Mr. Gillis provided an update on reopening items and services (Attachment A). The district spent approximately \$2 million on supplies and equipment to reopen schools. Purchases included Personal Protective Equipment (PPE), hand cleaning supplies, surface cleaning and disinfecting supplies, air quality enhancements/improvements, and furniture to accommodate social distancing. The District is reviewing updated Centers for Disease Control and Prevention (CDC) guidance on surface cleaning. The FY 2022 Budget includes \$105,000 for replacement of portable High-Efficiency Particulate Air (HEPA) filters. At this point, Mr. Gillis is planning to continue to use HEPA filters next year for enhanced air quality. Educators will have options in terms of when and at what speed the HEPA filters operate. Mr. Gillis will talk to Mr. Simmons about the potential impact on energy consumption. The new triangular desks will be repurposed. The desks can be reconfigured to accommodate different group sizes. Furniture has been inventoried. The District likely has enough face shields for the fall, is doing an inventory of adult masks, and will likely need more children's masks. Mr. Gillis will provide an update in the fall.

3) Discussion of Long-range Plan for Public Schools of Brookline Buildings

Ms. Normen presented September 23, 2019 slides on the School Committee Long-Term Capital Plan (Attachment B). In June 2019, the Select Board, School Committee, and Ad Hoc Subcommittee to the Advisory Committee decided on a three-school solution to expand school capacity and address Brookline's overcrowded schools, substandard facilities, and historic enrollment growth. Ms. Normen provided an overview of which aspects of the Plan have already been put in place, what has changed since 2019, and next steps including an update of the Plan.

Ms. Charlupski reported that she and several Town/School Administrators recently toured the Baldwin School, which will be available January 2021. Director of Public Buildings Charlie Simmons did a quick/preliminary estimate of costs to rehabilitate the building (approximately \$5-\$7 million to rehabilitate windows, elevator, floors, etc.). The Subcommittee discussed

possible funding sources including Federal Grants and a Town Appropriation (inclusion on the 2021 Fall Special Town Meeting Warrant would require a proposal by the end of this summer). Ms. Normen and Dr. Watts provided an overview of Brookline Early Education Program (BEEP) space needs, and noted the objective of providing permanent space for BEEP staff. Ms. Charlupski commented that finding permanent space would enable the district to eliminate or reduce the need for leased space. Ms. Watts commented that ideally BEEP would have space in schools and a dedicated space that meets specific needs, e.g., sensory gym. The Schools do not have enough space to fully accommodate the Program. Members commented on the need to consider whether any proposed location would be convenient/accessible to families.

Members discussed the need to update the Capital Plan. Comments included the following: would be helpful to pull together and update existing documents related to the Capital Plan (including information on leases and deferred maintenance); consider hiring a consultant or asking experts in the community for advice on how to proceed; consider the advantages and disadvantages of leasing space vs a major capital investment; the \$1.7 million in the FY 2022 Capital Improvement Program (CIP) for school leases reduces capacity for other items; preferable to not have Public Schools of Brookline programs in buildings with religious affiliations; there are many factors that could impact plans (e.g., the number of students that return in the fall, the impact of the Hancock Village development, and potential mandates for universal PreK). The Subcommittee discussed the timing of an update to the Capital Plan (perhaps over the summer, and before a vote on the Pierce Project).

The Subcommittee discussed administrative staff space needs. It was suggested that the Capital Improvements Subcommittee request that the Policy Review Subcommittee consider a policy addressing work at home options for non-student-facing staff. Ms. Normen reported that the Town has established a Committee to develop such a policy. Ms. Normen and Mr. Russo are working with this Committee. At some point, recommendations will be presented to the Select Board and School Committee. The Subcommittee discussed whether current capital projects could help address space needs for administrative staff and/or BEEP. Mr. Gillis noted that the Massachusetts School Building Authority (MSBA) does not reimburse for district-wide office space. Ms. Goff provided an update on the planning process for use of the Newbury site.

4) New Business

Ms. Charlupski provided an update on the Driscoll project. The bids were higher than anticipated, resulting in a \$5.8 million shortfall. The team has been engaged in value engineering to address the shortfall and provide a cushion, and has identified \$7.2 million in savings. There is a list of add alternates.

The meeting adjourned at 5:30 PM.

COVID-19 ---School Operations
Reopening Items/Services Summary

Approximately \$1,959,000 to reopen schools in FY21, \$1.58M from CVRF Grant Funds

PPE

- Adult Masks – 239,000 (paper and cloth)
- Child/Youth Size Masks – 164,000 (paper and cloth, ages PK to about Grade 5)
- KN95 Masks – 24,120 (includes N95 and KN95 Alternate masks)
- Face Shields/Safety Glasses - 12,200 face shields, 2,800 safety glasses
- Nitrile/Latex Gloves – 3,800 boxes of 100 gloves
- Disposable Gowns –About 1,500 gowns
- Thermometers – 54 (24 from MEMA)

Hand Cleaning

- Hand Sanitizer
 - Gallons – 3,600 + gallons
 - Small Pump Bottles - estimated over 4,000+ various sizes
- Hands Soap/Paper Towels – About 4x typical annual supply

Surfaces (Cleaning and Disinfecting)

- Electrostatic Sprayers – 12 total (we had 2 pre-covid)
- Alcohol Wipes – 875,000+ Wipes
- Quart Spray bottles – Over 3,000, Over 6,000 Triggers
 - Suprox, Peroxide Neutral Cleaner - Over 220 Cases, or over 300,000 quart spray bottles
 - QT Plus, EPA Disinfectant – Over 240 Cases, or 323,000 quart spray bottles

Air Quality Enhancements/Improvements

- Window Repairs – **About \$48,000** (Mostly BHS and Baker Repairs)
- Upgrade HVAC Filters to Merv-13, Seasonal Filter Replacement, Mechanical Adjustments/System Add-Ons, ACH Testing Services, Other Misc Town Facilities about \$470,000
- Portable HEPA Units + 1 Replacement Filter – 500 Medify Units. 300 Blue Air Units, 278 Winix Units = \$398,137 in spending (less a Eversource rebate of \$169,296)

Furniture (To accommodate social distancing)

- New Desks - \$166,933, for 1,180 triangle desks (WB Mason)
- “New To You” Desks - \$12,000 for 240 desks (EDCO and Malden)
- Desktop/Tabletop Droplet Barriers - \$160,320 for 5,000 barriers
- Storage Container Rentals – \$17,710, for 15 storage containers
- Tents - 28 in the Fall, **\$328,640**; Tents - 15 in the Spring \$132,823

Shaded Items were not funded via CvRF grants to schools

Three School Plan:
5/4/2+++ Section Schools
w/BEEP



**School Committee
Long-Term Capital Plan**

September 23, 2019



Long Term Capital Plan - Three School Solution



In June 2018, The Select Board, School Committee and Ad Hoc Subcommittee to the Advisory Committee decided on a three school solution to expand school capacity and address Brookline's overcrowded schools, substandard facilities, and historic enrollment growth.

They used the body of work generated since 2009 to address Brookline's historic enrollment growth, which consisted of

- site selection studies,
- enrollment projections,
- a feasibility study,
- expansion in place efforts that have built 55 classrooms (44 in our buildings/11 leased), and
- more than 80 public meetings between 2015 and 2018.



The Decision from June 2018 Continues



The June 2018 plan remains in place

- 5 Section School = renovating or rebuilding Pierce with MSBA
- 4 Section School = a rebuilt and expanded Driscoll School
- 2+++ Section School = Location TBD (formerly Baldwin)
 - ❖ could potentially be Old Lincoln, Newbury or an unidentified site



Ongoing Need for Long Term Capital Planning



Planning for and Finding Solutions for:

- Continued overcrowding
- Substandard facilities particularly for our most vulnerable populations
- Need for additional special education (RISE) and English Learner Education (ELE) programs
- BEEP - Returning classrooms into K-8 school and adding classrooms to meet demand
- Administrative space that used to be in school buildings and is now temporarily housed at Clark Road
- The “expand in place” program that provided 55 classrooms 11 leased and 44 inside eight (8) preK-8 schools is “built out” and complete
- School Committee will only plan using properties currently under its control



Three School Plan w/BEEP



Pierce (5 section), Driscoll (4 section), TBD (2+++ section), and BEEP

1. School Committee will only plan using properties currently under its control.
2. Allows the district to balance current enrollment and accommodate projected student growth by adding a net of 37 additional classrooms across the district.
3. Begins to address the School Committee's long-term goal to bring BEEP classes back into our K-8 schools and eventually terminate leased classroom space.
4. Allows the district to complete minimal student reassignment and simultaneously expand spaces to bring early education classes back into the elementary schools, while maintaining the Lynch and Baldwin as Early Childhood Centers at either end of Town.
5. Does not address district administrative space needs or long term solutions for Baker.



5 Section: Pierce Elementary School - MSBA

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- Pierce School has reached the completion of its lifecycle (Pierce Historical built 1899, Expanded in 1974).
- Building Systems and building envelope related elements, including ADA accessibility need remediation and updating.
- Originally designed as a 3 section school and it now holds 5 sections.
- No expansion of core academic spaces, cafeteria, gymnasium, library and auditorium means they are inadequate for student body and out of date.



Pierce: MSBA Project Timeline



Steps	Weblink to MSBA page	Average Time from now	Approximate Date
Eligibility Period	http://www.massschoolbuildings.org/building/prerequisites	270 days/9 months	February 2020
Forming of Project Team	http://www.massschoolbuildings.org/building/team	6-8 months	TBD 2020
Feasibility Study	http://www.massschoolbuildings.org/building/feasibility	2 years	TBD 2021
Schematic Design	http://www.massschoolbuildings.org/building/schematic	2 years	TBD 2021
Funding the Project	http://www.massschoolbuildings.org/building/funding	2 years	TBD 2021
<i>Debt Exclusion Override</i>	N/A	<i>2 years</i>	<i>May 2021</i>
MSBA vote on Project	http://www.massschoolbuildings.org/about/board_leadership/board_meetings	2 years	July 1st 2021
Detailed Design	http://www.massschoolbuildings.org/building/design	4 years	TBD 2023
Construction	http://www.massschoolbuildings.org/building/construction	4 years	April-July 2023
Completing the Project	http://www.massschoolbuildings.org/building/completing	7 years	TBD 2026

{<http://www.massschoolbuildings.org/>}



4 Section: Driscoll Elementary School - No MSBA



- Driscoll School has reached the completion of its lifecycle (built 1911).
- Building systems and other building envelope related elements need to be replaced.
- Current building does not meet the needs of a 21st century education.
- Originally designed as a 2 section school. Through additions and conversion of classrooms it has now been functioning as a full 3 section school, with one grade cohort that has four classes.
- The density of the student population in the Driscoll zone, as well as surrounding Coolidge Corner and Runkle School zones, warrant the need for a 4 section school.



Driscoll Possible Project Timeline

- November 2019: Article 4:
<https://www.brookline.ma.gov/DocumentCenter/View/20115/Article-Explanations-2019-STM#page=1>
- TBD: Town Wide Referendum Vote
- Modifications to the following original timeline will be needed once the project passes. Up to 1 year of planning and construction time could have been lost with the delay in funding approval.
- **Most Aggressive and Optimistic Timeline**
 - ❖ Summer 2020: Construction Documents complete
 - ❖ Fall 2020: Construction commences
 - ❖ Fall 2022 or Winter 2023: Occupancy

Driscoll Building Plans and information is available at: <https://www.brookline.k12.ma.us/Page/2353>



Old Lincoln School as 2+++ School



- Old Lincoln School and Baldwin are the only existing school sites controlled by PSB
- Currently serving BHS 9th grade through June 2021 (could be later if BHS is delayed)
- 18 to 20 general education classrooms
- Additional 4 to 6 classrooms for art, music, special education services, and learning supports
- Rooms have been fully renovated for Upper Devotion and for BHS use

Possible Timeline for Old Lincoln as a 2+++ School -- Occupancy September 2021

- **January 2020** - Planning begins for student assignment, decision on how to “grow” school (grade by grade, which grades to start)
- **Spring 2020** - Principal hiring to begin in September 2020
- **Fall 2020** - Classroom configuration determined and staff assignment/hiring plan
- **Winter through Spring 2021** - Hire staff
- **July 2021** - BHS moves out of OLS
- **August 2021** - Building reorganized for elementary school
- **September 2021** - Building opens



2+++ section School: Site (TBD/when available)



- Need for 37 Classrooms similar to the Baldwin School Design
{<https://www.brookline.k12.ma.us/baldwin-expansion>}
- Newbury College is currently being studied for 140,000 square foot school
- Old Lincoln School is the only potential site controlled by PSB

Possible Project Timeline for New Site (Newbury or other TBD):

- **July Year 1 after site located:** Design Feasibility Phase Begins
- **April Year 1:** Cost Estimates + Preferred Design Finalized and Shared with Town Boards and Community Members
- **May Year 1:** Town Meeting Vote on Schematic Design Funding
- **July Year 2:** Schematic Design Phase Begins
- **March Year 2:** Schematic Design Phase Complete
- **May Year 2:** Town Wide Referendum Vote
- **May Year 2:** Town Meeting Vote
- **Spring Year 3:** Technical Drawings Complete
- **Summer Year 3:** Demolition/Construction Commences
- **Summer Year 5:** Complete Faculty and Staff Occupancy
- **Fall Year 5:** Complete Student Occupancy



BEEP



Long-standing goals of the School Committee

- Bring early education classrooms back into our K-8 schools along with Early Childhood Centers in order to meet children and community needs.
- Expanding the number of BEEP classrooms from 21 to 27 has been part of this long-term planning.
- Ensure that all future school renovations will include at least 2, if not 3, early education classrooms in their building.
- In short term, BEEP classes continue to move out of K-8 buildings to provide relief to Driscoll and allow Heath to add a RISE program and potentially a Native Language Support (NLSP) Program for ELE students.



BEEP Locations FY 20 - FY 26



- By September 2020, only three BEEP classrooms remain in K-8 schools (1 at Runkle and 2 at Coolidge Corner)
- Lynch - 5 classrooms
- Beacon - 5 classrooms (leased)
- Clark Road (leased)
 - 3 classrooms in September 2019
 - 1 additional in 2020
- Baldwin -
 - 2 move from Heath in September 2020
 - When Winthrop House moves to the BHS Campus, potentially move 3 classrooms from Putterham in September 2021
- Putterham - 6 classrooms (leased)
 - 2 classrooms could move to Baldwin if space is needed at Baker due to anticipated growth from Hancock Village
 - Baker K classrooms would move to Putterham



South Brookline BEEP Center

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Baldwin will be used as a South Brookline BEEP Center (while Lynch will serve as a North Brookline BEEP Center).

Timeline:

- **Until July 2020** – Brookline School Staff Children’s Center (ground floor) - non-renewal of lease June 2020. Notice given in Fall 2018
- **September 2020** – BEEP Classroom from Heath, BEEP administrative space (ground floor)
- **July 2021** – Winthrop House moves to BHS campus
- **September 2021 and beyond** – BEEP Center adds new classrooms and takes on Putterhamp classes as Baker needs to expand



Baker School Expansion/Renovation - Preliminary



- By 2028 the Baker School will reach its current lifecycle and will require renovation (built 1936, addition 1938 and 1953, and renovation/addition in 1997).
- Needs expansion, if enrollment continues to climb or flattens out at a higher level than the capacity the district has available.
 - The holding pattern for Baker has to do with not knowing how quickly the Hancock Village units will become occupied by families with school-aged children.
- Originally built as a 3-section school. Operating as a 4-section school.
 - Overflow plan for Baker is to move kindergarten classes to BEEP Putterham.
- School Committee has not discussed the Baker School renovation/expansion beyond the above.



Office/Administrative Space Needs to be identified

The elimination and removal of the 24 Webster Place Lease and the 62 Harvard Lease (to fund the lease for 2 Clark Road) has resulted in up to 60 staff without a place to work in September 2020.

- 42 staff members formerly at 24 Webster Place and 18 staff members at the Sperber Education Center require office/desk space by September 2020.
- To fully solve the administrative workspace issue, PSB needs between 15,000 and 25,000 square feet of office space.
- There are no available funds for leases.



Office/Administrative Space Needs to be identified



Other ideas for Administrative Office Space currently under consideration include:

- Issue lease for office space in Fall 2019 for FY21-FY26 (CIP funding required)
- Bid two-high trailers for placement on Town owned property for permanent site (between 15,000 – 25,000 sq. ft.)
 - Purchase two-high trailers and place them on the green space between Town Hall and the Public Library over the underground garage (structural engineer review needed).
 - Place two-high trailers on pillars/stilts in Kent Street Parking Lot or Webster Street Parking area to preserve parking for local area businesses and employees.
 - Place two-high trailers on the green space behind the Brookline Public Health Center.



Office/Administrative Space Needs to be identified



- Distribute employees throughout Town
 - Town Hall: doubling up offices or taking conference rooms
 - Oak Street Condos (requires code modifications) - [See Notes from Capital Improvements Subcommittee Meeting on August 13, 2019](#)
- Consider building/adding administrative office space as part of the 9th School site
- Town Meeting Warrant Article 5 to consider discarding Oak Street Condos in November 2019
 - <https://www.brooklinema.gov/DocumentCenter/View/20115/Article-Explanations-2019-STM#page=2>