

PROJECT MINUTES

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	5/26/2016
Re:	School Building Committee Meeting	Meeting No:	18
Location:	Bourne Veteran's Memorial Community Center	Time:	6:30pm
Distribution:	School Building Committee Members, Attendees (MF)		

Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
✓	Peter J. Meier	Board of Selectmen	Voting Member
✓	Christopher Hyldburg	Chairman, School Committee	Voting Member
✓	Mitch McClain	Member, School Committee	Voting Member
✓	Natasha Scarpato	Member at Large	Voting Member
	Richard A. Lavoie	Finance Committee	Voting Member
✓	William Meier	Building Trade Expert	Voting Member
✓	Mary Jo Coggeshall	Member at Large	Voting Member
	Frederick H. Howe	Board of Health	Voting Member
	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
✓	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
✓	Jonathan Nelson	Director of Facilities, Town of Bourne	Non-Voting Member
✓	Elizabeth A. Carpenito	Principal, BES	Non-Voting Member
	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
✓	Janey Norton	Principal, PES	
	Kent Kovacs	FAI, Architect	
	Betsy Farrell Garcia	FAI, Architect	
	Michael Cimorelli	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
18.1	Record	Call to Order, 6:30 PM, meeting opened.
18.2	Record	A motion was made by C. Hyldburg and seconded by M. McClain to approve the 5/12/16 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending.
18.3	Record	J. Seeley distributed and reviewed the Project Budget Status Report, dated 5/31/16, attached.
18.4	Record	<p>J. Seeley reviewed FAI Amendment No. 5, dated 5/26/16 for Transportation Consultancy in the amount of \$6,050.00 to be charged against ProPay Code budget 0003-0000, which has a balance of \$74,352.00.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. C. Hyldburg indicated the consultant shall include community and school administration input into the options prior to developing the final option. 2. J. Potter indicated the consultant shall provide a presentation to the Committee on the options prior to the community presentation. <p>A motion was made by P. Meier and seconded by N. Scarpato to approve FAI Amendment No. 5, dated 5/26/16 with the comments above and recommend signature by T. Guerino. No discussion, motion passed unanimous.</p>
18.5	J. Nelson J. Seeley K. Kovacs	J. Nelson, K. Kovacs and J. Seeley to review potential Town self-performed sitework in the next phase.
18.6	Record	P. Meier indicated the meeting with the Council on Aging on 5/19/16 went well.
18.7	Record	C. Hyldburg indicated the meeting with the Capital Outlay Committee on 5/18/16 went well.
18.8	J. Potter S. Lamarche	<p>J. Potter indicated he is awaiting direction from Town Counsel if the High School capacity analysis can be added to the scope of the Committee.</p> <p>S. Lamarche to write a letter to MSBA requesting direction if the analysis, performed by FAI, would be reimbursable, once direction is received from Town Counsel.</p>
18.9	Record	J. Seeley distributed and reviewed the cost estimate for the toilet room renovation for the three Bournedale Kindergarten rooms under Option 5A prepared by FAI, attached.
18.10	Record	<p>J. Seeley distributed and reviewed the summary fact sheet of Option 5A, attached.</p> <p>A Motion was made by P. Meier and seconded by M. Coggeshall to approve the PSR Submittal and authorize submission to the MSBA. No discussion, voted unanimously.</p>
18.11	J. Seeley	<p>J. Seeley distributed and reviewed the draft Committee Meeting's schedule for the Schematic Design phase. The schedule is acceptable with the following changes:</p> <ol style="list-style-type: none"> 1. Change Community Forum No. 9 date to September 20, 2016 2. Change start time for the September 22, 2016 Committee meeting to 7:00PM <p>J. Seeley to finalize and coordinate with BourneTV for taping.</p>

Item #	Action	Discussion
18.12	Record	Old or New Business: <ol style="list-style-type: none">1. P. Meier indicated there has been some discussion in the community relative to a grade configuration option of PK-2, grade 3-7 and grade 8-12.2. N. Scarpato indicated additional means of Community Outreach need to be implemented in the next phase.3. P. Meier suggested a project Facebook page be created.4. J. Norton indicated she will take the lead in developing a video tour of the existing Peebles that can be posted on the project website page as well as any Facebook page that may be created.5. B. Meier suggested providing tours of the Peebles on a Saturday or two for community members.
18.13	Record	Next SBC Meeting: June 30, 2016 at 6:30 pm at the Bourne Veteran's Memorial Community Center.
18.14	Record	A Motion was made by P. Meier and seconded by M. McClain to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Project Budget Status Report, FAI Amendment No. 5, Cost Estimate for the toilet room renovation, Summary Fact Sheet of Option 5A

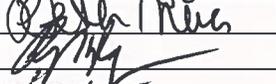
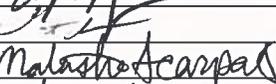
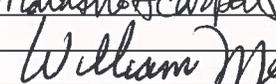
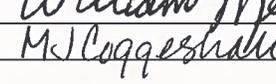
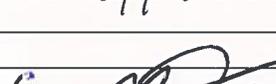
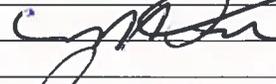
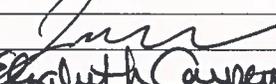
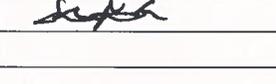
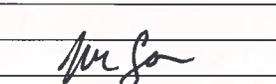
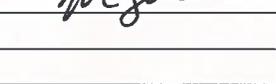
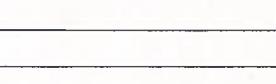
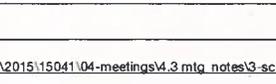
The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

PROJECT MEETING SIGN-IN SHEET

Project: Peebles Elementary School Feasibility Study
 Prepared by: Joel Seeley
 Re: School Building Committee Meeting
 Location: Bourne Veterans Memorial Community Center,
 234 Main Street, Buzzards Bay, Massachusetts

Project No.: 15041
 Meeting Date: 5/26/2016
 Meeting No: 18
 Time: 6:30pm

Distribution: Attendees, (MF)

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
	James L. Potter	onsetjp@juno.com	Chairman, School Building Committee
	Peter J. Meier	pmeier@townofbourne.com	Bourne Board of Selectmen
	Christopher Hyldburg	chrish@alpha-1.com	Chairman, Bourne School Committee
	Mitch McClain	mitchmcclain@comcast.net	Member, Bourne School Committee
	Natasha Scarpato	scarpato4@comcast.net	Member-At-Large
	Richard A. Lavoie	RichL.Lavoie@gmail.com	Member, Bourne Finance Committee
	William Meier	Dusty22752@aol.com	Building Trade Expert
	Mary Jo Coggeshall	mjcoggeshall@bourneps.org	At-Large
	Frederick H. Howe	rickhowe9@gmail.com	Board of Health
	Steven M. Lamarche	slamarche@bourneps.org	Superintendent of Schools, BPS
	Edward S. Donoghue	EDonoghue@bourneps.org	Director of Business Services, BPS
	Thomas M. Guerino	tguerino@townofbourne.com	Town Administrator
	Jonathan Nelson	jnelson@townofbourne.com	Director of Facilities, Town of Bourne
	Elizabeth A. Carpenito	ecarpenito@bourneps.org	Principal, BES
	Kathy Anderson	kanderson@bourneps.org	Elementary/Special Education Secretary
	Janey Norton	jnorton@bourneps.org	Principal, PES
	Kent Kovacs	kkovacs@flansburgh.com	Flansburgh Architects
	Betsy Farrell Garcia	bgarcia@flansburgh.com	Flansburgh Architects
	Joel Seeley	jseeley@smma.com	SMMA

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AGENDA

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Re:	School Building Committee Meeting	Meeting Date:	5/26/2016
Meeting Location:	Bourne Veterans Memorial Community Center	Meeting Time:	6:30 PM
Prepared by:	Joel Seeley	Meeting No.:	18
Distribution:	Committee Members (MF)		

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Vote to Submit Preferred Schematic Report to MSBA
5. Review Schematic Design Schedule
6. Old or New Business
7. Public Comments
8. Next Meeting – TBD
9. Adjourn

**SCHOOL BUILDING COMMITTEE
PEEBLES ELEMENTARY SCHOOL**

All meetings held at the
Bourne Veterans Memorial Community Center at 6:30 PM
unless otherwise noted

**MEETINGS SCHEDULE AND AGENDAS
May 26, 2016**

DATE	AGENDA
<i>Schematic Design Phase (SD)</i>	
June 30, 2016	SCHOOL BUILDING COMMITTEE MEETING Review MSBA Comments
July 20, 2016	MSBA BOARD MEETING
July 21, 2016	SCHOOL BUILDING COMMITTEE MEETING Review MSBA Board Meeting Review Schematic Design Phase Schedule and Deliverables Review CM at Risk Process Review Updated Site Plan and Floor Plans
August 4, 2016	SCHOOL BUILDING COMMITTEE MEETING Review Progress Site Plan and Floor Plans Review Preliminary Exterior Elevations Review Preliminary Technology Systems Review Preliminary FFE Layout
August 11, 2016	COMMUNITY FORUM NO. 8 - 6:00 to 8:00 PM - BOURNEDALE ELEMENTARY SCHOOL CAFETERIA
August 18, 2016	SCHOOL BUILDING COMMITTEE MEETING Review Progress Site Plan and Floor Plans Review Progress Exterior Elevations Review Final Mechanical and Electrical Systems Review Sustainable Design Features
September 8, 2016	SCHOOL BUILDING COMMITTEE MEETING Final Site Plan, Floor Plans and Elevations Final Project Cost Final Project Schedule Vote to submit Schematic Design Cost Estimate to MSBA
September 15, 2016	COMMUNITY FORUM NO. 9 - 6:00 to 8:00 PM - PEEBLES ELEMENTARY SCHOOL CAFETERIA
September 15, 2016	SUBMIT SCHEMATIC DESIGN COST ESTIMATE TO MSBA
September 22, 2016	SCHOOL BUILDING COMMITTEE MEETING Vote to submit Schematic Design Package to MSBA
September 29, 2016	SUBMIT SCHEMATIC DESIGN PACKAGE TO MSBA
	ADDITIONAL MEETINGS TO BE SCHEDULED

Peebles Elementary School
Bourne, Massachusetts

TOTAL PROJECT BUDGET STATUS REPORT

ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	Budget Balance	% Comtd to Date	Actual Spent to Date	% Spent to Date	Projected Expenditure/ Commitments	Balance to Spend
FEASIBILITY STUDY AGREEMENT											
0001-0000	OPM Feasibility Study/Schematic Design	\$ 140,000.00	\$ (15,000.00)	\$ 125,000.00	\$ 125,000.00	\$ -	100%	\$ 58,800.00	47%	\$ 66,200.00	\$ 66,200.00
0002-0000	A/E Feasibility Study/Schematic Design	\$ 500,000.00	\$ (135,000.00)	\$ 365,000.00	\$ 365,000.00	\$ -	100%	\$ 218,750.00	60%	\$ 148,250.00	\$ 148,250.00
0003-0000	Environmental & Site	\$ 90,000.00	\$ 50,000.00	\$ 140,000.00	\$ 65,648.00	\$ 74,352.00	47%	\$ 65,164.00	99%	\$ 484.00	\$ 74,836.00
0004-0000	Other	\$ 20,000.00	\$ 100,000.00	\$ 120,000.00	\$ 10,672.13	\$ 109,327.87	9%	\$ 672.13	6%	\$ 10,000.00	\$ 119,327.87
	SUBTOTAL	\$ 750,000.00		\$ 750,000.00	\$ 566,320.13	\$ 183,679.87	76%	\$ 343,386.13	61%	\$ 222,934.00	\$ 406,613.87

ATTACHMENT F

CONTRACT FOR DESIGNER SERVICES AMENDMENT NO. 5

WHEREAS, the Town of Bourne (“Owner”) and Flansburgh Associates, Inc., (the “Designer”) (collectively, the “Parties”) entered into a Contract for Designer Services for the Peebles Elementary School Project (Project Number 201400360010) at the Peebles Elementary School on September 22, 2015.
“Contract”; and

WHEREAS, effective as of May 26, 2016, the Parties wish to amend the Contract:

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. The Owner hereby authorizes the Designer to perform services for the Design Development Phase, the Construction Phases, and the Final Completion Phase of the Project, pursuant to the terms and conditions set forth in the Contract, as amended.
2. For the performance of services required under the Contract, as amended, the Designer shall be compensated by the Owner in accordance with the following Fee for Basic Services:

Fee for Basic Services:

	Original Contract	Prior Amendments	This Amendment	After this Amendment
Feasibility Study Phase	\$250,000.00	\$65,648.00	\$6,050.00	\$321,698.00
Schematic Design Phase	\$115,000.00			\$115,000.00
Design Development Phase	\$			
Construction Document Phase	\$			
Bidding Phase	\$			
Construction Phase	\$			
Completion Phase	\$			
Total Fee	\$365,000.00	\$65,648.00	\$6,050.00	\$436,698.00

This Amendment is a result of: Providing Transportation Consulting Services
ProPay Code: 0003-0000

3. The Construction Budget shall be as follows:

Original Budget: \$ NA
Amended Budget \$ NA

4. The Project Schedule shall be as follows:

Original Schedule: \$ NA
Amended Schedule \$ NA

5. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF, the Owner, with the prior approval of the Authority, and the Designer have caused this Amendment to be executed by their respective authorized officers.

OWNER

Thomas M. Guerino
(print name)
Town Administrator, Town of Bourne
(print title)

By _____
(signature)
Date _____

DESIGNER

Kent D. Kovacs, AIA LEED AP
(print name)
Vice President, Flansburgh, Associates, Inc.
(print title)

By _____
(signature)
Date _____

Flansburgh Architects

May 26, 2016

Mr. Joel G. Seeley AIA
Symmes Maini & McKee
1000 Massachusetts Ave.
Cambridge, MA 02138

RE: Bourne Public Schools
School Transportation Consulting

Dear Joel,

Attached is the School Transportation proposal from The Flahive Consulting Group. Scope will include a review of the existing Bourne Public Schools' bus transportation system and recommendations to that system as it relates to the new Peebles Elementary School project. Further detail is outlined in this proposal. The fee is a reimbursable expense as defined in the primary MSBA contract in articles 4.11 and 9 with a 10% allowable markup.

The fee is as follows:

Transportation Consulting: $\$5,500 \times 1.1 = \$6,050$

Please prepare a Contract Amendment for our signature.

Sincerely,

FLANSBURGH ASSOCIATES INC



Kent Kovacs, AIA LEED AP
Vice President

**Consulting Proposal
for the
Peebles Elementary School Project**

**Provided by
The Flahive Consulting Group
May 25, 2016**

The
Flahive Consulting
Group

May 25, 2016

Mr. Kent Kovacs, Vice President
Flansburgh Architects
77 North Washington Street
Boston, MA 02114

Dear Mr. Kovacs,

I am pleased to provide you with a proposal to provide school transportation consulting services in conjunction with the “Peebles Elementary School Project” in Bourne, Massachusetts.

I look forward to speaking with you in greater detail as the project moves forward.

Sincerely,

Jim Flahive

Jim Flahive

Outline of Transportation Consulting Services

Project Description:

Review and analyze Bourne Public Schools' bus ridership data and future enrollment projections to recommend 3-tier school bus route structure and bell times to accommodate the building of the new Peebles Elementary School taking into account the re-configuration of grade assignments to school buildings and the shift to district-wide enrollment at the elementary schools.

Services Provided:

Review existing bus routes, student ridership levels, district geography, projected enrollment levels and bus utilization to form a recommendation for a new routing structure to best service the Bourne Public Schools.

The recommendation will take into consideration the following:

- **Increase number of buses and cost associated**
- **Travel time of all routes**
- **School start and end time adjustments**

Project Consultant:

Jim Flahive of the Flahive Consulting Group will provide the consulting services for the project. Mr. Flahive will attend any scheduled meetings with the transportation sub-committee and meet with the transportation coordinator, along with provide a written report to include the findings and recommendation.

Fee:

\$5,500.00

(to be billed monthly)

The Flahive Consulting Group

Jim Flahive is an independent school transportation consultant, providing services for public school districts, as well as private and charter schools throughout New England.

Prior to working as a consultant, Mr. Flahive spent 15 years in various senior management positions with Laidlaw Transit and First Student. As a Region Vice President with Laidlaw and First Student, he was responsible for contracts operating in over 50 school districts throughout Massachusetts, Connecticut, and Rhode Island. Mr. Flahive directed an operating team of over 200 management staff, 2,500 drivers, monitors, aides, and mechanics, with over 2,000 vehicles operating daily. During his tenure with Laidlaw and First Student, annual operating revenues grew over \$100 million and his area had the highest customer satisfaction/customer retention rate in North America.

Mr. Flahive has extensive experience in school contract negotiations, bid preparation, operational effectiveness, route analysis, fleet utilization, organizational structure, management evaluation, and yield management.

Mr. Flahive is a graduate of Holy Cross College, and holds a Certificate in Special Studies in Management (C.S.S.) from Harvard University. In addition, Mr. Flahive has completed executive development programs in performance management (Harvard-JFK School), executive leadership (Gallup Organization), labor negotiations (Harvard Law School), and case preparation (American Arbitration Association).

Mr. Flahive is an associate member of the Rhode Island School Superintendents Association (RISSA), the Connecticut Association of School Business Officials (CASBO), the Massachusetts Association of School Business Officials (MASBO), and has been recognized by the New England Association of School Superintendents (NEASS) for his contribution to public education in New England.

Option 5A Bournedale Reconfiguration- Grades PK to 2

Proposed Room

Conversion:

- 3 general classrooms to
- 3 Kindergarten at 850 sf without toilets.

The estimated cost associated with adding 3 toilets is \$140,000. Cost includes:

- Trenching of plumbing
- Floor/wall repair associated with trenching
- Plumbing fixtures / piping
- Electrical / light fixtures
- New mechanical ducting / ventilation
- Demo of existing walls for new doorways to toilets
- New interior walls with finishes
- New floor finishes
- New ceilings

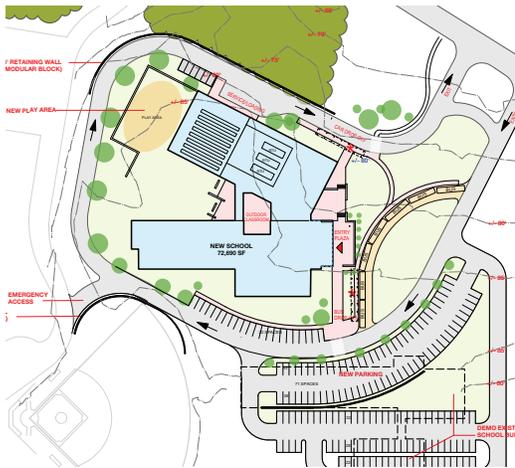
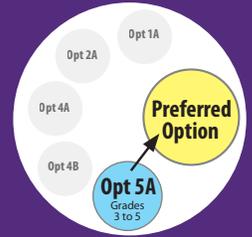


FIRST FLOOR PLAN

SECOND FLOOR PLAN

Option 5A

Preferred Schematic Design



OPTION 5A - NEW CONSTRUCTION Grades 3-5

Total Student Enrollment: 460 students (3-5)
Total Square Footage: 72,680 sf

- Elementary schools remain on each side of the canal
- New school building on the Peebles Elementary School site
- 5th grade in an elementary school setting

This option provides district-wide PK-2 at Bournedale, 3-5 at Peebles and 6-8 at BMS.

Project Summary

		Option 5A
		New 460 student 3-5 school at Peebles site
Grade Span	Peebles	3-5
	Bournedale	PreK-2
	Middle School	6-8
Project Cost *	MSBA Grant	\$14.72M
	Bourne cost	\$26.77M
	TOTAL	\$41.49M
Size **	Gross Square Feet	72,680 SF
	Cost per SF	\$571
Tax Impact **	Annual Tax Increase for Average Homeowner	\$193 / year
	Annual Tax Increase per \$1,000 Valuation	48c / \$1,000

* Estimated Cost subject to change as project is refined

** Estimated Tax Impact subject to change as project is refined, based on 5% interest rate on 20 year bond



Project Schedule

- October 17, 2015 - Community Forum No. 1 (COMPLETED)
- November 17, 2015 - Community Forum No. 2 (COMPLETED)
- December 08, 2015 - Community Forum No. 3 (COMPLETED)
- January 21, 2016 - Community Forum No. 4 (COMPLETED)
- March 03, 2016 - Community Forum No. 5 (COMPLETED)
- March 31, 2016 - Community Forum No. 6 (COMPLETED)
- May 05, 2016 - Community Forum No. 7 at Peebles School Cafeteria (COMPLETED)
- June 02, 2016 - Submit PSR document to the MSBA
- Sept 28, 2016 - Submit Schematic Design document to the MSBA
- November 08, 2016 - MSBA Broad Meeting to approve project to bring to voters
- Town Vote

Community Workshop No.7

Option 5A Discussion

Educational

- Equal opportunity of all students
- Greater campus resource
- Less distraction for younger students
- School at Bournedale sized appropriately for K-2
- Staff can collaborate in one school
- Fifth grade access to elementary curriculum and work with elementary teachers
- Fair transitions for all students
- Student focused learning in an age appropriate setting
- Each student receives same exposure to educational opportunities

Grade Spans

- Smaller age difference and class space
- Age appropriate throughout building
- Improved continuity
- Grade spans benefit children and teachers with a collaborative process
- Same aged kids together for entire academic career
- Efficient administration and resources
- Keeps students & parents together from beginning of school experience
- The option has advantages for multiple schools (Peebles, Bournedale, & BMS)

Community Impact *(Community Resource, Travel, School on both sides)*

- Larger and more accessible meeting space
- New community space on cape side of bridge
- Busing requires further evaluation with a variety of grades combined on a bus
- Start/end times of schools
- Increased bus cost