

PROJECT MINUTES

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	10/8/2015
Re:	School Building Committee Meeting	Meeting No:	4
Location:	Bourne Veteran’s Memorial Community Center	Time:	6:00pm
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 Hyldborg	Chairman, School Committee	Voting Member
	Laura Scena	Member, School Committee	Voting Member
		Finance Committee	
	Richard A. Lavoie	Member, 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	Non-Voting Member
✓	Kathy Anderson	Elementary/Special Education Secretary	Non-Voting Member
✓	Kent Kovacs	FAI, Architect	
	Betsy Farrell Garcia	FAI, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
4.1	Record	Call to Order, 6:10 PM, meeting opened.
4.2	Record	A motion was made by F. Howe and seconded by P. Meier to approve the 9/29/15 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending.
4.3	Record	J. Seeley distributed and reviewed the PDP Phase Meetings Schedule and Agendas, dated 9/25/15 and attached herein.
4.4	Record	J. Seeley distributed and reviewed the Project Budget Status, dated 10/1/15 and attached herein.
4.5	Record	J. Seeley distributed and reviewed the Designer Billing Projection and the OPM Billing Projection, both attached herein.
4.6	Record	J. Seeley distributed and reviewed FSA Budget Revision Request No. 1, dated 10/8/15 adjusting the budget line items of the executed FSA to align with the final negotiated fee amounts for the Designer and OPM, with the balances re-allocated to the Environmental/Site and Other (Owner's Contingency) budget line items. A motion was made by P. Meier and seconded by S. Lamarche to approve FSA Budget Revision Request No. 1, dated 10/8/15. No discussion, motion passed unanimous.
4.7	Record	J. Seeley reviewed FAI Amendment No. 1, dated 10/8/15 for PDP Phase Traffic Assessment and Study in the amount of \$16,500.00 to be charged against ProPay Code budget 0003-0000, which has a balance of \$140,000.00. The Committee discussed in detail. A motion was made by P. Meier and seconded by W. Meier to approve FAI Amendment No. 1, dated 10/8/15 and recommend signature by T. Guerino. No discussion, motion passed 4 in favor and 1 (J. Potter) against.
4.8	Record	J. Seeley reviewed FAI Amendment No. 2, dated 10/8/15 for PDP Phase Geotechnical Investigation in the amount of \$9,900.00 to be charged against ProPay Code budget 0003-0000, which has a balance of \$123,500.00. The Committee discussed in detail. A motion was made by P. Meier and seconded by F. Howe to approve FAI Amendment No. 2, dated 10/8/15 and recommend signature by T. Guerino. No discussion, motion passed unanimous.
4.9	Record	J. Seeley reviewed FAI Amendment No. 3, dated 10/8/15 for PDP Phase GeoEnvironmental Services in the amount of \$6,380.00 to be charged against ProPay Code budget 0003-0000, which has a balance of \$113,600.00. The Committee discussed in detail. A motion was made by P. Meier and seconded by F. Howe to approve FAI Amendment No. 3, dated 10/8/15 and recommend signature by T. Guerino. No discussion, motion passed unanimous.
4.10	Record	J. Seeley reviewed FAI Amendment No. 4, dated 10/8/15 for PDP Phase Topographical Survey Services in the amount of \$32,868.00 to be charged against ProPay Code budget 0003-0000, which has a balance of \$107,220.00. The Committee discussed in detail.

Item #	Action	Discussion
		A motion was made by P. Meier and seconded by F. Howe to approve FAI Amendment No. 4, dated 10/8/15 and recommend signature by T. Guerino. No discussion, motion passed unanimous.
4.11	J. Seeley	J. Seeley to provide a projection of additional Environmental and Site Consultancies for the PSR and SD Phases.
4.12	J. Seeley	J. Seeley to provide a billing projection for the PDP Phase Environmental and Site Consultancies.
4.13	Record	K. Kovacs distributed and reviewed the Table of Contents for the PDP Phase Report, attached, and described the deliverables required.
4.14	Record	<p>K. Kovacs distributed and reviewed Preliminary Programming, dated 10/8/15 and attached, defining the size, location and type of spaces existing within Peebles ES and Bournedale ES and providing a chart of spaces meeting MSBA guidelines for the 250 K-4, the 725 PreK-4 and the 885 PreK-5 Alternatives. K. Kovacs indicated the chart of spaces is preliminary and will be informed by the 10/16/15 and 10/21/15 educational programming meetings with the school administration, teachers and staff, and the 10/26/15 educational visioning workshop with the Community.</p> <p>Committee Questions:</p> <ol style="list-style-type: none"> 1. P. Meier requested FAI correct the floor level naming on the Peebles Plan. <i>K. Kovacs will correct.</i> 2. S. Lamarche asked what is the process with MSBA for spaces that currently exist, such as the Computer Lab, that are not on the MSBA guideline of spaces? <i>K. Kovacs indicated that existing spaces that are not on the MSBA guideline will need to be shown thru the detailed Educational Program, as part of the PDP Phase, that they are curriculum driven and core to the program. MSBA will review each on a case by case basis. The approach to these types of issues will be discussed at the MSBA kick-off meeting.</i>
4.15	K. Kovacs	<p>K. Kovacs distributed and reviewed a draft Poster Board Announcement of the October 26, 2015 Educational Visioning Workshop with the Community, attached. The Committee provided comments.</p> <p>K. Kovacs to update the Poster Board Announcement and deliver seven copies to the School Administration for distribution in Town.</p>
4.16	J. Potter	<p>P. Meier indicated that Committee member attendance is to be recorded.</p> <p><i>J. Potter to verify with the Town Moderator on recording procedures and quorum requirements relative to non-voting members.</i></p>
4.17	Record	J. Potter emphasized that Committee member attendance is critical to the success of the project and since some members have expressed difficulty in attending 6:00PM meetings while others have expressed difficulty in attending 7:00PM meetings, offered starting the SBC meetings at 6:30PM.

Item #	Action	Discussion
		A motion was made by S. Lamarche and seconded by P. Meier to change the start time of the School Building Committee meetings to 6:30PM. No discussion, motion passed unanimous by those attending Next SBC Meeting: October 22, 2015 at 6:30 pm at the Bourne Veteran's Memorial Community Center.
4.18	Record	A Motion was made by S. Lamarche and seconded by W. Meier to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, PDP Phase Meetings Schedule and Agendas, Project Budget Status, Designer Billing Projection, OPM Billing Projection, Table of Contents for the PDP Phase Report, Preliminary Programming, Draft Poster Board Announcement

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.

AGENDA

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Re:	School Building Committee Meeting	Meeting Date:	10/8/2015
Meeting Location:	Bourne Veterans Memorial Community Center	Meeting Time:	6:00 PM
Prepared by:	Joel Seeley	Meeting No.:	4
Distribution:	Committee Members (MF)		

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Preliminary Discussion of PDP Phase Deliverable
5. Preliminary Discussion of Educational Programming
6. Committee Questions
7. Public Comments
8. Next Meeting
9. Adjourn

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**SCHOOL BUILDING COMMITTEE
PEEBLES ELEMENTARY SCHOOL**

All meetings held at the
Bourne Veterans Memorial Community Center at 6:00 PM
unless otherwise noted

**MEETINGS SCHEDULE AND AGENDAS
September 25, 2015**

DATE	AGENDA
<i>Feasibility Study Phase (PDP)</i>	
September 29, 2015	SCHOOL BUILDING COMMITTEE MEETING Introduction of Flansburgh Architects (FAI) Approval of FAI Proposal Discussion of Project Goals Discussion of Detailed Schedule
October 8, 2015	SCHOOL BUILDING COMMITTEE MEETING Preliminary Discussion of Educational Programming
October 22, 2015	SCHOOL BUILDING COMMITTEE MEETING Preliminary Discussion of Existing Conditions
October 26, 2015	COMMUNITY VISIONING WORKSHOP - 6:00 to 9:00 PM - PEEBLES ELEMENTARY SCHOOL CAFETERIA
November 5, 2015	SCHOOL BUILDING COMMITTEE MEETING Educational Program Update Existing Conditions Update Preliminary Discussion of Construction Alternatives
November 19, 2015	SCHOOL BUILDING COMMITTEE MEETING Presentation of Construction Alternatives Discussion of Sustainable Design Goals
December 3, 2015	SCHOOL BUILDING COMMITTEE MEETING Presentation of Refined Construction Alternatives Review of Preliminary Cost Model
December 17, 2015	SCHOOL BUILDING COMMITTEE MEETING Evaluate Refined Construction Alternatives Review Cost Model Vote to Submit PDP and Top 3 Alternatives
<i>December 18, 2015</i>	<i>SUBMIT PDP PACKAGE TO MSBA</i>
	ADDITIONAL MEETINGS TO BE SCHEDULED

Project Budget Status

10/1/2015

Feasibility and Schematic Design Phase	MSBA ProPay Code	FSA Agreement 2/6/2015	Budget Revision 10/8/2015	Current Budget	Vendor	Committed	Balance
OPM	0001-0000	\$ 120,000.00	\$ (15,000.00)	\$ 105,000.00	SMMA	\$ 105,000.00	\$ -
Cost Estimates	0001-0000	\$ 20,000.00		\$ 20,000.00		\$ -	\$ 20,000.00
DESIGNER	0002-0000	\$ 500,000.00	\$ (135,000.00)	\$ 365,000.00	FAI	\$ 365,000.00	\$ -
Environmental and Site	0003-0000	\$ 90,000.00	\$ 50,000.00	\$ 140,000.00	FAI	\$ -	\$ 140,000.00
Other	0004-0000	\$ 20,000.00	\$ 100,000.00	\$ 120,000.00	**	\$ 672.13 **	\$ 119,327.87
Total Budget		<u>\$ 750,000.00</u>		<u>\$ 750,000.00</u>		<u>\$ 470,672.13</u>	<u>\$ 279,327.87</u>

** Spent from Other

	Date	Amount
ProjectDog, Inc. - OPM Advertisement	3/18/2015	\$ 50.00
Recording Secretary - SBC Minutes	6/24/2015	\$ 361.59
Cape Cod Times - Designer Advertisemen	9/23/2015	\$ 145.60
Recording Secretary - SBC Minutes	9/23/2015	\$ 114.94
		<u>\$ 672.13</u>

Feasibility and Schematic Design Study for Peebles Elementary School
 Bourne, Massachusetts

PROJECT MANAGEMENT



BILLING PROJECTION FOR OPM BASIC SERVICES

PHASE	FEASIBILITY DESIGN PHASE									SCHEMATIC DESIGN PHASE			
	2015				2016								
	September	October	November	December	January	February	March	April	May	June	July	August	September
Feasibility Study	\$ 7,350.00	\$ 7,350.00	\$ 7,350.00	\$ 7,350.00	\$ 7,350.00	\$ 7,350.00	\$ 7,350.00	\$ 7,350.00	\$ 7,350.00				
Schematic Design										\$ 9,712.50	\$ 9,712.50	\$ 9,712.50	\$ 9,712.50

PRELIMINARY DESIGN PROGRAM REPORT

Table of Contents

- 1.3.1.1** Introduction
 - A. Executive Summary
 - B. Overview of Statement of Interest (SOI)
 - C. Invitation to Conduct Feasibility Study/MSBA Board Action Letter
 - D. Agreed upon Design Enrollment
 - E. Capital Budget Statement
 - F. Project Directory
 - G. Updated Project Schedule
- 2.3.1.2** Educational Program
 - A. Peebles Elementary K-4
 - B. Bournedale Elementary PK-4
- 3.3.1.3** Initial Space Summary
 - A. Itemization of Program - MSBA Templates
 - B. Variance between Program and MSBA Guidelines
 - C. Existing Floor Plans
- 4.3.1.4** Evaluation of Existing Conditions
 - A. Property Title
 - B. Statement that Property can be Developed
 - C. Historical Impacts on Property
 - D. Determination of Development Restrictions
 - E. Existing Conditions Reports
 - F. Traffic Impact Study
 - G. Hazardous Materials Assessments
 - H. Proposed Soils Exploration
 - I. Phase I Environmental Site Assessment
- 5.3.1.5** Site Development Requirements
 - A. Site Development Narrative
 - B. Preliminary Site Survey and Wetlands
- 6.3.1.6** Preliminary Alternatives
 - A. Analysis of School District Student School Assignment Practices
 - B. Tuition Agreements with Adjacent School Districts
 - C. Rental or Acquisition of Existing Buildings
 - D. Base Repair Option
 - E. Renovation and Addition Options
 - F. New Construction Options
 - G. Conceptual Cost Estimates
 - H. Evaluation of Design Alternatives
- 7.3.1.7** Local Actions and Approvals
- 8.**Appendix
 - A. Original Statement of Interest
 - B. Cost Estimate Details

Peebles Elementary School

Bourne, Massachusetts

October 8, 2015

**PRELIMINARY
PROGRAMMING**



UPPER LEVEL PLAN



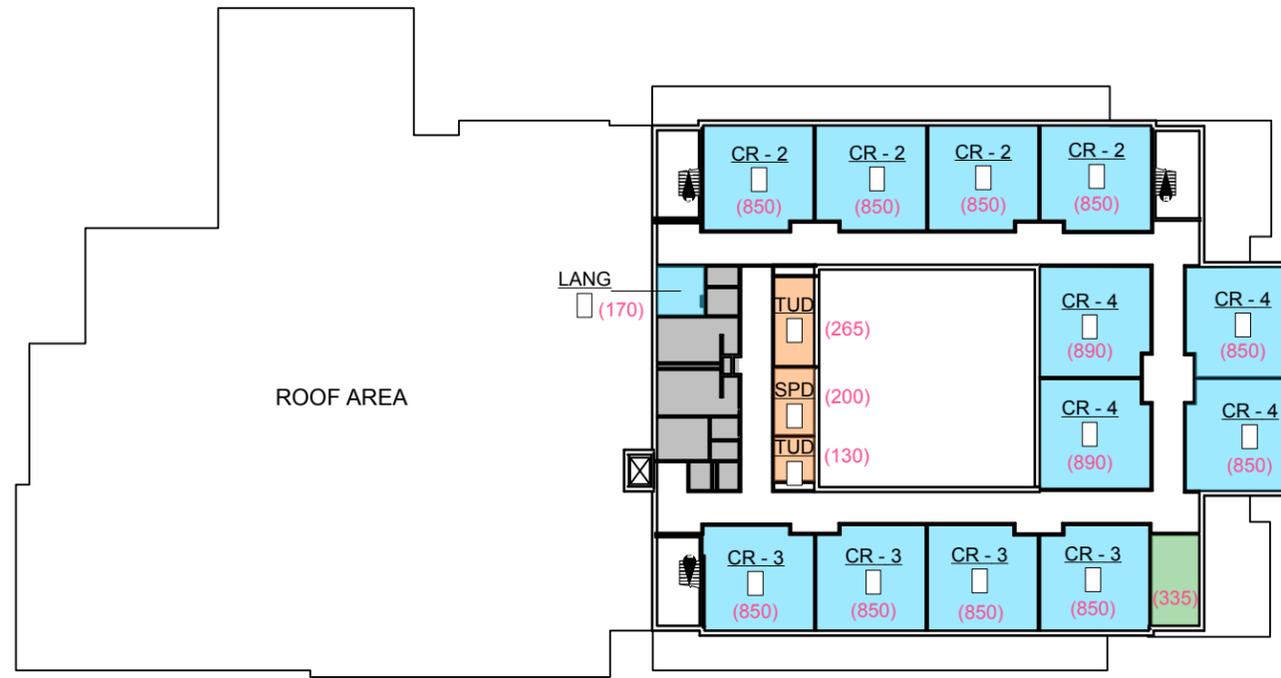
LOWER LEVEL PLAN

**PEEBLES ELEMENTARY SCHOOL
EXISTING FLOOR PLANS**

 CORE ACADEMIC	20,300 SF
 SPECIAL EDUCATION	935 SF
 ART & MUSIC	1,325 SF
 PHYSICAL EDUCATION	3,100 SF
 MEDIA CENTER	730 SF
 COMPUTER	975 SF
 DINING	5,550 SF
 MEDICAL	260 SF
 ADMINISTRATION	1,195 SF
 CUSTODIAL	795 SF

TOTAL BUILDING NET AREA: 35,165 SF

TOTAL BUILDING GROSS AREA: **55,190 SF**



SECOND FLOOR PLAN



FIRST FLOOR PLAN

**BOURNEDALE ELEMENTARY SCHOOL
EXISTING FLOOR PLANS**

	PRE-KINDERGARTEN	3,390 SF
	CORE ACADEMIC	22,700 SF
	SPECIAL EDUCATION	2,950 SF
	ART & MUSIC	2,258 SF
	PHYSICAL EDUCATION	3,150 SF
	MEDIA CENTER	2,815 SF
	COMPUTER	960 SF
	DINING	5,015 SF
	MEDICAL	491 SF
	ADMINISTRATION	1,460 SF
	CUSTODIAL	1,158 SF

TOTAL BUILDING NET AREA: 42,947 SF

TOTAL BUILDING GROSS AREA: **68,100 SF**

Space Comparison - Existing Peebles Elementary - 250 enrollment

PROGRAM	GRADES K-4 (EXISTING)	GRADES K-4 (MSBA)	VARIANCE
Core Academic	20,300	10,950	(9,350)
Special Education	935	3,020	2,085
Art & Music	1,325	2,500	1,175
Health & Physical Education	3,100	6,300	3,200
Media Center	730	2,020	1,290
Technology (computer)	975	0	(975)
Dining & Food Service	5,550	4,875	(675)
Medical	260	410	150
Administration & Guidance	1,195	2,015	820
Custodial & Maintenance	795	1,900	1,105
Subtotal NSF	35,165 NSF	33,990 NSF	1,175
Grossing Factor	x 1.56	x 1.5	
Total GSF	55,190 GSF	50,985 GSF	(4,205)
	390 Students	250 Students	

Space Comparison - Existing Bournedale Elementary - 725 enrollment

PROGRAM	GRADES K-4 (EXISTING)	GRADES K-4 (MSBA)	VARIANCE
Core Academic (PRE-K)	3,390	0	(3,390)
Core Academic	22,700	31,900	9,200
Special Education	2,950	8,050	5,100
Art & Music	2,258	5,075	2,817
Health & Physical Education	3,150	6,300	3,150
Media Center	2,815	3,933	1,118
Technology (computer)	960	0	(960)
Dining & Food Service	5,015	9,185	4,170
Medical	491	610	119
Administration & Guidance	1,460	2,710	1,250
Custodial & Maintenance	1,158	2,325	1,167
Subtotal NSF	42,947 NSF	70,088 NSF	27,141
Grossing Factor	x 1.59	x 1.5	
Total GSF	68,100 GSF	105,125 GSF	37,025
	384 Students	725 Students	
	51 Students		

Space Comparison - Existing Bournedale Elementary - 885 enrollment

PROGRAM	GRADES K-5 (EXISTING)	GRADES K-5 (MSBA)	VARIANCE
Core Academic (PRE-K)	3,390	0	(3,390)
Core Academic (1-5)	24,400	37,850	13,450
Special Education	2,950	9,060	6,110
Art & Music	2,258	6,300	4,042
Health & Physical Education	3,150	6,300	3,150
Media Center	2,815	4,653	1,838
Technology (computer)	960	0	(960)
Dining & Food Service	5,015	10,639	5,624
Medical	491	710	219
Administration & Guidance	1,460	3,020	1,560
Custodial & Maintenance	1,158	2,485	1,327
Subtotal NSF	48,047 NSF	81,016 NSF	27,141
Grossing Factor	x 1.42	x 1.5	
Total GSF	68,100 GSF	121,524 GSF	53,424
	574 Students (K-5)	885 Students	
	51 Students (PK)		

Bourne Elementary Schools Visioning Workshop

Join us at a community meeting to...

Learn about 21st Century Education

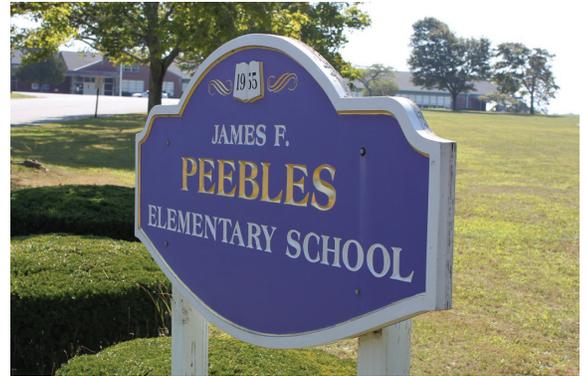
See examples of how dynamic academic programs and school facilities are changing to meet the needs of 21st century teaching and learning.

Share your thoughts

Let us know what is important to you with regard to the future of elementary educational programming and facilities in Bourne.

Shape your District's future

Contribute to the conversation and make your voice heard as we embark upon the important task of envisioning the future of Bourne Elementary Schools.



Location: Peebles Elementary School Cafeteria, 70 Trowbridge Road, Bourne

Date/Time: October 26, 6:00 - 8:00 PM *Child care will be provided at the school*