

PROJECT MINUTES

Project:	New Peebles Elementary School	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	7/13/2017
Re:	School Building Committee Meeting	Meeting No:	43
Location:	Veterans 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	School Committee	Voting Member
✓	Natasha Scarpato	Member at Large	Voting Member
✓	Donna Buckley	Member at Large	Voting Member
✓	Richard A. Lavoie	Finance Committee	Voting Member
✓	William Meier	Building Trade Expert	Voting Member
		Member at Large	Voting Member
	Erika Fitzpatrick	School Committee	Voting Member
✓	Frederick H. Howe	Member at Large, Vice-Chairman School Building Committee	Voting Member
✓	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
✓	Jordan Geist	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
✓	Paul O'Keefe	Local Official Responsible for Building Maintenance	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	
	Mike Cimorelli	FAI, Architect	
✓	Bill Beatrice	FAI, Architect	
	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
43.1	Record	Call to Order, 6:30 PM, meeting opened.
43.2	Record	A motion was made by R. Lavoie and seconded by P. Meier to approve the 6/29/2017 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending.
43.3	Record	B. Beatrice reviewed the spreadsheet containing Potential General Contractors and Subcontractor Respondents to Request for Qualifications for Pebbles Elementary School as the Prequalification Status Update. The status shown represents a good level of interest by subcontractors and general contractors. No discussion.
43.4	Record	B. Beatrice reviewed meeting notes provided for the Interiors Working Group. No discussion.
43.5	Record	B. Beatrice reviewed the MSBA Comments provided. Design team will formulate its responses accordingly.
43.6	District FAI	<p>B. Beatrice reviewed the bidding alternates. There was some discussion about if these should be add alternates or deduct alternates.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none">1. B. Beatrice explained “add” alternates and there was discussion related to changing them out to deducts at the next meeting. <i>Bill Beatrice advised there cannot be both add and deduct alternates.</i>2. Items 10, 12 and 13 can be deleted. <i>They are not required.</i>3. Item 3 (Loading Dock Canopy) <i>Loading Dock Canopy was deemed a “must have” and should be kept in the project and should be moved off the “alternates” list.</i>4. Items 7, 8 and 9 <i>The Committee would like to see some visuals from FAI for these items. B. Beatrice will provide at the next meeting.</i>5. Green Roof <i>The Committee asked if the green roof could be priced out as an alternate. B. Beatrice noted it could but it would need to be reviewed in conjunction with the LEED points trying to be captured. FAI will further review.</i>6. Ranking Items <i>B. Beatrice explained interest in having the Committee rank the items to be reviewed and discussed. The Committee asked about the use of “Survey Monkey” or some other such service that we could use to come to a consensus. FAI will review.</i>

Item #	Action	Discussion
43.25	District	Old or New Business: 1. P. Meier noted that he had been approached about the possibility of including a mural in the new school. <i>There has been some interest in local artists providing some items for the new school. There was discussion as to whether or not a mural was the right approach at the new school. It was noted that we have walls dedicated for display in the project already and perhaps work on canvas would be a better approach so it could be switched out periodically.</i>
42.26	Record	Next SBC Meeting: July 27, 2017 at 6:30 pm at the Bourne Veteran's Memorial Community Center.
42.27	Record	A Motion was made by R. Lavoie and seconded by P. Meier to adjourn the meeting. No discussion, motion passed unanimous.

Attachments: Agenda, General Contractor and Subcontractor RFQ Interest Log, Design Action Log, Educational Leadership Meetings (Interiors Working Group) schedule, 7/6/2017 Educational Leadership Meeting (Interiors Working Group), MSBA 60% Construction Documents Review Comments, Additive Bid Alternate Powerpoint, Variance Final Decision Filing

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: Veterans Memorial Community Center

Project No.: 15041
 Meeting Date: 7/13/2017
 Meeting No: 43
 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	Board of Selectmen
	Christopher Hyldburg	chrish@alpha-1.com	School Committee
	Natasha Scarpato	scarpato4@comcast.net	Member-At-Large
	Donna Buckley	d.j.buckley23@gmail.com	Member-At-Large
	Richard A. Lavoie	Richl.Lavoie@gmail.com	Finance Committee
	William Meier	Dusty22752@aol.com	Building Trade Expert
	Erika Fitzpatrick	efitzpatrick@bourneps.org	School Committee
	Frederick H. Howe	rickhowe9@gmail.com	Member-At-Large
	Steven M. Lamarche	slamarche@bourneps.org	Superintendent of Schools, BPS, MCPPO
	Jordan Geist	jgeist@bourneps.org	Director of Business Services, BPS
	Thomas M. Guerino	tguerino@townofbourne.com	Town Administrator
	Paul O'Keefe	mmachief@gmail.com	Local Official Resp. for Building Maintenance
	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
	Bill Beatrice	bbeatrice@flansburgh.com	Flansburgh Architects
	Joel Seeley	jseeley@smma.com	SMMA

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Agenda

Project:	New Peebles Elementary School	Project No.:	15041
Re:	School Building Committee Meeting	Meeting Date:	7/13/2017
Meeting Location:	Veterans Memorial Community Center	Meeting Time:	6:30 PM
Prepared by:	Joel Seeley	Meeting No.:	42
Distribution:	Committee Members (MF)		

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Review Prequalification Status
5. Interiors Working Group Update
6. Review MSBA 60% Construction Document Comments
7. Review Bidding Alternates
8. New or Old Business
9. Public Comments
10. Next Meeting: July 27, 2017
11. Adjourn

**GENERAL CONTRACTOR
 AND
 FILED SUBCONTRACTORS
 POTENTIAL RESPONDENTS TO REQUEST FOR QUALIFICATIONS**

CSI DIV.	Trade	RFQ Interest Form Submitted	Company	Name	Last Name
040001	MASONRY		Acranom Masonry, Inc.	James	Delsanto
040001	MASONRY		Cenedella Masonry Inc.	Jo-Ann	O'Brien
040001	MASONRY	YES	Costa Brothers Masonry	Mary Jo	Lima
040001	MASONRY	YES	Empire Masonry Corp	Sandra	McCormick
040001	MASONRY	YES	Fernandes Masonry Inc.	Geraldine	Calheta
040001	MASONRY		Fontaine Bros., Inc.	Thomas	Wolfenden
040001	MASONRY	YES	Lighthouse Masonry, Inc.	Jason	Alves
040001	MASONRY	YES	Marmelo Bros. Construction	Sandra	Sousa
040001	MASONRY	YES	The Waterproofing Company Inc.	Charles	Ford
050000	MISCELLANEOUS METALS	YES	Colantonio	Katherine	Judd
050000	MISCELLANEOUS METALS		EDM Construction Inc	Jacquelyn	Magill
050000	MISCELLANEOUS METALS		Heritage Iron Works	jamilyn	rothwell
050000	MISCELLANEOUS METALS		Larkin Iron Works, Inc.	Andrea	Larkin
050000	MISCELLANEOUS METALS	YES	North Shore Steel	Janice	Burrill
050000	MISCELLANEOUS METALS		Quinn Brothers of Essex, Inc.	Stephanie	Taber
050000	MISCELLANEOUS METALS		SMJ Metal Company, Inc.	Jeffrey	Payne
050000	MISCELLANEOUS METALS	YES	South Shore Welding, Inc.	Bill	Walsh
050000	MISCELLANEOUS METALS		Superior Rail & Ironworks, Inc.	Anthony	Ferrara
050000	MISCELLANEOUS METALS	YES	United Steel Inc.	Linda	Cormier
050000	MISCELLANEOUS METALS	YES	V & G Iron Works, Inc.	Lea	Bancarotta
070001	WATERPROOFING, DAMP. & CAULKING	YES	Acme Waterproofing Co., Inc.	Joseph	Ambrose
070001	WATERPROOFING, DAMP. & CAULKING	YES	Beacon Waterproofing & Restoration, Inc.	Elissa	McCarthy
070001	WATERPROOFING, DAMP. & CAULKING	YES	Chapman Waterproofing Company	Mai	Tran
070001	WATERPROOFING, DAMP. & CAULKING		DeBrino Caulking Associates, Inc.	Nicole	Wendelken
070001	WATERPROOFING, DAMP. & CAULKING		Feeley, McAnespie Inc.	Karen	Underwood
070001	WATERPROOFING, DAMP. & CAULKING	YES	Gleeson Powers, Inc.	Heather	Graham
070001	WATERPROOFING, DAMP. & CAULKING		John W Egan Company Inc	Marc	Cote
070001	WATERPROOFING, DAMP. & CAULKING	YES	P.J. Spillane Co., Inc.	Ana	Rossetti
070001	WATERPROOFING, DAMP. & CAULKING	YES	The Waterproofing Company Inc.	Charles	Ford

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CSI DIV.	Trade	RFQ Interest Form Submitted	Company	Name	Last Name
070002	ROOFING & FLASHING		Belcour Corp	maria	desnoyers
070002	ROOFING & FLASHING	YES	Capeway Roofing Systems, Inc.	Kathie	Rybicki
070002	ROOFING & FLASHING	YES	Feeley, McAnespie Inc.	Karen	Underwood
070002	ROOFING & FLASHING		Gibson Roofs, Inc.	Cindy	Almeida
070002	ROOFING & FLASHING		Greenwood Industries	Scot	Robert
070002	ROOFING & FLASHING	YES	J.D. Rivet & Co., Inc.	James	Trask
070002	ROOFING & FLASHING	YES	John F. Shea Co., Inc.	Diandra	Maule
070002	ROOFING & FLASHING	YES	Rockwell Roofing	Jennifer	Picard
070002	ROOFING & FLASHING		Silktown Roofing	Karen	Proctor
070002	ROOFING & FLASHING	YES	Stanley Roofing Company, Inc.	KRisten	Polito
070002	ROOFING & FLASHING		Titan Roofing, Inc.	Marge	Bagley
080001	METAL WINDOWS	YES	A&A Window Products, Inc.	Lucy	Gigliello
080001	METAL WINDOWS	YES	Aluminum & Glass Concepts, Inc.	Christopher	Murray
080001	METAL WINDOWS	YES	Chandler Architectural Products, Inc.	Betty	Gatesman
080001	METAL WINDOWS	YES	Cherry Hill Glass Co., Inc.	Gail	Llewellyn
080001	METAL WINDOWS	YES	GVW, INC	Gina Marie	DiCenso
080001	METAL WINDOWS	YES	Lambrian Construction Corporation	Peter	Soumbasakos
080001	METAL WINDOWS		Lizotte Glass, Inc.	Peggy	LeBlanc
080001	METAL WINDOWS	YES	Lockheed Window Corp.	Debbie	Rich
080001	METAL WINDOWS	YES	R&R Window Contractors Inc	pam	gaspar
080002	GLASS & GLAZING		A & A Window Products, Inc	Lucy	Gigliello
080002	GLASS & GLAZING	YES	Aluminum & Glass Concepts, Inc.	Christopher	Murray
080002	GLASS & GLAZING	YES	Chandler Architectural Products, Inc.	Betty	Gatesman
080002	GLASS & GLAZING	YES	Cherry Hill Glass Co., Inc.	Gail	Llewellyn
080002	GLASS & GLAZING	YES	Greenfield Glass Co., Inc.	Andrew	Girard
080002	GLASS & GLAZING	YES	GVW, INC	Gina Marie	DiCenso
080002	GLASS & GLAZING		Lizotte Glass, Inc.	Peggy	LeBlanc
080002	GLASS & GLAZING		Lockheed Window Corp.	Debbie	Rich
080002	GLASS & GLAZING	YES	R&R Window Contractors Inc	Tabitha	Smith

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CSI DIV.	Trade	RFQ Interest Form Submitted	Company	Name	Last Name
090001	TILE	YES	Capital Carpet & Flooring Specialists, Inc.	Maureen	Crozier
090001	TILE		Commonwealth Tile, Inc.	Dean	Pellegrino
090001	TILE		High Point Interiors Inc.	Cheryle	Becker
090001	TILE	YES	Joseph Cohn & Son	Sue	Antonucci
090001	TILE	YES	Pavilion Floors, Inc.	Martina	Langone
090001	TILE	YES	Roman Tile Co.	George	Rocchio
090001	TILE	YES	West Floor Covering, Inc.	Sally	West
090003	ACOUSTICAL CEILINGS		Brennan Interior Contractors	Edward	Brennan
090003	ACOUSTICAL CEILINGS	YES	Central Ceilings, Inc.	Lanie	Gavin
090003	ACOUSTICAL CEILINGS	YES	GVW, INC	Gina Marie	DiCenso
090003	ACOUSTICAL CEILINGS	YES	H. Carr & Sons, Inc.	Rebecca	Kerwick
090003	ACOUSTICAL CEILINGS	YES	K&K Acoustical Ceilings, Inc.	Colleen	Getty
090003	ACOUSTICAL CEILINGS	YES	The Cheviot Corporation	Randall	Ordway, VP
090005	RESILIENT FLOORING	YES	West Floor Covering, Inc.	Sally	West
090005	RESILIENT FLOORING	YES	Capital Carpet & Flooring Specialists, Inc.	Maureen	Crozier
090005	RESILIENT FLOORING	YES	GVW, INC	Gina Marie	DiCenso
090005	RESILIENT FLOORING	YES	Joseph Cohn & Son	Sue	Antonucci
090005	RESILIENT FLOORING	YES	Pavilion Floors, Inc.	Martina	Langone
090007	PAINTING		Bello Painting Co Inc	Jeanne	Bello
090007	PAINTING	YES	Color Concepts Inc.	Keith	Beck
090007	PAINTING	YES	Dandis Contracting Inc	Patty	Dandis
090007	PAINTING	YES	Keltic Painting LLC	Thomas	Cleary
090007	PAINTING	YES	King Painting, Inc.	Maureen	Wheatley
090007	PAINTING	YES	New Generation Painting Inc	Mario	Rodrigues
090007	PAINTING	YES	O'Byrne Painting & Contracting, Inc.,	Robin	Domek
140001	ELEVATOR	YES	Eagle Elevator Co., Inc.	Judy	Zilempe

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CSI DIV.	Trade	RFQ Interest Form Submitted	Company	Name	Last Name
210001	FIRE PROTECTION	YES	Carlisle Engineering, Inc.	William	Duncan
210001	FIRE PROTECTION	YES	City Point Fire Protection, Inc.	Linda	Mosesso
210001	FIRE PROTECTION	YES	Cogswell Sprinkler Co., Inc.	Jessica	Vaillancourt
210001	FIRE PROTECTION	YES	Covenant Fire Protection	Bill	Quirk
210001	FIRE PROTECTION	YES	Rustic Fire Protection, Inc.	Krystal	Dion
210001	FIRE PROTECTION	YES	SimplexGrinnell	Amanda	Azevedo
210001	FIRE PROTECTION	YES	Yankee Sprinkler Co.	Michael	Payton
220001	PLUMBING	YES	Araujo Bros Plumbing & Heating	Anabela	DaCosta
220001	PLUMBING	YES	Grasseschi Plumbing & Heating, Inc.	Maureen	Dupre
220001	PLUMBING	YES	Harold Brothers Mechanical	Mike	Smith
220001	PLUMBING	YES	N.B. Kenney	Victoria	Vandal
230001	HVAC		Arden Engineering Constructors, LLC	Kenneth	Demers
230001	HVAC		CAM HVAC & Construction Inc.	Diane	Cabral
230001	HVAC	YES	D.D.S. Industries, Inc.	Deirdre	Goddard
230001	HVAC	YES	Enterprise Equipment Co., Inc.	Jody	Quinn
230001	HVAC		General Mechancial Contractors, Inc	Donna	Cooper
230001	HVAC	YES	Harold Brothers Mechanical	Mike	Smith
230001	HVAC	YES	I & R Mechanical	Gary	Price
230001	HVAC	YES	N.B. Kenney	Victoria	Vandal
260001	ELECTRICAL	YES	American Electrical Construction, Inc.	Dawn	Podielsky
260001	ELECTRICAL	YES	Annese Electrical Services	Cynthia	Micheli
260001	ELECTRICAL	YES	Brothers Electrical Corporation	Dan	Archung
260001	ELECTRICAL		LeVangie Electric Co., Inc.	Christina	Sullivan
260001	ELECTRICAL	YES	M-V Electrical Contractors, Inc	Donna	Renaud
260001	ELECTRICAL	YES	Systems Contracting, Inc.	Tam	DeBoer
260001	ELECTRICAL	YES	Wayne J. Griffin Electric, Inc.	John	Sullivan

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CSI DIV.	Trade	RFQ Interest Form Submitted	Company	Name	Last Name
	GENERAL CONTRACTOR	YES	Bacon Construction Co., Inc.	Kerrie	Puglia
	GENERAL CONTRACTOR	YES	Boston Building & Bridge Corp.	Carla	Shearer
	GENERAL CONTRACTOR	YES	Brait Builders Corp	Kaitlin	Johnson
	GENERAL CONTRACTOR	YES	Colantonio Inc.	Amy	Fahey
	GENERAL CONTRACTOR		Consigli Construction Co.	Tim	Searles
	GENERAL CONTRACTOR		CTA Construction Managers, LLC	Mike	Martin
	GENERAL CONTRACTOR	YES	Fontaine Bros., Inc.	Thomas	Wolfenden
	GENERAL CONTRACTOR		G & R Construction	Tim	Wheeler
	GENERAL CONTRACTOR		J&J Contractors, Inc.	Kamlesh	Patel
	GENERAL CONTRACTOR	YES	MF CONSTRUCTION CORP	Kimberly	Botelho
	GENERAL CONTRACTOR	YES	W.T. Rich Company, Inc.	Jeanne	DeAngelis
	GENERAL CONTRACTOR		WES Construction Corp.	Michael	Christian

Date		Meeting Comment	Party	Resolution
December 14, 2016 Educational Meeting				
1	12/14/2016	Nurse: The nurse requested a dedicated icemaker. This item will require a decision by the District.	District	A refrigerator / freezer with ice maker will be provided. A stand alone dedicated ice maker is not required per district's response at the March 13,2017 Educational Design Meeting
2	12/14/2016	Music: It was requested after further review to change one practice room into a music office. FAI stated this request would need to be confirmed at the January 5th Academic Leadership team meeting.	FAI	This item was discussed at the January 5, 2017 Educational meeting and approved. FAI to update plans and space template.
3	12/14/2016	Art: It was requested that a minimum of three sinks to be provided with plaster traps.	FAI	This item has been incorporated into the art room layout
4	12/14/2016	Art: A request was made to incorporate a singular peninsula configuration similar to the Bournedale art room for greater access to sinks. FAI to review.	FAI	This item has been incorporated into the art room layout
5	12/14/2016	Art: Student work display areas should be studied both inside the art room and hallway areas. FAI to review.	FAI	A display case has been provided a node between MC and Art studio. Tackboards have been provided inside the room for pin-up.
6	12/14/2016	Art: An office was requested beyond the already submitted MSBA space template. FAI explained the size of the art room and storage may reduce in size to accommodate this request would be discussed at the January 5th Academic Leadership team meeting.	FAI	This item was discussed at the January 5, 2017 Educational meeting and approved. FAI to update plans and space template.
7	12/14/2016	Library: A workroom and office should be incorporated into the overall layout. The workroom will require a sink. The main circulation desk does not need to be adjacent to the workroom and office.	FAI	The workroom with sink and office has been incorporated into the plan.
8	12/14/2016	Library: The main circulation desk should have high counter portion "check-out" with a lower section at standard desk height. A book return area should be incorporated into the desk. District to confirm if a book return slot is required between the hallway and the media center.	District	A book return slot is not required between the hallway and media center. This item was discussed and deemed unnecessary at the March 13,2017 Educational Design Meeting
9	12/14/2016	Library: Fixed bookcases along the perimeter walls with mobile bookcases in the open areas can optimize flexibility. The District should provide FAI with anticipated book volume count to assist in planning bookcases and any required media storage area.	District	

Date		Meeting Comment	Party	Resolution
10	12/14/2016	Grade 3: An exterior door was requested from the team room directly to the outdoor garden area. FAI stated this could be accommodated.	FAI	This item was discussed at the January 5, 2017 Educational meeting and approved. FAI to update plans.
11	12/14/2016	Grade 3: It was requested that connecting doors located between classrooms. FAI stated connecting doors were part of the project in the last phase and removed due to cost. This request will be discussed at the January 5th Academic Leadership team meeting.	FAI	This item was discussed at the January 5, 2017 Educational meeting and discussed and approved at the February 2, 2017 SBC. FAI to update plans.
12	12/14/2016	Grade 4: It was requested an additional teacher's toilets be located closer to the 4th grade. After review of the plan, one additional teacher's toilet can be incorporated on the second floor. This provides a total of 2 singular staff toilets on the first floor adjacent to the staff workroom, 2 singular staff toilets on the first floor within the administration suite, and 3 singular staff toilets on the second floor.	FAI	One singular staff toilet room has been provided within the 4th grade academic wing.
December 15, 2016 Educational Meeting				
1	12/15/2016	Physical Education: A water fountain was requested within the gym space. FAI stated this item will be incorporated.	FAI	The sink has been incorporated into the gymnasium layout.
2	12/15/2016	Physical Education: The gym instructor liked the idea of having moveable bleachers for flexibility. FAI to study further.	FAI	Bleachers will be fixed and justified to the southern wall only per district's response at the March 13, 2017 Educational Design Meeting
3	12/15/2016	Physical Education: An office was requested beyond the already submitted MSBA space template. FAI explained the size of storage area will be reduced in size to accommodate and this request will be discussed at the January 5th Academic Leadership team meeting.	FAI	This item was discussed at the January 5, 2017 Educational meeting and discussed and approved at the February 2, 2017 SBC. FAI to update plans.
4	12/15/2016	Physical Education: A request for a toilet and shower may be accommodated in the nearby custodial/kitchen area for shared use. FAI stated this request would need to be confirmed at the January 5th Academic Leadership team meeting.	FAI	This item was discussed and approved at the January 5, 2017 Educational meeting. FAI to update plans.

Date	Meeting Comment	Party	Resolution
5 12/15/2016	Physical Education: The gym instructor was concerned outdoor play area and lawn would be limited to the new construction of the school. FAI stated during construction, the area in front of the existing Peebles (grass area currently used for PE) would be utilized by the contractor. After the final site work phase, there will be lawn area adjacent to the new tennis court. The instructor asked if a stone dust walking/jogging path could be created. FAI to review.	FAI	Outdoor lawn area with a walking / jogging path around the perimeter has been incorporated into the project
6 12/15/2016	Administration: It was mentioned that an additional office would be required to support the administration team for a desired total of five offices. We discussed reducing the conference rooms to accommodate the request. FAI stated this request would need to be confirmed at the January 5th Academic Leadership team meeting.	FAI	This item was discussed and approved at the January 5, 2017 Educational meeting. FAI to update plans.
7 12/15/2016	Administration: Storage strategies were discussed with options for both storage rooms for records and general hallway closets to accommodate office material. FAI to review.	FAI	Hallway closets will not be provided. The storage rooms will have shelving and tall storage cabinets. Individual office storage will be FFE. General office storage is accommodated in the Mail/Copy area with base and wall cabinets
8 12/15/2016	Administration: The mail/copy area was discussed with opportunities for a kitchenette as well as a work surface area for assembling documents. FAI to study this area further.	FAI	The office suite Mail/Copy area has a kitchenette counter w/sink and refrigerator on the north side and a continuous working surface on the south side.
9 12/15/2016	Middle School (5th Grade): Connecting doors were requested. FAI stated this request would need to be confirmed at the January 5th Academic Leadership team meeting.	FAI	This item was discussed at the January 5, 2017 Educational meeting and discussed and approved at the February 2, 2017 SBC. FAI to update plans.
10 12/15/2016	Middle School (5th Grade): Teachers asked if fixed desktop computers are planned for each classroom. FAI stated they are not and student use within the classrooms would be laptop or tablet based. District to confirm hardwired fixed desktops computers are not required within the classroom for student use.	District	General classrooms will not have fixed desktop computers for student use per district's response at the March 13, 2017 Educational Design Meeting
11 12/15/2016	Middle School (5th Grade): It was noted that a dedicated space to accommodate two small buses supporting students with needs should be provided. FAI to study location.	FAI	This item was discussed at the January 5, 2017 and January 27, 2017 Educational meeting. The dedicated space will be located on the north-side of the building adjacent to the parent pick-up and drop-off.
12 12/15/2016	Computer: The floor plans were reviewed and designed computer areas discussed. There are limited fixed desktop machines in the iStudio (3-4 total) and in the Media Center (10-12 total). The classroom zone of the Media Center may be laptop or tablet based to accommodate 24 students. District to confirm hardwired fixed desktops computer locations.	District	The iStudio will have 6 desktop computer and the Media Center will have 12 desktop computers for student use per district's response at the March 13, 2017 Educational Design Meeting
13 12/15/2016	Innovation Studio: There was a request for an additional open shelving wall that could be concealed with sliding marker boards fixed to the front. FAI will review the request with the furniture consultant.	FAI	The istudio will have one storage and marker board assembly to maximize writing surfaces due to minimal wall surface.

Date		Meeting Comment	Party	Resolution
14	12/15/2016	Innovation Studio: The ceiling will remain open to provide the opportunity to hang objects/devices from structure above. The exposed deck and any ductwork will be painted a dark color. Color to be determined. FAI request the District decide if the adjoining art room shall have an exposed ceiling for consistency.	FAI	The Innovation Studio and Art room ceilings will be painted exposed deck and ductwork. This item was discussed at the February 16,2017 Educational meeting
15	12/15/2016	Innovation Studio: Anticipated equipment is as follows: 3D-printer, laser cutting, 3 to 4 fixed computer stations serving equipment. Computers required hard connection to equipment. FAI to review with Technology consultant. District to confirm list of equipment to assist in mechanical ventilation requirements of space.	District/FAI	There will be two 3-D printers (Makerbot 3x) and one laser cutting on a stand. Laser cutter will require a vent.
16	12/15/2016	Custodians & Cafeteria: Site Related Items - The existing Peebles does not have a dumpster or compactor. All trash is collected in 50 gallon barrels, stored then loaded into a pickup truck. There may be a garbage truck in the future with the capacity to empty a dumpster. The project will be designed with the loading dock. A dock lift was requested to bring barrels and other materials down to the driveway elevation. FAI stated this is costly and not in the budget. The custodians requested a walking path that would connect the loading dock with the driveway. A dock leveler was also requested that is not currently in to budget. the custodians stated a loading plate would satisfy this need in lieu of a dock leveler. The District should provide the desired dumpster or compactor specifications to assist in designing the loading dock and any power requirements for the compactor.	District	A compactor is not required as discussed at the March 30, 2017 Facilities meeting. A dumpster will be provided.
17	12/15/2016	Custodians & Cafeteria: Site Related Items - The custodians requested a stone dust drive connecting the middle school to the existing storage shed. FAI to evaluate if this connection is possible.	FAI	A crushed stone access road has been developed and incorporated into the project.
18	12/15/2016	Custodians & Cafeteria: Building-Related Items - It was requested that a 4'-0" chase with a full man-door be provided in between the gang toilets. FAI stated this is not a possibility due to space limitations. Access panels will be provided along the chase wall. FAI to follow up with GGD on location and size.	FAI	Access panels are 12" x 12" and at valve connections in plumbing chase walls.
19	12/15/2016	Custodians & Cafeteria: Building-Related Items - One larger continuous sink per gang toilet was requested in lieu of 2 individual sinks in each gang toilet. FAI to follow up with GGD on this item.	FAI	Confirmed. Current documents indicate this.
20	12/15/2016	Custodians & Cafeteria: Building-Related Items - It was requested light fixtures in the egress stairs shall be wall mounted sconces for ease of access in lieu of "hard to reach" ceiling fixtures. FAI to follow up with GGD.	FAI	Light fixtures will be mounted to the wall for ease of maintenance

Date		Meeting Comment	Party	Resolution
21	12/15/2016	Custodians & Cafeteria: Building-Related Items - FAI asked if the Boston Food Bank space, currently in the existing Peebles, should be accommodated into the new layout. The District should confirm if this space is required.	District	Special space accommodations for the Food Bank are not required in the new kitchen design. The kitchen design, as documented in the Design Development Set, satisfies the kitchen requirements per district's response at the March 13, 2017 Educational Design Meeting
22	12/15/2016	Custodians & Cafeteria: Building-Related Items - A student tray and dish window was requested from the main cafeteria. The District should confirm if trays and dishware will continue to be used by students or if disposable type is planned for the future. A future meeting with the kitchen director is required.	District	These items are required per January 25, 2017 Food service meeting. The tray window and dishwasher has been accommodated in the new kitchen design.
23	12/15/2016	Custodians & Cafeteria: Building-Related Items - There was a request for a singular shower, toilets, and washer/dryer to be shared between custodial, kitchen and gym instructor. FAI stated this request would need to be confirmed at the January 5th Academic Leadership team meeting.	FAI	These items have been incorporated into the project
24	12/15/2016	Custodians & Cafeteria: Building-Related Items - A request for electric hand dryers in the gang toilets was requested. This would be total of 8 electric hand dryers. Paper towels can be used in the singular staff and SPED toilets. District to confirm this request.	District	Electric hand dryers are required at the community-use toilets adjacent to the gymnasium and cafeteria only. This is a total of 2 electric hand dryers. Paper towels will be used at singular staff, SPED toilets and gang toilets serving grades 3, 4 and 5 per district's response at the March 13, 2017 Educational Design Meeting
25	12/15/2016	Custodians & Cafeteria: Building-Related Items - There was a request to incorporate floor drains at all gang toilets. FAI to review the request.	FAI	Floor drains will be provided at gang toilets only
January 5, 2017 Educational Meeting				
1	1/5/2017	Gymnasium: The gym instructor like the idea of having moveable bleachers for flexibility. The District stated the target bleacher seat count should be 200. Students can be seated on the floor surface during an all student assembly. The group asked if the bleachers could be justified to one side only to maximize useable space on the opposing side. FAI to study bleacher configurations, both fixed and moveable.	FAI	Bleachers will be fixed and justified to the southern wall only per district's response at the March 13, 2017 Educational Design Meeting
2	1/5/2017	Cafeteria: A requested student tray and dish window from the 12/15/2016 meeting was discussed. The District should confirm if trays and dishware will continue to be used by students or if disposable type is planned for the future. A future meeting with the kitchen director is required.	District	These items are required per January 25, 2017 Food service meeting. The tray window and dishwasher has been accommodated in the new kitchen design.

Date	Meeting Comment	Party	Resolution
3	1/5/2017 Cafeteria: The requested shower, toilets, and washer/dryer from the 12/15/2016 meeting were discussed. This was acceptable by the group. FAI to study arrangement.	FAI	These items have been incorporated into the project
4	1/5/2017 Academic Wings: The group discussed the connecting doors requested at 12/14/2016 and 12/15/2017 meetings. The leadership team decided the doors should be incorporated into the project. FAI stated this item to be discussed at the January 5th SBC meeting.	FAI	Connecting doors have been incorporated into the project
January 26, 2016 Site Design Meeting			
1	1/26/2017 Site Design: Vehicular circulation for both cars and buses remains largely unchanged from the SD submission. The 24' wide, one-way circulation has been maintained. A crushed stone vehicular access from the Middle School to the maintenance shed has been added for pricing purposes. Cost will determine if the access drive remains in the project.	FAI/WDA	The crushed stone access drive has been incorporated into the project and is within the project budget.
2	1/26/2017 Site Design: Pedestrian circulation from Trowbridge Road and around the perimeter of the building also remains largely unchanged. The width of the sidewalk from Trowbridge Road to the main entrance has been widened to 8' minimum to accommodate shared pedestrian and bike use to allow us to meet the criteria for the LEED Location and Transportation credit for Bicycle Facilities. Additional pedestrian paths to connect the new school to the larger campus have been introduced for pricing purposes. Cost will determine if the paths remain in the project.	FAI/WDA	A stone dust pathway connecting to the middle school has been incorporated into the project and is within the project budget.
3	1/26/2017 Playground Area: Program elements will include at least one play structure for age 5-12 children, the size of which will be determined based on the total square foot area of the designated structure area; a paved free play area with painted pavement striping for games (foursquare, hopscotch, etc.); a student garden area with raised timber planters; and four benches and two trash/recycling receptacles.	FAI/WDA	The playground, hardscape and garden as designed in the 60% Construction Document Set satisfies the school's requirement for outdoor use. Refer to the Educational Leadership Team meeting notes May 5, 2017.
January 27, 2017 Food Service Meeting			
1	1/27/2017 Change the 5 well hot wells to 4 well hot wells	FAI/TDA	This has been updated on latest plan.
2	1/27/2017 Change two of the hot cabinets to cold cabinets. A total of 2 hot and 2 cold cabinets to be provided.	FAI/TDA	This has been updated on latest plan.

Date	Meeting Comment	Party	Resolution
3	1/27/2017 Add a microwave oven	FAI/TDA	This has been updated on latest plan.
4	1/27/2017 Add a Robo coup, food processor	FAI/TDA	This has been updated on latest plan.
5	1/27/2017 Range to have storage base, not oven base	FAI/TDA	This has been updated on latest plan.
6	1/27/2017 Two flat top condiment carts to be added to the cafeteria space with enclosed base.	FAI/TDA	This has been updated on latest plan.
7	1/27/2017 Remove one section of storage shelving and add two can racks in place.	FAI/TDA	This has been updated on latest plan.
8	1/27/2017 Worktables to have casters	FAI/TDA	This has been updated on latest plan.
9	1/27/2017 Convection ovens to have casters and flexible gas connection.	FAI/TDA	This has been updated on latest plan.
10	1/27/2017 Steamer to be boiler less unit.	FAI/TDA	This has been updated on latest plan.
11	1/27/2017 Add kettles (two trunnion)	FAI/TDA	This has been updated on latest plan.
12	1/27/2017 Remove one double convection oven	FAI/TDA	This has been updated on latest plan.

Date		Meeting Comment	Party	Resolution
13	1/27/2017	Add pot rack over item FS-21	FAI/TDA	This has been updated on latest plan.
14	1/27/2017	Add over shelves to items FS-14, FS-15 and FS-20	FAI/TDA	FS-15 is a cold cabinet. FS-14 and FS-20 have overshelves per latest plan.
15	1/27/2017	Relocate door into office to kitchen side	FAI/TDA	This has been updated on latest plan.
16	1/27/2017	TDA to update layout and provide cut sheets.	FAI/TDA	This has been updated within the Design Development submission
February 15, 2017 MEP/FP Meeting				
1	2/15/2017	150kw natural gas generator originally proposed to back up life safety/basic systems. 250kw diesel generator carried in estimate set for inclusion of the kitchen load in "shelter" scenario. Natural gas generators 200kw and above triggers a significant increase in cost, therefore diesel was proposed for the 250kw. Generator calculation to be provided.	FAI/GGD	The 250 kw diesel generator has been incorporated into the cost of the project. This item was discussed at the March 30, 2017 School Facilities meeting. Generator load calculations and a list of items supported by the generator are included.
2	2/15/2017	Addressable fire alarm system to be provided. Fire alarm control panel to be located in the Main Electrical Room and the annunciator panel located in the Main Vestibule. System requirements to be confirmed with fire department.	FAI/GGD	Meeting with Fire Department took place 3/2/17 where system requirements were confirmed.
3	2/15/2017	Fire Department Connection was pointed out. This location and other Fire Department related questions will be confirmed at the meeting with Fire Department, scheduled for 2/13/2017.	FAI/GGD	Locations of fire department connections have been coordination with Bourne FD. Two connections will be provided for the building.
4	2/15/2017	A plumbing fixture cut package will be provided at 60%CD for review.	FAI/GGD	

Date	Meeting Comment	Party	Resolution
March 2, 2017 Bourne Police and Fire Department Meetings			
1	3/2/2017 Fire Department connection is 4" Storz type. Provide two connections on building. One connection to be located on north side of building near Classroom wing. Second connection to be located on south side of building adjacent to receiving area. Signage to be provided on the building above each fire department connection.	FAI Veri/Waterman/ GGD	
2	3/2/2017 BDA to be used to amplify Fire Department radio only.	FAI Veri/Waterman/ GGD	A BDA is carried in the estimate.
3	3/2/2017 Automatic sprinkler system will be wet type. Three sprinkler zones to be provided - 1) First Floor Classroom Wing, 2) First Floor Assembly areas and 3) Second Floor Classroom wing. All sprinkler zones will have dedicated supervised shutoff valve and flow switch.	FAI Veri/Waterman /GGD	Confirmed. Current documents indicate this.
4	3/2/2017 New addressable fire alarm system will be provided. Alarm transmission is through central station.	FAI Veri/Waterman / GGD	Confirmed with fire department on 3/2/17
5	3/2/2017 Main Electric Room and Main Emergency Electric Room will not be protected with automatic sprinklers. Room will be 2-hour rated. These rooms will have smoke detectors.	FAI Veri/Waterman/ GGD	Confirmed. Current documents indicate this
6	3/2/2017 CO detectors provided in kitchen at cooking island. CO to be provided outside of rooms where natural gas heating equipment is provided. CO detection shall put building into alarm.	FAI Veri/Waterman /GGD	Confirmed with fire department on 3/2/17
7	3/2/2017 Standpipe connects to be provided in Classroom wing. Standpipe to be provided in each stair with a third located near elevator.	FAI Veri/Waterman/ GGD	Confirmed. Current documents indicate this.

Date		Meeting Comment	Party	Resolution
8	3/2/2017	Reviewed site entry points, parking, bus queues and parent drop-off routes. Nine (9) buses are typically used - in (2) shifts, buses will not be "doubled up." No additional changes were requested. FAI to follow up with District on "Event" parking.	FAI Veri/Waterman	There is a total of 130 new parking spaces: 100 @ main lot, 21 @ tennis court, and 9 @ service area. Additional event parking will be supported by the existing High School and Middle School lots
9	3/2/2017	Width of entry has been increased to 20'-0" as previously requested.	FAI Veri/Waterman	The 20'-0" entry drive width has been incorporated.
10	3/2/2017	Precast curbs will be used at the straight runs, granite curbs for the curved sections. Mountable granite curb has been provided for firetrucks to access the rear play area (west elevation.)	FAI Veri/Waterman	This item has been incorporated
11	3/2/2017	BFD requested gate providing access for firetrucks at rear play area be electrified and tied into the fire alarms system. District to evaluate this request.	District	A manually operated gate will satisfy the Fire Department an electrified gate is not necessary
12	3/2/2017	Lettering on building shall be 12" tall (building number/school name). All exterior doors shall be numbered (6" tall) located above doors. Pairs of doors are considered one number.	FAI Veri/Waterman	These item has been incorporated
13	3/2/2017	BFD has requested an 18" border of crushed stone around the base of the building. Veri/Waterman to review and include in base design.	FAI Veri/Waterman	This item has been incorporated
March 13, 2017 Technology and Security Meeting				
1	3/13/2017	District Fiber will need to be extended/relocated to the new school. The fiber is owned by the District. The Owner's vendor is Comm-tract. Contact is Bryan Hopkins. D. Faria recommended that the Owner continue with Comm-tract for this work and suggested that they be contacted sooner rather than later for a quote for budgeting purposes.	District	

Date	Meeting Comment	Party	Resolution
2 3/13/2017	Existing Smartboards will be re-purposed where possible and practical. One will be located in the library, near the entrance. District to evaluate, select, and store existing Smartboards for re-use.	District	
3 3/13/2017	A fixed computer station is required in adjacent to Lobby 101 and the Administration suite. Flansburgh to coordinate location.	FAI	This item has been incorporated
4 3/13/2017	Surveillance camera will be added in the iStudio.	FAI	This item has been incorporated into the project for security and safety purposes
5 3/13/2017	Surveillance camera will be added at the Loading Dock/Emergency Access Area.	FAI	This item has been incorporated into the project for security and safety purposes
6 3/13/2017	Ai Phone will be added outside the library stairs exterior, Office 153, and Office 107	FAI	This item has been incorporated into the project for security and safety purposes
7 3/13/2017	Surveillance camera will be added to Corridor 135.	FAI	This item has been incorporated into the project for security and safety purposes
8 3/13/2017	Surveillance camera will be added in the corridor adjoining the 2nd floor bathrooms	FAI	This item has been incorporated into the project for security and safety purposes
9 3/13/2017	Surveillance camera will be added to cover the tennis courts.	FAI	This item has been incorporated into the project for security and safety purposes

Date		Meeting Comment	Party	Resolution
March 30, 2017 Site Design and Planning Meeting				
1	3/30/2017	Site: It was discussed that main parking area will have no islands as suggested in the previous meeting by the facilities group. FAI noted that light posts with concrete bases are within the open parking area and should use caution when plowing. FAI to provide a detail on the concrete light pole base.	FAI	The concrete pole light base detail has been incorporated into the 60% pricing set.
2	3/30/2017	Site: The district discussed relocating the existing portable trailer from the gravel lot to the south of the annex to the south side of the maintenance building. A second storage structure in the gravel area will be relocated by the district - new located TBD. The district to confirm final location and moving date with the Architect. FAI noted both structures must be removed from the gravel lot area by September 2017.	FAI District	
3	3/30/2017	Site: The facilities group asked if the stone dust path, located north to south, along the western edge of the softball field be asphalt in lieu of stone dust for snow maintenance purposes. The circular jogging path adjacent to this walk to remain stone dust. FAI will review potential cost increase and discuss with SBC.	FAI	
April 6, 2017 Site Design and Planning Meeting				
1	4/6/2017	Playground Layout: It was discussed that the school would like a singular basketball hoop supported by a paved surface with a free throw line. The area best suited for the basketball area is between the exterior wall of the kitchen and the soft surface play equipment area to the west.		There will be two basketball hoops and the free throw line is unnecessary. Refer to the Educational Leadership Team meeting notes May 5, 2017.
2	4/6/2017	Site Design - Entry Plaza: A perspective drawing of the entry plaza was shown to the group. The District commented that the concrete bollards were not attractive and asked Flansburgh to look into other options. The group studied other examples via a web-based search and expressed that wood bollards would be a better fit with the school aesthetic.		
3	4/6/2017	Site Design - Entry Plaza: The District was favorable to an accent color applied to the media center soffit. Shades of the school color to be evaluated.		
April 14, 2017 Site Design and Planning Meeting				
1	4/14/2017	Building Design: The group review the interior materials proposed for the project. It was discussed to change the proposed 1" x 2" wood batten in the gymnasium to 1" x 2" PVC composite batten for durability at the gym only.		This item has been incorporated into the 60% Construction Document Set

Date		Meeting Comment	Party	Resolution
2	4/14/2017	Building Design: The mock-up 12" x 30" locker sample was discussed. The proposed 12" wide x 12" depth locker is acceptable by the District. Students will test the height of the double-tiered locker unit. District to provide findings.		Student lockers will be 12" (width) x 12" (depth). Locker height varies by grade. This is acceptable by the district. Refer to the Educational Leadership Team meeting notes May 5, 2017.
3	4/14/2017	Site Design: The group expressed a "timber" style bollard would be more appropriate than the proposed precast concrete bollard the bus drop off and parent drop-off locations. FAI to study options.		
April 26, 2017 Hardware Design Meeting				
1	4/26/2017	The Superintendent wanted to make sure there is a way to close off access to the second floor from Stair 2. The design team proposes a concealed accordion-style partition ease of the elevator and stair.		This item has been incorporated into the 60% Construction Document Set
May 5, 2017 Site and Building Design Meeting				
1	5/5/2017	Site Design: Playground Layout - The group reviewed two options for playground equipment type and layout. Option 1 is preferred without the swing set. Final selection of play equipment will be discussed after the 60% CD set is submitted.		The playground layout as presented has been incorporated into the 60% Construction Document Set.
2	5/5/2017	Building Design: Guidance Suite - A window is requested on the north wall of guidance office #114 to view the parent pickup area to the north. FAI will review.		This is a structural brace wall and locating a window within is not possible.
3	5/5/2017	Building Design: Typical Classroom Storage - The design accommodates an 8'-0" counter with base cabinet, one general and one teachers wardrobe. This setup will be observed at the upcoming West Bridgewater tour.		This arrangement has been incorporated into the 60% Construction Document Set. School Building Committee members toured the West Bridgewater School and felt this accommodated their classroom storage needs. Additional classroom storage can be purchase through the FFE budget.

Date		Meeting Comment	Party	Resolution
June 28, 2017 Interior Working Group				
1	6/28/2017	Community Common Spaces: The floor surface would be the "wood like" Luxury Vinyl Tile (LVT) tile in a driftwood/weathered wood tone. The group was favorable to this. FAI to study a two blend or three blend of different tones.		
2	6/28/2017	Community Common Spaces: FAI described the window sills, counters and the lobby bench seat top to be a solid surface material in a granite tone. The group was favorable to this approach and FAI to provide samples.		
3	6/28/2017	Academic Neighborhoods - Grade Identity: The group was not favorable toward the orange/yellow grouping and felt an alternative should be presented. Members of the group thought "cranberry" could be a nice option – FAI to study and provide samples to the group.		
4	6/28/2017	Academic Neighborhoods - Grade Identity: The mosaic is a combination of three colors. Members thought three may be too many. FAI clarified the mosaic is a field color in the corridor and the third color is to soften the look. FAI to provide full size tile samples to clarify.		
5	6/28/2017	Academic Neighborhoods - Grade Identity: There was discussion that re-grouping of classrooms at a later date is a possibility, i.e. fifth grade using fourth grade classrooms or vice versa due to population swing, identifying the fourth and fifth by color may be restrictive and potentially intimidating by students. FAI to study three concepts: one color concept between 4th and 5th grade, two "similar" color concept between 4th and 5th grade, and one unifying color between 4th and 5th with distinct neighborhood colors.		

Date	Meeting Comment	Party	Resolution
July 6, 2017 Interior Working Group			
1	<p>7/6/2017</p> <p>Academic Neighborhoods: The group reviewed potential blends of Blues, Greens, and Cranberry colors that will from the “mosaic” corridor color field from two manufacturers, Johnsonite and Armstrong. The group selected the following for review with larger samples:</p> <p>Johnsonite: Azrock V-2618 (Platinum) V-276 (Berry Red) V-2617 (Amethyst) V-2604 (Morning Glory) V-250 (Hydrangea) V-271 (Nautical) V-258 (Riptide) V-238 (Cool Down) V-2616 (Lagoon) V-2614 (Granny Smith) V-241 (Springtime) V-247 (Ryegrass)</p>		
	<p>Armstrong: Premium Execelon 55135 (Sea Spray) 55130 (Wedge Wood) 55220 (Horizon) 55170 (Duchess Blue) 55110 (Colony)</p> <p>Armstrong: Imperial, RAVE 51946 (gentian Blue) - RAVE 51882 (Serene Blue) - RAVE 51916 (Dutch Delft) - Imperial 51807 (Shadow Blue) - Imperial 51814 (Pomegranate Red) – Imperial) 51943 (Cayenne Red - Imperial) 57505 (Rose Hip) - Imperial 51861 (Soft Warm Gray) - Imperial 51802 (Silver Green) - RAVE 51885 (Granny Smith) - RAVE 51938 (Willow Green) - Imperial 51881 (BlueBerry) - RAVE</p>		

New 3-5 School Project
EDUCATION DESIGN MEETINGS WITH SCHOOL ADMINISTRATION/STAFF
 All meetings held at Bournedale Elementary - 41 Ernest Valeri Road, Bourne,MA

DRAFT

July 12,2017

Date	Agenda
June 28, 2017 (Wednesday @ 1pm) <i>COMPLETED</i>	EDUCATIONAL DESIGN MEETING •Interior Working Group •Review of Site Plan and Building Plans
July 6, 2017 (Thursday @ 9am) <i>COMPLETED</i>	EDUCATIONAL DESIGN MEETING •Interior Working Group •Review of Site Plan and Building Plans
July 17, 2017 (Monday@ 8am)	EDUCATIONAL DESIGN MEETING •Interior Working Group •Review of Site Plan and Building Plans
August 2nd & 4th, 2017 (9am)	Holbrook School Tour
August 17, 2017 (Thursday @ 9am)	EDUCATIONAL DESIGN MEETING •Interior Working Group •Review of Site Plan and Building Plans
ADDITIONAL MEETINGS TO BE SCHEDULED	

Meeting Notes

DATE: July 06, 2017

PROJECT: Bourne Public Schools

PROJECT NO: Bourne Peebles School – 1514.00

PRESENT: Jane Norton – Principal Peebles Elementary Schools
Elizabeth Carpenito – Principal Bournedale Elementary Schools
Melissa Ryan – Principal, Bourne Middle School
Jordan Geist – Director of Business Services
Kathy Anderson – SBC Member
Natasha Scarpato – SBC Member
Kent Kovacs – Flansburgh Architects

DISTRIBUTION: Interior Working Group

A series of discussions took place with the Interiors Working Group on Thursday, July 6th regarding the development of interior design of the new Peebles Elementary School.

General

The group discuss the material and color selection process. FAI explained each product, i.e. tile, carpet, ceilings must have three equivalent manufacturers to comply with Massachusetts public bid laws. The intent of these early interior group meetings is to define a general direction in regard to color and texture. FAI will use the groups selections as a “basis of design” palette and match within a responsible range other similar products.

Academic Neighborhoods

- The group confirmed the Plastic Laminate (PLAM) wainscoting along corridor walls should not compete with the wood grain of the floor. Three samples were reviewed 1) Classic Linen, 2) Crisp Linen, and 3) Gray Mesh by Wilsonart. Gray Mesh was decided to be the best fit with the overall palette.
- The group reviewed floor patterns in the academic wings. Option 1 is a two-color concept between 4th and 5th grade, Option 2 with two “similar range” colors between 4th and 5th grade for a subtle change, and Option 3 with one unifying color between 4th and 5th grade neighborhoods. The group decided that the fourth grade and fifth grade shall have distinct colors with a neutral floor area separating the two neighborhoods. This neutral floor area would occur adjacent to the elevator and central stair.

Flansburgh Architects

- The group reviewed potential blends of Blues, Greens, and Cranberry colors that will from the “mosaic” corridor color field from two manufacturers, Johnsonite and Armstrong. The group selected the following for review with larger samples:

Johnsonite: Azrock

V-2618 (Platinum)
V-276 (Berry Red)
V-2617 (Amethyst)
V-2604 (Morning Glory)
V-250 (Hydrangea)
V-271 (Nautical)
V-258 (Riptide)
V-238 (Cool Down)
V-2616 (Lagoon)
V-2614 (Granny Smith)
V-241 (Springtime)
V-247 (Ryegrass)

Armstrong: Premium Execelon

55135 (Sea Spray)
55130 (Wedge Wood)
55220 (Horizon)
55170 (Duchess Blue)
55110 (Colony)

Armstrong: Imperial, RAVE

51946 (gentian Blue) - RAVE
51882 (Serene Blue) - RAVE
51916 (Dutch Delft) - Imperial
51807 (Shadow Blue) - Imperial
51814 (Pomegranate Red) – Imperial)
51943 (Cayenne Red - Imperial)
57505 (Rose Hip) - Imperial
51861 (Soft Warm Gray)- Imperial
51802 (Silver Green) - RAVE
51885 (Granny Smith) - RAVE
51938 (Willow Green) - Imperial
51881 (BlueBerry)-RAVE

Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

June 30, 2017

Mr. Thomas M. Guerino, Town Administrator
Town of Bourne
Bourne Town Hall
24 Perry Avenue, Room 10
Buzzards Bay, MA 02532

Re: Town of Bourne, James F. Peebles Elementary School

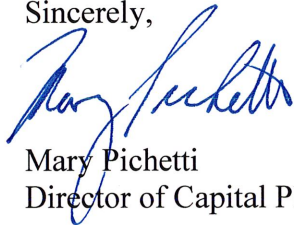
Dear Mr. Guerino:

The Massachusetts School Building Authority (the "MSBA") is forwarding review comments of the 60% Construction Documents submission for the James F. Peebles Elementary School Project in the Town of Bourne, received by the MSBA on June 6, 2017.

Responses to the attached comments shall be forwarded to Sarah Blache-Schwartz (Sarah.Blache@MassSchoolBuildings.org) through the Owner's Project Manager. Please review and return responses within 21 days of receipt of this letter.

If you have any questions or comments, please do not hesitate to contact Mina Morkos (Mina.Morkos@MassSchoolBuildings.org).

Sincerely,



Mary Pichetti
Director of Capital Planning

Attachment: 60% Construction Documents Review Comments

Cc: Legislative Delegation
Donald J. Pickard, Chair, Bourne Board of Selectmen
Anne-Marie Siroonian, Chair, Bourne School Committee
Steven M. Lamarche, Superintendent, Bourne Public Schools
Edward Donoghue, Director of Business Services, Bourne Public Schools
James L. Potter, Chair, Bourne School Building Committee
Christopher Hyldborg, Member, Bourne School Building Committee
Joel Seeley, Owner's Project Manager, Symmes Maini & McKee Associates
Kent Kovacs, Designer, Flansburgh Associates
File: 10.2 Letters (Region 6)

District: Town of Bourne

School: James F. Peebles Elementary School

Submittal: 60% Construction Documents

Submittal Date: June 6, 2017

Review Date: June 7, 2017 – June 22, 2017

Reviewed by: STV Inc., K. Brown, A. Waldron, M. Morkos, P. DeAngelo, G. Brunell, R. Hudson

MSBA REVIEW COMMENTS:

The following comments¹ for the Construction Documents submittal are issued pursuant to a review of the project submittal document dated June 6, 2017, for replacement of the James F. Peebles Elementary School, and presented as 60% Construction Documents submission, as produced by Flansburgh Architects and its consultants. Certain supplemental components from the Owner's Project Manager (OPM) – SMMA, are included. Documents received at MSBA on June 7, 2017.

I. Summary Comments:

- a. *This project is to replace the existing James F. Peebles Elementary School, which serves 3rd through 5th grades, for a total enrollment of 460 students. This building will comprise 72,680 gross square feet on 2 stories, within a large suburban site. This project will include the phased demolition and construction of the new school.*
- b. *The 90% CD submittal to the MSBA is scheduled for September 5, 2017, as indicated in the Project Schedule included in Section I, Tab A.3. Confirm this 90% CD projected submission date in the response to these comments.*
- c. *Full completion of the work is scheduled for August 2019, as indicated in the Project Schedule as included in Section I, Tab A.3.*

II. OPM deliverables: Unless specifically stated otherwise, the OPM deliverables are included in the submission with no response from MSBA required.

- a. Project scope, schedule & budget:

¹ The written comments provided by the MSBA are solely for purposes of determining whether the proposed plans and specifications, and any other design documents submitted for MSBA review, appear consistent with the MSBA's guidelines and requirements and are not for the purpose of determining whether the proposed plans and specifications meet any other legal requirements imposed by federal, state or local law, including, but not limited to, zoning ordinances and by-laws, environmental regulations, building codes, sanitary codes, safety codes and public procurement laws or for the purpose of determining whether the proposed plans and specifications and any other design documents submitted for MSBA review meet any applicable professional standard of care or any other standard of care. Project designers are obligated to implement detailed technical review procedures to effect coordination of design criteria, buildability, and technical adequacy of construction documents. Each city, town and regional school district shall be solely responsible for ensuring that its plans and specifications comply with all applicable provisions of federal, state, and local law, including, but not limited to, all procurement laws. The MSBA recommends that each city, town and regional school district have its legal counsel review its plans and specifications to ensure that it is in compliance with all provisions of federal, state and local law prior to bidding. The MSBA shall not be responsible for any legal fees or costs of any kind that may be incurred by a city, town or regional school district in relation to MSBA requirements or the preparation and review of the project's plans and specifications.

- Independent construction cost estimates pursuant to Section 8.1.2.2 of the Contract for Project Management Services, for comparison with the Designer’s cost estimate, based upon 60 percent progress documents.
Two independent cost estimates were prepared by PM&C (May 24, 2017) and A.M Fogarty (May 23, 2017) and then reportedly reconciled with each other during a series of review meetings with the design team, OPM and the cost estimators. Both independent cost estimates are included in the OPM deliverables. As part of the response to these comments, provide a reconciled cost estimate and revise the construction budget to reflect escalation to mid-point of construction.
- Value Engineering recommendations.
The 60% CD cost estimates prepared by PM&C and A.M Fogarty are \$30,691,123 and \$30,648,798 respectively. Both of these cost estimates are lower than the Construction Budget of \$30,910,366; per Section I, Tab A.2. Any value engineering, if required, will reportedly occur during the 90% Construction Document Phase.
- Updated project budget
The submittal notes that the Project Budget is continuously monitored by the Owner’s Project Manager (OPM) and is currently tracking on budget at \$30,691,123. The Budget Tracking Form is included in Section I, Tab A.2.
- Updated project schedule. *Included in the Project Binder, Section I, Tab A.3, dated June 6, 2017.*
 - OPM is required to provide a complete milestone schedule depicting all key tasks with durations. The schedule is to be updated and submitted to MSBA as often as is required to reflect any changes, including any changes to milestone dates, but must be submitted with each design submittal (DD, 60% CD, 90% CD).
A detailed schedule has been provided indicating construction contract award on November 28, 2017, construction duration of 513 days, substantial completion on June 27, 2019, occupancy on August 27, 2019 and project completion on November 29, 2019.
 - As one of the milestones, the schedule is to indicate the date for submission to MSBA of the Design Development, and proposed dates for submission of the 60% and 90% Construction Documents submittals. The schedule is to incorporate 21 day required duration for MSBA review of each submission, and a minimum of 14 days for project team incorporation of MSBA review comments as well as all others into the project documents prior to the due date of the next submission or finalizing project documents for bidding. Thirty five days for each submission is the minimum acceptable duration; if the project team believes additional time is required for any or all of the submissions the durations for these activities are to be increased accordingly.
The schedule as presented does not meet the minimum required 35 day duration for review periods. The duration for the 60% CD’s (Lines 65 & 68) totals 25 days – 15 days for MSBA review and 10 days for

responses. The duration for the 90% CD's (Lines 73 &75) totals 25 days – 15 days for MSBA review and 10 days for responses. Suggest revising the schedule to meet the minimum requirements noted above and to reflect calendar days as part of the response to these review comments, and clarify the impact to the overall project activities, durations and end dates.

- As one of the milestones, the schedule is to state submission dates and estimated dates of approval for all applicable state reviews, including but not limited to, the Massachusetts Historical Commission, the Massachusetts Commission against Discrimination, the Secretary of Environmental Affairs, and the Architectural Access Board.
Not Included. Please provide the submission dates and estimated dates of approval for all applicable reviews stated above, as part of the response to these review comments.
- Indicate all required state reviews or permits on the milestone schedule including actual or planned dates of approval which are required in order to maintain the planned bidding and construction schedule and milestones indicated therein. For required state reviews or permit approvals which have not been obtained on schedule, provide a separate (subnetwork) schedule depicting recovery actions to obtain required approvals in order to maintain the bidding and construction schedule. *The Project Schedule currently indicates only the Site Permitting milestone dates; see Section I, Tab A.3. Suggest providing as part of the response to these review comments the required state reviews or permits, with their actual or planned dates of approval.*
- A letter on District letterhead confirming that the Project has undergone review and obtained all necessary state reviews and approvals by any departments or agencies of the Commonwealth required by law to review the Project, including but not limited to, the Massachusetts Historical Commission (M.G.L. c. 9 s. 26 – 27C), the Massachusetts Commission Against Discrimination, the Secretary of Environmental Affairs, and the Architectural Access Board, in accordance with all applicable laws and regulations. Attach such letter of documentation evidencing such state reviews and approvals.
The aforementioned letter, on District letterhead, should be included as part of the response to these review comments. Schedule indicates submission of permits to Zoning Board and Planning board but no documentation included in submission. As a response to these review comments, please include the proper documentation of all reviews and approvals necessary. Confirmation from MHC was included in the PDP submission, dated 12/14/2015.
- Identify any state reviews or permits for which approval has not been obtained as of the 60% Construction Documents submission date, and include in the District letter a status update including actions taken to date and actions planned to obtain the required approval(s) in order to comply with Project Funding Agreement (the “PFA”) Section 4.12.

and maintain the projected schedule milestones listed in OPM Deliverables.

The District letter that includes the information stated above should be included as part of the response to these review comments.

- Section 4.12 of the PFA, executed between the District and the MSBA dated December 04, 2016 requires that each project successfully undergo review and obtain all necessary approvals “prior to the solicitation of construction bids, by any departments or agencies of the Commonwealth required by law to review such projects, including, but not limited to, the Massachusetts Historical Commission, the Massachusetts Commission Against Discrimination, the Secretary of Environmental Affairs, and the Architectural Access Board.” As part of the response to these 60% submission review comments, MSBA requires documentation that the District is in compliance with this requirement of the PFA.

a. Construction documents review for:

- Constructability -
- Operability-
- Bid-ability-
- Clarity-
- Coordination -
- Site access during construction -

In addition to the Construction Phasing Plan (Drawing PH-01), that illustrates the site access during construction, consider providing a written summary as part of the 90% set of documents.

b. Commissioning consultants’ review coordination:

Included in 60% CD Submission Project Binder Section I, Tab D. BVH Integrated Services have reviewed the HVAC, Electrical, Plumbing and Fire Protection drawings. Their detailed review comments are dated May 22, 2017.

The Building Envelope reviews, prepared by Zero by Degrees LLC., dated May 16, 2017, included both new and follow-ups to previous comments. Please provide responses to all outstanding comments, as part of the response to this review.

- Incorporate Cx recommendations.
The responses provided by the Designer for Electrical items E1.01 (6), E1.02 (5), E2.01 (5) and E2.01 (6) have not been incorporated into the 60% CD Submission. The remaining 27 Electrical comments have not been provided with responses from the Designer. The 13 Fire Protection comments have not been provided with responses from the Designer. The 32 Plumbing comments have not been provided with responses from the Designer. The 100 Mechanical comments have not been provided with responses from the Designer. Consider addressing all open items prior to the next submission.

II. Designer deliverables: *Unless specifically stated otherwise, the Designer deliverables are included in the submission with no response from MSBA required.*

1. General requirements:

- a. Confirmation that the Project team notified the Massachusetts Historical Commission of the Project as early in the planning phase as possible.

Confirmation that the Project has undergone review and obtained all necessary approvals by any departments or agencies of the Commonwealth required by law to review the Project, including but not limited to, the Massachusetts Historical Commission (M.G.L. c. 9 s. 26 – 27C), the Massachusetts Commission Against Discrimination, the Secretary of Environmental Affairs, and the Architectural Access Board, in accordance with all applicable laws and regulations. Attachment to such letter of documentation evidencing such reviews and approvals. In accordance with Section 2.03(h) of the Project Funding Agreement, the District must obtain such reviews or approvals prior to the solicitation of construction bids.

Provide the necessary documentation that the MSBA requires, demonstrating that the District is in compliance with this requirement of the PFA.

- b. Submit updated work plan

- c. Submit updated environmental permitting assessment, building code analysis, ADA/MAAB analysis, and list of all required testing and permits. Provide a certification that all applicable local, state and utility officials have been contacted by the designer regarding each basic design, and utility connection.

Included as noted:

- *Review and confirm as part of the response to these review comments the building gross square foot area and the grossing factor.*
- *Required testing and geotechnical letter report, dated May 15, 2017, describe the tests that were performed on site on May 3, 2017; See Section II, Tab C. A Supplemental Hazardous Material Inspection Report is provided by Fuss & O’Neill EnviroScience, LLC as part of a pre-demolition inspection. See Appendix, Section III, Tab A.*

- d. Submit an updated space summary and signed certification that reflects the current design. *Included.*

<u>Spaces</u>	<u>PFA Space Summary</u>	<u>DD Space Summary</u>	<u>60% CD Space Summary</u>	<u>90% CD Space Summary</u>	<u>Difference to PFA</u>	<u>Comments</u>
Core Academic Spaces	19,900	19,900	19,900		-	No net change from PFA
Special Education	5,540	5,540	5,540		-	No net change from PFA
Art and Music	2,300	2,300	2,300		-	No net change from PFA
Health and Physical Education	6,300	6,300	6,300		-	No net change from PFA
Media Center	2,740	2,740	2,740		-	No net change from PFA
Dining and Food Service	6,778	6,778	6,778		-	No net change from PFA
Medical	510	510	510		-	No net change from PFA
Administration and Guidance	2,325	2,325	2,325		-	No net change from PFA

Custodial and Maintenance	2,060	2,060	2,060		-	No net change from PFA
Other	-	-	-		-	No net change from PFA
Total Building Net	48,453	48,453	48,453		-	No net change from PFA
Total Gross	72,680	72,680	72,680		-	No net change from PFA
Grossing Factor	1.50	1.50	1.50		-	No net change from PFA

- e. Submit a written summary comparing the project design with the final design program, and confirm that there are no variations. If there are variations, the written summary must address the following: *The letter provided in Section II, Tab G in the 60% CD Binder states that, “there have been no modifications to the space template or overall building planning during this phase.”*
- f. Construction cost estimate using the Uniformat II Classification to Level 3, The CSI MasterFormat 6-digit format to Level 3 and MGL c.149 s 44F (filed sub-bid) format. *Included - the 60% Construction Document estimate dated May 24, 2017 prepared by PM & C is included in Section I, Tab A.2 of the 60% CD Submission Binder. The total construction cost is \$30,691,123. A FF&E Cost Estimate of \$363,583 is also included in this Tab. Please provide as part of the response to these comments a revised cost estimate with escalation to mid-point of construction.*
- g. Updated and expanded Basis of Design narrative description.
- h. Interior Materials Color Boards with a legend identifying areas and their materials
- i. Colored interior elevations and perspectives of major and typical spaces
- j. Updated code analysis

2. Drawing Requirements (to 60 percent progress level):

- Cover sheet showing a list of all drawings, symbols, abbreviations, notes, locations map. *A cover sheet is included, however, as part of the response to these comments, consider including the following items as part of the 90% set of documents:*
 - *Location Map*
 - *Architectural symbols and abbreviations*
 - *Structural notes, symbols and abbreviations*
- Site drawings showing the following:
 1. Layout and location of all proposed work with details. *Review and consider matching the orientation of the Existing Condition Plans with the Civil Plans and a Key Plan to improve the legibility of the drawings.*
 2. Existing and proposed contours including floor elevations, bench marks and boring locations. *In the response to these review comments, consider including the boring locations as part of the 90% set of documents.*
 3. Landscaping and planting.

4. All utility service lines, systems and structures for electricity, gas, oil, water, steam, telephone, CATV, fire alarm, sanitary and storm drainage.
 5. Contract Limit Line and Storage Area for construction materials.
 6. All existing foundations, obstructions and other physical characteristics of the site.
 7. Site survey.
- Demolition drawings and temporary work required. *Although a Construction Phasing Plan (Drawing PH-01) has been provided, review and consider including in the Civil drawings the work necessary for the various construction phases as part of the 90% set of documents.*
 - Architectural drawings shall include:
 1. Floor plans of each floor, with dimensions, column locations, floor elevations, door and window designations, partition types, built in furniture and equipment, keyed to other architectural drawings.
 2. Large scale floor plans where required. *Referencing Drawing A1.01 First Floor Plan; review and consider the addition of a large scale floor plan for the Entry Vestibule (101) to be able to provide the necessary dimensions and detailing for the storefront/ partition interface.*
 3. Roof plans including equipment. *Review and complete as part of the response to these comments the development of roof related details, such as railing/ roof interface, roof hatch, elevator bulkhead for the 90% documents.*
 4. Key plans.
 5. Building Sections. *Review and consider incorporating missing room names to building sections #1, #4 and #5 on drawing A4.01, as part of the 90% set of documents.*
 6. Building elevations. All building elevations, including hidden elevations, fully developed. *Review and consider including the overall height related to the benchmarks on the site plan and the OSHA guardrail, as part of the 90% set of documents.*
 7. Wall sections indicating dimensions, flashing, anchorage, reinforcing, coursing, cladding, and all other conditions at wall, roof, foundation, interior floors. *Review and consider adding masonry coursing in the 90% documents.*
 8. Exterior details, for roofing, flashing, expansion control and construction joints, waterstops and other details showing all conditions. *Review and consider including in the referenced drawings (Drawings A3.01 and A3.02) exterior Elevations; the addition of dimensions to locate control joints (for example, at doors and windows).*
 9. Door, window, entrance, and storefront, schedules, and details.
 10. Vertical circulation plans, sections and details including stairs, elevators, conveyors, dumbwaiters.
Review and consider including the sump pit and additional elevator

details (head and sill, ladder, etc.), as part of the 90% set of documents.

11. Interior elevations of all significant and typical spaces. *Review and consider including interior elevations as part of the 90% set of documents.*
 12. Interior details including casework, paneling surfacing and acoustical treatment.
 13. Reflected ceiling plans coordinated with fire protection, mechanical and electrical drawings, and ceiling details. *Review and consider providing ceiling details (gyp. bd. soffit). Suggest coordinating Fire Protection and Electrical Lighting with Architectural RCPs. Sprinkler heads shown on Architectural are not indicated on Fire Protection drawings. Light fixtures shown on Electrical are not indicated on Architectural drawings (Media Center and Skylight).*
 14. Schedules (clearly define new or existing)
 - i. Doors
 - ii. Equipment, e.g. for services
 - iii. Partitions
 - iv. Finishes
- Structural drawings shall indicate the following:
 1. Soils exploration plans with dates, and water elevation level.
 2. Foundation plans with bottom grades showing layout of all footings, walls, slabs on grade including reinforcing, grade beams, and columns; include design soil bearing pressures and live loads for each area.
 3. Floor and roof plans of structural systems including framing, grades of finished floors and depressed areas, with locations and dimensions for all openings. Also indicate design floor loads. *Review and consider including the missing dimensions for all openings and slab depressions in the 90% documents.*
 4. Complete foundation wall elevation and typical sections, with reinforcing indicating location, dimensions and grades for all footings, steps and wall openings. *Review and consider including a complete foundation wall elevation and the dimension to stepped footing locations as part of the response to these review comments in the 90% set of documents. Also, consider including locations and sizes of foundation wall openings as part of the 90% set of documents.*
 5. Complete details and section with dimensions for all construction including expansion and construction joints, reinforcing and other embedded items.
 6. Schedules (with dimensions) for all lintels, beams, joists, and columns. *Review and provide this information as part of the 90% documents.*
 7. General notes including the following information: class and 28 day strength of concrete for each portion, structural steel and concrete reinforcing design stresses for each type of structural member, concrete cover for each type of structural member, shrinkage and temperature steel requirements, reinforcing laps for main reinforcing

and temperature steel; bend point, cutoff, and hook locations for all members, minimum beam and lintel bearing.

- Fire protection drawings shall indicate the following:
 1. Standpipe systems, sprinkler systems, suppression systems, access panels, fire pumps, accessories, and piping.
 2. All piping, equipment, fixtures and devices shall be located and sized. *Review and consider adding the sprinkler head layout and include all sizes and devices as part of the 90% set of documents.*
 3. Design criteria shall be provided on the drawings in accordance with NFPA requirements.
- Plumbing drawings shall indicate the following:
 1. All work done by the Plumbing Subcontractor, which includes all water, gas, air, vacuum, medical gases, sanitary and storm wastes, and accessories. *Review and consider providing the above mentioned notation on the Plumbing drawings as part of the 90% documents.*
 2. Trapping and venting of all plumbing fixtures including floor drains.
 3. Water and gas supply sources, storm and sanitary discharge mains. *Review and consider providing the piping for the storm drainage as part of the 90% set of documents.*
 4. All piping sizes shall be indicated on drawings and riser diagrams. Indicate all directions of flow and pitch on piping. *Review and consider including all necessary riser diagrams that indicate pipe sizes and direction of flow as part of the 90% set of documents.*
 5. All accessories, valves, fixtures including all drinking fountains, grease traps for kitchen waste and all necessary panels, identified as to type and size. *Review and consider including all accessories, valves, fixtures including all drinking fountains, grease traps for kitchen waste and all necessary panels, identified as to type and size as part of the 90% set of documents.*
 6. All piping and connections required for other trades (e.g., kitchen equipment, HVAC make-up water, etc.) *Review and consider providing the piping connections for the Kitchen equipment as part of the 90% set of documents.*
 7. Acid waste, vents and neutralization systems for laboratories.
 8. Plumbing Legend and/or graphical symbols on the first sheet of the Plumbing Drawings.
 9. Plumbing riser diagrams. *Not Included. Review and consider including plumbing riser diagrams as part of the 90% set of documents.*
 10. Domestic water booster pumps, boiler feed water, meter location, hose bibbs.
 11. Domestic hot water: storage tanks, piping material, hanger details.
 12. All required access panels. *Not Included. Review and consider including all required access panels as part of the 90% set of documents.*
 13. Backflow preventors, and cleanouts.

- Heating, Ventilating and Air Conditioning Drawings shall indicate the following:
 1. Large scale plans of all mechanical & electrical spaces showing equipment to scale.
 2. All piping and ductwork systems shall be located and sized. All ductwork shall be shown double line. *Included. Although the majority of the duct sizes have been provided, there are instances where they are missing. Review and consider adding all duct sizes as part of the 90% set of documents.*
 3. All systems shall be sized at all reductions and riser diagrams of piping and duct systems shall be indicated.
 4. All directions of flow and pitch on piping, and direction of flow, volumes for duct systems shall be indicated.
 5. All equipment shall have sufficient servicing and/or replacement space indicated on drawings. *The majority of the Mechanical Room and the rooftop HVAC equipment have servicing/replacement clearances depicted. No other equipment located throughout the school has clearances depicted. These pieces of equipment include VAV boxes, water pumps, MAU-1 above the Kitchen and/or the induction units. Consider reviewing these items and if they do require clearance depict the clearances as part of the 90% set of documents.*
 6. All equipment, accessories, valves and dampers with all necessary access panels, identified as to type and size. Access panels, where required for access to valves and dampers shall be indicated on drawings. *Access panels for equipment, accessories, valves and dampers are not indicated on the drawings. Consider reviewing and either provide indication that these items do not require access panels or show the access panel locations and sizes as part of the 90% set of documents.*
 7. Cooling system pumps, chillers, cooling towers, air handling units, ductwork system and dampers, fan details, temperature control system, air and hydronic balancing equipment, and schedules shall be indicated.
 8. Cooling tower design shall be indicated on the drawings showing site location, elevations and floor plan of equipment layout and typical flow diagram as related to the total HVAC system.
 9. All fire and smoke dampers, access panels and doors. *A review of Drawing M3.05 (Air Handling Unit Flow Diagram) indicates the use of Smoke Detectors on a number of AHUs and RTUs, but they are not indicated on the plans. Drawing M3.02 provides an Automatic Fire Damper detail, but yet no Fire Dampers appear to be present in the HVAC design. Consider coordinating and showing all required smoke detectors, dampers, access panels and doors in plan and detail as part of the 90% set of documents.*
 10. Mechanical room designs:

- i. Vent pipes for safety valves, relief valves, back pressure valves and tanks shall be extended above flat roofs in accordance with all governing authorities. *Consider showing the vent pipes for safety valves, relief valves, back pressure valves and tanks extending above flat roofs as part of the 90% set of documents.*
 - ii. In all designs for boiler and refrigeration plants, include a complete floor plan indicating location of all major mechanical equipment and sufficient service space.
 - iii. In designs of new and/or replacement boiler and refrigeration plants, provide a flow diagram detailing steam or hot water distribution systems, return systems, including all existing equipment and their function, as well as any proposed expansions with all necessary instrumentation and controls.
- Electrical Drawings shall indicate the following:
 1. General arrangement: Outline layout of each floor. Typical sections through the structure, floor and ceiling heights and elevations, and type construction, including concrete pads shall be indicated. Indicate interface with other systems. Identify any work by general contractor or other trades. *Consider providing typical sections through the structure, floor and ceiling heights as part of the 90% set of documents.*
 2. Interior lighting system: Light fixture schedules, circuiting location and mounting heights of all fixtures, receptacle and switch outlets, sizes and types of all lamps, conduits, all other accessories and riser diagrams shall be indicated on drawings. Indicate details and method of supporting electrical fixtures and conduits. Designer shall specify that all electrical lighting fixtures be supported from the building structure, and shall be independent of ducts, pipes, ceilings and their supporting members. Comply with seismic design criteria. *Consider providing circuiting location and mounting heights of all fixtures, sizes and types of all lamps, conduits, all other accessories and riser diagrams which should be indicated on the drawings as part of the 90% set of documents.*
 3. Power system: Locations, types and method of control for all motors, heaters, appliances, controllers, starters, branch circuits, feeder conductors and conduits. Indicate riser diagrams. Show details and indicate method of supporting electrical conduit. For larger projects, thermostats and control wiring are normally covered under the HVAC sub-contract, assure coordination.
 4. Fire Alarm, Data, Communications, CATV/CCTV Systems: Locations and types of all devices, outlets and equipment, service connections, wiring diagrams, all other essential details.
 5. Services: Location and details of all services, whether overhead or underground, feeder sizes, plans and elevations of switchgear and

- transformers, metering and service switchboard arrangements, wiring and ground fault diagram and bus ducts.
6. General and sub-stations: Location, size, method of connection and protection of all generators, transformers, exciters, motor generators, switch gear, and associated equipment, current characteristics and equipment capacities. Indicate equipment connections by means of one line and/on wiring diagrams and schedule all major items of equipment and all instruments.
 7. Underground work: The size and locations of manholes and types of cables, number, size, and location of ducts, locations, sizes and types of cable supports, fireproofing, duct line profile, and one line diagram of connections.
 8. Pole line work: Location, length, treatment and class of poles, guying, cross arms, insulators, circuiting, transformers, protective and switching devices, lightning arresters, special structures, diagrams, current characteristics and grounding. *Included. As indicated on Drawing E0.03, the new riser pole is to be provided by the utility company.*
 9. Exterior lighting: Location, size, and type of transformers, luminary, poles, light standards, cables, ducts, and manholes, details of control equipment and connection diagrams.
 10. Emergency system details including transfer switch, type of fuel. *Generator details 1/E0.05 and 3/E0.05 are called out on Drawing E3.01, but Drawing E0.05 was not included in this submission. Consider including these and any other relevant details as part of the 90% set of documents.*
 11. One line diagram indicating load KVA, and available short circuit amperes at each transformer, switchboard, distribution panel board, branch circuit panel board, and at major pieces of equipment.
 12. Riser diagrams for all systems.

3. Project Manual Requirements (to 60 percent progress level):

1. The format for the technical specifications shall be CSI Master format (2004 version) with separate sections for each of class of work required by M.G.L. c. 149 §44F.
2. List all required filed sub-bids specification sections
3. Provide a list identifying all proprietary items (if any) with an affidavit which shall indicate that an elected body of the district (school committee, city or town council, or selectmen, -but not ad-hoc building committee) has been presented with proposals for proprietary requirements approval action, has had an opportunity to investigate, or to require staff or consultant investigation upon each item so proposed, and has majority voted in an open public session that it is in the public interest to do so. Provide MSBA with a certified copy of the vote of the elected body. For each item of material or equipment, the specifications shall provide for a minimum of three named brands of

material or equipment and the words “or equal” or a description of material or equipment which can be met by a minimum of three manufacturers or producers, and the words “or equal”. Proprietary products shall not be specified except as provided by M.G.L. c. 30, § 39M; however, when they are specified, proprietary specifications are subject to the “or equal” provisions of c. 30, § 39M.

Provide in the response to these comments; either a list identifying all proprietary items or documentation in the 90% CD Submission Project Binder stating that no proprietary items will be used in the construction of this building. If there are to be any proprietary items, provide an affidavit which shall indicate an elected body of the district (school committee, city or town council, or selectmen, - but not an ad-hoc building committee) has been presented with proposals for proprietary requirements approval action, has had an opportunity to investigate, or to require staff or consultant investigation upon each item so proposed, and has majority voted in an open public session that is in the public interest to do so. Provide MSBA with a certified copy of the vote of the elected body

4. Alternates, if approved in writing by the Owner, shall be properly described and cross-referenced in the project manual and drawings. An alternate proposal sheet shall be prepared by the Designer for insertion into the Contract Form. *Provide in the response to these comments; either a list identifying all alternates or documentation in the 90% CD Submission Project Binder stating that no alternates will be used in the construction of this building.*
5. Allowances are prohibited pursuant to M.G.L. c. 149, § 44G (A).
6. Unit price items, if permitted or ordered by the Owner, shall be properly described in the Specifications.
7. Staging, scaffolding cutting and patching, refuse collection and disposal, demolition work and cleaning task, allocation policy and proposed language shall be carefully assigned to avoid duplication or omission.
8. Describe the extent of the work, the materials and workmanship, and include the work under the proper section. If any portion of the work included in a section of the Specifications is to be performed by a trade covered by another section, there shall be clear and distinct cross-referencing between the sections. Merely to state “by others” is not acceptable. *There are 24 instances where “by others” is indicated in the specifications. Consider including a clear and distinct cross-referencing between the sections to determine which trade shall perform this work as part of the 90% set of documents.*
9. Specify materials mined or manufactured in Massachusetts first and the United States of America second whenever possible. *Not indicated; in the response to these comments, please verify compliance with the above.*

10. Do not use general clauses intended to be all-inclusive in lieu of complete descriptions.
11. Do not duplicate standard requirements that are contained in the contract form.
12. Use consistency throughout. The word “will” shall be used to designate what the Owner, Authority, Owner’s Project Manager, or the Designer can be expected to do, and the word “shall” shall be used to designate what is mandatory for the Contractor or subcontractors to do. *Consider revising this terminology as part of the 90% set of documents:*
 - There is 1 instance where the term “Owner shall” was used in the Project Manual.*
 - There are 26 instances where the term “Authority shall” was used in the Project Manual.*
 - There are 24 instances where the term “Contractor will” was used in the Project Manual.*
 - There are 2 instances where the term “Subcontractor will” was used in the Project Manual.*
13. Use the same term throughout for the same subject and the term shall be the same as that used on the drawings. *Appears to conform.*
14. Do not use the term “etc.”
 - There are 67 instances where the term “etc” was used in the Project Manual. Consider revising this terminology as part of the 90% set of documents.*
15. Avoid such terms as “to the satisfaction of the Designer”, “as directed by the Designer”, “as approved” and “as required”. *Consider revising this terminology as part of the 90% set of documents.*
 - There are 2 instances where the term “to the satisfaction of the Designer” was used in the Project Manual.*
 - There are 3 instances where the term “as directed by the Designer” was used in the Project Manual.*
 - There are 20 instances where the term “as approved” was used in the Project Manual.*
 - There are 443 instances where the term “as required” was used in the Project Manual.*
16. Specify work in appropriate Sections according to local trade jurisdiction.
17. Avoid the use of symbols.
18. In sections for which filed sub-bids are required, refrain from using such terms as “the Contractor,” the “Heating Contractor,” or “the Plumbing Contractor,” but where necessary for clarity refer to the “HVAC Subcontractor,” the “General Contractor” and so on.
19. Do not give numbers both in words and figures. Numbers less than 10 shall be written in words, 10 and higher numbers shall be written in figures. In expressing dimensions, figures such as 2 in., 16 in., 7 ft., 6 in., shall be used.

20. Each filed sub-bid section shall detail all labor and materials required by the particular sub-trade and list, by number, those drawings (and only those drawings) indicating work of that sub-trade. In addition, list drawings indicating work of a particular trade that appears on drawings that are not customarily included in the work of the trade, when applicable. *Most of the Filed Sub-Bid sections do not detail all labor and materials required by the particular sub-trade. The Filed Sub-Bid sections do not list, by number, those drawings (and only those drawings) indicating work of that sub-trade, nor do they list drawings indicating work of a particular trade that appears on drawings that are not customarily included in the work of the trade, when applicable. Include drawing numbers in the Filed Sub-Bid section as part of the response in the 90% set of documents.*
21. Do not specify that a product or system shall require prequalification for use prior to bidding.

4. Estimate and Analysis of Construction Cost:

- a. Estimate and Analysis of Construction Cost.
- b. The Designer shall furnish a construction cost estimate, based on and current as of a date no earlier than 60% Construction Documents, including cost estimates for general conditions, overhead and profit, insurance, bonds, and all other items; and allowances expressed as percentage rates for construction contingencies and escalation to the mid-point of the construction period; and other mutually agreed upon contingencies. The construction cost estimate shall be prepared in Unifomat II Elemental Classification to Level 3 (Sections A-G inclusive), the CSI MasterSpec format to Level 3 and M.G.L. c.149, §44F (filed sub-bid) format and shall be complete with a single line outline specification description for each item with the detailed unit rate or item cost buildup provided as a backup in each case. *A construction cost estimate prepared by PM&C is provided. As a response to these review comments, revise the escalation to reflect mid-point of construction.*
- c. The date of the estimate shall be a date no earlier than 10 working days following the date of 60% Construction Documents.
The 60% CD Submission is dated June 6, 2017. The cost estimator (PM&C) states in their cover letter, that the drawings reviewed had a date of May 5, 2017. Based on the dates of these two items and a statement in the cost estimators cover letter stating that, "Design and engineering changes occurring subsequent to the issue of these documents have not been incorporated into these documents." the cost estimate may not be an accurate representation of the 60% CD Submission. Suggest that a cost estimate with a date no earlier than 10 working days following the date of 90% Construction Documents be provided as part of the next submission.
- d. The summary sheets shall be developed, which shall contain the following:
Where noted, consider resubmitting a revised summary sheet as part of the response to this review.
 - 1) The date that the estimate was prepared.
 - 2) The anticipated bid date. *Not Included.*
 - 3) The project and contract number. *Not Included.*

- 4) The title and location of the project.
- 5) The name of the Designer.
- 6) The name of the Estimator.
- 7) The site cost (including all utilities).
- 8) The building cost (including fixed equipment).
- 9) The estimated construction cost of each Phase of the work, totaled.
Not Included.
- 10) The costs of Item 1 and Item 2 work, as distinguished in the General Contractor's bid forms, shall be individually totaled. *Not Included.*

5. Additional Findings / Comments:

- a. *The documents provided for this submission represent a level of completion expected for a 60% CD Submission, less the following items:*
 - i. *Suggest providing all required items currently absent in the Project Manual.*
 - ii. *Suggest providing a fully completed current cost estimate that includes all information required by the MSBA.*
 - iii. *Suggest coordinating and complete all elements mentioned in this review prior to the 90% CD Submission.*
 - iv. *Suggest incorporating all applicable commissioning consultant comments in the 90% CD submission.*

END

Additive Bid Alternates

COST ESTIMATE

Currently tracking 60% Estimated Construction Cost: \$30,691,123

Additive/Alternates

1. Classroom Sound Reinforcement	\$77,440
2. Trees and Plantings	\$91,905
3. Loading Dock Canopy	\$22,971
4. Parking Lot	\$22,561
5. Planters	\$17,600
6. Bench/Planters (outdoor classroom)	\$34,925
7. Brick Articulation	\$136,263
8. Academic Roof	\$26,598
9. Gym/Cafe Roof	\$43,844
10. Stonedust Path	\$4,695
11. Operable wall at Stage (gym side)	\$47,000
<hr/>	
Total:	\$525,802
12. Concrete to granite: straight sections of curbing	\$60,000
13. Increase roofing membrane from 60mm to 80mm	\$40,000
<hr/>	
Total:	\$100,000

COST ESTIMATE

1.Classroom Sound Reinforcement: This is a local sound systems in all classrooms with wireless microphones and inputs for other device. A sound reinforcement example can be found at the following website: <https://www.lightspeed-tek.com/products/topcat/>

2.Trees and Plantings: This is to remove 50% of trees and planting currently designed into the project. Specific locations to be determined for reduction with the intent to create a balance and natural setting distributed throughout.

3.Loading Dock Canopy: To remove entire loading dock overhead structure. The intent of the canopy is to provide protection from rain and snow to conduct daily routines of trash removal and receiving goods/supplies.

4.Parking Lot: Parking serving the tennis court (22 spaces)

5.Planters: This is to remove the four timber garden bed planters outside the academic wing. The planters can be used for planting vegetables and flowers.

6.Bench/Planters (outdoor classroom): This would remove two combination bench/planting containers in the outdoor classroom area.

7.Brick Articulation: This would remove the recessed brick texture. The intent is to create a “clapboard like” look on designated areas of the school. This “clapboard” like texture discussed the early phases breaks down the scale of the two story school to achieve a scale appropriate massing for the younger students.

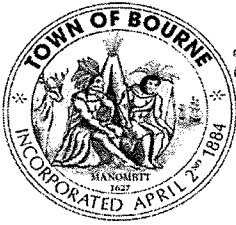
8.Academic Roof Only: This would remove 1 ½" extruded PVC rib that mimics a traditional standing seam metal roof. This is a texture discussed the early phases to break down the scale of the two story school to achieve a scale appropriate massing for the younger students.

9.Gym/Cafeteria Roof Only: This would remove 1 ½" extruded PVC rib that mimics a traditional standing seam metal roof. This is a texture discussed the early phases to break down the scale of the two story school to achieve a scale appropriate massing for the younger students.

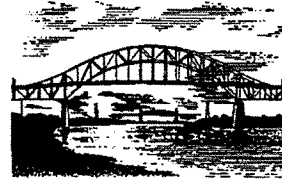
10.Stonedust Path: This would remove the stonedust path between the middle school and New Peebles school and the circular jogging path adjacent to the tennis courts.

11.Operable Wall at Stage (gym side): This would eliminate the motorized operable wall on the gym side of the stage. The intent is to create a larger venue space for an all-school assembly of 460 students w/staff or community event.

RECEIVED



2017 JUN -5 PM 1:15
TOWN CLERK OFFICE
TOWN OF BOURNE
BOARD OF APPEALS
24 PERRY AVENUE
BUZZARDS BAY, MA 02532
TEL. 508-759-0615 EXT. 21
FAX 508-759-0611



VARIANCE FINAL DECISION


PETITION NUMBER: 2017-V9
NAME OF APPLICANT/CURRENT PROPERTY OWNER: TOWN OF BOURNE
PROPERTY ADDRESS: 70 TROWBRIDGE ROAD
REGISTRY OF DEEDS TITLE REFERENCE: BOOK # 835 PAGE # 457
TOWN MAP: 24.1 PARCEL: 31

On May 24, 2017, the Board of Appeals voted to grant a Variance, in accordance with Massachusetts General Laws Chapter 40A, section 10, and Section 1320 of the Bourne Zoning Bylaws, for the property located at 70 Trowbridge Road, as shown on assessor's map # 24.1, parcel #31 in an R-40 zoning district.

The Board of Appeals certifies that the decision attached hereto is a true and correct copy of its decision to grant a Variance and that copies of said decision, and all plans referred to in the decision, have been filed with the Town Clerk.

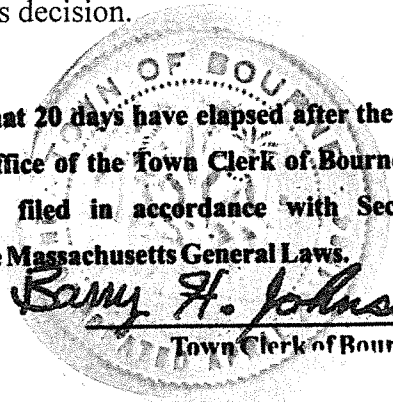
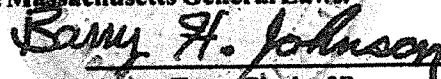
The Board of Appeals also calls to the attention of the owner or applicant that General Laws, Chapter 40A, Section 11 provides that no Variance, special permit, or any extension, modification or renewal thereof, shall take effect until a copy of the decision bearing the certification of the town clerk that twenty days have elapsed after the decision has been filed or that, if an appeal has been filed, it has been dismissed or denied, is recorded in the registry of deeds for the county and district in which the land is located and indexed in the grantor index under the name of the owner of record or is recorded and noted on the owner's certificate of title. The owner or applicant shall pay the fee for such recording or registering. A copy of that recorded or registered decision shall be submitted to the Inspection Department office, as proof of filing, along with an application for a Building Permit.

Any person aggrieved by this decision may appeal to the Superior Court or Land Court as provided in M.G.L. Chapter 40A, Section 17, and by filing a NOTICE OF ACTION AND COMPLAINT with the Town Clerk within twenty (20) days of the date of filing of this decision.



For the Board of Appeals

I hereby certify that 20 days have elapsed after the decision was filed in the office of the Town Clerk of Bourne and no appeal has been filed in accordance with Section 17, Chapter 40A of the Massachusetts General Laws.

Town Clerk of Bourne

DECISION - VARIANCE

After hearing and due deliberation: On motion made by Harold Kalick and seconded by Wade Keene, it was voted:

1. To grant a Variance in Case No. 2017-V9, only to the extent set forth in paragraph # 5 of this Decision, with any conditions, safeguards, and limitations that may be contained in paragraph # 6 of this Decision, and further to incorporate as the reasons therefore, that the Board of Appeals has made the preceding findings of fact set forth in paragraphs # 2, # 3, and # 4 of this Decision.

2. Owing to the circumstances relating to the soil, conditions, shape, or topography of such land or structures, the conditions especially affecting this parcel of land or structure but not affecting generally the zoning district in which it is located are as follows:

Parcel 31 is the site of the existing James F. Peebles Elementary School, and the proposed site of the new school is the only area of the parcel that the new school may be built on.

3. A substantial hardship, financial or otherwise, to the petitioner or applicant would be imposed by literal enforcement of the By-Law(s) as follows:

Failing to obtain the requested relief would cause the applicant, and by extension, the taxpayers of the Town of Bourne, to experience significant financial hardship to revise finalized school building plans.

4. Desirable relief may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent or purpose of the Zoning By-Law(s) because it is actually directly benefiting the public by granting the relief sought, as the new structure will be a new public elementary school. Furthermore, the function of the gymnasium is such that various sports, such as basketball and volleyball, will occur in the building, and the need exists for that portion of "the structure" to have high ceilings, in excess of the bylaw requirements, in order to accommodate the various activities and sports.

5. The specific Variance(s) to be granted is (are) as follows:

The gymnasium portion of the structure may exceed the height requirements of Section 2500 of the Zoning Bylaws of the Town of Bourne by three (3) feet, pursuant to the plans prepared by Flansburgh Architects that were submitted with the application, dated March 7, 2017.

6. Conditions, Safeguards, and Limitations:

None.

7. The Vote:


Voting in Favor of granting the Variance: Amy Kullar, John O'Brien, Wade Keene, Harold Kalick, and Timothy Sawyer

8. Other Members Present:

Lee Berger, Kat Brennan, and Debbie Bryant


For the Board of Appeals

I hereby certify that 20 days have elapsed after the decision was filed in the office of the Town Clerk of Bourne and no appeal has been filed in accordance with Section 17, Chapter 40A of the Massachusetts General Laws.


Town Clerk of Bourne

BARNSTABLE REGISTRY OF DEEDS
John F. Meade, Register

SYMMES MAINI & MCKEE ASSOCIATES, INC.

Invoice Number	Date	Voucher	Amount	Discounts	Previous Pay	Net Amount
Filing Fee	6/29/2017	0078203	75.00			75.00
Barnstable Registry of Deeds			75.00			75.00
Checking		0000011343				
TOTAL						

Check Date: 6/29/2017

59867

RECEIPT
 Printed: July 5, 2017 @ 9:43:16
 BARNSTABLE COUNTY REGISTRY OF DEEDS
 JOHN F. MEADE, REGISTER
 Trans#: 166941
 Oper: GWEN

Book: 30608 Page: 87 Inst#: 33572
 Ct1#: 226 Rec: 7-05-2017 @ 9:42:05a
 BOURN 70 TROWBRIDGE RD

DOC DESCRIPTION

1 BOURNE TOWN OF

NOTICE

County Fee \$ 10.00

Surcharge CPA \$20.00

State Fee \$40.00

Surcharge Tech \$5.00

75.00

75.00

75.00

*** Total charges:

75.00

CHECK PM 59867



The Commonwealth of Massachusetts
 BARNSTABLE COUNTY
REGISTRY OF DEEDS
 BARNSTABLE COUNTY DEEDS
 AND PROBATE BUILDING

3195 ROUTE 6A
 P.O. BOX 368
 BARNSTABLE, MA 02630
 MAIN NUMBER (508) 362-7733
 FAX (508) 362-5065
 www.barnstabledeeds.org
 JOHN F. MEADE, REGISTER OF DEEDS

79865