

PROJECT MINUTES

Project:	New Peebles Elementary School	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	1/19/2017
Re:	School Building Committee Meeting	Meeting No:	32
Location:	Bourne Veteran’s Memorial Community Center	Time:	6:30pm
Distribution:	School Building Committee Members, Attendees (MF)		

Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	James L. Potter	Chairman, School Building Committee	Voting Member
✓	Peter J. Meier	Board of Selectmen	Voting Member
	Christopher Hyldburg	Chairman, School Committee	Voting Member
✓	Natasha Scarpato	Member, School Committee	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
✓	Frederick H. Howe	Board of Health, Vice-Chairman School Building Committee	Voting Member
✓	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
✓	Edward S. Donoghue	Director of Business Services, BPS	Non-Voting Member
	Thomas M. Guerino	Town Administrator	Non-Voting Member
		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	
✓	Bill Beatrice	FAI, Architect	
✓	Mike Gannon	BVH, Commissioning Agent	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
32.1	Record	Call to Order, 6:30 PM, meeting opened.
32.2	Record	J. Seeley distributed and reviewed the Project Budget Status Report, dated 12/31/16, attached.
32.3	Record	Warrant No. 14 was reviewed. A motion was made by P. Meier and seconded by F. Howe to approve Warrant No. 14. No discussion, motion passed unanimous.
32.4	Record	J. Seeley distributed and reviewed the Detailed Project Schedule, attached. Committee Questions: 1. S. Lamarche asked if it is typical to take over ten months to produce the construction documents for the contractor? <i>J. Seeley indicated yes, this is the same duration as presented to the Town. The time is divided into three main phases, each culminated with two independent cost estimates to maintain the project on budget.</i>
32.5	J. Seeley	J. Seeley distributed and reviewed a draft thank you message from the Committee written by D. Buckley for the Project Website. Committee Questions: 1. E. Carpenito indicated Kindergarten needs to be changed to Pre-kindergarten. <i>J. Seeley will change.</i> 2. P. Meier suggested the message should also be submitted to the newspapers. A motion was made by P. Meier and seconded by F. Howe to approve the thank you message as amended. No discussion, motion passed unanimous. J. Seeley to post on the Project Website.
32.6	K. Kovacs	K. Kovacs distributed and reviewed a listing of recently constructed schools that represent the materials and concepts shown for the project. Kent will update with the addresses for each recommended school to visit. Committee Questions: 1. W. Meier asked if the materials shown are within the budget? <i>K. Kovacs indicated yes, the materials are the same as included in the Schematic Design estimate.</i>
32.7	K. Kovacs	K. Kovacs presented a Design Update Powerpoint, attached, and provided physical samples of exterior and interior materials for Committee review. Committee Discussion: 1. P. Meier asked if the brick was a veneer or full size brick. <i>K. Kovacs indicated the brick is full size, 4" x 8".</i> 2. S. Lamarche asked about the maintenance on the LVT? <i>K. Kovacs indicated the LVT is low maintenance, no stripping or waxing required.</i> 3. W. Meier asked if the adhesion of the LVT has ever been problematic?

Item #	Action	Discussion
		<p><i>K. Kovacs indicated no, the adhesion is similar to all vinyl flooring products. K. Kovacs will provide a listing of schools where LVT has been installed.</i></p> <p>4. J. Potter asked if a sheet vinyl is a better material than the LVT due to less seams? <i>K. Kovacs indicated the LVT is a stable material and that the joints between the planks is the same as the joints between VCT. He will provide the Committee additional information on the LVT durability.</i></p> <p>5. P. Meier asked what is the warranty on the LVT? <i>K. Kovacs will provide direction at the next Committee meeting.</i></p> <p>6. J. Potter asked if the finish materials have been discussed with the Educational Leadership Team? <i>S. Lamarche indicated no, the meetings with the Educational Leadership Team have been focused on the educational spaces.</i></p> <p>7. J. Potter asked if an Acrovyn-type wainscot panel can be researched in lieu of the plastic laminate clad wainscot panel? <i>K. Kovacs will provide options for Committee review.</i></p> <p>8. N. Scarpatto asked if there can be accent walls or murals similar to the current Peebles? <i>K. Kovacs indicated yes, but that level of detail will come during the later phases.</i></p> <p>9. K. Kovacs indicated the Acoustical Consultant is reviewing the need for the operable wall on the stage front facing the cafeteria.</p> <p>10. K. Anderson asked if the stage was to be a separate teaching space from both the cafeteria and the gymnasium? <i>K. Kovacs will review with the Educational Leadership Team.</i></p> <p>11. K. Kovacs indicated the cafeteria stage front has a front draw curtain.</p> <p>12. E. Donoghue indicated the dock plate is acceptable.</p> <p>13. K. Kovacs indicated by providing brick on the media center exterior in lieu of the zinc panels, the connecting doors between the classrooms can be added back into the project within the budget.</p> <p>A motion was made by S. Lamarche and seconded by P. Meier to provide brick on the media center exterior in lieu of the zinc panels and add the connecting doors between the classrooms back into the project within the budget. No discussion, motion passed unanimous.</p>
32.8	Record	<p>M. Gannon provided an overview of his firm and the Commissioning Agent's role in the project.</p> <p>Committee Discussion:</p> <p>1. J. Potter asked if M. Gannon will be regularly attending the Committee meetings? <i>M. Gannon indicated no, the majority of his meeting time is for the on-site commissioning work.</i></p> <p>2. J. Potter asked if BVH will provide reports on the commissioning?</p>

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		<i>M. Gannon indicated an open issues log will be provided periodically during the course of the commissioning and a final report will be provided at the completion of the commissioning.</i>
32.9	J. Potter P. Meier J. Seeley	Old or New Business: <ol style="list-style-type: none">1. J. Potter indicated that four residents have expressed interest in filling the Member-at-Large vacancy, and that he will contact the Town Moderator for a status.2. P. Meier will contact the Town Administrator on the status of the Local Official Responsible for Building Maintenance vacancy. P. Meier asked if the title of the position can be changed which might help the vacancy being filled? <i>J. Seeley to contact P. Meier and request direction from MSBA.</i>
32.10	Record	Next SBC Meeting: February 2, 2017 at 6:30 pm at the Bourne Veteran's Memorial Community Center.
32.11	Record	A Motion was made by P. Meier and seconded by S. Lamarche to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Detailed Project Schedule, Draft Thank You Memo, Listing of Recently Constructed Schools Powerpoint

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

AGENDA

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Re:	School Building Committee Meeting	Meeting Date:	1/19/2017
Meeting Location:	Veterans Memorial Community Center	Meeting Time:	6:30 PM
Prepared by:	Joel Seeley	Meeting No.:	33
Distribution:	Committee Members (MF)		

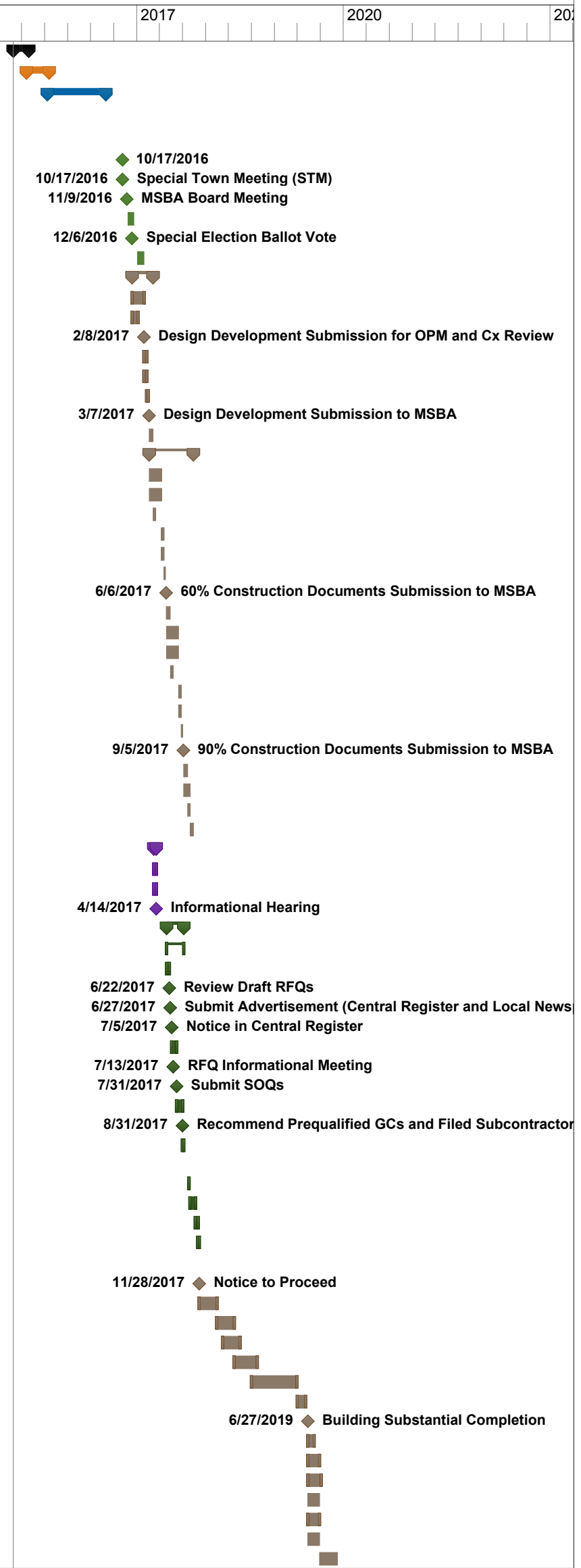
1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Update on Administration and Teacher Meetings
5. Review Interior Design of Instructional and Community Spaces
6. Review Updated Exterior Elevations
7. Review Updated Exterior Materials
8. Introduce Commissioning Agent
9. Old or New Business
10. Public Comments
11. Next Meeting: February 2, 2017
12. Adjourn

Peebles Elementary School
Bourne, Massachusetts

TOTAL PROJECT BUDGET STATUS REPORT

ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	Budget Balance	% Comtd to Date	Actual Spent to Date	% Spent to Date	Projected Expenditure/ Commitments	Balance to Spend
FEASIBILITY STUDY AGREEMENT											
0001-0000	OPM Feasibility Study/Schematic Design	\$ 140,000.00	\$ (15,000.00)	\$ 125,000.00	\$ 117,100.00	\$ 7,900.00	94%	\$ 117,650.00	100%	\$ (550.00)	\$ 7,350.00
0002-0000	A/E Feasibility Study/Schematic Design	\$ 500,000.00	\$ (115,875.00)	\$ 384,125.00	\$ 384,125.00	\$ -	100%	\$ 370,125.00	96%	\$ 14,000.00	\$ 14,000.00
0003-0000	Environmental & Site	\$ 90,000.00	\$ 50,000.00	\$ 140,000.00	\$ 77,803.00	\$ 62,197.00	56%	\$ 70,114.00	90%	\$ 7,689.00	\$ 69,886.00
0004-0000	Other	\$ 20,000.00	\$ 80,875.00	\$ 100,875.00	\$ 29,797.13	\$ 71,077.87	30%	\$ 672.13	2%	\$ 29,125.00	\$ 100,202.87
	SUBTOTAL	\$ 750,000.00		\$ 750,000.00	\$ 608,825.13	\$ 141,174.87	81%	\$ 558,561.13	92%	\$ 50,264.00	\$ 191,438.87

ID	Task Name	Duration	Start	Finish	
1	RETAIN OPM	58 days	3/18/2015	6/8/2015	
7	RETAIN DESIGNER	85 days	5/27/2015	9/23/2015	
17	FEASIBILITY STUDY (FS)	218 days	9/15/2015	7/20/2016	
34	SCHEMATIC DESIGN (SD)	80 days	7/20/2016	11/9/2016	
41	PROJECT SCOPE AND BUDGET	81 days	10/17/2016	2/7/2017	
42	Project Scope and Budget Conference	0 days	10/17/2016	10/17/2016	
43	Special Town Meeting (STM)	0 days	10/17/2016	10/17/2016	10/17/2016
44	MSBA Board Meeting	0 days	11/9/2016	11/9/2016	11/9/2016
45	Execute Scope and Budget Agreement	22 days	11/15/2016	12/15/2016	
46	Special Election Ballot Vote	0 days	12/6/2016	12/6/2016	12/6/2016
47	Execute Project Funding Agreement	24 days	1/5/2017	2/7/2017	
48	DESIGN DEVELOPMENT	79 days	12/7/2016	3/27/2017	
49	Develop Design Development Documents to Estimator	46 days	12/7/2016	2/8/2017	
50	LEED Registration	23 days	12/7/2016	1/6/2017	
51	Design Development Submission for OPM and Cx Review	0 days	2/8/2017	2/8/2017	2/8/2017
52	Design Development Cost Estimate	11 days	2/8/2017	2/22/2017	
53	OPM and Cx Review	11 days	2/8/2017	2/22/2017	
54	Value Engineering	7 days	2/22/2017	3/2/2017	
55	Design Development Submission to MSBA	0 days	3/7/2017	3/7/2017	3/7/2017
56	MSBA Review	15 days	3/7/2017	3/27/2017	
57	CONSTRUCTION DOCUMENTS	166 days	3/8/2017	10/27/2017	
58	60% Construction Documents for OPM and Cx Review	47 days	3/8/2017	5/11/2017	
59	Develop 60% Construction Documents for Estimator	47 days	3/8/2017	5/11/2017	
60	Incorporate MSBA DD Comments	10 days	3/28/2017	4/10/2017	
61	OPM and Cx Review	11 days	5/11/2017	5/25/2017	
62	60% Construction Documents Cost Estimate	11 days	5/11/2017	5/25/2017	
63	Value Engineering	6 days	5/25/2017	6/1/2017	
64	60% Construction Documents Submission to MSBA	0 days	6/6/2017	6/6/2017	6/6/2017
65	MSBA Review	15 days	6/6/2017	6/26/2017	
66	Develop 90% Construction Documents to Estimator	45 days	6/7/2017	8/9/2017	
67	90% Construction Documents for OPM and Cx Review	45 days	6/7/2017	8/9/2017	
68	Incorporate MSBA 60% CD Comments	10 days	6/28/2017	7/12/2017	
69	OPM and Cx Review	11 days	8/10/2017	8/24/2017	
70	90% Construction Documents Cost Estimate	11 days	8/10/2017	8/24/2017	
71	Value Engineering	6 days	8/24/2017	8/31/2017	
72	90% Construction Documents Submission to MSBA	0 days	9/5/2017	9/5/2017	9/5/2017
73	MSBA Review	15 days	9/6/2017	9/26/2017	
74	100% Construction Documents	25 days	9/6/2017	10/10/2017	
75	Incorporate MSBA 90% CD Comments	10 days	9/27/2017	10/10/2017	
76	MA-CHPS Design Submission	14 days	10/10/2017	10/27/2017	
77	SITE PERMITTING	9 days	4/1/2017	4/14/2017	
78	Bourne Planning Board - Site Plan Review	9 days	4/1/2017	4/14/2017	
79	Prepare Hearing Documents	10 days	4/1/2017	4/13/2017	
80	Informational Hearing	0 days	4/14/2017	4/14/2017	4/14/2017
81	PROCUREMENT	63 days	6/8/2017	9/6/2017	
82	Prequalification	63 days	6/8/2017	9/6/2017	
83	Develop Draft RFQs (GC and Subcontractors)	11 days	6/8/2017	6/22/2017	
84	Review Draft RFQs	0 days	6/22/2017	6/22/2017	6/22/2017
85	Submit Advertisement (Central Register and Local Newspaper)	0 days	6/27/2017	6/27/2017	6/27/2017
86	Notice in Central Register	0 days	7/5/2017	7/5/2017	7/5/2017
87	GC and Subs Develop SOQs	19 days	7/5/2017	7/31/2017	
88	RFQ Informational Meeting	0 days	7/13/2017	7/13/2017	7/13/2017
89	Submit SOQs	0 days	7/31/2017	7/31/2017	7/31/2017
90	Review SOQs	24 days	7/31/2017	8/31/2017	
91	Recommend Prequalified GCs and Filed Subcontractors to SBC	0 days	8/31/2017	8/31/2017	8/31/2017
92	Issue Notification Letters to Prequalified GC and Subcontractors	4 days	8/31/2017	9/6/2017	
93	Advertisement for Bids	1 day	10/4/2017	10/4/2017	
94	Filed Subcontractors Bidding	21 days	10/10/2017	11/7/2017	
95	General Contractor Bidding	11 days	11/7/2017	11/21/2017	
96	General Contractor Award	6 days	11/21/2017	11/28/2017	
97	CONSTRUCTION	513 days	11/28/2017	11/29/2019	
98	Notice to Proceed	0 days	11/28/2017	11/28/2017	11/28/2017
99	Earthwork	65 days	11/28/2017	3/1/2018	
100	Foundations	67 days	3/1/2018	6/1/2018	
101	Steel	67 days	4/1/2018	7/1/2018	
102	Envelope	85 days	6/1/2018	10/1/2018	
103	Interiors	168 days	9/1/2018	4/29/2019	
104	Startup and Testing	32 days	5/2/2019	6/14/2019	
105	Building Substantial Completion	0 days	6/27/2019	6/27/2019	6/27/2019
106	Closeout	22 days	6/27/2019	7/29/2019	
107	Building Final Completion	43 days	6/27/2019	8/27/2019	
108	MA-CHPS Construction Submission	49 days	6/27/2019	9/5/2019	
109	Move-In	43 days	6/27/2019	8/27/2019	
110	Occupancy	43 days	6/27/2019	8/27/2019	
111	Demolition of Existing Building	43 days	6/27/2019	8/27/2019	
112	Final Sitework	67 days	8/27/2019	11/29/2019	



The School Building Committee would like to thank the many residents of Bourne who supported the Peebles Replacement Project at the Special Ballot vote held on December 6, 2016. The Committee would also like to offer its sincere thanks to both the Finance Committee and the Board of Selectmen for voicing their support prior to the vote, as well as the many residents who took the time to send letters of support to local newspapers.

The planned redistricting of grade spans within our four schools, which is an integral part of this project, ensures that all Bourne students will have the same educational opportunities from Kindergarten through Grade 12. Peebles School will be replaced with a building serving Grades 3-5. Additionally, all residents, will benefit from a building that is energy efficient, environmentally friendly, and designed with spaces welcoming community access.

We look forward to the work ahead as the project moves into the next phase: finalizing the design. Your input remains important so we urge you to stay involved with the process, and welcome you to attend our meetings. Our meeting schedules, agendas, and minutes are posted on this site, so check back often to stay informed of project updates.

UPDATE

Meeting Notes

DATE: December 14, 2016

PROJECT: Bourne Public Schools

PRESENT: Bourne School Representatives (refer to below)
Kent Kovacs – Flansburgh Architects

A series of discussions took place at the Peebles Elementary School with representatives from the school's administration, specialist and teachers on Wednesday, December 14th. The MSBA space template and updated floor plans were reviewed with each group at the beginning of the discussions.

Administrative Assistant(s) Mary Jo Coggeshall & Lisa Niland (9:00am-9:30 am)

- The waiting area should accommodate up to four people in loose chairs.
- Two workstations serving the Administrative Assistants shall be provided in the waiting/reception space.
- The "bank teller" style window satisfies communication and interaction requirements between the vestibule and front office.
- A half-height gate should be incorporated into the plan to separate the reception area from the office suite.
- One additional office is required beyond the four provided.

Nurse Donna Beers (9:30am-10:00 am)

- The general layout was satisfactory by the nurse. The location, being adjacent to the guidance, administration, exit/entry vestibule to the north pick-up area, and near the eastern most stair, is well planned and works well with "day-to-day" activity.
- Visual connections are required from the nurse's office directly into the waiting area and the exam area. A glass panel in the nurse's office door and an internal window into exam will accommodate the visual connection.
- The nurse requested a dedicated icemaker. *This item will require a decision by the district.*

Music Adam Lyons (10:00am-10:30 am)

- The location adjacent to the cafeteria with platform performance area works well.
- FAI described the technical requirements regarding acoustic ratings for the function of the room. Walls, doors, ceiling, and windows will meet all acoustic recommendations by the design

team's acoustician.

- Instrument storage cabinets will be provided under the FFE (Furniture, Furnishings, and Equipment) budget.
- Two practice rooms were presented in the plan and aligned with the submitted MSBA space template. 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.*

Art Moly Henrikson-Rowland (10:30am-11:00 am)

- The art instructor stated the location adjacent to the iStudio with access to the outdoor classroom offers many opportunities for the program.
- It was requested that a minimum of three sinks be provided with plaster traps.
- A request was made to incorporate a singular peninsula configuration similar to the Bournedale art room for greater access to sinks. *FAI will review.*
- Student work display areas should be studied both inside the art room and hallway areas. *FAI will review.*
- 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.*

Library Debbie Quinn (11:00am-11:30 am)

- 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.
- The main circulation desk should be located on the east side of the room adjacent to the main entrance with visual connections to the various areas within the room.
- 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 in to the desk. *District to confirm if a book return slot is required between the hallway and the media center.*
- The plan should be organized with a classroom/computer area on the far west, a bookcase area in the middle and large group lounge area to the east.
- 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.*

Grade 3 Kim Colella (1:00pm-1:30 pm)

- FAI described the location of the third grade classrooms with access to the lower level amenities, i.e. cafeteria, media center, outdoor space.
- An exterior door was requested from the team room directly to the outdoor garden area. FAI stated this could be accommodated.
- It was requested that connecting doors between 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*

- Classroom sinks were requested for each classroom. FAI stated classroom sinks were part of the project in the last phase and removed due to cost. FAI suggested that a singular “team” sink could be incorporated into each grade associated team room to provide convenient access within the academic neighborhoods.
- Classrooms storage and technology was discussed. FAI described a 6’-0” counter with base cabinets and two “wardrobe type” general and teacher’s storage cabinets would be provided. There would be one 6’-0” tack board and one 16’-0” white board located on the teaching wall. A classroom projector would incorporate “SMART” technology for interactive use on the white board surface.

Grade 4 Donna Buckley (1:30pm-2:15 pm)

- FAI described the location of the fourth grade classrooms and access to the lower level amenities, i.e. cafeteria, media center, outdoor space.
- 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.
- It was requested that additional fixed casework counter space should be provided. FAI stated additional counter with base cabinet would exceed the current budget amount. Additional storage cabinets and bookcases for classrooms can be evaluated during the development of the FFE (Furniture, Furnishings, and Equipment) list.
- It was expressed that connecting doors between classrooms should be incorporated back into the project. FAI stated this request would be discussed at the January 5th Academic Leadership team meeting.
- It was expressed that classroom sinks should be incorporated back the project. FAI stated this was an item removed during the Schematic Design phase to stay within budget.
- FAI suggested that a singular sink could be incorporated into each grade associated team room to provide convenient access within each academic neighborhood.
- The Team Room was discussed at length and focused on maximizing the use by both students and teachers. FAI proposed a section of base cabinets w/counter and a singular sink and locating the multi-task copy machine in an alcove along the west wall of the team room. It was discussed to remove the lockers shown on the south wall of the team room (corridor side) and to dedicate this as a display wall. A projector would incorporate “SMART” technology for interactive use on the white board. The white board will be located on the east wall of the team room.

Bournedale Teacher’s Group (2:30pm-3:15 pm)

- It was expressed that connecting doors between classrooms should be incorporated into the project. FAI stated this request would be discussed at the January 5th Academic Leadership tem meeting.
- It was expressed that classroom sinks should be incorporated into the project. FAI stated this item was removed during the Schematic Design phase to stay within budget. FAI shared the conversation with the Grade 3 & 4 teachers regarding the strategy of a singular sink in each grade associated team room to provide convenient access within the academic neighborhoods.
- There were concerns with the lack of storage rooms though out the planning. FAI stated the floors plans align with the MSBA template. Developing storage strategies within the building is ongoing and will share updated plans at a future meeting.
- There were concerns with the quantity of classrooms within the wings. FAI stated the classroom count reflects the design enrollment approved for this project.

Meeting Notes

DATE: December 15, 2016

PROJECT: Bourne Public Schools

PRESENT: Bourne School Representatives (refer to below)
Kent Kovacs – Flansburgh Architects

A series of discussions took place at the Peebles Elementary School with representatives from the school's administration, specialist and teachers on Thursday, December 15th. The MSBA space template and updated floor plans were reviewed with each group at the beginning of the discussions.

Physical Education Larry Kelsch (9:00am-9:30 am)

- FAI describe the gym space would have one dividing curtain in the center of the space (oriented north to south) providing the option for two areas for scheduling and activity flexibility. There would be two primary ceiling mounted basketball backstops located on the east and west side of the gym and four secondary ceiling mounted basketball backstops located on the north and south walls serving the two areas when the curtain is utilized.
- A water fountain was requested within the gym space. FAI stated this item will be incorporated
- The gym instructor liked the idea of having movable bleachers for flexibility. *FAI to study further*
- 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.*
- 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.*
- The gym instructor was concerned outdoor play area and lawn would be limited due 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.*

Administrative Assistant Kathy Anderson (9:30am-10:00 am)

- The administration suite was reviewed as depicted in the schematic design phase. FAI discussed the previous day's conversation about improving flow into the main administration

area for parents, students and teachers.

- 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.*
- Storage strategies were discussed with options for both storage rooms for records and general hallway closets to accommodate office material. FYI to review.
- 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

Middle School (5th Grade) Various Teachers and Administration (11:30am-12:30 pm)

- FAI described the location of the fifth grade classrooms and access to the lower level amenities, i.e. cafeteria, media center, outdoor space. There was consensus that the overall planning, location of academic wings and adjacencies work well.
- FAI pointed out that one classroom in the fifth grade cluster was remote and adjacent to the central stair. This was not a concern by the group.
- Connecting doors were requested. *FAI stated this request would need to be confirmed at the January 5th Academic Leadership team meeting.*
- 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.*
- A wall was requested to separate the toilet area from the team room. A wall can be provided for privacy and the opposite side (facing the team room) to incorporate similar project amenities, i.e. sink and copy machine.
- The SPED (ILC) and OT/PT rooms were discussed at length. The group reviewed the DESE submission and felt the direct access to OT/PT should be more discreet. A full height partition located on the far west side of the Media Center should be incorporated for improved access, circulation, and Media Center classroom functionality.
- A request for a “Settling Space” shall be incorporated in the SPED (ILC) room. The room can be 8’x 8’ and with Plexiglas vision panel within the door.
- It was noted that a dedicated space to accommodate two small buses supporting students with needs should be provided. *FAI to study location.*

Computer Tracey Person (12:30pm-1:00 pm)

- The floor plans were reviewed and designated 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.*

Innovation Studio Debbie Quinn (1:30pm-2:15 pm)

The space will be utilized for craft-level projects (i.e., basic hand tools, hot glue use) and age appropriate robotics program.

- The iStudio instructor stated the location adjacent to the Art Room with access to the outdoor classroom offers many opportunities for the program.
- Ceiling mounted coiling power cords were requested to maximize flexibility and leave the center of the plan open. Mobile worktables will be planned in this open area with fixed perimeter counter space on the east wall. Two sinks shall be incorporated into the fixed perimeter counter.
- The fixed counter area should have base cabinets w/ doors for 50 % and open shelving 50%. Above the counter shall be 50% upper cabinets w/ doors and open shelving 50%.
- 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.*
- The ceiling will remain open to provide 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.*
- 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.*

Custodians & Cafeteria Rick Nelson, Nancy MacGregor (2:15pm-3:00 pm)

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 pick-up truck. There may be a garbage truck in the future with the capability 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.*
- The custodians requested a stone dust drive connecting the middle school to the existing storage shed. *FAI will evaluate if this connection is possible.*
- The Fire Department requested an access drive on the west side of the school during the September 14, 2016 project update meeting. The custodians suggested a sliding gate at the fenced-in play area would be more appropriate than a swing gate. FAI stated this gate would be manually operated.
- The main parking area was presented as being open with no islands for ease of maintenance. The group stated this approach was beneficial for snow plowing. FAI stated care would need to be taken when plowing around the light post bases.

Building Related Items:

- The exterior drain for the outdoor classroom was discussed. FAI confirmed a drain would be provided.
- 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.*
- 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*
- It was brought to our attention in another school's gymnasium, the retractable basketball hoop hit the ceiling ductwork. FAI stated this item would be coordinated to avoid conflict.
- 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.*
- The kitchen layout was discussed with group. The kitchen representative considered the plan to have proper access to storage and refrigerator/freezer. The location of the office is situated to have a visual connection to the back hallway for deliveries, the servery and work area.
- FAI asked if the Boston Food Bank space, currently in the existing Peebles, should to be accommodated into the new layout. *The district should confirm if this space is required.*
- 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.*
- There was a request for a singular shower, toilets, and washer/dryer to be share between custodial, kitchen and gym instructor. *FAI stated this request would need to be confirmed at the January 5th Academic Leadership team meeting.*
- A request for electric hand dryers in the gang toilets was requested. This would be a total of 8 electric hand dryers. Paper towels can be used in the singular staff and SPED toilets. *District to confirm this request.*
- There was a request to incorporate floor drains at all gang toilets. *FAI to review the request.*

Administration Janey Norton & Elizabeth Carpenito (2:15pm-3:00 pm)

- The administration suite was reviewed in further detail. FAI described previous conversations had during the two days of interviews with facility and staff in regards to this space.
- It was requested the Principal's office flip location with the conference to be near the reception/waiting area.
- It was requested the toilets be located away from the bank of offices to isolate sound.
- It was requested one additional office be provided within the suite. FAI stated this would require the conference rooms to decrease in size. This scenario was acceptable to the group in order to accommodate the office.
- There was an overall conversation about the feedback, requests, and confirmation regarding the project with the other groups over the past two days.

Meeting Notes

DATE: January 05, 2017

PROJECT: Bourne Public Schools

PRESENT: Steven Lamarche – Superintendent Bourne Public Schools
Susan Sleasman – Assist. Superintendent Bourne Public Schools
Jane Norton – Principal Peebles Elementary Schools
Elizabeth Carpenito – Principal Bournedale Elementary Schools
Melissa Ryan – Principal Bourne Middle School
Edward Donoghue – Director of Business Services
Erin Halperin – Director of Student Services
Christina Stuart- BPS Director of Special Education and Student Services
Julie Thompson- Elementary Curriculum Director
Kent Kovacs – Flansburgh Architects

A series of discussions took place at the Bourne Central Office with representatives from the school's administration team on Thursday, January 5th.

Site

- A request from the 12/15/16 meeting to accommodate two small buses supporting students with needs was discussed. The group decided to locate a dedicated area for the buses in front of the parent drop-off/ pick-up area on the north side of the building. FAI noted there would be a 4 to 5 foot grade change to a building entry point adjacent to the media center. This was not a concern for the district.
- FAI described construction phasing for the project. It was discussed that a portion of the existing bus loop would be located within the construction zone. FAI stated a phasing plan is being developed to aid in future planning.

Gymnasium

- FAI described the gym space as having one dividing curtain in the center of the space (oriented north to south) providing the option for two areas for scheduling and activity flexibility. There would be two primary ceiling mounted basketball backstops located on the east and west side of the gym and four secondary ceiling mounted basketball backstops located on the north and south walls serving the two areas when the curtain is utilized.
- The gym instructor liked the idea of having movable 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 school assembly. The group asked if the bleachers could be justified to one side

only to maximize usable space on the opposing side. *FAI to study bleacher configurations, both fixed and movable.*

- FAI presented the request for a gym office from the December 15th Educational meeting. The group confirmed that reducing the storage space to accommodate the office was acceptable.

Cafeteria

- It was requested to relocate the toilet area door opening from the cafeteria side the main corridor side to minimize noise and disturbance during a performance. FAI to make the adjustment.
- A requested student tray and dish window from the 12/15/16 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.*
- The requested shower, toilets, and washer/dryer from the 12/15/16 meeting were discussed. This was acceptable by the group. FAI to study arrangement.

Administration, Guidance and Nurse

- The administration suite was reviewed in further detail. FAI described previous conversations during the two days of interviews with facility and staff in regards to this space.
- The group suggested flipping the Principal's office with the conference room to improve connection to the reception/waiting area. FAI to make the adjustment.
- It was requested that toilets be located away from the bank of offices to isolate sound. FAI to make the adjustment.
- It was requested one additional office be provided within the suite. FAI stated this would require the conference rooms to decrease in size. This scenario was acceptable to the group in order to accommodate the office. FAI to make the adjustment.
- There should be one kitchenette serving the entire suite and located in the Mail/Copy area. A full-size refrigerator is required.

Academic Wings

- The group discussed the connecting doors requested at 12/14/16 and 12/15/17 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.
- The SPED (ILC) toilet should be modified to accommodate full size changing table. This table will be an FFE budget item. The district confirmed a lift was not required.
- The 12/15/16 request for a "Settling Space" in the SPED (ILC) room was acceptable to the group.

Innovation Studio

- The ceiling will remain open to provide opportunity to hang objects / devices from structure above. The exposed deck and any ductwork will be painted a dark color. This "industrial / tech" look was acceptable to the group.

Flansburgh Architects

Art & Music

- Music Room: The 12/14/16 request to convert one of the practice rooms into an office was acceptable by the group
- Art Room: The 12/14/16 request to add an art office by reducing the size of the art room and storage was acceptable by the group.

School Building Committee
January 19, 2017

Peebles Elementary School Design Development



PROJECT MANAGEMENT **SMMA**
Massachusetts School Building Authority

Flansburgh Architects

Exterior Materials

PROJECT MANAGEMENT **SMMA**
Massachusetts School Building Authority

Flansburgh Architects



Entry Perspective



Play Area & Garden Perspective



Building Elevations



East Elevation

BRICK

GLASS WALL SYSTEM

METAL PANEL CANOPY

WOOD RESIN PANEL

BRICK



West Elevation

Building Elevations

North Elevation



**WOOD RESIN
PANEL**

**GLASS WALL
SYSTEM**

BRICK

BRICK

PVC ROOF

Interior Materials

PROJECT MANAGEMENT **SMMA**
Massachusetts School Building Authority

Flansburgh Architects



First Floor Plan



First Floor Plan



Gymnasium & Stage Floor

First Floor Plan



First Floor Plan



Carpet Tiles

First Floor Plan



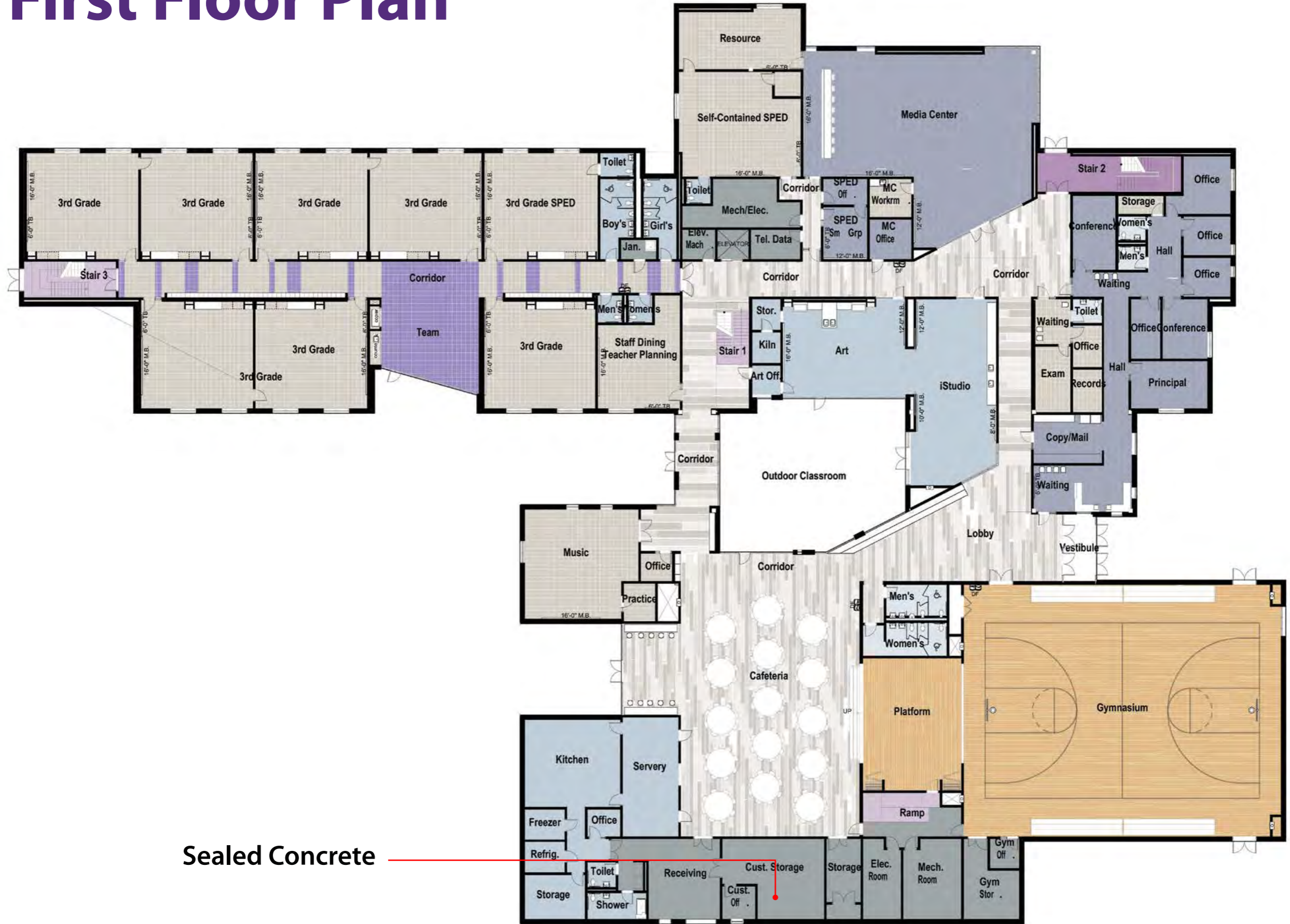
VCT (Vinyl Composite Tile)

First Floor Plan



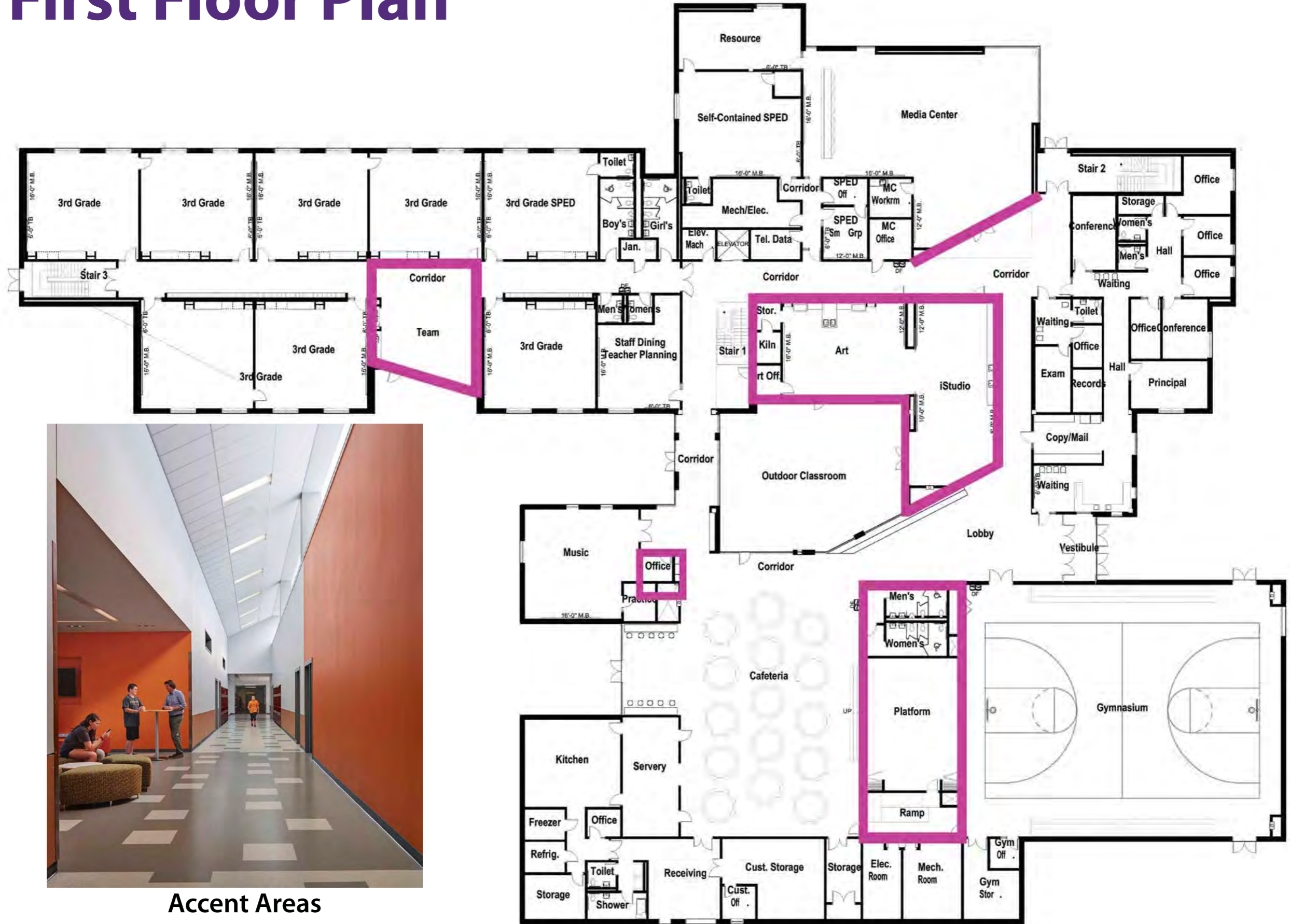
Epoxy Flooring

First Floor Plan



Sealed Concrete

First Floor Plan



Accent Areas

Second Floor Plan



Second Floor Plan



Second Floor Plan



Second Floor Plan



Loading Dock



Dock Plate



Dock Leveler



Elevated Dock Lift