

PROJECT MINUTES

Project:	New Peebles Elementary School	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	5/25/2017
Re:	School Building Committee Meeting	Meeting No:	40
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
	Frederick H. Howe	Member at Large, Vice-Chairman School Building Committee	Voting Member
✓	Steven M. Lamarche	Superintendent of Schools, BPS	Voting Member
✓	Edward S. Donoghue	Director of Business Services, BPS, MCPPO	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
40.1	Record	Call to Order, 6:39 PM, meeting opened.
40.2	Record	A motion was made by D. Buckley and seconded by N. Scarpato to approve the 5/11/2017 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending, one abstention.
40.3	Record	K. Kovacs provided an update on the joint Planning Board and Zoning Board of Appeals Hearing on 5/24/2017. The Planning Board provided site plan approval and the Zoning Board granted the variance.
40.4	Record	J. Seeley distributed and reviewed the SBC Meetings Schedule and Agendas for the 90% Construction Documents Phase, attached.
40.5	Record	J. Seeley provided an update on the General Contractor and Filed Sub-Contractor Prequalification Subcommittee. The Subcommittee met on 5/24/2017 to review the draft General Contractor and Filed Sub-Contractor Request for Qualification document and is scheduled to meet on 6/8/2017 to finalize the document.
40.6	Record	K. Kovacs distributed and reviewed the meeting minutes from the 4/26/2017 and 5/5/2017 Educational Leadership Meetings, attached.
40.7	K. Kovacs District	K. Kovacs distributed and reviewed the updated Educational Meetings Action Items Log, dated 5/25/2017 and attached, tracking open issues from the Educational Leadership Meetings, as of the 5/5/2017 meeting. The items resolved since the last update are in blue. K. Kovacs and the District to resolve and record the open items.
40.8	Record	J. Seeley distributed and reviewed the 60% Construction Documents Cost Estimate Comparison Form, attached. The 60% Construction Documents cost estimate is within budget.
40.9	Record	A Motion was made by R. Lavoie and seconded by S. Lamarche to approve the 60% Construction Documents package and authorize submission to the MSBA. No discussion, motion passed unanimous.
40.10	K. Kovacs	K. Kovacs will provide a sample of the stair guardrails for the Committee to review.
40.11	K. Kovacs	K. Kovacs will research prior installations of tectum panels in gymnasiums and provide direction to the Committee.
40.12	K. Kovacs	K. Kovacs will confirm with the School's Administration on when and how the excessive damage by snow plows at the Freeman-Kennedy School damage was done and review the condition of the Bournedale concrete curbing for the next Committee meeting.
40.13	K. Kovacs	K. Kovacs to provide direction on what type of detergents will be required to be used on the LVT at the next Committee meeting.
40.14	District	Educational Leadership Team to provide final direction on locker sizes.

Item #	Action	Discussion
40.15	J. Norton	J. Norton to develop a list of existing memorial items from the existing Pebbles School and site that should be incorporated into the new school design.
40.16	K. Kovacs	K. Kovacs to follow-up with the Fire Department on the final decision for the playground gate operation.
40.17	K. Kovacs	K. Kovacs to locate the DAS display, which will show a continuous readout of the building's electric, gas and water usage.
40.18	K. Kovacs	K. Kovacs to review with the Police and Fire Department the emergency and ADA access to the football field during construction from the Middle School.
40.19	K. Kovacs	K. Kovacs will study a darker aluminum finish for the window units in the Phenolic Wall Panel Areas for the next Committee meeting.
40.20	K. Kovacs	K. Kovacs to confirm with the roofing manufacturers what are the implications of being Solar PV Ready for the next Committee meeting.
40.21	K. Kovacs	K. Kovacs to provide the cost increase to increase the 80 mil membrane to a 25 and 30 year warranty for next Committee meeting.
40.22	J. Seeley	J. Seeley to follow-up with Cape Light Compact on the Technical Assistance (TA) review by Cape Light Compact.
40.23	K. Kovacs	K. Kovacs will provide direction if the Green Roof planting boxes and paver system meet the wind and uplift issues found on the Cape? K. Kovacs will provide direction on the life expectancy of the sedum. K. Kovacs will provide direction if the planting trays can be divided by the grades.

Item #	Action	Discussion
40.24	K. Kovacs	K. Kovacs to provide a maintenance protocol and rough order of magnitude cost for maintaining the HVAC system. K. Kovacs to check with the Fire Department on the details of lightning causing false alarms in the fire alarm systems of other Town buildings.
40.25	J. Potter K. Kovacs J. Potter J. Seeley	Old or New Business: 1. J. Potter will contact the Town Moderator on the Member-at-Large vacancy. 2. D. Buckley asked if the approximately 12-15 temporary parking spaces for teachers and staff, located in the High School parking lot during Phase 3 near the I-Studio, will have a lit paved walking surface to the new Peebles school? <i>K. Kovacs will review and provide direction at the next Committee meeting.</i> 3. J. Seeley distributed a draft letter to the Selectmen from the SBC requesting the building permit and inspection fees be waived. The Committee authorizes J. Potter to send the letter on behalf of the Committee. 4. P. Meier asked that a discussion on Remote Participation by Committee Members be added to the next meeting's agenda. <i>J. Seeley to add to the agenda.</i>
40.26	Record	Next SBC Meeting: June 15, 2017 at 6:30 pm at the Bourne Veteran's Memorial Community Center.
40.27	Record	A Motion was made by P. Meier and seconded by N. Scarpato to adjourn the meeting. No discussion, motion passed unanimous.

Attachments: Agenda, 60% Construction Documents Phase Meetings Schedule and Agendas, 4/26/2017 and 5/5/2017 Educational Leadership Meeting Minutes, Educational Meetings Action Items Log, 60% Construction Documents Cost Estimate Comparison Form, Draft letter to the Selectmen from the SBC

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 Project No.: 15041
 Prepared by: Joel Seeley Meeting Date: 5/25/2017
 Re: School Building Committee Meeting Meeting No: 40
 Location: Veterans Memorial Community Center Time: 6:30pm

Distribution: Attendees, (MF)

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
	James L. Potter	onsetjp@juno.com	Chairman, School Building Committee
	Peter J. Meier	pmeier@townofbourne.com	Bourne Board of Selectmen
	Christopher Hyldburg	chrish@alpha-1.com	Chairman, Bourne School Committee
	Natasha Scarpato	scarpato4@comcast.net	Bourne School Committee - Member at Large
	Donna Buckley	d.j.buckley23@gmail.com	Member-At-Large
	Richard A. Lavoie	Richl.Lavoie@gmail.com	Member, Bourne Finance Committee
	William Meier	Dusty22752@aol.com	Building Trade Expert
			Member-At-Large
	Frederick H. Howe	rickhowe9@gmail.com	Member-At-Large, Board of Health
	Steven M. Lamarche	slamarche@bourneps.org	Superintendent of Schools, BPS
	Edward S. Donoghue	EDonoghue@bourneps.org	Director of Business Services, BPS, MCPPO
	Thomas M. Guerino	tguerino@townofbourne.com	Town Administrator
	Paul O'Keefe	mmachief@gmail.com	Member, Facilities and Maintenance Expert
	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:	5/25/2017
Meeting Location:	Veterans Memorial Community Center	Meeting Time:	6:30 PM
Prepared by:	Joel Seeley	Meeting No.:	39
Distribution:	Committee Members (MF)		

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Review Prequalification Status
5. Review Reconciled 60% Construction Document Cost Estimate
6. Vote to Submit 60% Construction Documents Package to MSBA
7. New or Old Business
8. Public Comments
9. Next Meeting: June 15, 2017
10. Adjourn

**SCHOOL BUILDING COMMITTEE
PEEBLES ELEMENTARY SCHOOL**
All meetings held at
Veterans Memorial Community Center at 6:30 PM
unless otherwise noted
MEETINGS SCHEDULE AND AGENDAS

5/11/2017 Updated May 24, 2017

DATE	AGENDA
90% Construction Documents Phase	
June 8, 2017	PREQUALIFICATION SUBCOMMITTEE MEETING @6:30PM
June 15, 2017	BUILDING COMMITTEE MEETING Review Overall Construction Document Phase Schedule Review 90% Construction Documents Schedule Review Educational Leadership Meeting Schedule Interior Tours Follow up
June 28, 2017	CONTRACTOR AND FILED SUBCONTRACTOR INFORMATION MEETING @10:00AM @ PEEBLES ELEMENTARY SCHOOL
June 29, 2017	BUILDING COMMITTEE MEETING Review Updated Site Plans and Floor Plans Review FFE Layout Plans Review Interior Materials Colors and Patterns Review Meeting Actions Log Review MSBA 60% Construction Document Comments
July 13, 2017	BUILDING COMMITTEE MEETING Review Updated Floor Plans and FFE Plans Review Interior Material Colors and Patterns Review Construction Logistics Plans
July 27, 2017	BUILDING COMMITTEE MEETING Review Interiors Material Colors and Patterns
August 3, 2017	PREQUALIFICATION SUBCOMMITTEE MEETING @6:30PM
August 10, 2017	BUILDING COMMITTEE MEETING Finalize Interior Materials Colors and Patterns Review Construction Logistics Plan LEED Update
August 17, 2017	PREQUALIFICATION SUBCOMMITTEE MEETING @6:30PM
August 24, 2017	BUILDING COMMITTEE MEETING Prequalification Subcommittee Recommendation Review Reconciled 90% Construction Documents Cost Estimate Decide Value Engineering Items Vote to Submit 90% Construction Documents to MSBA
September 5, 2017	<i>SUBMIT 90% CONSTRUCTION DOCUMENTS PACKAGE TO MSBA</i>
	ADDITIONAL MEETINGS TO BE SCHEDULED

April 18, 2017

Dear Members of the Board of Selectmen:

On behalf of the School Building Committee, we would like to thank you for your continued support of the New Pebbles Elementary School Project.

In follow-up to discussions at our School Building Committee meetings, we are writing to you to request that the building permit and inspections fee be waived for the new Pebbles Elementary School Project.

The Massachusetts School Building Authority (MSBA) considers the building permit fee a non-reimbursable expense and will not reimburse communities for that expense, as such any building permit fee is 100% paid for by the community. The cost of the building permit fee is not included in the overall project budget.

The New Pebbles Elementary School project will be subject to Control Construction, per the 8th edition of the Massachusetts State Building Code, 780 CMR, Section 107.6.2. Flansburgh Architects, the project architect, will be responsible for being present at the construction site on a regular and periodic basis to determine that the work has proceeded in accordance with the requirements of 780 CMR and the permit documents. The architect and its engineers are required to issue reports on each visit and submit to the building department for record.

The project also includes oversight by a materials and inspection company that will provide testing of such construction materials as soils, masonry and steel during the course of the project and their reports will be submitted to the building department for record as well.

We request that the building permit and inspections fee be waived, including those for the health, plumbing, HVAC and electrical.

Very truly yours,

James L. Potter, Chairman
School Building Committee
Town of Bourne



RECEIVED
2017 MAY 18 PM 12:33
TOWN OF BOURNE

TOWN OF BOURNE

Planning Board

Bourne Town Hall
24 Perry Avenue
Buzzards Bay, MA 02532
Phone: (508) 759-0600 ex. 1335



MEETING AGENDA

DATE: Wednesday, May 24, 2017
PLACE: Room 1, Bourne Community Building, 239 Main St., Buzzards Bay
TIME: 7:00PM

JOINT MEETING OF PLANNING BOARD WITH BOARD OF APPEALS

1. **Variance 2017-V-9:** 70 Trowbridge Rd. Request from Section 2500 to exceed height by 3'.
2. **Public Hearing for Site Plan Review #494:** Cont'd from 5/11/17. 70 Trowbridge Rd. Town of Bourne School Dept. To construct a new Peebles School.

COST ESTIMATE COMPARISON SPREADSHEET (UNIFORMAT)

New Peebles Elementary School - New Construction

Estimated Construction Start Date:		November-17			November-17			November-17			November-17			XXXX		
Division #	Description	Project Scope & Budget			Project Funding Agreement			Design Development			60% CD			100% CD		
		GSF	Total Cost	Unit Cost	GSF	Total Cost	Unit Cost	GSF	Total Cost	Unit Cost	GSF	Total Cost	Unit Cost	GSF	Total Cost	Unit Cost
A	Substructure	72,680	\$1,402,824	\$19.30	72,680	\$1,402,824	\$19.30	72,680	\$1,324,361	\$18.22	72,680	\$1,391,908	\$19.15			#DIV/0!
B	Shell	72,680	\$7,285,296	\$100.24	72,680	\$7,285,296	\$100.24	72,680	\$7,320,367	\$100.72	72,680	\$7,340,794	\$101.00	0	0	#DIV/0!
B10	Superstructure	72,680	\$2,185,854	\$30.08	72,680	\$2,185,854	\$30.08	72,680	\$1,982,378	\$27.28	72,680	\$1,872,532	\$25.76	0	0	#DIV/0!
B20	Exterior Enclosure	72,680	\$3,808,478	\$52.40	72,680	\$3,808,478	\$52.40	72,680	\$4,030,565	\$55.46	72,680	\$4,140,131	\$56.96	0	0	#DIV/0!
	B2010 Exterior Walls	72,680	\$2,920,039	\$40.18	72,680	\$2,920,039	\$40.18	72,680	\$3,181,609	\$43.78	72,680	\$3,270,069	\$44.99	0	0	#DIV/0!
	B2020 Exterior Windows	72,680	\$807,041	\$11.10	72,680	\$807,041	\$11.10	72,680	\$755,740	\$10.40	72,680	\$756,565	\$10.41	0	0	#DIV/0!
	B2030 Exterior Doors	72,680	\$81,398	\$1.12	72,680	\$81,398	\$1.12	72,680	\$93,216	\$1.28	72,680	\$113,497	\$1.56	0	0	#DIV/0!
B30	Roofing	72,680	\$1,290,964	\$17.76	72,680	\$1,290,964	\$17.76	72,680	\$1,307,424	\$17.99	72,680	\$1,328,131	\$18.27	0	0	#DIV/0!
C	Interiors	72,680	\$3,400,359	\$46.79	72,680	\$3,400,359	\$46.79	72,680	\$4,062,845	\$55.90	72,680	\$4,252,918	\$58.52	0	0	#DIV/0!
D	Services	72,680	\$6,499,599	\$89.43	72,680	\$6,499,599	\$89.43	72,680	\$6,841,160	\$94.13	72,680	\$6,809,442	\$93.69	0	0	#DIV/0!
D10	Conveying	72,680	\$100,000	\$1.38	72,680	\$100,000	\$1.38	72,680	\$100,000	\$1.38	72,680	\$100,000	\$1.38	0	0	#DIV/0!
D20	Plumbing	72,680	\$868,831	\$11.95	72,680	\$868,831	\$11.95	72,680	\$944,894	\$13.00	72,680	\$944,775	\$13.00	0	0	#DIV/0!
D30	HVAC	72,680	\$2,769,544	\$38.11	72,680	\$2,769,544	\$38.11	72,680	\$2,902,104	\$39.93	72,680	\$2,964,665	\$40.79	0	0	#DIV/0!
D40	Fire Protection	72,680	\$265,275	\$3.65	72,680	\$265,275	\$3.65	72,680	\$335,300	\$4.61	72,680	\$281,600	\$3.87	0	0	#DIV/0!
D50	Electrical	72,680	\$2,495,949	\$34.34	72,680	\$2,495,949	\$34.34	72,680	\$2,558,862	\$35.21	72,680	\$2,518,402	\$34.65	0	0	#DIV/0!
E	Furnishings & Fixed Equipment	72,680	\$646,217	\$8.89	72,680	\$646,217	\$8.89	72,680	\$749,666	\$10.31	72,680	\$805,233	\$11.08	0	0	#DIV/0!
	Building Subtotal	72,680	\$19,234,295	\$265	72,680	\$19,234,295	\$265	72,680	\$20,298,399	\$279.28	72,680	\$20,600,295	\$283.44	0	0	#DIV/0!
F	Special Construction & Demo	72,680	\$1,129,600	\$15.54	72,680	\$1,129,600	\$15.54	72,680	\$1,129,600	\$15.54	72,680	\$1,069,200	\$14.71	0	0	#DIV/0!
G	Other Site Construction	72,680	\$3,790,300	\$52.15	72,680	\$3,790,300	\$52.15	72,680	\$4,322,505	\$59.47	72,680	\$4,270,063	\$58.75	0	0	#DIV/0!
G10	Site Preparation	72,680	\$811,307	\$11.16	72,680	\$811,307	\$11.16	72,680	\$887,050	\$12.20	72,680	\$992,583	\$13.66	0	0	#DIV/0!
G20	Site Improvements	72,680	\$1,745,604	\$24.02	72,680	\$1,745,604	\$24.02	72,680	\$1,932,455	\$26.59	72,680	\$2,098,289	\$28.87	0	0	#DIV/0!
G30	Mechanical Utilities	72,680	\$995,490	\$13.70	72,680	\$995,490	\$13.70	72,680	\$1,175,700	\$16.18	72,680	\$840,991	\$11.57	0	0	#DIV/0!
G40	Electrical Utilities	72,680	\$237,899	\$3.27	72,680	\$237,899	\$3.27	72,680	\$327,300	\$4.50	72,680	\$338,200	\$4.65	0	0	#DIV/0!
	Subtotal	72,680	\$24,154,195	\$332	72,680	\$24,154,195	\$332	72,680	\$25,750,504	\$354.30	72,680	\$25,939,558	\$356.90	0	0	#DIV/0!
Z	Mark-Ups	72,680	\$5,714,961	23.7%	72,680	\$5,714,961	23.7%	72,680	\$4,581,067	17.8%	72,680	\$4,414,351	17.0%	0	0	#REF!
Z	Insurance	72,680	\$318,283	1.3%	72,680	\$318,283	1.3%	72,680	\$318,283	1.2%	72,680	\$318,283	1.2%	0	0	#REF!
Z	GC Bonds	72,680	\$345,961	1.4%	72,680	\$345,961	1.4%	72,680	\$345,961	1.3%	72,680	\$345,961	1.3%	#REF!	#REF!	#REF!
Z	Design & Pricing Contingency	72,680	\$2,421,419	10.0%	72,680	\$2,421,419	10.0%	72,680	\$1,287,525	5.0%	72,680	\$778,187	3.0%	#REF!	#REF!	#REF!
Z	General Conditions	72,680	\$1,937,378	8.0%	72,680	\$1,937,378	8.0%	72,680	\$1,937,378	7.5%	72,680	\$2,280,000	8.8%	#REF!	#REF!	#REF!
Z	GC Overhead and Profit	72,680	\$691,920	2.9%	72,680	\$691,920	2.9%	72,680	\$691,920	2.7%	72,680	\$691,920	2.7%	#REF!	#REF!	#REF!
	Construction Subtotal	72,680	\$29,869,156	\$411	72,680	\$29,869,156	\$411	72,680	\$30,331,571	\$417.33	72,680	\$30,353,909	\$417.64	#REF!	#REF!	#REF!
Z	Escalation to Construction Mid-Point	72,680	\$1,041,210	4.3%	72,680	\$1,041,210	4.3%	72,680	\$515,010	2.0%	72,680	\$337,214	1.3%	#REF!	#REF!	#REF!
	Total Addition Cost	72,680	\$30,910,366		72,680	\$30,910,366		72,680	\$30,846,581		72,680	\$30,691,123		#REF!	#REF!	#REF!
	\$/GSF		\$425			\$425			\$424			\$422				#REF!

Ineligible Work in Base Project and Total Project Budget																
	1															
	2															
	3															
	4															

NOTES: 1 Project Scope & Budget costs are based on 2016 dollars.
 2 Design Development and Construction Document costs are based on 2017 dollars.

MSBA TEMPLATE (UNIFORMAT), REVISED 5-13-2010

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	
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	
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.		
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 purchased through the FFE budget.

Meeting Notes

DATE: April 26, 2017

PROJECT: Bourne Public Schools

PROJECT NO: Bourne Peebles School – 1514.00

PRESENT: Steven Lamarche – Superintendent, Bourne Public Schools
Edward Donoghue – Director of Business Services
Vince Dubé – Flansburgh Architects
Kevin Taylor – Door Hardware Specialist

DISTRIBUTION: Attendees

The purpose of this meeting was to review hardware functions, sets and locations.

Generally the following items were reviewed with the Owner and agreed with by the Owner:

Entrances:

- The main entrance, the secondary entrance and the stair entrance will have auto-operators (HC push paddles) and card readers, and at the main entry and stair entry there will be Aiphone communications as well.
- The Main entry will have auto operators within the vestibule, To control access - the second door is always locked during the day, and the exterior pairs are open. The vestibule will need a card proxy reader as well to open the interior sets of doors.
- At the secondary entrance and stair entrance, the doors will be sequenced so that pushing the exterior auto operator will open both the exterior and then the interior doors.
- All pairs of doors will have mullions to allow for rim latching. There will be only three removable mullions (all three will be on the gym pairs of doors - (2) exterior and one interior door). All other pairs of doors will have fixed mullions, including the Media Center doors.
- All mullions will be specified under the hardware section.
- Access at the loading dock was also reviewed with the Owner. There will be a manually operating rollup door and the man door will have a card reader and an Aiphone communication unit.

Classroom Doors:

- The corridor classroom doors will not have door seals - this is so interior of the classroom can be heard from the corridor.
- The classroom entry doors will have classrooms locks that will require a key to lock the door from both the corridor and classroom sides.
- The communicating doors between classrooms will not have any kind of lockset. The doors will have passage sets only and they will have surface mounted door seals (screwed to the frames) with drop bottoms and thresholds.

Hold Opens:

- All cross-corridor doors and interior stair doors will require magnetic hold opens.
- The doors into the Media Center will be on hold opens, but these hold opens will be part of the closer hardware, not magnetic.

Toilet Rooms:

- Gang toilet rooms will have push/pull hardware with throw bolt lock.

Stair 2:

- The Superintendent wanted to make sure there is a way to close of access to the second floor from Stair 2. The design team proposes a concealed accordion style partition east of the elevator and stair.

Platform Ramp Area:

- The three doors accessing the Platform ramp area shall be lockable from the approaching room side.

Meeting Notes

DATE: May 05, 2017

PROJECT: Bourne Public Schools

PROJECT NO: Bourne Peebles School – 1514.00

PRESENT: Steven Lamarche – 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
Julie Thompson – Elementary Curriculum Director
Kent Kovacs – Flansburgh Architects

DISTRIBUTION: Attendees

A series of discussions took place on Friday, May 05th regarding the development of the site and building design for the new Peebles Elementary School.

Site Design: Playground Layout

- The group reviewed the enlarged layouts of the playground and garden areas.
- The school would like two basketball hoops and the free throw line is not necessary. The hoops shall be adjustable with a bolt-type connection similar to the Freeman-Kennedy school in Norfolk recently toured by the Bourne School Building Committee.
- 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
- One additional planting bed with bench will be provided in the outdoor classroom for a total of two.

Building Design

- Guidance Suite: A window is requested on the north wall of guidance office #114 to view the parent pick up area to the north. FAI will review.
- Teacher Planning Room: In addition to general tables and chairs, 10 teacher storage lockers and 3 work stations shall be provided

Flansburgh Architects

- 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.
- The hallway lockers serving grades 3 and 4 will be 12" wide x 12" depth x 30" height per individual unit. The fifth grade will be 12" wide x 12" depth x 36" height per individual unit. The group decided that the 12" wide x 12" depth would satisfy the student's need. The group discussed the statement made by Norfolk Freeman-Kennedy staff that students can hide in the 15" wide lockers.
- A closet has been located near the fifth grade team area and green roof for garden tools and loose ladder for roof access.



- KEY**
- 01 BUILDING ENTRANCE
 - 02 BIT. CONC. PAVEMENT
 - 03 STONE DUST PAVEMENT
 - 04 SIDEWALK
 - 05 PLAYGROUND PROTECTIVE SURFACING
 - 06 EVOS PLAY STRUCTURE
 - 07 ROLLER TABLE
 - 08 POWER LIFTER - TRIPLE BAY
 - 09 OODLE SWING
 - 10 WE-SAW
 - 11 4' HT. ORNAMENTAL FENCE
 - 12 GATE
 - 13 ROLLING EMERGENCY GATE
 - 14 EMERGENCY ACCESS DRIVE WITH MOUNTABLE CURB
 - 15 BASKETBALL HOOP
 - 16 RAISED PLANTERS
 - 17 BENCH
 - 18 LITTER RECEPTACLE
 - 19 LAWN
 - 20 SHADE TREE
 - 21 MEADOW PLANTING

**JAMES F. PEEBLES
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No.	Date	Note	No.	Date	Note
REVISIONS					
ISSUE					

No.	Date	Note
REVISIONS		
ISSUE		

Stamp

Sheet Title
**Playground Area
Enlargement**

Client No. RMI	Project ID 1514
Drawn By MJD	Scale 1"=4'
Plot Date 05/05/17	Issue Date 05/05/17
Sheet No.	