

**Gardner Waterford Elementary School
School Building Committee
Meeting Minutes
May 15, 2019
Gardner Middle School 4:00 p.m.**

Members Present

Mayor Mark Hawke, City of Gardner; Mark Pellegrino, Superintendent of Schools; Robert Swartz, School Committee Member; Jennifer Pelavin, School Committee Vice Chair; Joyce West, Director of Pupil Personnel Service; Jennifer Dymek, Chief Procurement Officer; Wayne Anderson, Director of Facilities; David Fredette, Principal (Elm Street School); Christina Thomas, Teacher (Waterford Street School); Ashley Chicoine, Teacher (Elm Street School); Bob Hankinson, Gardner Citizen & Former Engineer; Ronald Cormier, City Council; Kristian Whitsett, Architect, Jones-Whitsett Architects; Tim Alix, Project Manager, Colliers International; Steve Hemman, Special Projects Assistant to the Superintendent; Chief Richard Braks, Gardner Police Department; Earl Martin, Principal (Waterford Street School)

Also Present

Steve Rockwood, Member of the Public

Call to order

Mayor Hawke called the meeting to order at 4:05 p.m.

Approve Minutes of May 15, 2019

Mr. Swartz moved to approve the minutes from the Working Group Meeting on April 24, 2019, the Building Committee Meeting on April 24, 2019 and the Building Committee Meeting on May 1, 2019.

Seconded by Cormier

Vote - so voted.

Approve Bills & Orders

The following invoices were presented to the committee:

- Jones Whitsett Architects, Invoice #2019046 in the amount of \$42,210.00

Mrs. Pelavin moved to approve Invoice #2019046 from Jones-Whitsett Architects.

Seconded by Mr. Pellegrino

Vote - so voted.

Report from OPM

Mr. Alix explained the updates to the schedule and clarified that the project is requesting estimates June 10 to be submitted on July 10 as part of the design package to the MSBA. Estimates will happen at different stages of the rest of the project to ensure that the budget estimate remains current.

Mr. Alix gave information about the furniture, fixtures and equipment meetings with staff that occurred at Waterford Street School on May 14, 2019 and will occur at Elm Street School on May 16, 2019. Mr. Hemman included the meeting plan for these meetings in the packet. Mr. Alix also stated that we are locked into the amount of money the MSBA will provide for reimbursement for these items.

Mr. Hemman gave information regarding the other presentations that have been given at the Conservation Commission, Planning Board and other local organizations.

Report from Architects

Mr. Whitsett introduced Henry Albin, another designer at Jones-Whitsett. Mr. Whitsett and Mr. Albin met with daylighting consultants to discuss the different recommendations on window placement, skylighting and other ways to design the classrooms.

Mr. Whitsett updated the full committee on the questions and concerns that were brought to the City Council presentation, including information about Stump Pond, Planning Board and Conservation Commission, 500 Acre Drainage, Driveway Placement, and Flexibility to Expand the School if needed. The team also addressed questions regarding parking lot lighting, water drainage, the easement for power lines, traffic concerns during construction and after build, mold concerns and mosquito concerns due to the wetland areas. Mr Pellegrino commented on the concern about losing neighborhood schools and how neighborhood schools do not always create opportunities for equitable schooling and cost effectiveness.

Mr. Whitsett presented the updated site plans to the full committee. There were changes made to the driveway to include 10-foot multi use path, two 11-foot lanes as well as a 7-foot queuing area, based on the traffic study and conversations with the City. He explained some of the changes made to the shipping/receiving area and the fire lanes. The architects are utilizing a fire road around the back of the school. Mayor Hawke asked which side of the road the multi-use path would be on and Mr. Whitsett explained that it was still a work in progress, but that trying to avoid intersections was their main goal.

Mr. Swartz asked about the size of the generator and Mr. Whitsett said that the plan is for a 10x20' pad and that the district is still in discussions about the size of the generator. Mr. Anderson explained that it would be cost prohibitive to have a full-service generator.

Mr. Whitsett went through the building massing images to show the full committee the information that the working groups have seen and the results of the daylighting studies that have been done with regard to the windows. The presentation also showed images of the materials being considered for the outside of the building.

Mr. Whitsett explained the changes that have been made to each wing of the school since the last time that the full committee met. By rotating the building by 90 degrees, they added significant daylighting and also lowered the cost of having extra exterior corners. Mr. Whitsett explained the plans for storage and heating/ventilation system. Mrs. Pelaving asked a question about the English Language Learner areas being labeled and whether it was an MSBA requirement. Mr. Whitsett explained that it was labeled that way at the request of the district. The cafeteria and kitchen areas still need to be fleshed out with details regarding serving lines and equipment.

Mr. Hemman pointed out that in past projects, there haven't been enough single office spaces built in. He asked that the district thoroughly consider the space summary and ensure that there are enough spaces for the support teams. Mr. Anderson suggested that the committee consider partially enclosing the cafeteria. Mr. Whitsett explored the option with the committee and explained that it will reduce the flexibility and size of the cafeteria. Mr. Alix asked the architects to explore some options for noise reduction. Mrs. Thomas inquired about how many students would be able to eat in the cafeteria at once and the architects explained that 333 per seating

would be capacity. Mr. Whitsett will provide a rendering with furniture and scale to the committee for further discussion.

Mrs. West asked about conference spaces and Mr. Whitsett explained that the only defined conference space is on the first floor near the administration area.

Mr. Whitsett explained that the cost estimate set of construction plans are being developed in conjunction with their subcontractors. Mrs. Chicoine inquired about lighting zones and controls. Mr. Whitsett explained that the lights will likely be dimmable based on daylighting and also will likely have separate switches for the teaching area lights versus the classroom overhead lights.

Old Business

Mr. Swartz explained that the presentation to the Golden Agers group was well-attended and that having the Chief of Police and Superintendent present added to the effectiveness of the presentation. The group seemed concerned about the cost, but otherwise seemed positive and well-received. The Mayor will be presenting to the Chair City Club on Tuesday, May 21. Mr. Hemman explained that Brandon Hughey (Elm Street School Teacher) is coordinating a video project for promotion. Mr. Whitsett also provided visual boards for promotion in the school.

New Business

The committee briefly discussed the name of the building and a corner block for the year the school was built.

Other Business

There was no other business to be brought to the Committee.

Next Meeting Dates

- June 26, 2019 (Approve the DESE Submittal Review, need a Quorum)

Meetings will begin at 4:00 p.m.

Mrs. Pelavin asked if there would be any reason to meet in July or August at this point. Mr. Alix explained that at this time, there does not seem to be a reason to meet throughout the summer for any votes. Mr. Whitsett stated that there may be some community outreach information that needs to be discussed throughout the summer, but may not require a full meeting.

Mayor Hawke requested the language that the MSBA requires with regard to the City funding the project. Mr. Alix explained that the MSBA will not need the vote of approval from the City Council for this submission, but will need it later in the process.

Executive Session

No Executive Session

Adjournment

A motion was made by Mr. Swartz and seconded by Chief Braks to adjourn the meeting. The meeting adjourned at 5:49 p.m.