

School Capital Improvements Subcommittee
Tuesday, December 5, 2023
4:00 PM – 5:30 PM
Remote via Zoom

Subcommittee Members Present: Helen Charlupski (Chair), Suzanne Federspiel, Sarah Moghtader, and Mariah Nobrega. *Other School Members Present:* Natalia Linos.

Staff present: Charlie Simmons, Director of Public Buildings, Town of Brookline; Sara Gooding, Operations Manager, Town of Brookline Public Buildings Department; Susan Givens, Deputy Superintendent for Administration and Finance; Karen King, PSB Operations Manager; and Betsy Fitzpatrick.

Others present: Carol Levin, Chair of the Advisory Committee's Capital Subcommittee.

Ms. Charlupski opened the meeting at 4:00pm and welcomed Sarah Moghtader as the newest member of the subcommittee.

1. Approval of Minutes

On a motion of Ms. Charlupski, and seconded by Ms. Nobrega, the Capital Improvements Subcommittee voted, by roll call, with 2 in favor (Ms. Charlupski and Ms. Nobrega), 0 opposed, and 2 abstentions (Ms. Federspiel and Ms. Moghtader, who were not members of the subcommittee at the time), to approve the July 11, 2023 Capital Improvements Subcommittee meeting minutes.

On a motion of Ms. Charlupski, and seconded by Ms. Nobrega, the Capital Improvements Subcommittee voted, by roll call, with 2 in favor (Ms. Charlupski and Ms. Nobrega), 0 opposed, and 2 abstentions (Ms. Federspiel and Ms. Moghtader, who were not members of the subcommittee at the time), to approve the August 22, 2023 Capital Improvements Subcommittee meeting minutes.

On a motion of Ms. Charlupski, and seconded by Ms. Federspiel, the Capital Improvements Subcommittee voted, by roll call, with 3 in favor (Ms. Charlupski, Ms. Federspiel, and Ms. Nobrega), 0 opposed, and 1 abstention (Ms. Moghtader, who was not a member of the subcommittee at the time), to approve the September 12, 2023 Capital Improvements Subcommittee meeting minutes.

2. Clark Road Relocation Plan

Dr. Givens presented an update on the plan to relocate staff and classrooms from 2 Clark Road, noting that the lease for 2 Clark Road will expire on June 30, 2024. Staff/programs currently at Clark Road include Food Services, Transportation, Operations, Special Education, Curriculum Coordinators, and others. In addition to moving programs/staff from 2 Clark Road, BEEP classrooms are also moving from this location (one will move to Hayes School and one will move to Driscoll School). It is anticipated that the 2 Clark Road staff and programs will be able to be accommodated in one of our buildings – Baldwin School, as well as possibly Driscoll, Ridley, and BHS, depending on program requirements. No specific staff/program moves were identified, pending conversations with the impacted staff members. Dr. Givens will have more to share at the subcommittee's January meeting.

Repairs and renovations are required to Baldwin School before any staff can occupy the site. Dr. Givens reported that Baldwin School will also include a professional learning space, which will be a great benefit to the school district. Ms. Federspiel asked about the former Sperber Education Center, which had been located at 88 Harvard Street in the Pierce School complex, but was repurposed for Pierce middle school classrooms. It was suggested that the new professional learning space at Baldwin School might be named for Mr. Sperber; this will be added to a future meeting agenda. Ms. Levin inquired if the school district had explored “hot-desking” for Baldwin School (shared office/desk space to maximize available square footage), asked what accommodations are planned for staff parking, and asked if there was a head count for staff who will be located at Baldwin. Dr. Givens reported that existing parking at the site is sufficient for the staff who will be relocated there. Ms. Charlupski noted that the adjacent Soule Recreation Center (Brookline Recreation Department) has a parking area a short distance away on Heath Street, and we can explore possible use of that parking area when a training session is planned. The head count of staff to be relocated to Baldwin School is not known at this time.

3. Baldwin School Renovation

Mr. Simmons and Ms. Gooding provided an update on the repairs and renovations that have already begun at Baldwin School (attached). The goal is to finish the first phase of work by May 1. This first phase of repairs is projected to cost approximately \$416,230.00, to which we have allocated \$350,000 from the FY24 mini-CIP. This leaves a projected shortfall of about \$66,000. The first phase of work will include electrical service upgrades, ceiling repairs and replastering, painting, flooring, and bathroom accessibility repairs. Staff are prioritizing the work, and carefully spending the available funds on repairs and upgrades that are critical for staff occupancy. It is expected that a second phase of work will utilize FY25 mini-CIP funds (available July 1, amount TBD), and a third stage of work (FY26) may include some of the larger items such as new windows and the installation of an elevator. Ms. Levin noted that the Advisory Committee will be interested in knowing the expected full cost of repairs over the entire renovation process.

Mr. Simmons described the need for an elevator at Baldwin School. There is an accessible entrance to the lower level, and a separate accessible entrance to the upper level. However, the only accessible route between the floors is to exit the building. The building would greatly benefit from an interior elevator. Mr. Simmons had explored a grant funding opportunity for the installation of an elevator; unfortunately, the grant cycle makes it unworkable for us. The grant notification is not made until December, but the grant requires the elevator to be fully installed by June 30; from his experience, the project simply can’t be completed in six months. He is exploring another option: combining two elevator projects (Baldwin School, and a secondary elevator/lift at Brookline High School from the 3rd to the 4th floor); hiring one elevator consultant and one contractor for both projects might create some efficiencies.

4. Mini-CIP Process

Dr. Givens asked for information about the FY25 mini-CIP process and timeline: What are the next steps? When will we learn what projects have been funded? Ms. Nobrega explained that the requests from all Town departments have been shared with the Deputy Town Administrator Melissa Goff. Simultaneously, the Town is working to certify free cash, which will determine what funds are available to distribute for mini-CIP projects. Town departments

will generally know the status of their funding requests by mid-January. Dr. Givens noted the importance of the district's mini-CIP requests, including items such as lease costs for BEEP classroom space, and electrical system upgrades at Hayes School to accommodate more air conditioning units. Mr. Simmons provided an update on the Hayes School electrical upgrade project: an engineering consultant recently visited the site; he estimates that the cost to upgrade the electrical service will be about \$600,000 (we had budgeted \$275,000), and the work will take about 18 months to complete. While the upgrade would accommodate heat pumps (for heating and cooling) and the building could become fossil fuel-free, this is a very large sum and well above budget. A second option, at a cost of about \$150,000, would allow no more than 20 heat pumps to be safely added, after which there could no further additions on the electrical system. No decision on which option to pursue is necessary at this time, but he will be seeking the guidance of the subcommittee when a decision is necessary. Mr. Simmons also reported that the Town is expected to announce a new sustainability initiative soon, and that may positively impact our efforts in this area.

5. Leases (Classroom Expansion Funds)

Dr. Givens reported that the leases for BEEP classroom space have been renewed at Beacon (Temple Ohabei Shalom) and Putterham (Temple Emeth). The lease costs are included in the FY25 mini-CIP request. As previously reported, the lease for 2 Clark Road ends on June 30, 2024.

6. New and Old Business

Dr. Givens and Ms. King had questions about the approved rental rate for the extended day programs. Ms. Nobrega will follow-up directly with them after the meeting.

In response to a question from Carla Benka, Town Meeting Member, Ms. King discussed the removal, donation, and reuse of items from the old Driscoll School. In addition to repurposing items for use in other PSB schools, staff offered items to local private schools and reached out to outside organizations that might take the items for resale/reuse. Unfortunately, the lead time for that process was longer than anticipated, and the building needed to be cleared quickly for contractors. While most items suitable for reuse did find a new home, Ms. King noted that by starting the process earlier, and engaging with town partners, we will be able to donate, reuse, and repurpose even more items when the Pierce School relocates.

The meeting adjourned at 5:30pm.

Baldwin Upgrade Project

<u>Baldwin Upgrade Project</u>		<u>11/28/23 UPDATE</u>		<u>STATUS</u>
		<u>COST/ESTIMATE</u>		
Electric Service Upgrade	Power			EVERSOURCE WORK ORDER CREATED. SITE INSPECTED BY EVERSOURCE. ELECTRICIAN WORKING WITH TOWN INSPECTOR FOR INSTALL
YES		\$	74,250	
Ceiling Work/Re-plaster	Ceilings			UNDERWAY
Art		\$	20,000	
refinish all wood work		\$	20,000	
Paint all Classrooms	Paint	\$	10,000	ESTIMATE - BLDG PLAN TO START IN DECEMBER
DiGiovani				
Flooring - Exc. Bathrooms				LVT wood plank floor uniform all areas 1st and 2nd level Alternate option: abate; remove haz material and refinish flooring: \$130,000-\$160,000 estimate: TIMING issue with completion May this option
Atkinson	Flooring	\$	88,000	
Hvac				
HVAC	Heat Pumps	\$	70,000	
YES Install		\$	20,000	
IBS Install		\$	5,000	EQUIPMENT ORDERED. START IN JANUARY
	TOTAL	\$	95,000	
Bathrooms -				PLUMBER TO START IN LATE DECEMBER - DEMO COMPLETE; PAID last FY \$5,000
Barrell	Remodel bathrooms/ ADA	\$	50,000	
TBA Design	Architect/Plans			
Construction/Demo	Demo walls in basement	\$	21,980	CONTRACTOR HAS BEEN NOTIFIED TO BEGIN WORK-start date 11/30
NESS	Install doorway			
NESS	construct 4 walls/2 new office spaces	\$	10,000	underway
YES	move lights/wiring/data	\$	5,000	
AE Com	replace existing ceiling lighting	\$	22,000	
Drop Ceiling MPR Basement				ON HOLD-\$10,000 est
NESS/Brian	New ceiling			
Brite - New shades/optional?	Window Shades			ESTIMATE - BLDG NO ACTION - ON HOLD-\$10,000 est
		\$	416,230	
CONTIGENCY 10%		\$	51,123	
	TOTAL	\$	467,353	