

NOTES OF MEETING

project	Baldwin School Expansion Project	Project #	1822
date	9/27/18	location	Town Hall School Committee Room
re	Baldwin School Building Committee meeting #1 Project Introduction and Overview of Process		
present	Bernard Greene - Co-Chair, Select Board Julie Schreiner-Oldham - Co-Chair, School Committee Nathan Peck - Building Commission Suzanne Federspiel - School Committee Mike Sandman - Advisory Committee Rebecca Manor - SEPAC/School Parent Community Representative Michelle Morrissey - Community Representative Mary Weitzel - Community Representative Deborah Abner - Community Representative Melvin Kleckner - Town Administrator Andrew Bott - Superintendent of Schools Mary Ellen Dunn - Deputy Superintendent of Administration and Finance Dr. Mary Brown - Senior Director for Teaching and Learning (former Baker School Principal) Ben Lummis – Project Manager, School Department Ray Masak – Project Manager, Building Department Jonathan Levi – Daniel Bennett - Building Commission Jonathan Levi - Jonathan Levi Architects (JLA) Philip Gray (JLA)		
distribution	<hr/> attendees; project file Clara Batchelor - Parks and Recreation Commission Blair Hines - Planning Board/Greater Baldwin Community Representative Casey Ngo-Miller - Interim Deputy Superintendent for Student Services		

1. Welcome and Introductions. Each member of the committee introduced themselves and their role.

2. Charge and Purpose of Committee. Ben Lummis presented slides outlining the need for the project and the charge and purpose of the committee. See attached.
3. Anticipated Schedule for Design Feasibility Phase. Jonathan Levi provided an overview of upcoming SBC meeting agendas as follows:

9/27/18

- Existing Conditions Progress Report
- Building Program, Space Summary Status Report

10/11/18

- Refined Building Program and Bubble Diagram
- Alternative Design Strategies

10/25/18

- Refined Alternative Design Strategies
- Traffic Report Preliminary Findings

11/8/18

- Cost Estimates
- Recommend Preferred Design Alternative

11/29/18

- Revised Preferred Design Alternative
- Updated Cost Estimate
- Approve Preferred Alternative to proceed to Schematic Design

4. Existing Conditions Progress Report. JL outlined current status of the investigation of existing conditions. Much of the investigative work performed previously as part of the 9th School project is still relevant. Status as follows:

• 1 Site Survey	Complete
• 2 Geotechnical Engineering Data Report	Complete
• 3 Environmental Site Assessment -	Complete
• 4 Asbestos Survey Report -	Complete
• 5 Code Review of Existing Building -	Complete
• 6 Traffic Study	Update in Progress
5. Design Stages – Feasibility through Construction. JL provided illustrations of the level of design for Feasibility Study, Schematic Design, and Design Development, along with a sample of the matrix to be used to evaluate the relative merits of

alternative conceptual designs. See attached. Currently Projected Baldwin Project Completion Milestones were presented as follows:

- October 2018 Educational Programming
- December 2018 Preferred Schematic Concept Selection
Start Schematic Design
- March 2019 Schematic Design
- May 2019 Town Meeting Vote
- Spring 2019 Town Wide Referendum Vote
- Spring 2020 Technical Drawings Complete
- Spring 2020 Swing Space Occupancy (if required)
- Summer 2020 Construction Commences
- Summer 2022 Faculty and Staff Occupancy
- Fall 2022 Student Occupancy

6. Traffic Update. New traffic counts to reflect current conditions are in progress.
7. Building Program, Space Summary Status Report. Meetings are being held with BPS curriculum coordinators, special education department heads, and native language support staff to establish a proposed list of rooms to be housed in the school, their sizes and adjacencies. This investigation will result in a recommendation of the overall size of the proposed school as well as all educational spaces within it. JL presented a sample program / adjacency diagram.
8. Project Website. Ben Lummis shared location of the project website: www.brookline.k12.ma.us/baldwin-expansion. This site includes:
 - Meeting Announcements and Agendas
 - Meeting Summaries
 - Materials –Such as presentations, design alternatives, timeline
 - Building Committee members
 - Summary of Design Feasibility Phase
 - Background Materials -prior reports, prior processes, etc
 - Public Comment and Questions can be submitted electronically

9. Sustainability. Ray Masak noted that Project is to be LEED Silver minimum based on the new and more stringent LEED V4 requirements. The project team will coordinate with the town's Net Zero Committee.
10. Building Committee was sworn in and provided with information on open meeting regulations to be followed.

END OF MEETING NOTES

Addressees believing these notes are in error or are inaccurate should contact the writer within five business days, otherwise these notes will be considered accurate.

by Philip Gray
encl Presentation Materials