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| <b>DRISCOLL ELEMENTARY SCHOOL – BROOKLINE, MA</b> | <b>MEETING MINUTES<br/>APPROVED 1/28/21</b> |
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| <b>DRISCOLL SCHOOL BUILDING ADVISORY COMMITTEE</b> |   | <b>December 17, 2020</b> |
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| Location:  |   | Online GoToMeeting       |
| Time:  |   | 7:30 AM                  |
| <b>Name</b>  | <b>Assoc.</b>   | <b>Present</b>           |
| Susan Wolf Ditkoff                                 | Town of Brookline, Co-Chair SBS, PSB                                    | Y                        |
| Heather Hamilton                                   | Town of Brookline, Co-Chair SBC, TOB Board of Selectmen                 | N                        |
| Karen Breslawski                                   | Building Commission   | Y                        |
| Ken Kaplan   | Town of Brookline, Building Commission                                  | N                        |
| David Leschier                                     | Advisory Committee  | Y                        |
| Ali Tali   | Transportation Board  | N                        |
| Nancy O'Connor                                     | Parks and Recreation Commission   | Y                        |
| Dan Deutsch  | Community Representative  | Y                        |
| Victor Kusmin                                      | Community Representative  | Y                        |
| Linda Monach                                       | Community Representative /<br>Special Education Parent Advisory Council | N                        |
| Arjun Mande  | Community Representative  | Y                        |
| Lakia Rutherford                                   | Parent Representative / METCO   | Y                        |
| Sara Stoutland                                     | Community Representative  | N                        |
| Mel Kleckner                                       | Town Administrator  | Y                        |
| Dr. Jim Marini                                     | Interim Superintendent of Schools                                       | N                        |
| Matt Gillis  | Director of Operations  | Y                        |
| Michelle Bartley                                   | Driscoll School Vice Principal  | Y                        |
| MaryEllen Normen                                   | Deputy Superintendent for Administration and Finance                    | Y                        |
| David Youkilis                                     | Interim Driscoll School Principal                                       | Y                        |
| Helen Charlupski                                   | School Committee  | Y                        |
| Tony Guigli  | Project Manager, Town of Brookline                                      | Y                        |
| Dan Bennett  | Building Commissioner   | Y                        |
| Charlie Simmons                                    | Director of Public Buildings  | Y                        |
| Jim Rogers   | LEFTFIELD   | Y                        |
| Lynn Stapleton                                     | LEFTFIELD   | Y                        |
| Jen Carlson  | LEFTFIELD   | Y                        |
| Matt Casey   | LEFTFIELD   | Y                        |
| Adam Keane   | LEFTFIELD   | Y                        |
| Jonathan Levi                                      | Jonathan Levi Architects  | Y                        |
| Philip Gray  | Jonathan Levi Architects  | Y                        |
| Carol Harris                                       | Jonathan Levi Architects  | Y                        |
| Eduardo Vivanco                                    | Jonathan Levi Architects  | Y                        |
| Walt Kincaid                                       | Gilbane Building Company  | Y                        |
| Lynda Callahan                                     | Gilbane Building Company  | Y                        |
| Robert Braga                                       | Gilbane Building Company  | N                        |
| Joe McCoy  | Gilbane Building Company  | Y                        |

The meeting was called to order at 7:30 AM.

Susan Wolf Ditkoff made a motion to approve meeting minutes from the October 29, 2020 School Building Advisory Committee meetings. Arjun Mande seconded the motion. Twelve members of the School Building Advisory Committee voted in favor of approving the meeting minutes. The meeting minutes were approved 12 – 0 – 0.

LeftField presented an update on the project budget explaining that on 11/20/20 the 90% Construction Documents (CDs) were issued, three weeks later the draft estimates were issued by JLA's estimator (CHA) and Gilbane, reconciliation of the two estimates has begun and will be complete by the end of this week. Leftfield presented a comparison of the draft estimates that have been issued to date. The project will continue to use Gilbane's estimate as they are responsible for building the project.

Currently, Gilbane's estimate is \$1.2M under the budget of \$92.8M, but adding all three alternates back into the project would bring the cost approximately \$1.6M over the budget. Two of the drivers of the increase from the last round of estimates are the General Requirements (GRs) and sitework. It is important to note that the project without alternates is currently under budget. The current market coupled with the amount of interest in the project by trade contractors should put downward pressure on the cost at bid time.

Gilbane added that the market is still uncertain, and while there has been a downturn in filed sub bid trade costs, there has not been as much of a change in non-filed sub trades such as millwork, drywall, carpentry, sitework, and concrete and there may be concern that these trade costs increase. Gilbane noted that the sitework package is out on the street right now and that sitework numbers should be coming in at the end of the month.

LeftField clarified that the site work package that is on the street now will allow the project to begin to mobilize on site by 3/1/21. The rest of the project will be bid in February 2021 when the 100% CD documents are issued by JLA.

A member of the committee asked what the cost implications are due to COVID and working next to an operating school. LeftField explained that noise, dust, and vibration monitoring have been captured in these costs to mitigate impact to the neighborhood. There has been extensive work done to update the logistical phasing of the project including \$100k added to implement temporary sidewalks that are available during construction off hours. Gilbane added that COVID protocols have become standard in the industry and for the workers, and the numbers are included in the GRs. The increase due to COVID was calculated to 8 months into construction, but the numbers were calculated before a vaccine was announced.

An attendee asked whether money was already spent installing geothermal wells and if that cost is included in the \$2.5M shown under the add alternate budget line item. Leftfield explained that \$50k was spent on the installation of a test well – this was to determine the number and depth of wells needed. Gilbane noted that the sitework bidders have been notified that one well is already in place and they are accounting for that in their pricing. The team added that whether or not geothermal is included in the project, the building will be

LeftField provided an update on schedule. The 100% CD documents will be issued on 2/1/21, Gilbane will mobilize on site by 3/1/21. This would allow the building to complete in May 2023 and the field will complete a year later in May 2024.

With concerns regarding COVID and having enough outdoor space for children to enjoy the outdoors while maintaining social distancing. JLA presented the updated temp play space diagram that shows additional spaces that have been identified that will be available through the end of this school year. The spaces identified have been reviewed with the school and have been found to be enough space to meet the school's needs through the end of the school year. Gilbane has shifted some of their planned work to allow for the playground to remain available through the end of the school year.

Principal David Youkilis introduced Vice Principal Michelle Bartley and noted that they have closely examined how to fit the students into the available space. He added that Gilbane worked with the school to add the use of the existing playground space through June, which has been very helpful. Some of the other spaces that have been added could be used more creatively and the PE staff have been involved in figuring out more creative uses of those spaces.

A member of the committee asked if the temp play spaces will be available for use by the community after hours. The spaces will logistically be available during construction. Leftfield added that the spaces proposed in the diagram consider keeping the construction safely separate from the play areas. There will be various traffic barrels, barriers and fencing. There will be fabric scrim on the fences to keep any dust created inside the construction fence.

A member of the community asked if the square footage of the play spaces available are enough given the 6 square feet requirement per student. The project team will provide the school principal with the exact square footage of the proposed areas to make sure the numbers work out. The principal has reviewed the space on site and feels confident that the outdoor spaces available will meet the needs of the school during the largest lunch wave. He added that currently the number of students on site at any given day is much smaller due to the hybrid school model.

A member of the committee asked about air quality in the existing building, the team has the best known dust control measures in place for the project, it was added that the site work will cause the most dust, but this will be occurring mostly in the spring which will help keep the dust under control. If there is dust in the drier months of summer, the students will not be occupying the site at that time, though dust control measures will still be in place at all times.

A member of the committee asked if it is safe for students to eat their lunches unmasked adjacent to construction. Gilbane explained that dust will be monitored at the fence line and that dust should not be a concern outside of the fence line. Matt Gillis, the Director of Operations for the School Dept explained that inside the school there have been MERV 13 rated filters, which are rated to catch COVID particles. Portable HEPA MERV 17 rated filters have been added as well. Driscoll air changes have increased to over 4 changes per hour and the air quality is the best it ever has been in that school.

A member of the committee asked whether current COVID protocols require windows to be open. Mr. Gillis clarified that the calculations for filter changes and air changes per hour are for when the windows are closed because open windows are not always possible. Spare filters will be on hand if they need to be changed more often due to construction dust.

A member of the committee asked if the temp play spaces will be ADA accessible. JLA explained that the spaces will be ADA accessible, that is non-negotiable, the spaces should be accessible to everyone.

The project is targeting to begin March 1<sup>st</sup>, the fence line will be going up which will include scrim, erosion control will be in place to keep the dirt on site, trees will be taken down, but there will not be a lot of dust creating activities. In April, support of excavation (SOE) will be installed, Gilbane will be driving shorting which is a noisy activity that creates vibration. There will be vibration monitoring in place to make sure the vibrations are not more than the neighborhood buildings can handle.

The school principal noted that if the dust ever becomes an issue during lunch time, the school can move the students to indoor lunch. They are able to control the inside environment well. Students can eat inside and then move to having recess outside after lunch which has worked well in the colder weather.

A member of the committee asked about the tree removal plan. JLA explained that there was a formal tree hearing that was held last week. There were members of the community present that asked questions, JLA was able to clarify, and there were no objections to any of the trees being removed. The presentation from that meeting is posted on the project website.

A member of the committee asked if a multi-year phasing plan can be developed for the community to see what is available throughout the project. Leftfield explained that the playground will not be available after the end of the school year. A multi-year phasing plan will be presented at the Public Forum.

A member of the committee asked if there an opportunity to use street space around the site. Leftfield explained that the surrounding streets have been reviewed as additional play space, Westbourne Terrace, as a one way, will need to remain open in order to keep the Westbourne Terrace entrance to the commercial abutter parking lot open. Bartlett Street was also reviewed as an option, but the grade change was considered too drastic to make it a safe space for activities. Bartlett Crescent was reviewed, but there were a number of driveways to multi-unit buildings that would need access maintained as they do not have Washington Street – the team counted sixteen cars in that location. Emergency thru way access also needs to be maintained in that location.

JLA provided a visual of the Washington Street building façade with and without sunshades. These shading devices were originally planned to be included in the project documents as an add alternate, but upon further review by the design team, JLA is suggesting they be removed from the project altogether as they cost approximately \$800k but based on a lifecycle analysis the savings in building cooling would not offset this cost. It was noted that interior sunshade devices will be provided in any case. JLA added that the Planning Board had reviewed and approved the building design with and without the sunshades.

In place of the sunshade alternate, the project team is proposing an add alternate to change main first floor high traffic entrance and cafeteria area to terrazzo. This is estimated at approximately \$200k and would only be taken if the project came in under budget. The lifecycle cost analysis based on other

projects, the less intensive maintenance schedule would be convenient and eventually pay for itself over the life of the project.

A member of the School Committee asked if the project designates geothermal as the first add alternate, the add alternate with the highest estimated cost, and the prices that come in do not allow the project to accept geothermal, is there a way to accept the other, less expensive alternates after bidding occurs. Leftfield noted that the add alternate language in MGL Chapter 149 was not transferred over to Chapter 149a, but more research has to be done to confirm whether that is the case. It was added that others interpret the language differently.

Susan Wolf Ditkoff made a motion to approve recommending add alternates be taken in the following order: Geothermal Wells, then Terrazzo in lieu of VCT, then bumper rails. It was added that additional research into the Chapter 149a add alternate process was necessary. Arjun Mande seconded the motion. Twelve members of the School Building Advisory Committee voted in favor of approving the meeting minutes. The meeting minutes were approved 12 – 0 – 0.

A logistics update was presented by Gilbane. Gilbane has met with various stakeholders including retail abutters, police, fire, engineering dept, and others. The phasing plan shows a temporary pedestrian walkway at Washington Street – this walkway will not be available between the hours of 6:00AM and 4:30PM on weekdays and any weekends when there might be construction activities planned. The temp sidewalk will be closed during the hours of construction. Gilbane also reviewed the temporary play spaces. Westbourne Terrace will be widened as it connects to Bartlett Street to allow for safe construction vehicle and retail abutter vehicle access.

Gilbane noted that there is a service alley that provides access to the commercial abutter properties that connects to both Washington Street and Westbourne Terrace. Throughout the project, access will be maintained either from Westbourne Terrace, Washington Street, or both. Gilbane met with the abutters earlier this week and will be summarizing the meeting details in an email to the abutters.

A member of the committee asked how the school will be accessed for drop off and pickup during construction. Gilbane explained that access to the school as it exists currently will be maintained while that school is occupied. Access from both Westbourne Terrace and Washington Street during pickup and drop off will be maintained. The principal explained that due to COVID protocols, there has been a shift in pick up and drop off procedures, but these procedures will work with the access that is maintained throughout construction. It was added that the principal will take a closer look at how pick up and drop off occur through June.

LeftField reviewed the proprietary items that are being voted on by the Town boards. The items are proprietary to keep the cost and ease of maintenance down as the items are used throughout the Town. There are still ways of purchasing the items through various vendors, so the cost should still be reasonable on these items.

LeftField reviewed the vendors who have shown interest in bidding the project. The Town requested that the list be broken down into MBE/WBE companies to track how many participated and how many were prequalified.

There was a question on teacher parking and how that will be handled when construction starts. Mr. Gillis noted that parking spots have been identified on Beacon Street that are underutilized. These spaces will host Driscoll Staff once the parking lots at the school are closed for construction or temp play areas. Spots have been marked off to maintain the commercial abutter parking, the next ring out will be teacher parking and the contractors will only be allowed to park out at the furthest parking locations. The school will be identifying a range of spaces available for each teacher. These parking areas will be reviewed at the next community forum.

The meeting was adjourned at 9:18am.