

## MINUTES

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**date:** 9.29.2017

**meeting date:** 9.29.2017 – 8:00 AM **at:** School Committee Room, Brookline Town Hall

**re:** Brookline High School Expansion Schematic Design – BHS Building Committee

**attendees:** BHS Building Committee  
George Cole, Nancy Heller, Susan Wolf Ditkoff  
Nancy O'Connor, Ian Roffman, Matthew Oudens, Mel Kleckner, Daniel Bennett, Andrew Bott, Mary Ellen Dunn, Nicole Gittens, Anthony Meyer, Jenee Ramos, Ray Masak, Carla Benka in for Bobbie Knable

Absent – Jordan Meranus, Bobbie Knable

Public Schools of Brookline  
Ben Lummis, Public Schools of Brookline

William Rawn Associates – William Rawn, Cliff Gayley, Sam Lasky, Andrew Jonic

Hill International, Inc. – Joe Naughton, Donna Camiolo, Inger Hamre-Foley

**distribution:** Ray Masak, Mary Ellen Dunn, Ben Lummis for distribution

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**item: topic:**

### 1. Approval of Meeting Minutes

- A. Mel Kleckner motioned to approve the meeting minutes for the May 3, 2017 BHS Expansion Building Committee (Committee) meeting. Second by Nancy O'Connor.
- B. Carla Benka abstained.

### 2. Introduction of the Team

- A. The Committee introduced themselves, followed by the introduction of the Design Firm, William Rawn Associates, and the Owner's Project Manager, Hill International.

### 3. Executive Level Schedule

- A. Joe Naughton reviewed the highlights of the draft Executive Level Milestone schedule.
- B. The team started the process in August 2017, and will complete the Program Verifications and Preferred Concept on November 9, 2017 with a vote by the School Committee on the Pedagogy, Program and Space Schedule. The project gets further designed and costs developed in the next phase, and this process starts after the School Committee vote in November and is completed by end of February 2018. From March 1, 2018 until Town Meeting on May 24, 2018, the team will formalize the process and focus on the approvals required.
- C. There are many components to the project schedule, and only the key milestones are shown on this schedule. Above the timeline bar are key meetings with Town committees and boards for review and/or votes on the project. Below the timeline bar are outside factors the team will be working on like the

discussions and approvals by MBTA, Parking, and the selection process of the Construction Manager at Risk (CMR).

- D. Mel Kleckner inquired about using a CMR for this project, and the team confirmed the process will start with an application to the Office of Inspector General (OIG) in November. Once an approval from the OIG has been received, a Request for Qualifications (RFQ) will be issued, followed by a Request for Proposal (RFP) to the shortlisted CMRs. The CMR firm will be selected and final negotiations and contract signed in June/July 2018, when funding has been established by the Town.

#### 4. Design Update

- A. WRA reviewed the scope of the project – Option 4D, including the New Building at 111 Cypress Street; New Science Wing at the Main Building; and Renovation of 3<sup>rd</sup> Floor Science Wing.
- B. Tappan Street Gym Minimal Renovation has been confirmed to be part of the project, and WRA will show the building with a solid line on slide 4.
- C. The total project cost listed is \$149.9 million. George Cole noted that these costs were estimated for guidelines and comparison to other options in the Spring of 2017. Ray Masak confirmed the contract with WRA is written for a project cost of \$149.9 million.
- D. Susan Wolf Ditkoff requested that a footnote be added to slide 4, noting the Cypress 111 Site Acquisition, Cypress Field Renovation, Cost associated with a parking strategy, and Additional MBTA allowances are not included in the cost shown.
- E. WRA reviewed “What is Schematic Design”, where the primary goal is to ensure program, design and budget are reconciled. The four steps noted are Program Verification; Develop Design; Cost Management; and Analysis of Technical Issues. These steps will be done in parallel.
- F. WRA noted that their work plan consists of over 100 meetings that have been set up, and follows the outline shown by Hill earlier in the presentation.
- G. There are eight parallel tracks in the work plan: BHS Expansion Committee meetings; Program Verification; MBTA Crossing Go/No Go; Schematic Design; Technical; Parking; Cost; Public Process; and Cypress Field. The timelines shown follow the outline shown by Hill earlier during the Executive Level Milestone Schedule review. The team is not involved with the Cypress Field project, but the work is being done in parallel to this project and the team will need to be cognizant of this.
- H. WRA held a 3 day work session, including 30 meetings, with the stakeholders at Brookline High School in mid-September. Pictures show some of the collaboration that took place during these meetings.
- I. Andrew Bott, Anthony Meyer and Jenee Ramos reported that the feedback from the attendees was that they felt involved and energized; and it strengthened the vision of building on the educational plan. WRA will continue to have meetings with the Brookline High School stakeholders over the next few months as they develop the design.
- J. WRA reported that they are studying how to best create a two-way campus, by bringing the 9<sup>th</sup> graders to the rest of the campus, and how to bring 10-12<sup>th</sup> grades to the Cypress Building.
- K. WRA showed a concept plan of the approved direction per feasibility study of a building at 111 Cypress Street with a bridge connecting to the campus. The second concept showed the building if MBTA crossing is not an option. The third concept showed the building if MBTA crossing is added after the building is constructed. The concept plans show building massing, but no design of the shape and material have been done yet.

- L. Susan Wolf Ditkoff noted that a parking structure is not included in these massing plans. The land shown across the right of way from the 111 Cypress Street building is currently not controlled by the Town.
- M. Nancy Heller stated that this is an extremely complex project and much work must happen in order to keep this project on the schedule presented.
- N. Howard Stein Hudson is a consultant to WRA and they are currently studying the need for traffic and parking for the project. WRA will review the number of parking spaces this project will add, and cost associated with building a parking structure as part of this project.

#### **5. 111 Cypress Street MBTA Outreach Plan**

- A. Donna Camiolo stated that the team has developed a strategic approach to acquire the MBTA approvals required for the 111 Cypress Street building crossing. The approach includes strategic communication with the Governor's Office; Brookline's Massachusetts State Senator and State Representatives; MBTA Secretary and Real Estate Group; as well as the MBTA Transit-Oriented Development/Engineering. Mel Kleckner, Nancy Heller, George Cole and Susan Wolf Ditkoff have all assisted in the initial outreach.
- B. The MBTA Secretary and Real Estate Group will review the land transfer portion of the project, while the MBTA Transit-Oriented Development/Engineering will be involved with the technical details of potentially placing portion of the new school building over the train tracks.
- C. The team is working on further developing the graphics and outreach plan, and hopes to get feedback from the MBTA by the end of October 2017.
- D. Nancy Heller and George Cole both noted that they have received positive feedback from their outreach, but are concerned about timing. George Cole said we need to create a political imperative. Nancy Heller said she has reached out to Senator Cynthia Creem about the project.

#### **6. Status of 111 Cypress Acquisition**

- A. Nancy Heller noted a request to authorize the selectmen to acquire 111 Cypress Street property will be brought up at the Town Meeting in November 2017. The property is being acquired at this time so the team can go in and evaluate the conditions of the building and soils, as well as complete a site survey.
- B. The purchase price will be part of the project cost being requested at Town Meeting in May 2018. The Town will provide short term financing until the Town Meeting in May 2018.
- C. Mel Kleckner reported that the Town is having an open dialogue with the property owner.
- D. Nancy Heller noted that if the Brookline High School project does not get the necessary votes in May 2018, the Town will need to consider their options of future use of 111 Cypress Street.

#### **7. Old and New Business**

- A. Daniel Bennett inquired about the process planned for involving the community and neighbors in the project. Susan Wolf Ditkoff noted that there are several committees that are due to review the project over the next few months, and agreed that there should be an effort to contact the residents and invite them to attend. The School Committee on November 6, 2017 could be a broader public presentation and hearing. Ben Lummis noted that he will be working with Ray Masak on uploading documents and meeting dates and information as it becomes available to the website, Facebook and Twitter.

## **8. Adjourn**

A motion was made by George Cole at 9:30AM to adjourn the meeting and seconded by Mel Kleckner. All in favor.