

MEMORANDUM

To: Mel Kleckner
Town Administrator

Andrew Bott
Superintendent of Schools

From: Joe Connelly, Project Manager
9th School Alternative Site Study

Date: November 30, 2017

RE: Update

I. Identify tasks to be accomplished on each alternative site being studied.

During the past two weeks, following the successful passage of Article 1 at the November 14th Special Town Meeting, School Department and Town Department staff have combined efforts to clearly delineate the scope of work to be accomplished in order to complete, in a timely manner, a comprehensive study of alternative sites and concepts for the location of a 9th school in Brookline. It has been determined this multiple site evaluation will require legal, environmental engineering, architectural, land appraisal, archeological and other related services on the following identified sites and other viable sites that may be identified during this study.

- Baldwin – Plan D
- Baldwin – North
- Pine Manor Concept
- Pierce School Renovation and Expansion
- Baker School
- Any combination of the above sites/concepts
- Or other locations as identified during this study

II. Initial start-up tasks in the process of being accomplished

1. Created a work scope and three month timeline that identifies tasks to be accomplished for each site and the personnel and/or contractual service providers assigned to each task. (See School Site Study – Work Scope and Timeline.)
Caution: This timeline is a work in progress and will be further developed over the next week.
2. Review updated enrollment projections and potential large scale residential developments to be occupied over the next 5 years (FY19 – FY23) in order to

determine 9th school classroom capacity needs to meet programmatic and K-8 enrollment driven needs.

3. Identify and fully engage all School and Town personnel and contractual service providers needed to complete this alternative site study by March 1, 2018.

III. Summary of meetings held to date to initiate this site study

To date, we have conducted six meetings designed to identify the scope of work associated with the comprehensive study of each site and to provide all personnel and contractual service providers with the necessary direction needed to successfully complete their assigned responsibilities.

November 15th – Organizational meeting attended by all Town and School Department personnel to be directly or partially involved with this multi-site study. (See Project Directory)

November 17th – Project Manager met with School personnel involved with the 9th School Site Study to discuss and generate a complete scope of work to be performed on all identified sites/concepts.

November 20th – Project Manager met with all Town personnel associated with the 9th School Site Study to discuss and generate a complete scope of work to be performed on all identified sites/concepts.

November 22nd – Town and School personnel came together to finalize scope of work and related tasks to be completed on each site. This allowed the School Site Study – Work Scope and Timeline to be jointly developed with assigned tasks and responsibilities mutually supported.

November 28th – Using the 9th School Site Study –Work Scope and Timeline as a guide, key Town and School personnel met with the selected architectural firm (HMFH – Pip Lewis) to review all aspects of the study of each site and to fully explain scope of work they would be held responsible to complete within the 3 month period.

November 30th – Meeting scheduled with Town Counsel, Joslin Murphy, for the purpose of identifying site review work on each site that will require contracting with legal service providers for land acquisition and related environmental and eminent domain issues. At this meeting, we were able to identify specific legal work required and the preferred legal firms to perform specific tasks associated with each site.

December 8th (Pending) – Follow-up meeting scheduled with HMFH to review their proposed scope of services proposal based upon direction and detail presented and fully discussed at the November 28th “Scope of Work” briefing. At this meeting, HMFH will be provided with all the documentation needed to initiate their site evaluation work, including, Floor Plans, As-Built, Maintenance and Capital Needs logs and other relevant reports.

December 8th (Pending) – Key Town and School personnel will meet to review projected costs of all contract service providers for the purpose of establishing a project budget.

IV. Other Relevant Updates

1. Updated Potential Large Residential Development Chart and updated ten year enrollment projection reports are currently being finalized so space capacity of new 9th school can be determined. This information should be available within a few days.
2. The evaluation of each site will include a summary of why the site is considered feasible or unfeasible due to identified barriers to siting a school in that location.
3. In an attempt to ensure the work being accomplished by the 9th School Alternative Study Working Group is seen as transparent and inclusive every effort will be made to involve interested parties, such as relevant boards and committees, neighbors within the locations being studied, interested Town meeting members, and parent groups of schools included in the study.