

**Design Subcommittee (DSC)**  
**Concord Middle School (CMS) Building Committee (SBC)**  
**Meeting Minutes - February 4, 2021**  
**Approved: March 16, 2021**  
**Virtual Meeting conducted via Zoom**

**PRESENT:** Court Booth, Dawn Guarriello, Russ Hughes, Laurie Hunter, Charlie Parker, Chris Popov, Matthew Root.

**PRESENT FROM HILL INTERNATIONAL:** Peter Martini, Ian Parks, Duclinh Hoang.

**PRESENT FROM SMMA: and EwingCole:** Kristen Olsen, Michael Dowhan, Matt Rice, Keith Fallon, Saul Jabbawy, Bill Smarzewski.

Court Booth called the online meeting to order at 7:30 AM. He noted that the meeting was recorded.

Attendance by roll call.

The minutes of January 15 and January 22, 2021 meetings were approved by roll call vote.

SMMA presented information with a slide deck organized around five areas. Slides attached.

- Class Size & Teams
- Space Needs & Use Study
- Space Summary - Annotated
- Cost Analysis
- Alternative Program Scenarios

The current space summary (a “ground up” review), references to the Education Plan, and current utilization projections were reviewed. Recent recommended revisions call for an additional 1,000 NSF for the gym (7,000 total), 2 art rooms, 2 music rooms and an auditorium, 1 technology classroom and 5 language classrooms.

New utilization figures were presented by SMMA, adding Teacher Planning as a scheduled activity. This will not allow for comparisons against MSBA or selected benchmarks. Kristen proposed that utilization in scheduled rooms was an average of 90%; Mr. Parker noted an earlier conclusion of an average of 70% for utilization of rooms that are scheduled, and requested the data to support the new SMMA figure. The SBC does not have a utilization guideline. Hill International does not have an opinion on the matter. Dawn noted that she does this kind of work and believes that flexibility for the future is important when considering utilization of a building.

The current space summary calls for 95,330 NSF, 142,995 GSF. This represents a 1% reduction from previous space recommendations. Mr. Booth noted that the number is now closer to the 125,000 GSF referenced at Town Meeting, and that there will be limited sharing of classrooms. Ms. Guarriello stated that the classroom sizing is lower than that of MSBA guidelines, and Mr. Booth noted that Concord’s class sizes are also smaller; per-pupil space is greater than MSBA calls for. Ms. Guarriello clarified that the MSBA provides a NSF range that is acceptable for classrooms (850-950 nsf) and allows the project team to make a recommendation within that range based on the way education is planned to delivered in the building. The dining area will accommodate 3 lunch periods, scheduled by grade level. Musical performances calling for event seating greater than 270 will require use of the CCHS auditorium. Mr. Cameron stated that performances and all ensemble practices must be at CCHS also; about 10-12 CMS activities annually will be scheduled at CCHS. Mr. Popov asked about site constraints and possible gym

size; Ms. Olsen referenced the 15% limit on impermeable surface for the property. Space for specialized programs that can accommodate programs that previously required out-of-district placements are included, with room for growth. Mr. Root referenced the kitchen, and it was noted that it's a full-size all-electric facility to serve the building, and includes dishwashing that is necessary for sustainability purposes.

Preliminary cost estimates now total about \$100,000,000 (\$79.98m construction, plus 25% soft costs), based on construction cost projections of \$555 sf "absolute limit," requiring diligence with material choices. All costs (demolition, fields, parking, escalation mark-ups, etc.) are included. The separate lower field will not be improved within this project. The escalation estimate is 8% annually, included. Ms. Guarriello noted that, based on her experience, she is comfortable with the \$555 estimate; it may affect decisions on materials choices, and the building will be beautiful and durable. Mr. Parker noted that the current \$100m cost estimate provides the project with no buffer. Ms. Guarriello believes that there is a comfortable contingency. Mr. Booth noted the range of opinion about the cost estimates, suggesting uncertainty at this stage. Hill International will continue to examine the estimates in order to verify cost estimates. Ms. Guarriello and Mr. Parks recommended that the work continue with the space and cost estimates as presented today.

Alternative scenarios that were considered include:

- Teaching world languages in team classrooms
- Removal of alternative physical education space
- Removal of auditorium
- Reduce gym size by 1,000 nsf (to 6,000)

The information reviewed and discussed at the meeting will inform a DSC recommendation on the SMMA space summary, "up or down," on February 25. An affirmative vote will indicate that the space achieves the current and future needs outlined in the Education Plan. The completed version of the Plan, approved by the School Committee in January, will be available before the February 25 meeting.

Mr. Cameron informed the SBC about a recent meeting at which students reviewed the space summary. Mr. Booth stated that he remains concerned about meeting budget expectations. Mr. Martini noted that Hill International is focused on project schedule at price.

Public comments:

Tracey Marano explained the extent of the theatre arts program at CMS, and supported attention to auditorium needs. Over 100 students are involved, with 3 productions, with high audience demand. Smaller performance space may necessitate more performances, higher costs, and use of CCHS. Pat Nelson expressed her enthusiasm for the clear vision that is driving the project.

Adjournment 9:32 AM, motion by Ms. Guarriello, second by Mr. Popov, by roll call.

The next meeting is on February 18 at 7:30 AM.

**Meeting video available at:**

[https://concordps.zoom.us/rec/play/HcCWVdKxw3vUhMoNitM7w6Aouwkk9SuxG5P1M4F-f3\\_6EXzCr3s5CuMUteEvaFwg4cLT9RDFC9qmf4px.sLIINWa9xe61iPCU?startTime=1612441984000&\\_xzm\\_rtaid=FotVAauqQqW3fUkkyYDYOQ.1615476612050.362901452caa1ad9f52890ee8cb673c6&\\_xzm\\_rhtaid=41](https://concordps.zoom.us/rec/play/HcCWVdKxw3vUhMoNitM7w6Aouwkk9SuxG5P1M4F-f3_6EXzCr3s5CuMUteEvaFwg4cLT9RDFC9qmf4px.sLIINWa9xe61iPCU?startTime=1612441984000&_xzm_rtaid=FotVAauqQqW3fUkkyYDYOQ.1615476612050.362901452caa1ad9f52890ee8cb673c6&_xzm_rhtaid=41)

**Attachment:**

Slide deck presented 2.4.21 by SMMA, pdf format