

Concord Middle School Building Committee
Meeting Minutes
July 29, 2021

PRESENT: Dawn Guarriello, Laurie Hunter, Pat Nelson, Matt Root, Charles Parker, Frank Cannon, Jared Stanton, Chris Popov, Jon Harris, Matt Johnson, Russ Hughes, Justin Cameron, Heather Bout

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

PRESENT FROM SMMA/EWING COLE: Kristen Olsen, Michael Dowhan

MEETING ORGANIZER: Dawn Guarriello

Call to Order

Dawn Guarriello called the meeting to order at 7:30 A.M. via Zoom Virtual Conference call. A recording of the meeting will be made available at the Concord Public School's project page and Town of Concord's website.

Co-chair, Dawn Guarriello, reported to the committee that Heather Bout will not be reappointed to the School Committee and Alexa Anderson will be joining the School Building Committee.

Approval of Minutes

Matt Johnson made a motion to approve the July 15, 2021 meeting minutes as written. Seconded by Russ Hughes. No further discussion. Motion carried unanimously.

Correspondence

Heather Bout reported to the committee that there was one correspondence asking about the discussion of electrical systems and when it was going to be discussed. Ms. Guarriello added there was a request from a community member for spelling out construction acronyms in the committee meetings and minutes for clarity.

Ms. Guarriello requested a motion to switch the order of agenda items 4, Schematic Design, and item 5, Budget. Heather Bout motioned. Seconded by Matt Root. Motion carried unanimously.

Project Budget Discussion

Kristen Olsen, Project Manager with SMMA, reported to the committee on cost saving due-diligence to date and noted cost saving efforts are being made until bidding. Ms. Olsen noted the building footprint selected by the Committee during the Feasibility Study was inherently more efficient with its linear design and that the design team continues to refine it. For building envelope, the masonry exterior selected by the Committee is a more economical option for the exterior building material and the window to wall ratio had been reduced from 30% to 25% at the end of the Feasibility Study which is more economical as well. A scheduling analysis was completed with the school department which reduced the number of rooms as teachers are now sharing classrooms. There were also space reductions made to the dining area and media center. It was noted that the Massachusetts School Building Authority (MSBA) typically sizes the dining area to half the enrollment but this project is a third based on Concord's plan to coordinate lunch times by grade. Maker Space and

Alternative Physical Education (Alt PE) square footage was removed but with the intent to incorporate the activities in other spaces of the school. The Design team has refined the gym space and court layout through detailed discussions with the Athletic Director and has reported findings to the committee.

- Matt Johnson asked about the high school's window to wall ratio. SMMA did not know and will review. Dawn Guarriello also offered to reach out to a contact of hers who was formerly employed by the architecture firm that designed the high school.
- Pat Nelson asked about the impact on daylighting with respect to only 25% window area. SMMA noted windows will be placed to maximize daylighting and views while also minimizing glare.
- Charlie Parker asked for metrics for how much light goes into the rooms and would like more detailed information.

Ms. Olsen noted the committee has realized cost savings by opting to follow LEED and other sustainability guidelines but not pursuing the formal certification process. Building component savings includes no lockers, as desired by the school administrators. Mr. Parker asked if that was a decision that was made and agreed upon by all. Mr. Cameron noted that the students had been working well without them in this past year and had minimal use before. Dr. Hunter offered to discuss it further if Committee members were interested but noted that no lockers is the School Department's recommendation. Tile will need to be planned in place of the lockers to provide a durable surface. For building systems, the current design includes flexible sprinkler pipe connections and a variable refrigerant flow (VRF) system both of which are the more economical than alternatives and are commonly used in net zero ready buildings. No natural gas will be used for the science labs or kitchen. The Design team will still be performing a life cycle cost analysis for other systems as part of a due diligence effort. The current site design does not include the lower fields and the Fire Department agreed that a fire lane on the south side of building was not required due to building fire sprinklers, proposed footprint, and planned egress.

Ms. Olsen noted that there are on-going efforts for sustainability which includes reviewing the number of electric vehicle (EV) charging (and readiness) stations. Building envelopment refinements will be an on-going process until bid. Building and site materials will be a continued design process. Auditorium layout is still being studied by the Design team. The FF&E consultant is reviewing furniture which can affect space requirements, for example, cafeteria folding tables which would determine storage requirements. The Design team is continuing to look at operable wall partition types and locations. A value engineering list will be developed by SMMA and Hill for committee review as the design develops so when the estimates are complete, the committee can look at other potential cost saving or value adding alternatives.

Ms. Olsen added that the current known cost risks are the market conditions, unforeseen site conditions and the septic system design requirements.

Discussion ensued:

- Dr. Hunter suggested to the committee that it would be beneficial for the subcommittees, specifically the Design, Sustainability, and Finance subcommittees to meet and review the current design in person. Dr. Hunter and Mr. Cameron continue to review space requirements and looked at the science lab prep rooms and teacher work rooms sizes to possibly reduce size by approximately 1,000 SF which brings the estimated total project cost range down to \$100.3M to 100.5M. Ms. Guarriello

supported the idea of having the subcommittees (design, sustainability, finance) to meet and review these details.

- Ms. Guarriello read an email from Court Booth for record. See attached email.
- Pat Nelson asked the committee about the process for design decisions. Charlie Parker questioned when and how design decisions are being made, and would like the committee to bring closure to the decisions and design direction. Ms. Olsen noted that typically school building committee's do not vote on each and every design element. Instead the team develops the design, seeking input from the Committee iteratively, using that feedback to hone in on details and design refinement. Committee and community feedback is typically provided in the committee meetings which help to direct the design process and follow-up emails from community and committee members are being received and taken into consideration. Ms. Guarriello added that during Schematic Design, the team works towards setting a budget more than making final design decisions.
- Chris Popov added that the committee should approve all aspects of the building.
- Ian Parks, Hill International, noted that Hill is heavily involved in managing the design process with the architect through weekly/daily coordination meetings and calls. A lot of due-diligence is done with SMMA in preparation for the committee meetings to confirm previous comments are addressed in design progressions, ensuring that the committee is heard. Mr. Parks added that the total project budget is \$108M, as voted formally by the committee to increase the size of the gymnasium and auditorium. However, Hill and SMMA understand that the goal of the committee is to design and build a \$100M school.
- Matt Root welcomed the opportunity to restart the subcommittees and would like to have two subcommittee meetings prior to the full building committee.
- Dr. Hunter noted the Finance subcommittee would need a chair. Ms. Nelson added the Communications subcommittee also needs a chair.

Schematic Design (SD)

Michael Dowhan, with SMMA, provided an update on the site design to the committee. Mr. Dowhan noted the existing site is about 30 acres, mostly wooded or sloped which leaves about 5.5 acres of site to build on. The proposed Phase 1 limit of work, new building, parking, circulation and grading, is approximately 8 acres (350,000 sf). The Phase 2 limit of work, athletic fields, grading, is about approximately 7.8 acres (341,000 sf). The initial focus for the Design team is the materiality at the entrance promenade/entrance plaza, proposed outdoor classrooms, outdoor gathering area on the south side of the building, and the Amphitheatre (sloped lawn area or terrace for outdoor performance).

Discussion ensued:

- Chris Popov noted drainage, reuse of water, sustainability and maintenance should be considered during site design. Mr. Dowhan noted the parking area would have a series of bioretention and rain gardens to keep the run off on site. Mr. Dowhan added the impervious area is currently 14.8%, under 15% as required.
- Ms. Guarriello asked if there is any potential for discovering unforeseen underground utilities. Mr. Dowhan noted currently that the Design team's understanding is there won't be any issues or conflicts with the proposed school and parking lot.

- Mr. Dowhan noted the potential to keep the septic system in its current location and provide a pump as a cost saving over reestablishing it in its entirety closer to the school. The location is also being reviewed in relationship to the nearby well. Matt Root noted the septic system may be towards the end. Dr. Hunter agreed.
- Mr. Root asked if the field needs irrigation or any other locations? Mr. Dowhan noted typically no irrigation is provided for fields and the current design does not include irrigation but can be considered if the committee desires. Mr. Dowhan noted that LEED does not prohibit the irrigation of athletic fields. Dr. Hunter noted that this would need to be discussed as an irrigation system is currently being installed at the Willard school's athletic fields.
- Ms. Guarriello reminded SMMA to ensure free and clear access for all students and faculty for site design considerations.

Cash flow Update

Ian Parks, with Hill, presented to the committee on the cash flow for the end of July 2021 showing recently an invoice from SMMA for schematic design services for the amount of \$69,318 for May and June 2021. The total expenditure to date is \$833,040.

Mr. Johnson asked if there could be a projection for project costs until completion of schematic design. Mr. Parks noted Hill made a projection early on in 2019 and updated the cash flow showing the pause and Schematic Design completing in December 2021.

Next Steps

Next meeting will be Thursday, August 5, 2021

New Business

Dawn Guarriello asked the committee to start considering a hybrid virtual/in-person format for upcoming meetings.

Public Comment

No public comments.

Adjournment

Co-Chair Dawn Guarriello requested the meeting be adjourned at 9:30 AM. Heather Bout made the motion to adjourn, Matt Johnson seconded the motion. The motion carried unanimously.

Details of this meeting can be found on the Zoom link below:

<https://concordps.zoom.us/rec/play/4DtpCynCLi1Wr0FN4JbBRwbZjZjyg66VXY8P1SgSGt7kZ4HdglfBJUPW8haeFqxzAKRheQJPVXeHla7Y.f8rHTYvul1nj-a5T>

----- Forwarded Message -----

From: Courtland Booth <booth.csc@gmail.com>

To: Dawn Guarriello <dawnguarriello@yahoo.com>; Pat Nelson <pcknelson@gmail.com>

Cc: Laurie Hunter <lhunter@concordps.org>; Alexa Anderson <alanderson@concordps.org>; Cynthia Rainey <crainey@concordps.org>

Sent: Wednesday, July 28, 2021, 08:44:16 PM EDT

Subject: CMSBC

Good evening,

I will have telephone access at best tomorrow, so I am sending this along with the request that you share it for the record on my behalf in the meeting when members are permitted to add their input.

On Wednesday the School Committee appointed Alexa Anderson as one of its CMSBC representatives today and appointed me to continue serving.

We trust that Heather Bout, who has served the School Committee and the CMSBC so admirably, will be able to fulfill other important roles for the project in the future, perhaps in one of the anticipated community leadership roles that does not require formal appointment. The School Committee is very grateful for her leadership during the critical phases that took the project from a need and vision to the schematic design phase we are focused on now.

Speaking as an individual member only (the School Committee has not discussed the project recently) I wish to recommend that SMMA no longer reference the \$108 million guideline as such, as our Fincom observer recently informed us that the number was arrived at in error, with an inflation projection applied twice, inadvertently.

I also wish to recommend that our subcommittees be permitted to resume their work. Laurie Hunter's memo this week suggests to me that there is a role for the subcommittees. When they were asked to stand down, I recall that we agreed that our work would instead be done at the full committee level. However, it appears that budget and design work was moved off to a smaller group in recent weeks. While we should appreciate everyone's efforts on behalf of our project goals, for the long term integrity of the project our work should return to the subcommittee work conducted publicly.

Thank you.

Court Booth