

PROJECT MINUTES

Project:	New W. Edward Balmer Elementary School	Project No.:	17020
Prepared by:	Joel Seeley	Meeting Date:	2/5/19
Re:	School Building Committee Meeting	Meeting No:	37
Location:	High School Media Center	Time:	6:30pm
Distribution:	School Building Committee Members, Attendees (MF)		

Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
	Joseph Strazzulla	Chairman, School Building Committee	Voting Member
✓	Melissa Walker	School Business Manager	Voting Member
✓	Alicia Cannon	Representative of the Board of Selectmen	Voting Member
✓	Michael LeBrasseur	Chairman, School Committee	Voting Member
✓	Paul Bedigian	Representative of the Building, Planning, Construction Committee	Voting Member
✓	Steven Gogolinski	Representative of the Finance Committee	Voting Member
	Jeffrey Tubbs	Community Member with building design and/or construction experience	Voting Member
✓	Peter L'Hommedieu	Community Member with building design and/or construction experience	Voting Member
✓	Jeff Lundquist	Community Member with building design and/or construction experience	Voting Member
✓	Andrew Chagnon	Community Member with building design and/or construction experience	Voting Member
	Spencer Pollock	Parent Representative	Voting Member
✓	Adam Gaudette	Town Manager	Non-Voting Member
✓	Dr. Catherine Stickney	Superintendent of Schools	Non-Voting Member
✓	Richard Maglione	Director of Facilities	Non-Voting Member
✓	Karlene Ross	Principal, W. Edward Balmer Elementary School	Non-Voting Member
✓	Jill Healy	Principal, Northbridge Elementary School	Non-Voting Member
✓	Gregory Rosenthal	Director of Pupil Personnel Services	Non-Voting Member
✓	Lee Dore	D & W, Architect	
✓	Thomas Hengelsberg	D & W, Architect	
	Berglund Davis	D & W, Architect	
	David Fontaine, Jr	Fontaine Bros, CM	
	David Barksdale	Fontaine Bros, CM	
✓	Jim Mauer	Fontaine Bros, CM	
	Joel Kent	Fontaine Bros, CM	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
37.1	Record	Call to Order, 6:35 PM, meeting opened.
37.2	Record	A. Chagnon announced the meeting will be video and audio recorded with live broadcast and future re-broadcast.
37.3	Record	Public Comments – no comments
37.4	Record	<p>A motion was made by P. Bedigian and seconded by M. LeBrasseur to approve the 1/15/19 School Building Committee meeting minutes with the following correction: add to item 36.17:</p> <p>3. A. Chagnon asked that the specifications require a robust testing and verification process be completed on the installed 36" storm drain pipe under the building prior to placement of fill and concrete slab. Process to include pressure testing, video recording and any process the civil engineer recommends.</p> <p><i>T. Hengelsberg will review with the civil engineer and provide direction</i></p> <p>Motion passed unanimous by those attending.</p>
37.5	Record	<p>Warrant No. 20 was reviewed.</p> <p>A motion was made by M. LeBrasseur and seconded by P. Bedigian to approve Warrant No. 20. No discussion, motion passed unanimous.</p>
37.6	Record	A. Gaudette indicated the Project Funding Agreement, PFA, has been executed by A. Cannon and submitted to MSBA.
37.7	J. Mauer	J. Mauer will forward the Committee log-in instructions to FBI's FTP site to view/download the 2/22/19 Design Development Pricing Set.
37.8	M. DiSalvo	M. DiSalvo to work with the school department to define, in the specifications, sufficient training requirements for the school department's maintenance staff, including video-taping.
37.9	Record	T. Hengelsberg confirmed the Eversource Will Serve letter and VAV Gas Load letter reference the same load measurements, CFH and mbh are interchangeable, attached.
37.10	Record	T. Hengelsberg confirmed the emergency generator is diesel fueled, attached.
37.11	Record	T. Hengelsberg provided the repair method for the epoxy flooring, attached.
37.12	Record	T. Hengelsberg confirmed the Media Center walls are not required to be fire-rated due to the 3-story lite well opening, attached.
37.13	Record	T. Hengelsberg confirmed the Radon testing performed in the existing Balmer school at the PDP phase was negative.
37.14	Record	T. Hengelsberg distributed and reviewed the 12/12/18, 12/19/18, 1/3/19, 1/9/19, 1/15/19, and 1/22/19 User Group Meeting Minutes, attached.
37.15	Record	<p>T. Hengelsberg distributed and reviewed the 1/8/19 and 1/9/19 Working Group Meeting Minutes, attached.</p> <p>Committee Discussion:</p> <p>1. M. LeBrasseur asked if the decisions the Working Group is making are decisions that should come back to the Committee for approval?</p> <p><i>L. Dore indicated that the Working Group is reviewing refinements to the design that are in general keeping with the Schematic Design. If there are design</i></p>

Item #	Action	Discussion
		<p><i>deviations from the Schematic Design, the Working Group will bring to the SBC with a recommendation for approval.</i></p> <p>2. A. Chagnon indicated the SBC will vote to approve the design at the end of each phase and it is the design team's responsibility to bring a project that is on budget, meets the educational program and the MSBA requirements for each of those votes.</p>
37.16	Record	J. Mauer distributed and reviewed the 12/17/18 and 1/22/19 Construction Logistics Working Group Meeting Minutes, attached.
37.17	T. Hengelsberg	<p>Site Design</p> <p>T. Hengelsberg presented an update on the vehicle turning radii and the 36" storm drain pipe relocation, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. S. Gogolinski asked D&W to confirm the turning radii for all parking lot exits, there are several at the High School that are not sufficient and force the turning car into the oncoming lane of traffic. <i>T. Hengelsberg will confirm and provide direction.</i> 2. J. Lundquist asked where will the FDC be located? <i>T. Hengelsberg indicated it will be located once the fire sprinkler system design is advanced, with review by the Fire Chief.</i> 3. T. Hengelsberg indicated that the Storm Water Operations and Maintenance Plan, required to be submitted as part of the Conservation Commission NOI, will be issued as a draft for review by R. Maglione and the Committee prior to submission. 4. T. Hengelsberg will provide detailed cut and fill analysis, by material, with the Design Development Pricing Set for Committee review. 5. T. Hengelsberg will provide existing top soil characterization for gradient and nutrient enhancements for Committee review. 6. T. Hengelsberg to refine the sidewalk layouts for a future Committee meeting. 7. T. Hengelsberg indicated the top of the 36 inch storm drain pipe will be approximately 12 feet below the first floor slab. 8. T. Hengelsberg indicated the civil engineer does not recommend encasing the 36 inch storm drain pipe under the building in concrete. 9. The Committee asked D&W to provide options to the routing of the 36 inch storm line for review, such as reducing the depth of the line, installing a temporary line until Phase 2, concrete encasing at the foundation wall, routing around the building, use of concrete piping.
37.18	Record	Building Interior Design – no update
37.19	T. Hengelsberg	Building Elevation Design

Item #	Action	Discussion
		<p>T. Hengelsberg presented an update on the exterior elevations including material samples, and distributed and reviewed an analysis showing cost, life span, maintenance, warranty and durability for each of the siding materials for Committee review.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. P. L'Hommedieu asked if there are opportunities for savings to offset the approximate \$200,000 increase to change from metal panels to phenolic panels? <i>L. Dore indicated there are a few areas that scope has reduced and recommends pricing the phenolic in the DD estimate along with the metal panels for comparison.</i> 2. A. Chagnon asked if a less costly material can be priced for the back of the school? <i>L. Dore indicated yes, the DD estimate will include alternates for comparison.</i> <p>The Committee is in agreement with the Exterior Design direction.</p>
37.20	J. Mauer T. Hengelsberg	<p>J. Mauer presented the Plan of Curbing Types along the roadways and parking lots, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. A. Chagnon asked if FBI can review options to the Cape Cod Berm? <i>J. Mauer and T. Hengelsberg will review and provide direction.</i>
37.21	J. Seeley T. Hengelsberg	<p>Site Permitting</p> <p>Conservation Commission</p> <ol style="list-style-type: none"> 1. J. Seeley indicated the Conservation Commission closed the ANRAD hearing on 1/16/19 and will be issuing the ORAD. 2. The NOI is scheduled to be submitted 4/5/19. 3. J. Seeley to confirm that the same Peer Review firm will be used for Conservation Commission and Planning Board. <p>Planning Board</p> <ol style="list-style-type: none"> 1. T. Hengelsberg distributed and reviewed the 1/23/19 Technical Review Meeting Minutes, held in preparation for the Site Plan Review submission on 4/5/19. 2. T. Hengelsberg to prepare a Zoning Compliance Analysis to be submitted for review. 3. T. Hengelsberg to submit the sewage design flows to DPW to be utilized by CDM, the town's consultant, to perform a capacity analysis of the existing system.
37.22	Record	<p>A. Chagnon provided an update on the PV Working Group, which met on 2/5/19 with a PV developer to discuss the financial, procurement, contractual, design, installation, and incentive rebate options there are for providing a PV system in the project.</p>

Item #	Action	Discussion
37.23	Record	Old or New Business 1. A. Chagnon asked if the Friday Email package of SBC presentation materials was sufficient? <i>The committee indicated the Friday Email package was sufficient.</i>
37.24	Record	Next SBC Meeting: 2/27/19 at 6:30 pm at the High School Media Center. The anticipated agenda items are a review of updated interior designs and materials, instructional FFE and technology and energy models.
37.25	Record	A Motion was made by M. LeBrasseur and seconded by P. Bedigian to adjourn the meeting. No discussion, motion passed unanimous.

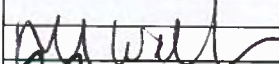
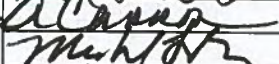
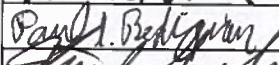

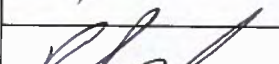
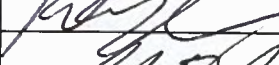
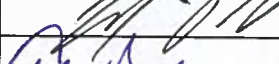
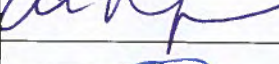


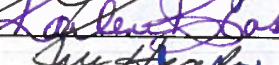












Attachments: Agenda, Warrant No. 20, 12/12/18, 12/19/18, 1/3/19, 1/9/19, 1/15/19, and 1/22/19 User Group Meeting Minutes, 1/8/19 and 1/9/19 Working Group Meeting Minutes, 12/17/18 and 1/22/19 Construction Logistics Working Group Meeting Minutes, Plan of Curbing Types, 1/23/19 Technical Review Meeting Minutes, Powerpoint

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

PROJECT MEETING SIGN-IN SHEET

Project: New W. Edward Balmer Elementary School
 Prepared by: Joel Seeley
 Re: School Building Committee Meeting
 Location: High School Media Center
 427 Linwood Avenue, Whitinsville, MA
 Distribution: Attendees, (MF)

Project No.: 17020
 Meeting Date: 2/5/2019
 Meeting No: 37
 Time: 6:30pm

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
	Joseph Strazzulla	jstrazzulla@nps.org	Chairman, School Building Committee
	Melissa Walker	mwalker@nps.org	School Business Manager, MCPPO
	Alicia Cannon	Cannonhome0927@gmail.com	Member, Board of Selectmen, CEO
	Michael LeBrasseur	mlebrasseur@nps.org	Chairman, School Committee
	Paul Bedigian	bedigianps@cdmsmith.com	Representative of the Building, Planning, Construction Committee
	Steven Gogolinski	steve@gogolinskicpa.com	Representative of the Finance Committee
	Jeffrey Tubbs	jtubbs@charter.net	Member of community with architecture, engineering and/or construction experience
	Peter L'Hommedieu	PLHommedieu@shawmut.com	Member of community with architecture, engineering and/or construction experience
	Jeff Lundquist	jlundquist@therichmondgroup.com	Member of community with architecture, engineering and/or construction experience
	Andrew Chagnon	achagnon@vertexeng.com	Member of community with architecture, engineering and/or construction experience
	Spencer Pollock	spencerpollock22@gmail.com	Parent Representative
	Adam Gaudette	agaudette@northbridgemass.org	Town Manager
	Dr. Catherine Stickney	cstickney@nps.org	Superintendent of Schools, NPS
	Richard Maglione	rماغlione@nps.org	Building Maintenance Local Official
	Karlene Ross	kross@nps.org	Principal, W. Edward Balmer Elementary School
	Jill Healy	jhealy@nps.org	Principal, Northbridge Elementary School
	Gregory Rosenthal	grosenthal@nps.org	Director of Pupil Personnel Services
	Lee P. Dore	lpdore@DoreandWhittier.com	Dore & Whittier Architects
	Thomas Hengelsberg	thengelsberg@DoreandWhittier.com	Dore & Whittier Architects
	David Fontaine, Sr.	DFontaine@fontainebros.com	Fontaine Bros., Inc.
	David Fontaine, Jr.	djf@fontainebros.com	Fontaine Bros., Inc.
	Mark Abdella	mabdella@fontainebros.com	Fontaine Bros., Inc.
	Jim Mauer	jmauer@fontainebros.com	Fontaine Bros., Inc.
	Joel Seeley	jseeley@smma.com	SMMA

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1000 Massachusetts Avenue
 Cambridge, MA 02138
 617.547.5400

www.smma.com

Agenda

Project:	W. Edward Balmer Elementary School Feasibility Study	Project No.:	17020
Re:	School Building Committee Meeting	Meeting Date:	2/5/2019
Meeting Location:	High School Media Center	Meeting Time:	6:30 PM
	427 Linwood Avenue, Whitinsville, MA	Meeting No.	37
Prepared by:	Joel G. Seeley		
Distribution:	Committee Members (MF)		

1. Call to Order
2. Public Comments
3. Approval of Minutes
4. Approval of Invoices and Commitments
5. Review Updated Site and Floor Plans
 - User Group Meetings
 - Construction Logistics / Safety Meeting
6. Review Updated Exterior Elevations
7. Site Permitting Update
 - Conservation Commission
 - Planning Board – Technical Review Meeting
8. Review Site Curbing
9. PV Working Group Update
10. New or Old Business
11. Committee Questions
12. Next Meeting: February 27, 2019
13. Adjourn

Symmes Maini & McKee Associates, Inc. (SMMA) Northbridge School District Northbridge W. Edward Balmer Elementary School BUDGET SUMMARY			Original PS&B Budget 6/20/2018	Budget Revisions	Current Budget	Contract Amount	Expended	(B - C) Remaining Contract Amount	Additional Projected Amount	(A - B - E) Budget Balance
BUDGET TRACKING FORM as of: 1/31/2019										
	Propay code #	Name			A	B	C	D	E	
		<u>Feasibility Study Agreement</u>								
1	0001-0000	<u>OPM Feasibility Study</u>	105,000.00		105,000.00	105,000.00	105,000.00	-	-	-
2	0002-0000	<u>A&E Feasibility Study</u>	425,000.00		425,000.00	425,000.00	425,000.00	-	-	-
3	0003-0000	<u>Environmental and Site</u>	150,000.00		150,000.00	146,753.50	145,543.50	1,210.00	-	3,246.50
4	0004-0000	<u>Other</u>	95,000.00		95,000.00	51,734.59	51,734.59	-	-	43,265.41
Feasibility Study Agreement Subtotal			\$ 775,000.00	\$ -	\$ 775,000.00	\$ 728,488.09	\$ 727,278.09	\$ 1,210.00	\$ -	\$ 46,511.91
		<u>Administration</u>								
6	0101-0000	<u>Legal Fees</u>	80,000.00		80,000.00	-	-	-	-	80,000.00
		<u>Owner's Project Manager</u>								
7	0102-0400	<u>> Design Development</u>	180,250.00		180,250.00	180,250.00	45,062.50	135,187.50	-	-
8	0102-0500	<u>> Construction Contract Documents</u>	250,025.00		250,025.00	250,025.00	-	250,025.00	-	-
9	0102-0600	<u>> Bidding</u>	95,050.00		95,050.00	95,050.00	-	95,050.00	-	-
10	0102-0700	<u>> Construction Contract Administration</u>	1,912,599.00		1,912,599.00	1,912,599.00	-	1,912,599.00	-	-
11	0102-0800	<u>> Closeout</u>	120,080.00		120,080.00	120,080.00	-	120,080.00	-	-
12	0102-0900	<u>> Extra Services</u>	100,000.00		100,000.00	-	-	-	-	100,000.00
13	0102-1000	<u>> Reimbursable & Other Services</u>	40,000.00		40,000.00	-	-	-	-	40,000.00
14	0102-1100	<u>> Cost Estimates</u>	-		-	-	-	-	-	-
15	0103-0000	<u>Advertising</u>	20,000.00		20,000.00	-	-	-	-	20,000.00
16	0104-0000	<u>Permitting</u>	50,000.00		50,000.00	-	-	-	-	50,000.00
17	0105-0000	<u>Owner's Insurance</u>	80,000.00		80,000.00	-	-	-	-	80,000.00
18	0199-0000	<u>Other Administrative Costs</u>	60,000.00		60,000.00	-	-	-	-	60,000.00
Administration Subtotal			\$ 2,988,004.00	\$ -	\$ 2,988,004.00	\$ 2,558,004.00	\$ 45,062.50	\$ 2,512,941.50	\$ -	\$ 430,000.00
		<u>Architecture and Engineering</u>								
		<u>Basic Services</u>								
21	0201-0400	<u>> Design Development</u>	1,944,609.00		1,944,609.00	1,944,609.00	777,843.60	1,166,765.40	-	-
22	0201-0500	<u>> Construction Contract Documents</u>	2,657,249.00		2,657,249.00	2,657,249.00	-	2,657,249.00	-	-
23	0201-0600	<u>> Bidding</u>	227,830.00		227,830.00	227,830.00	-	227,830.00	-	-
24	0201-0700	<u>> Construction Contract Administration</u>	2,252,218.00		2,252,218.00	2,252,218.00	-	2,252,218.00	-	-
25	0201-0800	<u>> Closeout</u>	164,136.00		164,136.00	164,136.00	-	164,136.00	-	-
26	0201-9900	<u>> Other Basic Services</u>	-		-	-	-	-	-	-
27		BASIC SERVICES SUBTOTAL	\$ 7,246,042.00	\$ -	\$ 7,246,042.00	\$ 7,246,042.00	\$ 777,843.60	\$ 6,468,198.40	\$ -	\$ -
		<u>Reimbursable Services</u>								
28	0203-0100	<u>> Construction Testing</u>	30,000.00		30,000.00	-	-	-	-	30,000.00
29	0203-0200	<u>> Printing (over minimum)</u>	20,000.00		20,000.00	-	-	-	-	20,000.00
30	0203-9900	<u>> Other Reimbursable Costs</u>	100,000.00		100,000.00	-	-	-	-	100,000.00
31	0204-0200	<u>> Hazardous Materials</u>	100,000.00		100,000.00	-	-	-	-	100,000.00
32	0204-0300	<u>> Geotech & Geo-Env.</u>	85,000.00		85,000.00	-	-	-	-	85,000.00
33	0204-0400	<u>> Site Survey</u>	40,000.00		40,000.00	-	-	-	-	40,000.00
34	0204-0500	<u>> Wetlands</u>	40,000.00		40,000.00	-	-	-	-	40,000.00
35	0204-1200	<u>> Traffic Studies</u>	35,000.00		35,000.00	-	-	-	-	35,000.00
Architectural and Engineering Subtotal			\$ 7,696,042.00	\$ -	\$ 7,696,042.00	\$ 7,246,042.00	\$ 777,843.60	\$ 6,468,198.40	\$ -	\$ 450,000.00

Symmes Maini & McKee Associates, Inc. (SMMA) Northbridge School District Northbridge W. Edward Balmer Elementary School BUDGET SUMMARY										
BUDGET TRACKING FORM as of: 1/31/2019			Original PS&B Budget 6/20/2018	Budget Revisions	Current Budget	Contract Amount	Expended	(B - C) Remaining Contract Amount	Additional Projected Amount	(A - B - E) Budget Balance
CM @ Risk Preconstruction Services										
36	0501-0000	Pre-Construction Services	\$ 250,000.00		\$ 250,000.00	\$ 210,000.00	\$ 32,308.00	\$ 177,692.00	\$ -	\$ 40,000.00
	0502-0001	Construction Budget	\$ 79,492,662.00		\$ 79,492,662.00	\$ -	\$ -	\$ -	\$ -	\$ 79,492,662.00
89	CSI Code	CSI Description								
89	0502-0100	Division 1 - General Requirements				-	-	-	-	-
89	0502-0200	Division 2 - Existing Conditions				-	-	-	-	-
89	0502-0300	Division 3 - Concrete				-	-	-	-	-
89	0502-0400	Division 4 - Masonry				-	-	-	-	-
89	0502-0500	Division 5 - Metals				-	-	-	-	-
89	0502-0600	Division 6 - Wood, Plastics and Composites				-	-	-	-	-
89	0502-0700	Division 7 - Thermal & Moisture Protection				-	-	-	-	-
89	0502-0800	Division 8 - Openings				-	-	-	-	-
89	0502-0900	Division 9 - Finishes				-	-	-	-	-
89	0502-1000	Division 10 - Specialties				-	-	-	-	-
89	0502-1100	Division 11 - Equipment				-	-	-	-	-
89	0502-1200	Division 12 - Furnishings				-	-	-	-	-
89	0502-1400	Division 14 - Conveying Systems				-	-	-	-	-
89	0502-2100	Division 21 - Fire Suppression				-	-	-	-	-
89	0502-2200	Division 22 - Plumbing				-	-	-	-	-
89	0502-2300	Division 23 - HVAC				-	-	-	-	-
89	0502-2600	Division 26 - Electrical				-	-	-	-	-
89	0502-3100	Division 31 - Earthwork				-	-	-	-	-
89	0502-3200	Division 32 - Exterior Improvements				-	-	-	-	-
89	0502-3300	Division 33 - Utilities				-	-	-	-	-
89	0502-9900	Retainage				-	-	-	-	-
89	0508-0000	Change Orders		\$ -	-	-	-	-	-	
89	Construction Budget Subtotal		\$ 79,492,662.00	\$ -	\$ 79,492,662.00	\$ -	\$ -	\$ -	\$ -	\$ 79,492,662.00
		Alternates	-		-					
90	0506-0000	Ineligible Work (Maint Bldg, Press Box, Concession and Restroom				-	-	-	-	-
90	0506-0000	Retainage for Alternates/Ineligible Work				-	-	-		
Alternates Subtotal			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0600-0000	Miscellaneous Project Costs	200,000.00 300,000.00 - 200,000.00		200,000.00 300,000.00 - 200,000.00					
94	0601-0000	Utility Company Fees				-	-	-	-	200,000.00
95	0602-0000	Testing Services				-	-	-	-	300,000.00
96	0603-0000	Swing Space / Modulares				-	-	-	-	-
97	0699-0000	Other Project Costs (Mailing & Moving)				-	-	-	-	200,000.00
	0600-0000	Miscellaneous Project Costs Subtotal	\$ 700,000.00	\$ -	\$ 700,000.00	\$ -	\$ -	\$ -	\$ -	\$ 700,000.00
	0700-0000	Furnishings and Equipment	1,648,000.00 1,854,000.00		1,648,000.00 1,854,000.00					
99	0701-0000	Furnishings				-	-	-	-	1,648,000.00
	0702-0000	Equipment								
101	0703-0000	Computer Equipment				-	-	-	-	1,854,000.00
Furnishings and Equipment Subtotal			\$ 3,502,000.00	\$ -	\$ 3,502,000.00	\$ -	\$ -	\$ -	\$ -	\$ 3,502,000.00
			3,974,633.00 1,589,853.00	-	3,974,633.00 1,589,853.00					
103	0507-0000	Owner's Construction Contingency				-	-	-	-	3,974,633.00
104	0801-0000	Owners' (soft cost) Contingency				-	-	-	-	1,589,853.00
Contingency Subtotal			\$ 5,564,486.00	\$ -	\$ 5,564,486.00	\$ -	\$ -	\$ -	\$ -	\$ 5,564,486.00
Total Project Budget			\$ 100,968,194.00	\$ -	\$ 100,968,194.00	\$ 10,742,534.09	\$ 1,582,492.19	\$ 9,160,041.90	\$ -	\$ 90,225,659.91

DORE & WHITTIER
ARCHITECTS, INC.

USER GROUP MEETING MINUTES DD-1

DATE OF MEETING: December 12, 2018

PROJECT: W. EDWARD BALMER ES

PROJECT NO.: 17-0759

SUBJECT: USER GROUP MEETING – DD #1
High School Health Conference Rm.ATTENDING: Tom Hengelsberg – DWA
Berglind Davis - DWA
Tim Mullin - DWAWorking Group:
~~Richard Maglione – Dir Facilities & Ops.~~
~~Greg Rosenthal – Dir of Pupil Personnel Svcs~~
Karlene Ross – Principal, Balmer ES
Jill Healy – Principal NES
Catherine Stickney – Superintendent (partial)
Melissa Walker – Business Mgr.(Kitchen only)
Other Attendees Below

ITEM	MINUTES	ACTION/ WHO	STATUS/ DATE
10:00 AM	ART Staff: Kristin Irish, Christine Simoneau		
01-1	Presented floor plans and 3-d images of the room		Closed
01-2	<p>Discussion of technical requirements of the rooms: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>General Comments:</p> <ul style="list-style-type: none"> • Would like two-sided glass 3-D art display case in corridor wall, access from art CR's. • Maximize 2-d display tackable surfaces in "gallery" on level 2, lobby level 1, and cases outside of Stair 5 in front of Maker Space. (Subject to building code requirements) • Uses document camera • Make sure we have sound barrier between art and music • Glass/steel whiteboards • <p>Lower Art K-2 Comments:</p> <ul style="list-style-type: none"> • Need to do a typical elementary art casework assortment • Max out white boards on teaching wall • Drawers not as useful – include some but not a lot • 18x24 largest paper used; or 9x12 • Open shelving, fairly closely spaced, in cabinets with doors for construction paper, art paper, etc. Stored in casework • large gallons of paint in casework • Need large (tower) wire drying rack(s) on wheels for 200 kids – might live in the space next to column on outer wall 	DWA to continue to refine this room fit-up.	Open

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	<ul style="list-style-type: none"> • Space on other side of that column might be useful for something – another upper cab or rack of some type? • Like rectangular 4-top tables, no seats on ends. (6) – 4-tops=24 seats • Wondered if wooden shelving would be better for heavily loaded shelves [probably not – will spec heavy-duty metal shelving] • Would like a carpet or padded sitting circles for meetings around smart board • Put wheels on student tables to allow easy movement. • Need to add teacher desk & file cab to plan • If transparent thru-view display cases, then need window shades on the inside in case of lockdown. <p>Upper Art grade 3-5 Comments:</p> <ul style="list-style-type: none"> • Many comments similar to lower art on general fit-out • Max out white boards on teaching wall • Clay: good with design of kiln in storage room, vented • Need clay storage bin on wheels, lives under counter or in shelving unit; and drying shelves, lots of them – look for shelving units on wheels with solid shelves (not metal which will rust) to get them to & from the kiln – maybe a clay supply house? • What type of clay & glaze used? One kiln for bisque and one for glaze firing? • No kiln in lower art at this time, but might make sense to 2x size the vent chase so one could be added later if needed • Cut down wall behind peninsula sink to half-wall – 42" AFF? • Do not need potter's wheels for this age group – replace with lower cabs & countertop • Paper cutter in NW corner on countertop • No rug – maybe padded sitting circles? • Put wheels on student tables to allow easy movement. • Need to add desk & file cab to plan • Ok with lighting as described – linear up/down, daylight harvesting interior/exterior zones, lights on teaching wall separate switched 		
11:00 AM	MUSIC, DRAMA, STAGE FACILITIES Staff: Joel Warren, Wendy Rirodan		
01-3	Present floor plans and 3-d images of the room		Closed
01-4	<p>Discussion of technical requirements of the rooms: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>General Comments:</p> <ul style="list-style-type: none"> • The addition of 5th grade into the ES will alter the music delivery program somewhat and needs to be addressed by school administration. <ul style="list-style-type: none"> ○ Who gets instrumental instruction? Will there be small group lessons? ○ Will there be a 5th grade band? ○ Who is the teacher? Does MS teacher come to Balmer? • Concept for the two music rooms: upper is equipped as if for band, but will function as general music during the day. Lower is equipped as for chorus, but will function as general music during the day. The specific equipment need not live in the room all the time. <p>Lower Music Comments:</p>	DWA to continue to refine this room fit-up.	Open

	<ul style="list-style-type: none"> • Practice room: glass door and sidelight for visibility • Do lot of movement. Like the risers • Reduce by half amount of open shelving, and place against wall, not sticking out into room. Surplus shelves to Ensemble Room? • Risers may live in Chair Storage on level 1 next to stage • Look at chairs with a flip-up writing surface? No tables desired. • Add electronic keyboard to plan • Add teacher desk & file cab to plan • Need 4-drawer file cab • Like open shelving at window wall • Need several power outlets around the room – “more than normal”. • Casework – need a set of “mail pigeonholes” for classroom use (24 slots) • Pad out teaching wall (corridor wall) flush and utilize space for deeper 3-d art display case on gallery side • Want musical notation (staff) white board next to projection wall <p>Upper Music Comments:</p> <ul style="list-style-type: none"> • Band only offered for 5th grade • Subject to instrumental music conversation, reduce by half amount of open shelving, and place against wall, not sticking out into room. Surplus shelves to Ensemble Room? • Will need band chairs and music stands on carts – Wenger – need numbers from Admin/5th grade teacher band discussion • This room needs nesting rectangular tilt-top tables on wheels – 4-tops. And independent chairs. • Need 4-drawer file cab • Would like a rug at smart board – uses it a LOT • Younger kids use clipboards for writing • Few drawers needed in casework – more shelving in cabs better • Will there be a good sound system? Yes – integral to ceiling, and separate system [smartphone-driven most likely] • Want musical notation (staff) white board next to projection wall • Add digital piano to plan • LOTS of outlets for electronic keyboards <p>Ensemble Room Comments:</p> <ul style="list-style-type: none"> • single-bowl sink OK • place to store stands and band chairs if not in use <p>Platform (Stage) Comments:</p> <ul style="list-style-type: none"> • OK with general design as-is – excited! • Balmer has a set of risers they may move over to the new school • No operable stage battens for scenery – dead-hung only - OK • Will probably need two projection screens – one facing café and one for gym. [add to budget] • Decent sound system planned – not pro level but good • Basic lighting and controls should be easy to operate – training needed • Lighting controls at stage right, with drapery controls – no projection booth • No provision for follow-spot at this time – DWA will look into code implications of operable window to allow spot from second level gallery. Theatrical spot is expensive. 		
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BALMER – USER GROUP MTG – DD#1

December 12, 2018

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	<ul style="list-style-type: none"> Need augmented power outlets around cafeteria for science-fair type activities. 		
12:30 PM	GYM/ P.E. FACILITIES Staff: Kristine MacNeil, Jess LaChapelle		
01-5	Presented floor plans and 3-d images of the room		Closed
01-6	<p>Discussion of technical requirements of the spaces: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>Gymnasium Comments:</p> <ul style="list-style-type: none"> Teachers are not excited about divider curtain – acoustic concerns with two classes going at once. Would prefer a hard movable partition wall. TH advised these are very expensive, but will look into pricing. [another less expensive idea: a heavier curtain, solid all the way up, rather than mesh with a solid fabric bottom as currently spec'd] Can weight be added to the hem of the divider curtain so balls to not go under it during play? How is it connected to stage partition? Basketball goals to be adjustable from 8' to 10' to serve all grades. Provide (1) climbing rope on each half of the gym, w/ mats Provide one cargo net for climbing on one side – south half? Folding fall mats are desired (new, or re-use existing?) Provide padding on end walls – as much as budget will allow Discussed entry/exit of classes when the curtain is down – the south half of the gym (probably the grade 3-5 groups) would enter through the cafeteria. Teachers OK with floor stanchions for volleyball nets (game net at center court; 2 practice nets cross-court), but only need game lines for center court. The cross-courts can use basketball lines, subject to location. All wall electrical devices and lights will have cages, standard <p>PE Office Comments:</p> <ul style="list-style-type: none"> Layout fine as-is; sharing OK Add white board on south wall <p>Gym Storage Comments:</p> <ul style="list-style-type: none"> Max out storage room with tall shelving. Discussed possible ladder system to get to higher shelving safely. Rolling industrial stair ladder like Home Depot? Noted from Playground meeting – need to find a place for playground equipment storage in the building but near rear gym door. Maybe create a storage closet in that vestibule? 	DWA to continue to refine this room fit-up.	Open
2:00 PM	KITCHEN FACILITIES Consultant: John Sousa – Crabtree McGrath Associates Staff: Aramark: Mary Farese Brown, On-Site Manager Jay Gustaitis, District Manager NPS: Kitchen Manager		
01-7	Present floor plans and Equipment Plans the room		Closed
01-8	<p>Discussion of technical requirements of the spaces:</p> <p>General Comments:</p> <ul style="list-style-type: none"> 175 kids per Lunch period How many lunch periods: 6 grades of kids 150-175 per grade Lunch period is 30 min. 11:50-1:30 	DWA to continue to refine this space fit-up.	Open

	<ul style="list-style-type: none"> • 1 group of PreK, (20) are full day, and eat with Kindergartners • Lot of kids that bring their own lunch and only purchase milk <p>Servery/ Pay Stations Comments:</p> <ul style="list-style-type: none"> • Will need four (4), not two registers for quantity of students being served • Queue lines OK curling around. [provide stanchions to control where the line forms? Show dashed in FF&E plan.] • Discussed pay cards versus codes – decided to stick with codes • Provide table for condiments – cashiers hand out to students to reduce waste/overuse. [One table shared between 2 pay stations, 2 total?] <p>Serving Lines Comments:</p> <ul style="list-style-type: none"> • Crabtree to refine equipment layout – not enough room on ends currently. DWA to refine wall layout to match • Open grille rolling gates for large openings preferred • Breakfast will be served grab & go on carts: one at Main and one at PK-K entries. Crabtree to propose equipment – rolling on wheels, about 60" L x 36" W. May need power for hot & cold- TBD. Carts live in Chair Storage and PK ELA (or Electrical Room?) when not in use. Cash-out via tablet mounted on cart. Aramark will give Crabtree typical menu. • Discussed tray location. Kitchen Manager would prefer to keep trays behind the line and hand them out to students. She is concerned about contamination, knocking over piles onto floor, etc. Agreed –Crabtree to incorporate storage into serving line. <p>Prep Areas Comments:</p> <ul style="list-style-type: none"> • No adverse comments on layout <p>Equipment Comments:</p> <ul style="list-style-type: none"> • No adverse comments on equipment proposed <p>Dry Storage Comments:</p> <ul style="list-style-type: none"> • No adverse comments on layout or location • Provide can racks in small-wares to allow automatic stock rotation <p>Cold Storage Comments:</p> <ul style="list-style-type: none"> • No adverse comments on layout or location • Agree that freezer needs to be larger than cooler. <p>Shelving/ Mobile Unit Comments:</p> <ul style="list-style-type: none"> • No adverse comments on equipment proposed <p>Lighting Comments:</p> <ul style="list-style-type: none"> • Not discussed specifically; provide typical kitchen-compatible lighting • No feature lighting needed at servery – this is not a scramble area <p>Office Comments:</p> <ul style="list-style-type: none"> • No adverse comments on layout or location • Access for staff – back door by electronic fob, office by key <p>General Comments:</p> <ul style="list-style-type: none"> • Recycling: Karlene made a request for better recycling of disposable ware in new facility (her students have been requesting!), making the point that this will be a LEED building. Washable ware was discussed, but John made the point that it's not as "green" as it seems, and is more costly in the long run. TH noted that LEED requires a recycling plan, and will research available recycling options in the waste district, container options, waste streams and rules, and propose with Crabtree the proper containers. Waste/recycling stations are planned at the ends of Café 1 – design TBD. • Composting: food waste composting was discussed. Aramark and NPD not aware of local composting operations that pick up food waste. Would need to be daily pickup given the potential volume – on-site 		
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	<p>composting not practical. Storage place would be needed, outside in loading dock area. DWA to inquire with waste hauler on availability, cost, rules, containers, etc.</p> <ul style="list-style-type: none"> • Liquid Waste: John pointed out that there needs to be a dump station (sink) for liquid waste, best to locate with waste stations. Alternate would be a receptacle with liquid container in the bottom – this is a typical retrofit if no plumbing provided. DWA to coordinate with VAV. • Crabtree to coordinate kitchen equipment layout with structure – currently some conflicts. Coordinate with Tim. • Food Pantry: currently Balmer has a robust food pantry serving the community. Discussed locations where this could go in the new building. Not ideal, but best location would be to have a dedicated storage cage in Store Room #1152, and a rolling cart to serve during school hours that would park in Corridor #1153 vestibule. User would be accompanied by staff through the Café, and hours might be set up to avoid lunch service period. Karlene and school nurse to coordinate operations. 		
3:00 PM	NURSE FACILITIES Staff: Sheryl Bliss, Joan Thorne <i>absent</i>		
01-9	Presented floor plans and 3-d images of the room		Closed
01-10	<p>Discussion of technical requirements of the spaces: day to day use, security and privacy issues, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating. Joan presented Sheryl's written comments as well as her own.</p> <p>Open office & sick bay comments:</p> <ul style="list-style-type: none"> • Sheryl would prefer two exits from the suite. May be difficult given plan restrictions. DWA to evaluate communicating entry to Admin suite. • Two desk layout proposed by TH on PDF good – half-wall creates waiting area next to door. Incorporate into Revit model. Need two separate phone stations. Joan prefers a standing desk. • Nurse's office hosts indoor recess for disabled students (i.e. broken leg, etc.) Need a small table & two chairs for buddy/ games. • Need a dedicated fax machine • File cabinets – 2 drawers needed per grade on average: 7 grades= 14 drawers • Need a secure, aesthetic storage solution for EPI pens with photo of child for ID- currently using a shoe rack hanging on a door. Needs to be accessible but secure – add to south wall behind Desk #1? [Nurse carries keys, put rubber ID tag on the cabinet key?] Provide base cab with sink for handwashing and OH cabs? • DWA needs to review program and possible re-lay-out resting bays – (4) on north wall rather than (3) – adjust curtain track layout as well. <p>Exam Room #1119 Comments:</p> <ul style="list-style-type: none"> • does not need exam table – resting couch fine • discussed moving the sink closer to the door to allow easier handwashing • all locking casework, keyed alike per suite <p>Exam Room #1125 Comments:</p> <ul style="list-style-type: none"> • move resting couch to open area and redistribute • this will be Dentist room – leave center open for portable dentist chair. • add tall storage cab for total of (2) in this room – opposite door? 	DWA to continue to refine this room fit-up.	Open

	<ul style="list-style-type: none"> all locking casework, keyed alike per suite need locking u-cab fridge for meds need microwave need freezer <p>Toilet Rm Comments:</p> <ul style="list-style-type: none"> would be nice to re-capture void to south of TR back into plan – need a place for spare clothing storage closet 		
4:00 PM	ADMINISTRATIVE FACILITIES Staff:		
01-9	Presented floor plans and 3-d images of the rooms		Closed
01-10	<p>Discussion of technical requirements of the spaces: day to day use and functions, security and privacy issues, cabinetry & casework, conference rooms, shelving, storage, lighting, communications systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>Front Office Comments:</p> <ul style="list-style-type: none"> no adverse comments on desk plan design need 4-6 file cabinets underneath, pigeonhole slots (need number??) provide (2) tall task chairs provide lockable latch on half-gate to prevent easy access to office area waiting area good – provide space for a commemorative bench [also look at making a display case in the padded-out brace frame wall] max out file cabinet space – 2-drawer laterals good as shown add half-wall along brace frame to separate Principal's Secretary area add a small cash safe under main counter [could this just be a fixed locked metal box? Less expensive] Technology: main desk needs 2 computer station capability – provide 2 data drops. Security camera monitors needed at main office workstation near window (1) with door controls, in assist principal's office #1109 (1), nurse (1), principals' offices (2). <p>Staff Offices Comments:</p> <ul style="list-style-type: none"> There are only two office admin FTE staff, plus volunteers - Principal's Secretary space may not be staffed immediately. DWA will move forward outfitting this space as an office, but may tweak to allow more storage than shown currently. No adverse comments on other office layouts Psychologist should have soft seating – couch and chair, coffee table, in addition to furn. Shown Add smart board setup to Academic Coach's Office for staff meetings – north wall; adjust office furniture arrangement <p>Remote Principal's Offices Comments:</p> <ul style="list-style-type: none"> Add soft furniture – 2 soft chairs – to each office. <p>Conference Comments:</p> <ul style="list-style-type: none"> Add smart board setup to both if possible - #1104 may be too short; white boards at minimum...TBD <p>Mail Room/ Hoteling Area Comments:</p> <ul style="list-style-type: none"> Mail Slots – open pigeonholes for staff (need number); locked slots for Principals away from staff area. Good strategy as proposed to have slots on west side of island Max storage in base cabs – open shelving behind doors on east side; open shelving under mail slots on west side for packages (boxes) 	DWA to continue to refine this room fit-up.	Open

BALMER – USER GROUP MTG – DD#1
 December 12, 2018
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	<ul style="list-style-type: none"> • Max counter space on copy/work side • If dead space near hoteling not taken back to Nurse, this could become a storage/coat closet • Need speaker system that can be heard in the corridors when the doors are closed • Clothes storage – coats, changes of clothes for kids. Location? <p>Psychologist Office:</p> <ul style="list-style-type: none"> • Sofa, comfortable chair and a coffee table. She sits next to the child • Water elements <p>Administrators' Offices:</p> <ul style="list-style-type: none"> • Tranquil • Soft seating, and should not give people anxiety when they come for a visit 		
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The above is intended to be an accurate summation of this meeting. Please contact me with any additions, deletions, and/or corrections, for incorporation into these minutes. After 10 days, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.

Sincerely,

DORE & WHITTIER ARCHITECTS, INC.
 Architects ■ Project Managers

Tom Hengelsberg, AIA
 Project Manager

c: Attendees
 File



DORE & WHITTIER
ARCHITECTS, INC.

USER GROUP MEETING MINUTES DD-2

DATE OF MEETING: December 19, 2018

PROJECT: W. EDWARD BALMER ES

PROJECT NO.: 17-0759

SUBJECT: USER GROUP MEETING – DD #2
NES #304

ATTENDING: Tom Hengelsberg – DWA
Berglind Davis - DWA
Tim Mullin - DWA

Working Group:
Richard Maglione – Dir Facilities & Ops.
Greg Rosenthal - Dir of Pupil Personnel Svcs
Karlene Ross – Principal, Balmer ES
Jill Healy – Principal NES
Catherine Stickney – Superintendent (partial)
Melissa Walker – Business Mgr.
Other Attendees Below

ITEM	MINUTES	ACTION/ WHO	STATUS/ DATE
10:30 AM	OT/ PT SPACES Staff: Dale O'Neil, Dana Rogiers		
01-1	Presented floor plans and 3-d images of the room		Closed
01-2	<p>Discussion of technical requirements of the rooms: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, special equipment and how it gets used, padding, and general discussion of furniture types and seating.</p> <p>General Comments:</p> <ul style="list-style-type: none"> The work we do depends on the students we have 2nd - 3rd grade and above typically go to OT/PT on their own. Younger grades are typically retrieved by staff. Adaptive PE happens in the Gym. Try to keep inclusion, sometimes depending on the students they would not. Provide door between OT and PT Rooms. Pocket doors are most desired, or barn style door. A single 4' wide pocket door will work. There will be three OT/PT staff. Assistant will be in remote (SGR's) during most of the day. Colors in the space need to be somewhat muted so as not to over-stimulate kids. Wall pads are not needed in PT space, they'll just go to the gym Wall Pads are desired in De-escalation Rooms. <p>Equipment Comments:</p> <ul style="list-style-type: none"> Mirror wall is desired by staff but should be provided with a cover as these kids tend to like to look at themselves (distraction). Move swing beam over to east side in front of window – provide two swings, with padding underneath Both need closed storage Both OT and PT need teacher desks, coat hooks or teacher storage A sink in the PT Room is desired. 	DWA to continue to refine this room fit-up.	Open

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	<ul style="list-style-type: none"> Adjustable height tables desired. Needs to be quick conversion. Two OT/PT swings are desired in PT space. Locate closer to exterior wall. Provide one extra hook on beam for additional suspended item(s). Both need mats, swings, small length of ballet bar, mirror (for kids that cannot hop) OT needs easily adjustable–height tables, stackable chairs. Two small, two larger Puzzles, games, 18" cabinets w. adjustable shelves. Add a slot for a coat and a pocket book. Practice putting the coat on & taking it off. Two small chairs, and two big chairs desired (for students). 12" deep shelving for storage of small toys, etc. Four drawer file cabinets desired in lieu of two drawer cabinets. Locate waste and recycling containers Show different type of PT flooring at next meeting. Variety of thicknesses Scooter boards – path in corridor outside suite? Black out and light filtering shades Need to do a typical elementary art casework assortment Need space for two 8' balance beams (already owned). Will store up against wall. 3 tier open shelving beneath windows (can have sliders, but not required). [Submitted post-meeting: We have standers, gait trainers, cube chairs, hi/lo chairs and other items that are larger and would need to be stored in a separate area – may need to create a storage room off PT] <p>Technology Comments:</p> <ul style="list-style-type: none"> Both need data available in space. Provide White board with smart projector in OT Room. (General) Each student, and staff will have a Chrome Book. Pre-K students will use iPads. 		
12:30 AM	LIBRARY/ MEDIA CENTER AND MAKER SPACE Staff: Jean Schultz (PK-2), Michelle Muscatell (library), Lori Hippert (computer)		
01-3	Present floor plans and 3-d images of the room		Closed
01-4	<p>Discussion of technical requirements of the rooms: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>General Comments:</p> <ul style="list-style-type: none"> There will be two librarians, with two circulation desks – one for upper E and one for early readers. Upper E can be more substantial, early readers can be smaller. Need a separate area/identity for 3rd, 4th, and 5th grade books (separate from PK-2 books. Media Center needs to be set up for both lower grades (PK-1), and upper grades (2-5) with regards to seating, table heights, etc. All books need to be available to everyone Teaching spaces need to be separated Move printer/copier to the office space Need about 2 drawers of files per librarian Personal storage and coats 	DWA to continue to refine this room fit-up.	Open

	<ul style="list-style-type: none"> Some acoustical separation from teaching walls for kids coming to check out books - noise <p>Library Classroom Comments:</p> <ul style="list-style-type: none"> OK with general design as-is, but the room will need two of these areas Technology teaching for both little kids and older. Convert north soft seating to PreK-K tables and chairs OK to delete folding glass partition to PK ELA – not essential <p>AV Lab Comments:</p> <ul style="list-style-type: none"> Additional entry to Audio Room from Library Borrowed Lite from Audio Room viewing Green Room Video Room to have green painted wall with ceiling track for cover curtain Borrowed lites or solid walls for Green Screen room (?) Maybe clerestory BLs best to eliminate distraction but keep connection? <p>SGR Comments:</p> <ul style="list-style-type: none"> OK with room design; location TBD based on other plan redesign <p>Technology Comments:</p> <ul style="list-style-type: none"> Need two teaching walls that are not too close together Two carts for chrome books Copy machine in the storage room? <p>Periodicals Comments:</p> <ul style="list-style-type: none"> Periodicals are on the decline – only get 10 titles now reduce shelving to two towers; add more bookshelves <p>Storage/ Staff Lending Comments:</p> <ul style="list-style-type: none"> Sink desired in library workroom This room should stay adjacent to upper E lending desk <p>MAKER SPACE:</p> <p>General Comments:</p> <ul style="list-style-type: none"> Lots and lots of power outlets – overhead reels good Epoxy flooring – must be slip resistant with sawdust <p>Layout/ Furniture Comments:</p> <ul style="list-style-type: none"> (6) tables w. 4 chairs each Flip top tables, possibly taller for kids using tools and tall stools (wood tops?) Can we find height adjustable flip-top work tables? Need workbench with clamps, where they can saw and hammer (wood, plastic, felt) Two stationary tables and four flip-top tables Wire shelving on wheels good – need bins for robotics <p>Casework Comments:</p> <ul style="list-style-type: none"> Large cabinets to have whiteboard fronts. (millwork) Deep cabinets needed for tools Add upper cabs to west wall over lowers <p>Equipment Comments:</p> <ul style="list-style-type: none"> Keep the space for plotter open – most likely will need for some kind of larger equipment. Add tack boards to chase walls, west wall Loose whiteboards on wheels good – provide (4) <p>Technology Comments:</p> <ul style="list-style-type: none"> Need Printer/Copier Need 3D Printer(s) – at least two desired – these are slow Chrome book garage underneath under the 3D printer 		
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	<ul style="list-style-type: none"> CNC machine (laser cut) instead of plotter? Look at cost. 		
2:50 PM	GRADE 3-4-5 CLASSROOM SPACES Staff:		
01-5	Presented floor plans and 3-d images of the room		Closed
01-6	<p>Discussion of technical requirements of the spaces: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>General Comments:</p> <ul style="list-style-type: none"> All teachers are in teams of two, communicating doors will have high use. <p>Layout/ Furniture Comments:</p> <ul style="list-style-type: none"> Math teachers prefer rectangular tables with larger flat surface. Deferred to FFE meeting. Whiteboard surface on tables is desirable. Mail centers, counter space for pencil sharpener, sign-out sheet, <p>Room Equipment Comments:</p> <ul style="list-style-type: none"> Lighting, would like the most flexibility with dimming, etc. <p>Casework Comments:</p> <ul style="list-style-type: none"> Add one tall storage cabinet. Open upper shelves, some more drawers below Add more storage. Convert low shelving on corridor wall to a full height cabinet with tackable door fronts May have to add doors or bi-part sliders to low bookshelves on window wall to provide secure storage. Enclose two of the seven units shown. Storage for pencils, erasers, etc. needs to be nearby teacher's desk. Each classroom will need a mail distribution center for student work – near corner end of casework next to room door. Counter space is not as critical in upper grade classrooms. Added tall storage cabinets will reduce counter space. <p>Loose Equipment Comments:</p> <ul style="list-style-type: none"> Area rugs or disks cushions. Big rug for 3,4, and 5th and have round stackable cushions for side space. 50% of rooms to get carpets, 50% to get seat disks. <p>Technology Comments:</p> <ul style="list-style-type: none"> Chromebook garage in tall storage good. Tech podium good. Teaching wall location good. Locate phones away from, or around corner from entry door. 	DWA to continue to refine this room fit-up.	Open
3:30 PM	GRADE 1-2 CLASSROOM SPACES Staff: Jill Redding, Lisa Bristol		
01-7	Present floor plans and Equipment Plans the room		Closed
01-8	<p>Discussion of technical requirements of the spaces: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>General Comments:</p> <ul style="list-style-type: none"> Need more storage! Concerns by many teachers that storage will not be ample. <p>Layout/ Furniture Comments:</p>	DWA to continue to refine this space fit-up.	Open

	<ul style="list-style-type: none"> • 50/50 mix on desks vs. tables. Some desire desks with student storage bin or compartment beneath. • Small group tables are desired by many teachers. <p>Room Equipment Comments:</p> <ul style="list-style-type: none"> • Want tack strips on WBs • Want magnetic whiteboards • Want 12"± high strip of tackable surface above WBs if it can be found (for Alphabet strings, etc.) <p>Casework Comments:</p> <ul style="list-style-type: none"> • Cubby size matters! Teachers and Principal desire doors on cubbies for this grade (lockers). • Add more storage. Convert low shelving on corridor wall to a full height cabinet with tackable door fronts • Would also like to reduce base wall cabinets to allow for an additional tall storage cabinet. • Would like to make two of the bookshelves at exterior wall enclosed. • Want plenty of outlets at countertops <p>Loose Equipment Comments:</p> <ul style="list-style-type: none"> • Need a weasel (wheeled easel) <p>Technology Comments:</p> <ul style="list-style-type: none"> • Chromebook garage in tall storage good. • Tech podium good. • Teaching wall location good. • Locate phones away from, or around corner from entry door. 		
4:10 PM	GRADES PRE-K – K SPACES Staff: Talia Berkowitz, Dawn Mignault		
01-9	Presented floor plans and 3-d images of the room		Closed
01-10	<p>Discussion of technical requirements of the spaces: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>General Comments:</p> <ul style="list-style-type: none"> • Storage is a huge issue! • Double communicating doors are desired by some teachers • Color scheme – keep it calm, many kids are sensory sensitive. Warm tones. • Number tiles on the floors • Floors are desired to be all one color so kids don't play hopscotch with varying colors. • If we can put number in flooring tiles 1-25, all same flooring color <p>Layout/ Furniture Comments:</p> <ul style="list-style-type: none"> • Try to create different defined zones within the classroom using furniture. • Student Tables: don't like the 4-tops, like larger 6-top tables • Kidney table - yes • Art area: long table(s) to accommodate long pieces of paper • Need different types of seating. Wobble stools OK for some, chairs for others • Need calm down space- discussed locating rug by the tall window, box in area with furniture? DW to propose layout. 	DWA to continue to refine this room fit-up.	Open

	<p>Room Equipment Comments:</p> <ul style="list-style-type: none"> • Provide shelf in toilet room for storage of spare clothes. • Provide shelving in TR for changing supplies, near to, but not directly over changing table – watch headroom. • Revise locations of tack boards as related to other changes • Paper towels accessible to the middle of the room (on corner of casework wall?) <p>Loose Equipment Comments:</p> <ul style="list-style-type: none"> • NES to provide info on # tubs and sizes • Sand/ water table: Each classroom needs one of each kind, 2 total • Dramatic play kitchen • Block area gets a rug, shelving storage for the blocks • Lego wall • Reading nook, shelving for books accessible • Easel for Art area • Drying racks for artwork. • Kids take naps on yoga mats. Storage? <p>Storage/Casework Comments:</p> <ul style="list-style-type: none"> • Instead of cubbies, provide open hooks for coat, backpack, and a shelf or rubber mat for boots, with teacher storage above. DW to determine average dimensions of the backpacks. • Add shelving for storage (extra clothes) in pre-K and K toilets, paper towels in the toilet rooms • Open shelving at windows – some enclosed, bi-parting slider doors • Full height shelving with doors preferred to kitchen type cabinets – add one tall storage unit in lieu of base/uppers. <p>Technology Comments:</p> <ul style="list-style-type: none"> • Technology garage in PK and K spaces will be for <u>iPads</u>, not Chromebooks (10-12). • Teaching wall: needs lot of power outlets • Desire interactive teaching wall • Tech podium good. • Teaching wall location good. • Locate phones away from, or around corner from entry door. 		
5:00 PM	SPECIAL EDUCATION - “STARS” “CONNECT” SPACE for Pre-K - K Staff:		
01-11	Presented floor plans and 3-d images of the room		Closed
01-12	<p>Discussion of technical requirements of the spaces: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>General Comments:</p> <ul style="list-style-type: none"> • <p>Layout/ Furniture Comments:</p> <ul style="list-style-type: none"> • (6) little cubicles for kids 5’x5’x 4’ – 4’-6” H w/ table and 2 chairs (one adult, one kid) • Prefer a floor rug, not sit circles, in front of teaching wall 	DWA to continue to refine this room fit-up.	Open

	<ul style="list-style-type: none"> Individual desks for students are not needed in this space. Seating for eight, plus one kidney table. Small tables for up to four kids are desirable (as shown in layout). Need dramatic play centers – play kitchen, blocks, transportation center Mini “Kitchen Area”, additional carpet in front of low bookshelves for “transportation” Sensory table – water/sand – Each classroom needs one of each kind, 2 total Add rectangle table fitting 8 Total of 3 rugs <p>Room Equipment Comments:</p> <ul style="list-style-type: none"> <p>Loose Equipment Comments:</p> <ul style="list-style-type: none"> <p>Storage Comments:</p> <ul style="list-style-type: none"> Low height shelving along exterior wall, beneath windows – make two units covered with sliding doors, rest can be open. <p>Technology Comments:</p> <ul style="list-style-type: none"> White board with Smart Projector is desired. 		
5:20 PM	SPECIAL EDUCATION - “STARS” “CONNECT” SPACE for Grades 1-2 Staff:		
01-13	Presented floor plans and 3-d images of the room		Closed
01-14	<p>Discussion of technical requirements of the spaces: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>General Comments:</p> <ul style="list-style-type: none"> Shatterproof laminate glass (peel & stick coating?) desired in ALL Special Education rooms – exterior window glass (surface #4) and interior glazing/BLs. Room 2223 to match A wing. <p>Layout/ Furniture Comments:</p> <ul style="list-style-type: none"> Try to create different defined zones within the classroom using furniture. No wheels on student desks, or chairs. Kidney Table - yes Sensory areas: mini trampoline, balls, rug, two bookshelves needed to make a separate space, small pop-up tent. Need (2) study carrels – elementary sized. Don’t need the cubicles Don’t need play kitchen Need (3) 4-top tables not on casters, teacher task chair on casters Need teacher desk & file cab Provide (3-4) bean bags, possibly show on rug near the carrels, for a quick transfer to the de-esc. room <p>Room Equipment Comments:</p> <ul style="list-style-type: none"> De-escalation room needs padded walls and resilient, cleanable floor (sport flooring?) No electrical outlets, devices etc. within the room. Light control switch to be placed outside of room. <p>Loose Equipment Comments:</p>	DWA to continue to refine this room fit-up.	Open

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	<ul style="list-style-type: none"> • <p>Storage Comments:</p> <ul style="list-style-type: none"> • Chrome book storage – garage in casework <p>Technology Comments:</p> <ul style="list-style-type: none"> • Desire white board with smart projector. <p><i>[Note – time was limited with this group interview; more input desired.]</i></p>		
5:40 PM	SPECIAL EDUCATION - “NEW HORIZONS” “RISE” SPACE for Grades 3-5 Staff:		
01-13	Presented floor plans and 3-d images of the room		
01-14	<p>Discussion of technical requirements of the spaces: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>General Comments:</p> <ul style="list-style-type: none"> • 12 students anticipated per class • Open cubbies are desired. • Typical for all SPED toilets: Need a freestanding changing table within TR. Need storage for supplies, nearby but not over the table. Specify table with clinical paper to roll over the changing table. Need glove storage, diaper disposal (lockable, secure) <p>Room Equipment Comments:</p> <ul style="list-style-type: none"> • OT/PT sensory swing desired in the space. Need to provide swivel hook eye on structural beam • Coat hooks for (4) para teachers and nurse? These folks will have their homes in Student Services Suite – no need to provide within CR. <p>Loose Equipment Comments:</p> <ul style="list-style-type: none"> • <p>Storage Comments:</p> <ul style="list-style-type: none"> • (12) open cubbies • Chromebook storage – “garage” in casework <p><i>[Note: This interview was cut short due to lack of time; to be continued after holiday break.]</i></p>		

The above is intended to be an accurate summation of this meeting. Please contact me with any additions, deletions, and/or corrections, for incorporation into these minutes. After 10 days, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.

Sincerely,

DORE & WHITTIER ARCHITECTS, INC.

Architects ■ Project Managers

Tom Hengelsberg, AIA
Project Manager

c: Attendees



USER GROUP MEETING MINUTES DD-3

DATE OF MEETING: January 3, 2019

PROJECT: W. EDWARD BALMER ES

PROJECT NO.: 17-0759

SUBJECT: USER GROUP MEETING – DD #3
NHS Health Conf Room

ATTENDING: Tom Hengelsberg – DWA

Working Group:
Richard Maglione – Dir Facilities & Ops.
Greg Rosenthal - Dir of Pupil Personnel Svcs
Karlene Ross – Principal, Balmer ES
Jill Healy – Principal NES
Catherine Stickney – Superintendent
Melissa Walker – Business Mgr.
Other Attendees - Teachers and staff

ITEM	MINUTES	ACTION/ WHO	STATUS/ DATE
	SPECIAL EDUCATION - Resource Room 2238 (Rm # 3237 similar)		
03-01	Presented floor plans of the room		Closed
03-02	<p>Discussion of technical requirements of the spaces: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>General Comments:</p> <ul style="list-style-type: none"> Set up both rooms (level 2 and 3) the same way <p>Layout/ Furniture Comments:</p> <ul style="list-style-type: none"> No teacher desk needed Individual desks for students are not needed in this space. Need two kidney tables, facing the teaching wall. Need (1) 4-drawer file cab Try to fit tech podium in room Need a weasel <p>Room Equipment Comments:</p> <ul style="list-style-type: none"> Want seating disks in case students are working on floor <p>Loose Equipment Comments:</p> <ul style="list-style-type: none"> white board paint on back wall opposite teaching wall (behind kidneys) <p>Storage Comments:</p> <ul style="list-style-type: none"> Need standing-height layout space – “open counter” casework near door with overhead open shelving (3 rows?) Low height shelving along exterior wall, beneath windows, all open – for manipulatives kids can access. <p>Technology Comments:</p> <ul style="list-style-type: none"> Need to add white board with smart projector on long wall. Need 6-pack charger for Chromebooks 	DWA to continue to refine this room fit-up.	Open

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	SPECIAL EDUCATION - “STARS” “CONNECT” Room #2220 for Grades 1-2, Level 2)		
03-03	Presented floor plans and 3-d images of the room		Closed
03-04	<p>Discussion of technical requirements of the spaces: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p><i>(Continued from DD#2-12/19 meeting; refer to DD#2 minutes for rest of comments)</i></p> <p>Additional General Comments:</p> <ul style="list-style-type: none"> Discussed De-escalation Room entrance at length. Solution will be to take back the Storage Room south of De-esc, turn that into a “red zone” de-esc room with a door opening to 2220B (no door). 2220B will become a “yellow zone” de-esc for students in less distress, with a door opening (no door) to Vestibule 2220A. This configuration will allow the student in most distress the greatest privacy, while allowing free ingress/egress from classroom through vestibule. Same configuration in Level 3 Connect space. All glazing in this space needs to be shatter-protected with batter-resistant peel & stick film – need to research <p>Room Equipment Comments:</p> <ul style="list-style-type: none"> (12/19) De-escalation room needs padded walls and resilient, cleanable floor (sport flooring?) No electrical outlets, devices etc. within the room. Light control switch to be placed outside of room. <p>Loose Equipment Comments:</p> <ul style="list-style-type: none"> Discussed providing some kind of padded door “shield” for De-Esc -- roughly 36-40” tall X 48” wide – this would block the door without technically restraining the child, and also protect the attending adult from injury. Discussed making this out of ½” plywood with 2” athletic padding on both sides and all edges, perhaps with straps or fabric strap handles on one side, attached to plywood then threaded thru padding. Custom-fabricated item? <p>Storage Comments:</p> <ul style="list-style-type: none"> Add another tall storage unit, take away equivalent amount of casework 	DWA to continue to refine this room fit-up.	Open
	SPECIAL EDUCATION - “NEW HORIZONS” “RISE” Room #3221 for Grades 3-5, Level 3 (Room #2223 for Grades 1-2, Level 2 similar)		
03-05	Presented floor plans and 3-d images of the room		Closed
03-06	<p>Discussion of technical requirements of the spaces: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p><i>(Continued from DD#2-12/19 meeting; refer to DD#2 minutes for rest of comments)</i></p> <p>Room Equipment Comments:</p> <ul style="list-style-type: none"> OT/PT sensory swing desired in the space. Need to provide swivel hook eye on structural beam – locate centered in front of tall window, provide 8-10’ diameter clear floor area <p>Loose Equipment Comments:</p>	DWA to continue to refine this room fit-up.	Open

	<ul style="list-style-type: none"> Swing/sensory area will include: two beanbags, wedges, 2 exercise balls (size S?), and removable mats on the floor covering the swing clear area. Mount high bar on brackets on the wall to hold the balls. Need a storage area for: stander, gait trainer, [3rd appliance?] each roughly 3'x3' in plan. <p>Storage/Casework Comments:</p> <ul style="list-style-type: none"> Less casework OK in trade for 1 more tall storage unit (12) cubbies on corridor wall with storage cabs with doors overhead Open shelves at window wall need to be tall enough to fit standard binders – 12" CLEAR high so 13" shelf-shelf. Some drawers in casework <p>Furniture Comments - need:</p> <ul style="list-style-type: none"> teacher desk + adult chair nurse needs small desk + adult chair (2) file cabs rug (4) rolling dividers, 2 with sound fabric, 2 writable (1) weasel with chart paper (4) student desks & chairs – trapezoid type (or whatever the grade 3-5 standard desk is) (2) 2-top small work tables/ 2 chairs (1) 4-top larger work table/ 4 chairs (1) Kidney table/ 6 seats/ 1 adult seat/chair – could be located in front of teaching wall – a lot of instruction is given in seated mode using smart board Understood this is a lot of furniture to fit in the room, do our best. <p>Technology Comments:</p> <ul style="list-style-type: none"> Teaching wall good setup as drawn Chromebook storage, (or ipads?? Dial in with Tech Dir) – regardless, need "garage" in casework Yes need media cart 		
	SPECIAL EDUCATION - "STARS" "CONNECT" Room #3219 for Grades 3-5		
01-13	Presented floor plans and 3-d images of the room		Closed
01-14	<p>Discussion of technical requirements of the spaces: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>General Comments:</p> <ul style="list-style-type: none"> Discussed De-escalation Room – need same configuration as Level 2 Connect space, same fit out and requirements. Blinds or roll shades on sidelights may be problematic – will get trashed. Need durable solution to control views into the room. Switch glass for these rooms? Internal blinds, within two panes of glass? All glazing in this space needs to be shatter-protected with batter-resistant peel & stick film – need to research <p>Furniture Comments:</p> <ul style="list-style-type: none"> (2) larger work tables with 8 chairs – show pushed together to make big table (4) standard student desks & chairs (4) study carrels with chairs 	DWA to continue to refine this room fit-up.	Open

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	<ul style="list-style-type: none"> • (1) Kidney table/ 6 seats/ 1 adult seat/chair • (2) rugs – one in chill-out corner, one in reading corner • (3-4) low open shelving units, half-height, to help create chill-out corner enclosure • (4) beanbags or soft seats <p>Room Equipment Comments:</p> <p>Loose Equipment Comments:</p> <ul style="list-style-type: none"> • Need seat circles – will move rug to a corner <p>Storage Comments:</p> <ul style="list-style-type: none"> • Add another tall storage unit, take away equivalent amount of casework • Move cubbies to outside the room, into ELA corridor? See if they fit. Do not want ability to throw things within the room. • Replace cubbies with all tall storage cabinets, doors, lockable. • Low shelving under window – (4) units with sliding, locking doors; rest open <p>Technology Comments:</p> <ul style="list-style-type: none"> • Teaching wall good setup as drawn • Chromebook storage, (or iPads?? Dial in with Tech Dir) – regardless, need "garage" in casework • Yes need media cart 		

The above is intended to be an accurate summation of this meeting. Please contact me with any additions, deletions, and/or corrections, for incorporation into these minutes. After 10 days, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.

Sincerely,

DORE & WHITTIER ARCHITECTS, INC.
Architects ■ Project Managers

Tom Hengelsberg, AIA
Project Manager

c: Attendees
File

DORE & WHITTIER
ARCHITECTS, INC.

USER GROUP MEETING MINUTES DD-4

DATE OF MEETING: January 9, 2019

PROJECT: W. EDWARD BALMER ES

PROJECT NO.: 17-0759

SUBJECT: USER GROUP MEETING – DD #4 – Service & Operations
NES #304ATTENDING: Tom Hengelsberg – DWA
Tim Mullen - DWAWorking Group members present:
Richard Maglione – Dir Facilities & Ops.
Karlene Ross – Principal, Balmer ES
Catherine Stickney – Superintendent (partial)
Melissa Walker – Business Mgr.

ITEM	MINUTES	ACTION/ WHO	STATUS/ DATE
04-1	<p>LOADING DOCK:</p> <ul style="list-style-type: none"> Current design includes one bay for large trucks needing a 4 foot high loading dock, the trash compactor, and two dumpsters. An additional truck bay is desired if possible (keep dock size the same, but can equipment be re-arranged more efficiently?). Owner to talk to trash hauler regarding recycling and what types/sizes of dumpsters are needed. D&W asked Owner to provide cut sheets (Dimensions, specs, power requirements) for containers, compactor, etc. for use by the design team. <p>RECEIVING:</p> <ul style="list-style-type: none"> TH stated, this is the open floor space where orders and deliveries are received & checked in. This room will essentially be open, with heavy duty metal shelving around the edges of the room wherever possible, for more short-term storage or large items that need more space to handle. Confirmed presence of 10' wide overhead door. Nice to have large swing-arm lamp at OH door to illuminate into truck bodies with no light. 	<p>DWA to continue to refine this space fit-up.</p> <p>Richard Maglione to contact hauler & get specs.</p>	Open
04-2	<p>TRASH/ RECYCLING:</p> <ul style="list-style-type: none"> Need space and power for storing/charging of scissor lift, or other type lift. It may live here. D&W to indicate parking/charging place on plans. Locate logical places for electrical outlets for possible appliances in the room (refrigerator for after-school program?, radios, charging, etc.). This space may or may not be fully utilized as a trash/recycling room, depending upon the outcome of the conversation with the hauler. Dumpsters may be utilized for storage between pickups. From point of use, trash and recycling will be collected in separate appropriately room-sized bins—one for each separate stream in each location. <i>[Bins will be in FF&E budget unless they are provided by hauler or Solid Waste District.]</i> 	DWA to continue to refine this space fit-up.	Open

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	<ul style="list-style-type: none"> Trash and recycling will be collected by cleaning staff using large totes or bins on wheels at night and either brought directly to Dumpsters (preferred), or into the Trash Room. <p>UPDATES ON TRASH/ RECYLING/ COMPOSTING PROGRAM:</p> <ul style="list-style-type: none"> Owner did not have any update on the nature of trash & recycling program. TH reiterated (from previous WG meetings) that this is a LEED Prerequisite, <u>not optional</u>. D&W needs to know the recycling streams accepted by the hauler, and if they don't provide collection for the required waste streams (below), District may need to look for another hauler who does. <i>[LEED V4. States: "Recyclable materials must include mixed paper, corrugated cardboard, glass, plastics, and metals. Take appropriate measures for the safe collection, storage, and disposal of two of the following: batteries, mercury-containing lamps, and electronic waste.]</i> 	Richard Maglione or Melissa Walker to contact hauler & get info on accepted recycling material streams.	
04-3	<p>STOREROOM</p> <ul style="list-style-type: none"> Typically outfitted with heavy duty industrial shelving 1 pallet of Copy paper 1 pallet of large paper (Art, etc.) No finished ceiling planned in this space to allow for extra high shelving, accessed via use of a rolling ladder-stair (like seen at Home Depot, Lowe's, etc.) D&W will provide layout to maximize storage – shelving will be around all sides plus peninsulas/ aisles/ islands, with a variety of shelving depths for different type of items, and some units with open bottoms for storing palettes of bulk goods such as paper supplies. <p>Food Pantry:</p> <ul style="list-style-type: none"> Need to carve out space for the "Food Pantry" cart within Storeroom Had discussed making a wire cage assembly on wood framing for the cart on one corner of the room. 	DWA to continue to refine this space fit-up.	Open
04-4	<p>MECHANICAL ROOM:</p> <ul style="list-style-type: none"> Layout from engineers still pending. Water / Sprinkler Entrance and valve assembly will be here. Location of BMS Computer terminal? TBD, discuss with M.E. Locate electrical outlets in logical places for possible appliances in the room, or other items requiring electricity (radios, work lights, charging stations, etc.). Room will be pretty full of mech equipment, but may allow some shelving for manuals, binders, etc. FF&E This room is 2 stories tall, so hopefully mech layouts can take advantage of that. 	DWA to continue to refine this space fit-up.	Open
04-5	<p>ELECTRICAL ROOM:</p> <ul style="list-style-type: none"> Layout from engineers still pending. Other non-electrical features desired in the room? Possibly shelf for manuals & binders – FF&E <p>Generator:</p> <p>Current generator design is for diesel fuel with "48 hour tank". Owner has preference for a natural gas generator. D&W to confer with consultants and present logic for choice, benefits & drawbacks of each, possible code reasons for choice, etc.</p>	DWA to continue to refine this space fit-up, and will consult on generator fuel type.	Open

04-6	CUSTODIAL OFFICES <ul style="list-style-type: none"> • Location of BMS Computer terminal. • Shelves for O&M Manuals • File Cabinets - need (3 to 4) four-drawer cabinets • L-shaped desk & chair • Tack board • (2) guest side chairs 	DWA to continue to refine this space fit-up.	Open
04-7	CUSTODIAL SHOP <ul style="list-style-type: none"> • Sealed concrete floors • Workbench • Bench Vice • Pipe Vice • Space for large, rolling, lockable tool box (may be NIC or in FF&E) • Mechanics Cart for repairs around building – FF&E • HD metal shelving wherever it fits 	DWA to continue to refine this space fit-up.	Open
04-8	CUSTODIAL STORAGE: <ul style="list-style-type: none"> • Lockers for custodian personal belongings (coats, lunch, etc.) – provide (8) openings • Need power in space for charging of floor cleaning equipment, etc. (220 volt) • Need two ride on floor machines (1 large, 1 small ?) show parking spaces dashed in on plan • HD metal shelving wherever it fits – this will be where more bulk supplies are stored for re-supply of TRs, Custodial Closets, etc. • Provide table & 4 chairs in the center of this room as break area • Sealed concrete floors 	DWA to continue to refine this space fit-up.	Open
04-9	SMALL CUSTODIAL CLOSETS: <ul style="list-style-type: none"> • Make doors 3'-6" wide for ease of re-filling ride-on machines • Slop sink, floor mounted • Shelving where it fits, max out • Mop racks, wall mounted over sink to drain into it. • Sealed concrete floors 	DWA to continue to refine this space fit-up.	Open
04-10	LARGE MAINTENANCE EQUIPMENT – in FF&E Budget <ul style="list-style-type: none"> • Door opening sized man-lift/ scissor lift • Ride-on scrubber machine (2) • Buffer machine(s) – confirm if needed? Number? • Carpet Extractor(s) – number TBD • Rolling metal ladder-stair (re. Lowes) • Type IA Ladders? 	DWA to continue to refine this list	Open
04-11	Storage: In File room in Admin Area, provide shelving above file cabinets for storage of paper forms, testing materials, etc.		Closed
04-12	Storage: After-school child care program will require its own storage locations, as well as a location for a dedicated refrigerator. Most likely spot is Chair Storage Room #1139 – show on plan one side of north alcove: full-size fridge and HD metal shelving for their plastic tote bins. Provide electrical for fridge and outlet for charging, etc.	DWA to continue to refine this space fit-up.	Open

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 January 9, 2019
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04-13	Carpet extractors will be needed for Admin Area, Principal Offices, and like spaces, Media Center, Collaboration, SSS spaces.		Closed
04-14	Toilet Rooms/ Hand drying: <ul style="list-style-type: none"> • Experience with hand driers is that they are extremely noisy, yet more sanitary. • Desire is for both hand driers and paper towels in gang toilet rooms. • Pre-K and K toilet rooms are to be paper towel only (due to noise/toy factor). • Single user toilet rooms are to receive paper towel dispenser. • Owner to send cut sheets for dispensers being provided by vendor for hand towels, toilet paper (if provided), hand soap. 	DWA to incorporate Owner provide paper product cut sheets	Open
04-15	Admin Suite: A staff toilet is desired within the Admin suite for use by Admin personnel. Current plan is they can use the adult TR's across the lobby or in the central core, or even the SPED TR. Plan is VERY tight, but some ideas were discussed where it could possibly go.	D&W will attempt to include	Open
04-16	Copiers: A total of 4 printer/copiers will be provided for the school. These will be located in : <ul style="list-style-type: none"> • Main Office #1103 or 1106 (plan location TBD) • Media Storage #1202H (plan location TBD due to Media redesign) • Student Services Suites #2205 and 3205 (plan location TBD) • NOT in the Teacher Collaboration Rooms as previously shown. 	DWA to incorporate	Open

The above is intended to be an accurate summation of this meeting. Please contact me with any additions, deletions, and/or corrections, for incorporation into these minutes. After 10 days, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.

Sincerely,

DORE & WHITTIER ARCHITECTS, INC.
 Architects ■ Project Managers

Tom Hengelsberg, AIA
 Project Manager

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USER GROUP MEETING MINUTES DD-5

DATE OF MEETING: January 15, 2019

PROJECT: W. EDWARD BALMER ES

PROJECT NO.: 17-0759

SUBJECT: USER GROUP MEETING – DD #5 – Teacher Spaces and Interiors

ATTENDING: Tom Hengelsberg – DWA
 Berglind Davis – DWA
 Lee Dore - DWA

Working Group members present:
 Richard Maglione – Dir Facilities & Ops.
 Karlene Ross – Principal, Balmer ES
 Jill Healy – Principal, NES
 Catherine Stickney – Superintendent
 Melissa Walker – Business Mgr.
 Greg Rosenthal – Dir of Pupil Personnel Svcs
1 Faculty Member

ITEM	MINUTES	ACTION/ WHO	STATUS/ DATE
05-1	Faculty Questions: Jill read back some questions from her faculty, all of which were fairly factual in nature and able to be answered directly. Most were related to dimensions of classrooms, storage items, and furniture. It was confirmed that classroom technology will all be mobile wireless Chromebooks, which will give teachers flexibility in room layout (as opposed to being tethered by cables to one or two data ports in the room only). Hard connections will still be provided in each room as a backup.	DWA to incorporate technology needs as directed.	Closed
05-2	Interior Design Update: Berglind gave an update to the interiors presentation. Continuing the previous week's discussion, she focused on selected spaces not previously discussed: main lobby, cafeteria, ELAs, teacher collaboration spaces, nurse's office, and Student Services Suites, each with examples of further development of the color theme. Comments: <ul style="list-style-type: none"> • Prefer the geometric shapes for curtains in Nurse office • Prefer carpet tile in carpeted areas – not broadloom. • Like idea of gallery wall in Lobby • For gang toilets, principals suggested clearly denoting between male and female toilets using color and signage in an obvious way. Perhaps on an accent wall visible from the corridor. 	DWA to continue to refine the color scheme and interior design with more specific proposals on interior elevations.	Open
05-3	STUDENT SERVICES SUITE: This is the space where itinerant special educators and service providers are based with desk space, limited file space, teacher wardrobe for storage, and where they collaborate in a private setting. Comments: <ul style="list-style-type: none"> • Propose moving teacher wardrobes to west wall at entry (not well utilized now anyway), looks like (5) double wardrobe units will fit, to accommodate (10) staff. Make the wardrobe "room" a printer/copier and work room, with a laminator machine & supplies, shelf space for paper, and as much layout counter space as will fit. This space will also house a full-size refrigerator for the floor level staff. 	DWA to continue to refine this space fit-up.	Open

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	<ul style="list-style-type: none"> • Small under-cabinet fridges in Teacher Collaboration were discussed and rejected – too many, too dispersed, not efficient, too costly. • Full-Size Refrigerators discussed. Currently one in each school which is totally inadequate. Count = 4: (2) in Teacher dining Level 1; (1) each in SSS Level 2 and SSS Level 3. The SSS copy space was picked as a central location that does not favor one side or the other of each floor (same logic with locating copier/printer there). • Add partition wall with lockable door between new wardrobe/entry space and office space for privacy/compliance with confidentiality rules. Relocate wall phone to inside the office space. • This room needs a full 10-seat conference table made up of (3) 4-top table sections, like Teacher Collaboration. Should be tilt-top tables if possible. • (8) office desk places OK • Confirmed need smart projector on west wall for collaboration/ live IEP sessions. • Place clerestory windows to light well above shelving to maximize storage 		
05-4	<p>TEACHER COLLABORATION SPACES: This is the space where para-educators have desk and limited under-counter file space, teacher wardrobe for storage, and where teachers and paras collaborate in a private adult setting. Comments:</p> <ul style="list-style-type: none"> • Need desk space for 8 seats in each room. Some have this, some do not. • Confirmed need for full interactive projector/WB setup. Locate on same wall as borrowed lite window to ELA so casual glances in cannot see the board. • Borrowed lite sills should be high enough that kids cannot see in to the space easily (but low enough that they have a sense they can be seen and supervised from the room – ‘eyes on the street’) • Second WB on side wall. TB on wall opposite door. • Discussion of teacher wardrobes in this room. They are not for the teachers, who each have their own in their classrooms. They are for paras and aides who need a place to hang their coats and store personal effects. Need (4) double-sided wardrobe models for (8) total paras/aides each grade. If there is room for a fifth TS, it should be all storage, adjustable shelving. • No copier/printer in this room – remove from plan. • No under-counter fridge. • Yes to sink and MW • No dishwasher – there will be one in Faculty Lunch room. • Confirmed table as shown – (4) 4-top tilt-top nesting tables, (12) chairs • Chairs are shared between desk surfaces and table (not duplicated) 	DWA to continue to refine this space fit-up.	Open

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Sincerely,

DORE & WHITTIER ARCHITECTS, INC.
 Architects ■ Project Managers

BALMER – USER GROUP MTG – DD#5 – Teacher Spaces & Interiors
January 15, 2019
Page 3 of 3

Tom Hengelsberg, AIA
Project Manager

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USER GROUP MEETING MINUTES DD-6

DATE OF MEETING: January 22, 2019

PROJECT: W. EDWARD BALMER ES

PROJECT NO.: 17-0759

SUBJECT: USER GROUP MEETING – DD #6 – ELAs, Library Update, Etc.

ATTENDING: Tom Hengelsberg – DWA Working Group members present:
 Karlene Ross – Principal, Balmer ES
 Jill Healy – Principal, NES
 Catherine Stickney – Superintendent
 Melissa Walker – Business Mgr.
 Greg Rosenthal – Dir of Pupil Personnel Svcs.

Michelle Muscatell – Grade 3-5 Librarian
 Jean Schultz – Grade PK-2 Librarian

ITEM	MINUTES	ACTION/ WHO	STATUS/ DATE
06-1	<p>"ALPHABEST" Early- and After-care provider: This was a continuation of some earlier discussions of where to put the storage items for this program, branching into entry protocol.</p> <ul style="list-style-type: none"> It was established previously that they should have their own refrigerator for their food & drink supplies (separate budget/purchasing from cafeteria, "just better" to keep them separate). Current though is the best place would be a corner of the chair & table storage room. Alt location might be recycling room, depending on recycling needs. Cathy is loath to give up storage for core programs, can't give them a firm answer until some of the other needs of the back of house rooms are more fully formed. By the same token, we do not want this to feel like an afterthought, and they (or any after-care provider) should be given a space. Program begins at 6:45 AM – parents escort children into building and physically sign them in to a sheet. Sign out at end of day similar. Discussion of security protocol around early entry – building will be locked. Alphabest cannot have a staff person devoted to door duty, cannot have access to main office. TH convinced a technology solution could be found. Cathy suggested giving early care parents a swipe card that is keyed to only work at pickup & drop off times, only at the front entrance. Jill not in favor, nervous about security risks. TH explained rest of building can be locked off. Discussion of using exterior door to cafeteria as entry point for early care. No resolution. 	<p>Discussion to be continued. DWA to vet security scenarios and explore with hardware consultant.</p>	Open
06-2	<p>LIBRARY/MEDIA CENTER Update: TH explained we heard last time that the Media Center is essentially two libraries in one. Need separation of two teaching spaces, two classes could be going simultaneously. TH presented new plan, with lending desks in the center of the</p>		Open

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	<p>room, and teaching spaces to each side. A clear line of sight using the long dimension of the room is preserved, but a suggestion of separation is made with the lending desks assembly. Comments:</p> <ul style="list-style-type: none"> • Much better layout overall. • Would still like a single door to PK ELA – glass vision lite, locate in back of teaching space to not disturb. <i>[Integrate with inclusion of clerestory windows in this wall to keep transparency without distractions.]</i> • Lower E teaching space will need (6) 4-top tables (24) seats – use tilting, adjustable-height nesting tables on wheels. The space needs to be bigger, and Video Room needs to be smaller. Majority of lessons are keyboarding practice & basic technology practice. • Audio video door placement OK – can use far door to get to video thru audio if a class is going. • Both librarians need a permanent desk. Design good as-is. • Want (2) Chromebook carts that will live under counter in Work Room. • Show hand sink in workroom – back wall, in counter with OH cabs. • Like BL windows in work room. • Show committee meeting layout in upper teaching area to prove it can be done. Need (6) tables, 24 kid chairs, borrow adult chairs from Cafeteria for events. These tables need to be easily adjustable from grade 3-5 height to adult height. • Like display window idea – access from Library side, both ends of the space. • Storage Room - has copier/printer for the floor level – near entrance so as not to disturb patrons. This is also location of leveled library and faculty resource library – may be tight in there. • Michelle gave shelving estimates previously – DWA to check. A little concerned about shelf space. All shelves to be mobile on wheels! • Explained light well design ideas – like Gobo lights. Karlene asked how are the lenses changed? Does this require using a lift? • Windows have roll-action light-diffusing shades and blackout shades • Laminator machines will go in SSS copy room, not in library. 	DWA to continue to refine the interior layout and fit up.	
06-3	<p>GRADE 5 ELAs (EXTENDED LEARNING AREA): These are breakout educational spaces for larger-scale work, collaborative work, project work, labs or activities requiring wet/messy setup. 5th grade ELA is distinguished by a variety of furniture for different activities and positions, from heads down table work to group work on hassock seats to lounge seating that supports collaboration (gathering not spreading). Comments:</p> <ul style="list-style-type: none"> • Linear wet/messy area good. Stools good for this area. Add a small overhang on seating side for knee space - ~6" • Like idea of easy, relaxed furniture, but not sure yet on the serpentine piece. DWA will have full furniture fair later in project to select final pieces. • Greg pointed out there is a lot going on in this space – furniture choice needs to be judicious to take into account those with sensory issues with too much clutter. • Karlene noted the two classrooms at the north end get shorted on access to the ELA. Can lockers be repositioned to allow at least a table space at that end of the room? • Could lockers (single-high) be used to segment off the wet/messy area more? Win-win. • Need to have at least one SGR with door to ELA – they are all internal now. 	DWA to continue to refine this space fit-up.	Open

	<ul style="list-style-type: none"> Lockers in general need more finesse – can they be done in bays with a few sticking out into the room? Teaching wall good where shown. Need to set up more WB spaces wherever there is free wall space. Display space over lockers if possible. 		
06-4	<p>GRADE PK-4 ELAs (EXTENDED LEARNING AREAS): These are breakout educational spaces for larger-scale work, collaborative work, project work, labs or activities requiring wet/messy setup. These spaces in wings A and B are similar all floors, with furniture and fittings scaled to age range. Comments:</p> <ul style="list-style-type: none"> Layout as proposed is good generally. Teaching wall good where shown. Lockers in general need more finesse – can they be done in bays with a few sticking out into the room? Need to set up more WB spaces wherever there is free wall space, which might be given if lockers move. Wet/messy casework: drawers on top, cabinets with doors and adjustable shelving below. Discussed sinks having separate shut-off valves for spray hose and plumbing fixture within locked cabinet. Try to get working countertops on top of lockers where it can be done appropriate to height of students. Need places for trash and recycling. Mobile library shelving – look for folding two-piece shelving on wheels that can fold, lock, and be transported in one piece. 	DWA to continue to refine this space fit-up.	Open
06-5	<p>EXTERIOR FAÇADE UPDATE: TH presented two colored elevation drawings: one with a variegated green metal panel design; and the other with a wood-look HPL panel in four variegated colors, similar to the preferred option from last time. Both schemes use the larger-scale color-block idea (Lego wall look) that was preferred last time.</p> <ul style="list-style-type: none"> TH explained the budget is still in question for the HPL option. Fontaine is pricing this latest manufacturer (Stonewood). All are more costly than the metal panel, the question is by how much. Jill expressed concern about the metal panel rusting. TH to research whether aluminum panels are available in the selected profile, and pricing. The group was still not convinced the green color is the best choice, but agree the best way is to see actual samples of colors of all materials. Both designs were met with general favor, but one was not a clear winner – too many unknowns still. 	DWA will present full palette of materials for the next round of discussions on the elevations.	Open

BALMER – USER GROUP MTG – DD#5 – Teacher Spaces & Interiors
January 15, 2019
Page 4 of 4

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Sincerely,

DORE & WHITTIER ARCHITECTS, INC.
Architects ■ Project Managers

Tom Hengelsberg, AIA
Project Manager

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MEETING MINUTES DD #3

DATE OF MEETING: January 8, 2019

PROJECT: W. EDWARD BALMER ELEMENTARY SCHOOL

PROJECT NO.: 17-0759

SUBJECT: WORKING GROUP (WG) MEETING – Interior Design & Color Strategy

ATTENDING: Tom Hengelsberg - DWA Melissa Walker – NPS Business Manager
 Tim Mullen – DWA Catherine Stickney – Superintendent
 Berglind Davis – DWA Karlene Ross – Principal, Balmer ES
 Amy McKinstry – Dir of Curriculum, NPS
 Jill Healy – Principal, NES
 Greg Rosenthal - Dir of Pupil Personnel Svcs
 Richard Maglione – Dir Facilities & Operations
 Linn Clark – Balmer ES teacher

ITEM	MINUTES	ACTION/ WHO	STATUS/ DATE
	<u>OLD BUSINESS:</u>		
01-4	<u>Exterior Design/ Panel Color:</u> 12/3/18 - Subject to be dealt with at next meeting. 1/8/19 – Schedule rearranged – to be covered 1/22/19	DWA	Open
01-5	<u>Interior Design Kickoff:</u> 12/3/18 - Subject to be dealt with at next meeting. 1/8/19 – Schedule rearranged - Today's subject.		Closed
01-6	<u>Interior Imagery Ranking exercise:</u> 12/3/18 - Subject to be dealt with at next meeting. 1/8/19 – Schedule rearranged - Today's subject.		Closed
	<u>LANDSCAPE AND PLAYGROUND DESIGN:</u>		
02-1	<u>PK-2 (Lower) Playground:</u> Tiffany began with an overall quick review of the site plan, then zoomed in on the lower playground. A change from last time, the playground is now divided between PK-K age 2-5 equipment, and more "tame" ages 5-12 equipment best suited for ages 5-7 (grades K-2) with a 4' fence. The PK area will be fenced in, but open to the north toward the PK entry. She noted portable play equipment can spill out onto the walk. There is also now a sand pit area that spans between the two age group areas, with the 4' fence running through it. Comments: <ul style="list-style-type: none"> WG members like the sand pit. Could there be two diggers side by side? Limit swing so they can't drop sand on play surface? Can a GaGa Pit be added to the 3-5 playground? Octagonal ball play pit, ~18-20' diameter. H-S/ Kompan to research. TH suggested the separation fence should be more artistically employed: curved to run with other curves in the design? Incorporate game panels with PK activities on them? Material besides chain link? Resolved to use the area under the building canopy as an additional 	(12/3) DWA/ H-S to study PK entry gate placement. (12/3) DWA will look at the design of PK entrance column enclos- ures to mini- mize their size and impact on sight lines.	Open

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	<p>"race track" for kids on ride-on toys. Need to pad columns? Ride-on toys would be in the FF&E budget, will need a count later.</p> <ul style="list-style-type: none"> • Jill noted that the little kids get hurt on the balance "buttons" in the "Balancing Trail" jumping from one to the next – would prefer a more solid balance beam type activity. • Members liked the activity centers, but it is best to avoid separate accessory pieces – they will get lost or misplaced. • Members liked the use of contrasting colors in the rubberized surface to indicate safety zones. • Need (3) bucket swings in PK area. Anti-wrap feature preferred. • Play scenes are removable for the winter if required. • Discussed need to cover sandbox to prevent neighborhood cats using it? Decided cover will not be needed – building is fairly isolated and distant from residences. 	Kompan/ H-S to hold on further playground design develop. until budget is resolved – DWA to take up matter with Fontaine.	
02-2	<p><u>Grade 3-5 (Upper) Playground:</u> Dan presented the upper playground site plan, noting that the court has flipped with the playground, and the basketball area is now 3-point circle court, and the rest stenciled games. There is now a crosswalk and sidewalk connecting the grade 3-5 playground to the U-8 soccer fields south end of site. Tiffany presented the equipment plan which is sized for age 8-12 kids, grades 3-5. Comments:</p> <ul style="list-style-type: none"> • Kids are not using hopscotch. Karlene dictated list of games needed. (3) switch courts. • Would like (2) wall-ball courts against gym wall – adjust other stencils accordingly. • Can the basketball goal be height adjustable, or fixed at 9'-0" to rim rather than 10' standard? This is shown as a Kompan piece now. • Members like overall layout and equipment selections. • Swings need anti-wrap feature. Can we squeeze in three swings? Can/should one be accessible? • Re. sidewalk to U-8 fields – Richard noted this is a prime snow storage area across from parking lot. Can the walk bend away from the road edge a bit, or somehow design storage into the mix? TH noted this might play into the design of the adjacent stormwater basin which is also intended for snow storage. • Members appreciate shade trees but concerned about leaves/maintenance. Dan suggested they might use Honey Locust trees which have very small leaves that blow away and do not accumulate. 	<p>Kompan/ H-S to hold on further playground design develop. until budget is resolved – DWA to take up matter with Fontaine.</p> <p>(12/3) DWA to designate storage for jump rope cart, hand-games, hula hoops, etc.</p> <p>DWA to coordinate sidewalk design with Nitsch.</p>	Open
02-3	<p><u>Lunch Periods:</u> Tiffany noted that because of enrollment/ grade level size, at full occupancy to design enrollment, there will not be enough space on the playgrounds (75 sf/ student) to get the full class on the playground at once. This is especially true with the full day PK classrooms (assumed 2 in future) added to/ playing with the K grade. Therefore, splitting the lunch/ recess period in half will be required. These number were checked against the newer design being presented today. WG did not voice opposition to this idea, but supervision staffing is the key issue here.</p>	NPS to figure out staffing needs and notify DWA if this presents an issue.	Open
02-4	<p><u>Outdoor Learning Spaces:</u> Dan presented refinements to the courtyard outdoor learning space. All elements are essentially unchanged: council ring, tables, shade trees, lower plantings.</p> <ul style="list-style-type: none"> • The tables will have stenciled or carved relief board games. • Additional shade can be provided by canopies [not in budget currently] 	H-S to take comments and refine the design of the outdoor learning spaces for DD pricing.	Closed
02-5	<p><u>Landscape - Trail and Site Furniture:</u> <i>Defer until next meeting with LA.</i></p>	Deferred.	Open

02-6	<p><u>Playground Budget:</u> TH noted to the group that the playground equipment budget was significantly and somewhat arbitrarily reduced in the SD VE process, and the equipment line is not sufficient. The original SD budget was about \$600K, which was reduced to \$250K in VE for final SD budget. Kompan equipment + installation + freight is ~\$540K. DWA will work with Fontaine to build that budget back to a reasonable level, which may require adjustments elsewhere.</p>	DWA to confer with Fontaine on reasonable budget and report out by 2/5/19	Open
	<u>NEW BUSINESS:</u>		
	<u>INTERIOR DESIGN CONCEPTS, COLORS AND MATERIALS</u>		
03-01	<p>TH and Berglind presented the interior design color concept PowerPoint. The suggested theme is Nature and "Natural Pathways". DWA believes it is important for children to maintain a connection to nature, and this will be the generation point of themes throughout the building.</p> <p>Color strategy includes color by level for ease of wayfinding: blue (river) on level 1; green (forest path) on level 2; and yellow-orange (sky/sunbeam) on level 3. Different shades of each color will be used for the opposite wings. An icon system will be employed to also help with wayfinding. Intensity of colors will be less intense in long-stay spaces, ranging to more intense accents in short-stay or transit spaces. Color plans were presented showing the general concept of accent versus neutral color distribution.</p> <p>Stairs will use a different color system of more intense accent colors, again to differentiate and make wayfinding easier.</p> <p>Three-story light well in Media Center: the concept of using "Gobo" lights to help activate this space was discussed. Projection lenses for the LED lights with small cut-out shapes that are projected on wall or floor surfaces could be fabricated by 3-D printers in the Maker Space. This would be a custom project for the older students.</p> <p>Berglind showed assortment of interior materials picked in the color scheme presented.</p> <p>Comments:</p> <ul style="list-style-type: none"> Jill noted that the "early ed." entrance will really be only Pre-K. K will enter the main entrance with other bus and car drop-off students. WG are in support of the color concept and generally like the colors. Cathy stated, "Great jumping off point!" Members did not like the icons shown ("too airport-like") and suggested using iconic characters from children's literature that work with the nature themes as presented. TH cautioned of copyright infringement; icons would be facsimiles, not copies. Use color to divide PK-K CR's into zones if possible – door/cubbie zone versus classroom zone Satellite reading areas to be darker, more "quiet" colors Gobo lighting – WG said it's an interesting idea, but concerned about distraction factor. Berglind stated it could be turned on for special occasions or times of day (such as lunch/recess) when attention is not critical. The Media Center is being redesigned due to user comments and structure, so DWA will make sure (for many reasons) that this light-well area, which functions as a "foyer" to the media center, will be separated from the classroom parts of the space, especially. There needs to be a consistent logic between the floor level colors and stair colors – not quite there yet. Greg asked if tactile elements could be incorporated in wall designs to indicate direction of travel for sight-impaired students. Tiles with relief? Arrows? Finishes in toilet rooms must be sharpie-resistant/ cleanable. Karlene was struggling with the oranges. Berglind discussed some 	<p>DWA/ WG to follow up with icon ideas.</p> <p>DWA to continue research & dev of light well design & lighting.</p> <p>DWA to incorporate</p>	Open

BALMER ES – WG MTG DD#2
 December 3, 2018
 Page 4 of 4

	lighter shade possibilities; better. • Overall members "love it" • Discussion of existing mural preservation: can high quality photos be taken of murals and feature them somehow in the new building? Printed wall transfers? Framed large-format prints? DWA to research.	DWA/WG to continue discussion of mural preservation	

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Sincerely,

DORE & WHITTIER ARCHITECTS, INC.
 Architects ■ Project Managers

TOM HENGELSBERG, AIA, NCARB, LEED AP, MCPPO
 PROJECT MANAGER

c: Attendees
 File

DORE & WHITTIER
ARCHITECTS, INC.

MEETING MINUTES DD-4

DATE OF MEETING: January 9, 2019

PROJECT: W. EDWARD BALMER ES

PROJECT NO.: 17-0759

SUBJECT: WORKING GROUP MEETING – DD #4 - Hardware/ Safety/ Security

ATTENDING: Tom Hengelsberg – DWA Working Group:
 Tim Mullen – DWA Richard Maglione – Dir Facilities & Ops.
 John Gant - Allegion Karlene Ross – Principal, Balmer ES
 Scott Goodrich - EdVance Jill Healy – Principal NES
 Catherine Stickney – Superintendent
 Jim Mauer, Fontaine Bros Inc Melissa Walker – Dir Finance
 Joel Seeley – SMMA (OPM) Greg Palmer – Dir Information Technology

Chief Walter Warchol, NPD
 Tom DeJordy, NPD (SRO)

ITEM	MINUTES	ACTION/ WHO	STATUS/ DATE
04-1	<p>Normal Daily Schedule</p> <ul style="list-style-type: none"> Faculty/Staff Access: Pre-arrival, all doors locked. Faculty & Admin staff will use main entrance to swipe card in. Arrival: Doors open at PK Entrance and Main Entrance – all doors in vestibules. All other doors locked from outside. Post-Arrival Entry Sequence: All exterior doors are locked. Visitors to school will use intercom for initial ID, be buzzed in outer door for visual ID, then buzzed into Main Office, signed in, badged, and buzzed through inner office door and escorted to their destination within the building. If they are CORI certified then no escort is required. <ul style="list-style-type: none"> Visitors who come to the PK door will be directed to the Main Entrance. Plan for a permanent sign on the door. Lunch/recess: Teacher takes students out through most convenient door – most often Stair 2 for gr PK-2 or Gym/Courtyard doors for gr 3-5. Teachers swipe back in at end of recess. Both these doors need swipe devices. Teachers on lunch duty will carry radios, and may call for backup if a student needs to use toilet, injury, etc. Dismissal: Doors open at PK Entrance and Main Entrance – all doors in vestibules. All other doors locked from outside. Extra-Curricular/After School <i>[not discussed – need policy]</i> Night/ Public Functions: Main entrance doors programmed to be open for times of event, will lock down after. Interior doors will be locked to parts of school not involved in the activity. 	<p>DWA and team to incorporate comments in DD set.</p> <p>Extra-Curricular/After School <i>[not discussed – need policy]</i></p>	Closed
04-2	<p>Other points discussed:</p> <ul style="list-style-type: none"> Discussed meetings in admin conference rooms. Don't want public going through office to get to conference rooms. Add doors from both Conference Rooms directly to corridor. Library Access: Community access will be provided from Main Entrance/ Lobby to Library. Doors to A and B wings would be locked down to prevent access of classrooms. 	DWA and team to incorporate comments in DD set.	

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 802.863.1428 ph
 802.863.6955

	<ul style="list-style-type: none"> • May be able to eliminate pair of doors in Main corridor near library. Tim to check code. • Wide-ranging discussion of power-actuated, automatic locking of interior corridor doors at wing entrances for compartmentation. Potential conflict between locking down facility to exclude intruder, but giving first responders unhindered access to deal with situation. J. Gant to come up with reasonable first try with regard to equipping these doors, and review at next meeting. (What do other schools do? Best Practice?) • Gym: Sporting Event - Need to relocate door at south end further to the east, create corridor to separate from Cafeteria. Toilet access should be around café to either central or south plumbing cores, not through café. • Deliveries: All doors locked. Driver pulls up to bus drop off, signs in and gets badge, then drives around to loading dock to be met by custodian for entry through loading dock. Once delivery is complete driver turns badge over to custodian for return to office. Add intercom at loading dock for direct connection to custodian radio (achievable per Scott). • Fire Alarm: Handicapped (wheelchair bound) will shelter in place on appropriate (non-fire) side of Fire Wall horizontal-acting "Won Door" until arrival of FD for FD operation of Elevator. DWA to discuss this procedure with AHJ & FD at regulatory review. 	DWA to discuss wheelchair shelter procedure with FD at regulatory review.	
04-3	<p>Crisis Situation/ Active Shooter:</p> <ul style="list-style-type: none"> • Panic button is engaged to lock down corridor doors to prevent access to classroom wings. This can be overridden by pulling the Fire Alarm. DWA /team need to see if there is a remedy to this. • Suspect/crisis at Pre-K Entry: Provide wall phone near inner vestibule door for direct communication with main office for activation of panic button (or provide a panic button right there? - TBD) • Active shooter in classroom wing: For rooms with glass partitions ("Nanawall") the intent is for that group to shelter in adjacent classroom. If shooter gains access to the classroom with glass partition, would they be able to access "sheltered" occupants via the communicating door? On level one, due to PK –K classroom size (1200 SF), this door cannot be lockable. DWA to propose a solution. • Request from school to investigate cost of motorized window roll shades activated by panic button for lockdown, especially for large spaces with a lot of windows like Media Center and Cafeteria. • Shelter plans for open transparent spaces: <ul style="list-style-type: none"> ○ Cafeteria – occupants go to Gym (nearly opaque masonry structure with exterior egress) ○ Media Center – go into opaque rooms within the Media Center. Room areas have been checked and will hold ~50 occupants. There is also a direct egress to outside from this space, to PreK entry portico (if it is deemed safe to go that way). 	<p>DWA and team to incorporate comments in DD set.</p> <p>DWA to investigate pricing for motorized shades. <i>[There is also an auto drop feature for lockdowns available - we will price.]</i></p>	Open
04-4	<p>Door Operation, Door Hardware, and Locking: Exterior Openings</p> <ul style="list-style-type: none"> • Access control systems: Locking operation/ remote control/ power requirements: Swipe access is needed at Main Entry, Pre-K entry, Playground doors, and outside classroom door to North. John Gant recommended providing swipe access at every exterior door and program for specific entry by staff. Scott Goodrich warned that for some systems the annual licensing fees can be quite costly. • Communications- intercoms at the following doors: Main Entrance, PK entrance, Delivery Door. • Chief of Police is comfortable with the entry process (double buzz in). 	DWA and team to incorporate comments in DD set.	Open

04-5	<p>Security Cameras:</p> <ul style="list-style-type: none"> • Scott Goodrich stated, the school layout supports the need for approximately 70 cameras. Not realistic to expect anyone to actively monitor all cameras, used more as a forensic tool to "go back" to see what happened. • Viewing stations (dedicated computer terminals) will be in Vice Principal's office (1), and (2) Principal's Offices. <i>[Post meeting, TH and T DeJordy discussed a possible station for the SRO in the main office, perhaps at the third admin station in the front office. Privacy is an issue, as this workstation is currently open office.]</i> • Cameras will not be installed in teaching areas with the possible exception of the gymnasium because of after-hours community use. Per Scott, cameras can be programmed to record at specific times of day, and can be motion triggered. This will address the concern of teachers' classroom (in this case the gym) being surveilled. • TH stated, neighbors on eastern boundary have indicated that building mounted cameras' view field are not to go over property boundaries (no surveilling neighbors' property). Exterior cameras on the east side will be building-mounted, pointed at the building exits, roadways, and playground. • Chief Warchol asked about cameras in parking areas; Scott stated these are somewhat of a separate system, but can be provided to whatever extent is desired by the school. Typically these are not TPZ cameras (not currently in budget), and may not have a great resolution. 	<p>DWA and team to incorporate comments in DD set.</p> <p><i>DWA to continue discussion with WG to develop SRO office.</i></p> <p>In CD phase, DWA to set up a Security Systems meeting with WG, IT Director, etc. to cover detailed design issues, as well as interior and exterior camera placement.</p>	Open
04-6	<p>Interior Openings</p> <ul style="list-style-type: none"> • John Gant asked to review function of classroom wings. Any proprietary items? i.e. Keying: Single keying system specific to this school only, does not have to match other schools. Non-proprietary. • Mortise locksets are to be used. • Classroom locks must be visually confirmed if locked (labeled thumb-turn). This is the desired configuration by the Police Dept. • Communicating doors need to be discussed with AHJ as to function. Can be made to be lockable (keyed) from both sides with both sides locking with key turn from only one side. • Storeroom locks are desired at storerooms. • Small Group Room locking needs further AHJ review regarding an active shooter situation. • John Gant asked which doors require sound-resistant hardware packages. They will be: Special Education Rooms 1213, 1216 (K CR), 2220, 2223, 3219, 3221; Video 1202E (may be 2 doors in redesign); Music Rooms 2103 2104; Conference Rooms 1104, 1105. • HC Power-Assisted Doors at Main Entry: Push pads at inner and outer entry doors (only 1 of each, eastern leaf in each door set). • Interior door access control devices (data logging swipe card): only door at this time would be the IT Office/ MDF Room, device at corridor door #2112. • Detailed lockset review, power operation/ remote control, detailed fire alarm sequence of operations w/ hardware, and keying considerations will be reviewed in a later meeting in CD phase. 	<p>DWA and team to incorporate comments in DD set.</p> <p><i>DWA to check power-assist requirement for Main Office access door.</i></p>	Open
04-7	<p>Windows and Coverings:</p> <ul style="list-style-type: none"> • Briefly addressed topic: All exterior windows will have light-diffusing fabric roll shades, which do not allow a view in, but allow occluded view out during the day, and may allow some occluded view in at night if room is illuminated. Most academic spaces will also have a separate roll fabric blackout shade, no visibility in or out. Two rolls in one housing. Currently in budget these are all manual, chain-operated except for high windows which will be motorized. 	<p>DWA and team to incorporate comments in DD set.</p>	Open

BALMER – WORKING GROUP MTG – DD#4 – Hardware/ Safety/ Security
 January 9, 2019
 Page 4 of 4

	<ul style="list-style-type: none"> Borrowed Lites (Interior Windows) – Door sidelights and critical interior borrowed lites in shelter areas will have roll shades on the shelter side of the window. No adverse comments. 		
04-8	<p>Technology as related to Safety and Security: some of these topics were covered, woven into discussions above.</p> <ul style="list-style-type: none"> Communications/Phone equipment & features Camera/ surveillance, interior/ exterior Internet/Wi-Fi Exterior Door Intercom (AI Phone) Systems Interior Intercom/ PA systems Discussion of portable walkie-talkies Signal repeater systems <p><i>[Discussed in User Group Meetings previous week – teachers want telephone handsets mounted on walls around the corner or clear from view of the classroom doors so they may use the phone to communicate without being exposed in front of the door during lockdown.]</i></p>	These topics will all be covered in detail at a separate IT/Security technology meeting in CD phase.	Closed

The above is intended to be an accurate summation of this meeting. Please contact me with any additions, deletions, and/or corrections, for incorporation into these minutes. After 10 days, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.

Sincerely,

DORE & WHITTIER ARCHITECTS, INC.
 Architects ■ Project Managers

Tom Hengelsberg, AIA
 Project Manager

cc: Attendees
 Northbridge Fire Chief David White
 Northbridge Building Inspector/ AHJ James Sheehan
 File

Balmer Elem School

Construction Logistics / Safety Meeting

	<i>Topic</i>	<i>Required By</i>	<i>Responsible</i>	<i>Description</i>
1.1	Parking			<p>Added Parking to replace lost on East of building</p> <ul style="list-style-type: none"> -Can't use the parking on left of entry drive during school day used for bus traffic - Looking to replace East Side to be taken by Construction Maybe 12 + Spaces ? - (How much Needed ?) -West Side – Loading Area -Custodian - Karlene — Kitchen - Misc staff park here - not so much teachers <ul style="list-style-type: none"> -Can't block the docks -Spaces not totally full - (trees drip) -Milk daily deliveries -Sisco 2 - 3 per week -Dumpster / Compactor - need to be accommodated -Temp Lighting on left side of building (and Rear ?) -Use of left side of bldg need entry other than Dock / Cafeteria (Add sidewalk to FRONT of Bldg) -Loss of spaces when snow - piles at light poles - Need review of how snow handled -Possible Add space at the non functioning playground / B Ball -Possible Add space on Right side of entry road coming in? -Structures at Left side- far edge of parking- Oil Tank MH's – will need to remove – Possible ADD parking at lawn areas
1.2	Playgrounds			<ul style="list-style-type: none"> -Don't use the Rear green space - Wet -Add Green space from Extg to the outfield adjacent - Fence in area -Gate at fence from Playground to new grassed area and another facing road for E Egress
1.3	Egress			<ul style="list-style-type: none"> -Rear Right (East) Closest to New building is existing HP Egress – Add HP Egress at opposite other end of rear (West) -When exit from E. classrooms Go to either the Drop Off parking area or the REAR – -Muster point at Rear in the far corner – Surfacing – Pave ? -Lights / Cameras at Side / Rear ? -Between New and Existing- fence off from building - xx' ? Need to maintain egress -N Grid - easement - paths are overgrown- can we clear ? - N Grid will they do it ? - (Fire Exit) -Coordination with Fire Department - -Gas leaks at Kitchen- recurring evacuations due to this -

Balmer Elem School

Construction Logistics / Safety Meeting

1.4	CORI			<ul style="list-style-type: none"> -District processes these -48 Hour turnaround -Submit CORI with ID- when person arrives on site - Photo ID is verified prior to sticker issued -Out of State may have separate process -Review with Supt for specific procedures -Use of OPM to review / sign off
1.5	Access . Fencing to Site			<ul style="list-style-type: none"> -Trucks enter off Crescent opposite Lake -Fabric on all fencing -Upper floors - they will draw the shades to avoid distraction - Concerns (valid) about noise / Dust- these are also concerns that FBI deals with - -Possible need to Add AC where next to the new building - noise / dust don't want open windows (Sept mainly)
1.6	DWA Items			<p>New Building – Some discuss – these will be DWA to resolve</p> <ul style="list-style-type: none"> -Phones - locations - next to door? (Looking to move further from door so not standing in front of) Need review if could be located elsewhere per Tom H (deeper in room) <p>List of items — Tom H to address on Wed meeting</p>

These minutes reflect Fontaine Bros., Inc. interpretation of the discussions that took place. Any discrepancies or omissions should be brought to the author's attention immediately. These minutes shall be included as part of the Project record.

Prepared By: Jim Maurer

Date: January 21, 2019



Balmer Elementary
Site Logistics / Safety Meeting
December 17, 2018 - 3:00 p.m.

DJR - Logistics –


Karlene expressed a couple of really important things we need to take into consideration during logistics planning such as

- The school has a lot of evacuations that are not drills due to issues within the building such as smelling gas or even recently an outlet that was smoldering. When we plan construction fence etc we need to be very mindful of this and make sure that emergency access/egress is a top priority.
- We need to determine how many spots we need to replace from what is now the teacher parking lot on the right side of the building. We will be taking this as part of the project and our initial thought was to develop the left side where I believe facilities staff park now. We need to develop this plan further and consider if we can cut trees/clear more area over there summer of 2019 if it makes sense.
- We would like to have early enabling work complete / fence up for when students return fall of 2019

Karlene –

1. Questions or Concerns Regarding Safety in the New Building
 - a. Placement of phones
 - b. Placement on the passed doors for the end of the hallways.
 - i. Doors on either end should open in so that if the rooms are empty they can be barricaded from the neighboring classroom. Logical way to think through passed doors. We really would like to be more thoughtful about the layout of passed doors.
 - ii. Need locks that you can tell are locked just by looking at the lock
 - iii. After-care programs should be in a separate area or common area

- iv. Could each room only have two exits (like room 24) rather than 3 exits (like 22)?
 - v. Is there some way to put a second egress rather than at the very ends of the building?
 - vi. Is it a security risk to have multiple exits in a new building?
 - vii. How much glass is in the new design?
 - viii. Kids should be coming out to the parent when they are being dismissed during the day.
 - ix. Concerns about pathways for trucks during construction
 - x. Definitive fence needed during construction
 - xi. Plans for recess during construction phase
 - xii. Could someone from the planning board come speak to the safety team to explain so that we could make better plans about evacuations, etc.?
2. Evacuation Routes When Construction of the New Building Begins
- a. Feel like we need more information about clearing and fencing before we can make decisions about this

 FONTAINE BROS., INC. Northbridge Logistics / Safety Etc.			
Item	Action Required		Responsibility
Sidewalk to the Parking Lot West Side of Extg Bldg	Location / Impact by added parking		FBI
Remove Gate and Widen Access	Scope of work		FBI
Clearing and Grubbing to add parking at W side of Extg Bldg	Scope of work		FBI
Pave More Spaces (How many anticipated we can get ?)	Determine Max possible		FBI
Remove Underground Oil Tank	Scope of work		DWA / FBI
Review to Pave Over the Buried Primary	Review Existing Grades		DWA / FBI
More Lighting Around Building (mount on building)	Site review existing / Determine NEEDS		FBI
Emergency Egress Out Right Side of Building- Prox to New Constr.	Determine MIN Required - Const / Egress		FBI
Relocation of the 36" Storm - Impact to Traffic Pattern / Playground	Final Design of Drain		Design Team
How to Approach Space in Rear of School and Emergency Egress	What are Schools NEEDS		BES / FBI
Finalize Layout of Added Playground Space in ballfields	Scope Fence / Mulch ? / Gates Size & Loc		BES / FBI
Sidewalks from playgrounds to building ?	Do we need this ? - Possible Parking ?		BES / FBI
Parking Options at Entry - Diagonal? Alongside playground / Field ?	See above item		BES / FBI
Where to Put Snow in New Configuration	FBI reviews Options		BES / FBI
What can we do in Interim to Improve School Safety Before we Start			BES / FBI
Adding Handicap Ramp at Back of Building - Westerly Exit	Do we need East and West with Ramp ?		BES

Balmer Elem School

Construction Logistics / Safety Meeting



Meeting Date: January 22, 2019

Issue Date: January 30, 2019

Meeting #: 02

Next Meeting: February 6, 2019 - 3:00 PM – To Be CONFIRMED

Prepared By: Jim Mauer – Sr Project Manager, FBI

Attending	Name	Company	Phone Number	Email
<input checked="" type="checkbox"/>	Jim Mauer	Fontaine Bros Inc	413-478-2798	jmauer@Fontainebros.com
<input checked="" type="checkbox"/>	Renee Underwood	Balmer School		runderwood@nps.org
<input type="checkbox"/>	Karlene Ross	Balmer School	508-234-8161	kross@mps.org
<input type="checkbox"/>	Mike Cavanaugh	Fontaine Bros Inc	413-246-4007	Mcavanaugh@fontainebros.com
<input checked="" type="checkbox"/>	Joel Kent	Fontaine Bros Inc	781-291-9625	jkent@fontainebros.com
<input checked="" type="checkbox"/>	Sharyn Tritone	Balmer Parent		jandstritone@yahoo.com
<input type="checkbox"/>	Stephanie Dec	Balmer School		sdec@nps.org
<input checked="" type="checkbox"/>	Laurie Miller	Balmer School		lmiller@nps.org
<input checked="" type="checkbox"/>	Joan Thorne	Balmer School		jthorne@nps.org
<input type="checkbox"/>	David Fontaine Jr	Fontaine Bros Inc		djr@fontainebros.com
<input checked="" type="checkbox"/>	Sharon Poitras	Balmer School		spoitras@nps.org
<input type="checkbox"/>	Tom Hengelsberg	Dore & Whittier		thengelsberg@doreandwhittier.com
<input type="checkbox"/>	Richard Maglione	Northbridge Public Schools		rmaglione@nps.org
<input checked="" type="checkbox"/>	Theresa Gould	Balmer School		tgould@nps.org
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Balmer Elem School

Construction Logistics / Safety Meeting

	<i>Topic</i>	<i>Required By</i>	<i>Responsible</i>	<i>Description</i>
1.1	Parking		ALL	<p>Added Parking to replace lost on East of building</p> <ul style="list-style-type: none"> -Can't use the parking on left of entry drive during school day used for bus traffic - Looking to replace East Side to be taken by Construction 1/22/19 – Looking for 20+ Total on at West side Extg -West Side – Loading Area -Custodian - Karlene — Kitchen - Misc staff park here - not so much teachers -Can't block the docks -Spaces not totally full - (trees drip) -Milk daily deliveries -Sisco 2 - 3 per week -Dumpster / Compactor - need to be accommodated -Temp Lighting on left side of building (and Rear ?) -Use of left side of bldg need entry other than Dock / Cafeteria (Add sidewalk to FRONT of Bldg) -Loss of spaces when snow - piles at light poles – 1/22/19 – Recent Snow – piled along West property line 1/22/19 – Determined want to keep the NEW Added parking on West side of Extg building – Don't want spaces at Entry Road from Crescent -1/22/19 – Discussed possible to Add striping at the Parent Drop Off area for use for parent parking at after hour Events – Review with Karlene R.
1.2	Playgrounds		FBI / DWA	<ul style="list-style-type: none"> -Don't use the Rear green space - Wet -Add Green space from Extg to the outfield adjacent - Fence in area -Gate at fence from Playground to new grassed area and another facing road for E Egress -1/22/19 – Want added playground space to be GRASS – FBI may alter shape slightly to allow keeping more space at South for construction and build extended playground to the West
1.3	Egress		ALL	<ul style="list-style-type: none"> -Rear Right (East) Closest to New building is existing HP Egress – Add HP Egress at opposite other end of rear (West) -When exit from E. classrooms Go to either the Drop Off parking area or the REAR – -Muster point at Rear in the far corner – Surfacing? 1/22/19 – Drainage is concern in rear – gravel / stone is Ok with BES – need consideration of water coming off hill and where it will go -Lights / Cameras at Side / Rear -1/22/19 Reuse lights / New Cameras -Between New and Existing- fence off from building - xx' ? Need to maintain egress 1/22/19 – probably 5-6' path for egress – confirm with AHJ. -N Grid - easement - paths are overgrown- can we clear ? - N Grid will they do it ? - (Fire Exit)- 1/22/19 – Town to approach N Grid -Coordination with Fire Department - -Gas leaks at Kitchen- recurring evacuations due to this -
1.5	Access . Fencing to Site		FBI	<ul style="list-style-type: none"> -Trucks enter off Crescent opposite Lake -Fabric on all fencing -Upper floors - they will draw the shades to avoid distraction - Concerns (valid) about noise / Dust- these are also concerns that FBI deals with -

Balmer Elem School

Construction Logistics / Safety Meeting



				-Possible need to Add AC where next to the new building - noise / dust don't want open windows (Sept mainly) -1/22/19 – Discussed Blackout times for deliveries – Approx. 7:45 – 8:45 and 2:15 – 2:45 – to be Confirmed.
2.1	Site Signage		FBI / DWA	Discussion of ADDED site signing – <ul style="list-style-type: none"> • STAFF PARKING ONLY - at entry to West Parking • ADD Lot striping for after hours parent parking at the drop off area • Traffic Direction arrows on the parking lot • Confirm Crosswalks will be striped at Crescent Street • Is there a Flashing School Zone sign in project on Crescent?
2.2	Ext Entry-Widen?		DWA	BES asked if possible to Widen the existing radius of driveway at Exit to Crescent on East side of entry - DWA will need to review.

These minutes reflect Fontaine Bros., Inc. interpretation of the discussions that took place. Any discrepancies or omissions should be brought to the author's attention immediately. These minutes shall be included as part of the Project record.

Prepared By: Jim Mauer

Date: January 30, 2019

THE NEW W. EDWARD BALMER SCHOOL

NORTHBRIDGE, MASSACHUSETTS



SCHOOL BUILDING COMMITTEE MEETING

FEBRUARY 5, 2019



AGENDA

DD Progress Report

Development of Site and Building Design:

- Review of questions from last SBC Meeting
- Review of User Group and Working Group Meeting Minutes
- Overall Site Plan – pavement widths and turning radii at corners
- Floor Plan developments

Exterior Building Design:

- Review of Design Images and Material & Color Boards (printed boards and samples)
- Discussion of Material Analysis
- Vote on exterior design



DD PROGRESS REPORT

- 1/16 ANRAD (Wetlands) ConCom hearing continuation
- 1/22 Working Group Meeting – Façade Design & Development,
Follow-up interior fit-up questions & discussion
- 1/23 Technical Review Meeting: Planning, Building Code, ConCom,
DPW Highway, DPW Sewer, Fire, Police, and WWC Water
- Week of 1/28:
 - Façade Design & technical detailing continues
 - Ongoing drawing development, interior design, detailing, and coordination
 - Ongoing consultant work and coordination
 - Gas and Electric Load Letters submitted
- 2/5 User Group Meeting
 - Façade Design & Development updates
 - Follow-up interior fit-up questions & discussion



DD UPCOMING SCHEDULE

2/8 DD pricing drawings & specs due from consultants

2/11 – 2/21

- Review, comments, and coordination for DD Pricing Set
- Review of outstanding Minutes items with Working Group
- Continue to incorporate cost-sensitive User Group comments in pricing documents
- Geo-Enviro Consultant perform additional soil sampling
- Acoustical Consultant take baseline measurements?
- Ongoing phasing and ERP Package planning & scoping

2/22 Issue DD Pricing Set to Estimator, CM



DD UPCOMING SCHEDULE

- 2/22 Issue DD Pricing Set to Estimator, CM
- 3/13 DD Draft Estimate Due
- 3/13-14 Team reviews Draft Estimate
- 3/15 DD Draft Estimate Reconciliation
Consider VE as necessary
- 3/18 DD Final Estimate Due
- 3/19 SBC reviews Final DD Estimate
Vote to approve, amend, etc.
- 3/27 Finalized DD documents from Consultants
- 4/2 Review final DD documents
Vote to submit to MSBA
- 4/5 Submit DD document package to MSBA



QUESTIONS FROM 1/15 MEETING

36.13.1 Generator: Diesel or Gas fuel?

701.12(B)(3) Dual Supplies.

Prime movers shall not be solely dependent on a public utility gas system for their fuel supply or on a municipal water supply for their cooling systems. Means shall be provided for automatically transferring one fuel supply to another where dual fuel supplies are used.

Exception: Where acceptable to the authority having jurisdiction, the use of other than on-site fuels shall be permitted where there is a low probability of a simultaneous failure of both the off-site fuel delivery system and power from the outside electrical utility company.

AHJ approval required to use municipal gas fuel supply. Project will carry diesel unless otherwise notified.



QUESTIONS FROM 1/15 MEETING

36.13.2 Gas units: Eversource letter CFH; VAV letter MBH?

Eversource confirmed the two units are interchangeable.

36.17.2 **36" drain pipe** inverts?

Design in progress.

36.17.3 Encase 36" **drain pipe** in concrete?

Not recommended by Civil Engineer.

***"Pipe** shall be Ductile Iron minimum Class 52 – Cement Lined (DICL) with restrained joints (Megalug or similar). Based on the depth of the pipe and potential of groundwater, install seepage collars to prevent migration of soils. Civil to coordinate with Geotech and Structural Engineer to develop fill between bedding and bottom of **slab.**"*



QUESTIONS FROM 1/15 MEETING

36.17.4 Curb types along roadways and parking lots?

Fontaine Bros to circulate marked-up plan.

36.17.5 Coordinate Stormwater operations and maintenance plan with R. Maglione?

Draft Operations & Maintenance plans will be circulated prior to Notice of Intent (NOI) site permitting submission. Many of the requirements are prescribed in the Stormwater Standards or by Con Com or Planning Board.



QUESTIONS FROM 1/15 MEETING

36.18.3 Repair procedure for epoxy floors?

In the event of physical damage or after a prolonged period of use, it may be necessary to refinish the deck.

Refinishing may consist of:

a. Stripping several coats of No. 16 Clear Finish from the surface.

Stripping No. 16* Clear Finish is usually accomplished by washing the surface with a household ammonia solution (1/2 percent solution), agitating the solution on the deck with a deck brush or stripping pad mounted on a floor maintenance machine. Pick up dirty solution then rinse with water. When surface is thoroughly clean and dry, re-apply Clear Finish No. 16 in thin coats using a clean sponge or string mop, rung almost dry. Two (2) thin coats are usually sufficient but a third coat may be required in heavy traffic areas. Allow approximately 20-30 minutes drying time between coats. More time may be required for drying during periods of highly humidity.

b. Refinishing the Elastaflake Sealer coats.

Refinishing the Elastaflake Sealer requires removal of the maintenance finish as in (a) above, light sanding of the surface with #60 grit sanding disc, clean-up of sanding residue and applying an additional coat (or coats) of T/M Clearseal. The surface must be thoroughly clean and dry before application of T/M Clearseal.

c. Patching the Elastaflake Colorcoat.

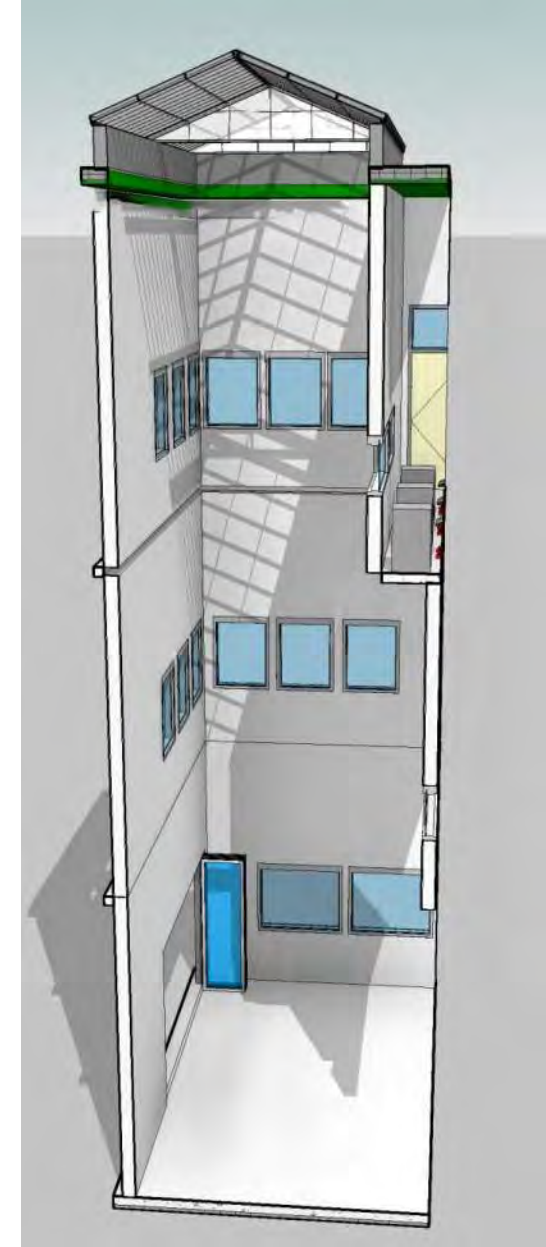
If it becomes necessary to patch damaged Elastaflake Colorcoat the damaged area should be thoroughly sanded and replaced with new material. The “new” Elastaflake Colorcoat material should be installed following the procedures described in Crossfield Products Corp. Application Specification S-705M (Marine). The “new” Elastaflake Colorcoat should be applied to cover sanded area to neatly taped edges which “lap” over edges at surrounding Elastaflake Colorcoat decking. The T/M Clearseal should be applied following the Application Specification mentioned above.

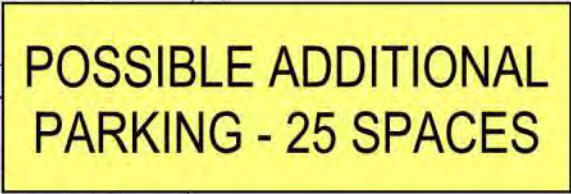


QUESTIONS FROM 1/15 MEETING

36.18.4 Fire rating of 3-story light well? Open at the bottom?

- *The shaft is 1-hour fire rated construction.*
- *Fire resistive glazed openings will not exceed 25% of length of fire barrier at each story, and 156 SF each*
 - *Design in progress*
- *It is permissible to have the rated shaft open to the Media Center, per Exception #3 to Sec 713.11*
 - *no combustibles in the shaft*
 - *no openings to the interior of the building*





POSSIBLE ADDITIONAL
PARKING - 25 SPACES

C3.00

SITE PLAN
Utility Plan
C5.00

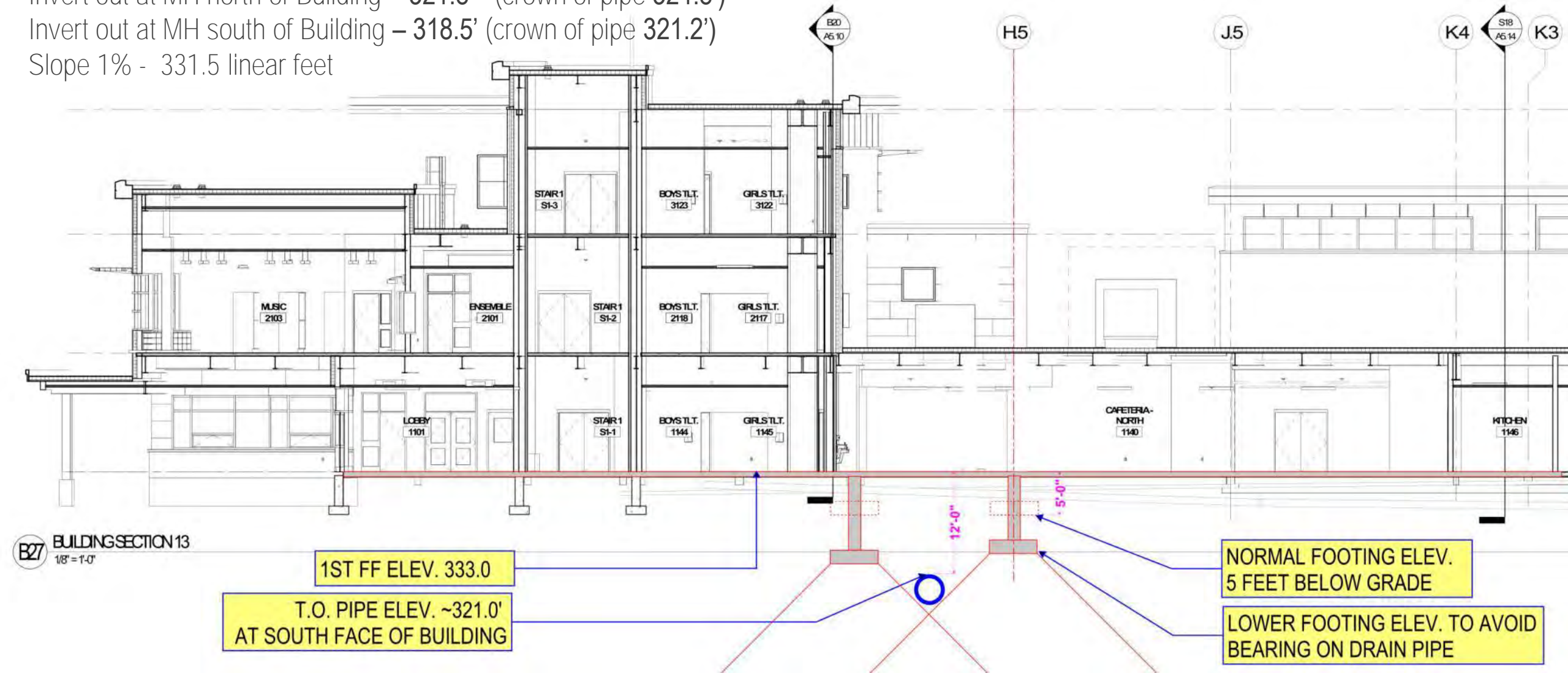


Invert 324.4 at Headwall at Wetlands

Invert out at MH north of Building – 321.8' (crown of pipe 324.8')

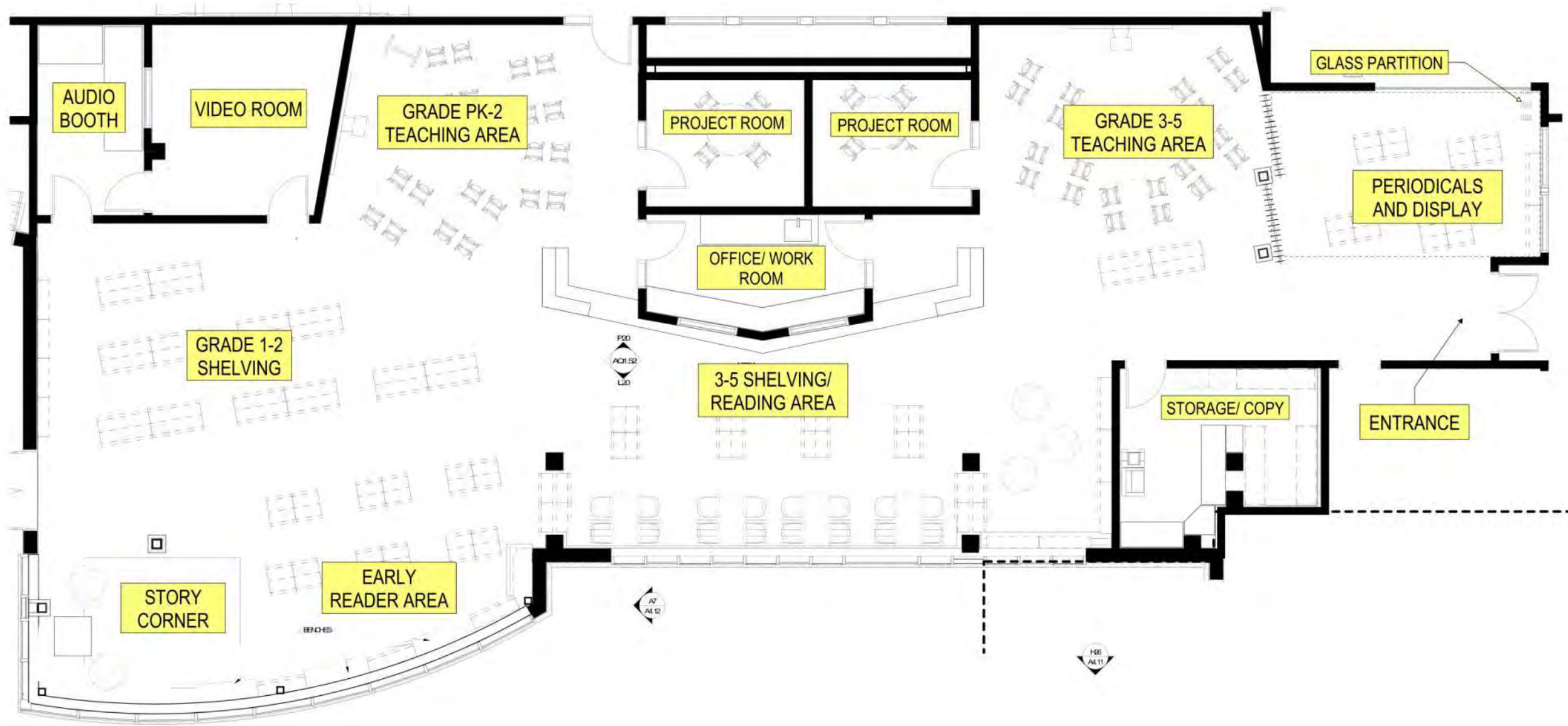
Invert out at MH south of Building – 318.5' (crown of pipe 321.2')

Slope 1% - 331.5 linear feet



36" DRAIN PIPE- BUILDING SECTION

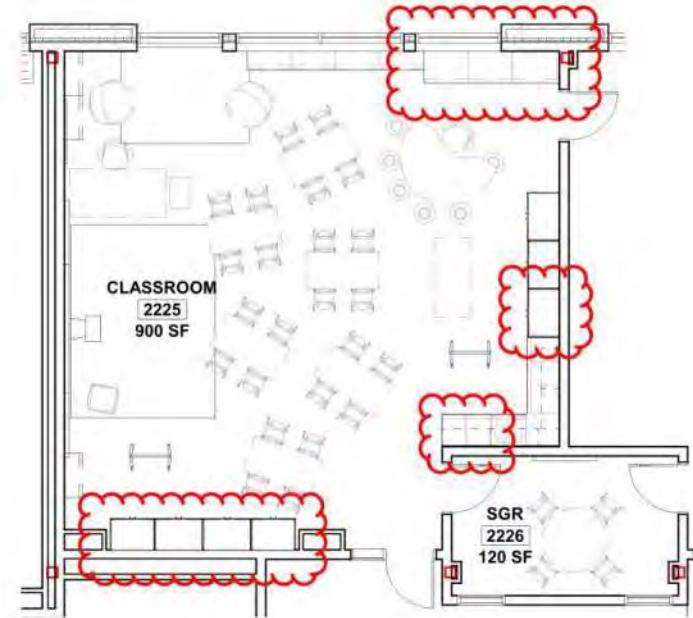
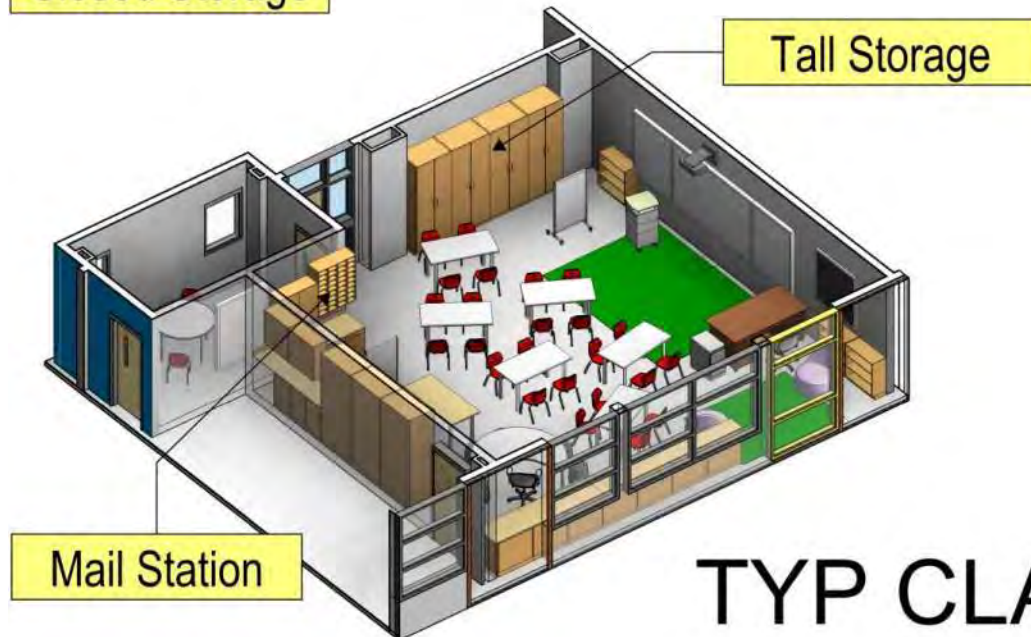
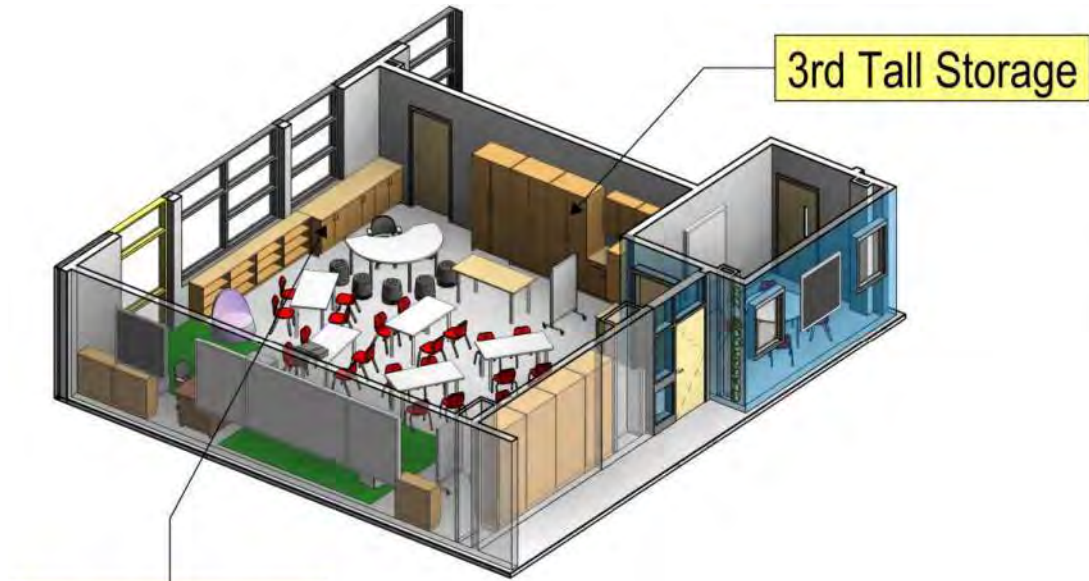




REVISED MEDIA CENTER PLAN



REVISED CLASSROOM CASEWORK



TYP CLASSROOM 1 & 2





EXTERIOR DESIGN IMAGES



SOUTHWEST AERIAL VIEW



APPROACH TO
MAIN ENTRANCE



VIEW OF MAIN ENTRANCE



AERIAL VIEW OF GRADES PK-2 PLAYGROUND



VIEW OF PRE-K ENTRANCE



APPROACH TO PRE-K ENTRANCE



NORTH ELEVATION VIEW FROM SOCCER FIELD



VIEW OF GRADES 3-5 PLAYGROUND



OVERALL SOUTHWEST AERIAL VIEW

An architectural rendering of a modern school building. The building is a long, two-story structure with a mix of red brick and large glass windows. It has a flat roof and a series of vertical brick pillars. In front of the building is a large, paved parking lot with several cars parked. There are many trees and greenery around the building and parking lot. The sky is blue with some clouds. The text "MATERIALS ANALYSIS" is overlaid in the center of the image.

MATERIALS ANALYSIS

MATERIAL	LOCATION	LONGEVITY	WARRANTY	DURABILITY	ENVIRONMENTAL PERFORMANCE ¹	MAINTENANCE	ASSEMBLY COST	CLEANING METHODS
MASONRY								
BRICK	PIERS AND END WALLS	100 YEARS +		EXCELLENT	EXCELLENT	Minimal: repoint 50+ years; maintain/ renew sealant joints every 20 years	\$34 - 38/ SF	Biodegradable emulsifier, water; Low-pressure wash or soda blast; solvents
CALCIUM SILICATE TEXTURED MASONRY UNITS: SHOULDICE “ESTATE STONE”	BUILDING BASE	60 YEARS	LIFETIME	EXCELLENT	VERY GOOD	Minimal: limited repointing, replacement of spalls and surface degradation. Performs very well in high salt locations at building base.	\$65/ SF	Water-soluble graffiti remover; pressure wash or soda blast; solvents if necessary
SHOULDICE CAST STONE SPECIAL SHAPES	WATER TABLE AND PIER CAPS	60 YEARS	LIFETIME	EXCELLENT	VERY GOOD	Minimal; repoint vertical mortar joints and/or renew sealant joints every 20 years	\$65/ LF	Water-soluble graffiti remover; pressure wash or soda blast; solvents if necessary
METAL PANELS								
METAL COMPOSITE MATERIAL (MCM) PANELS “ALUCOBOND”	CORNICE AND FRIEZE	50 YEARS	PANEL 5 YEARS; POLYMER FINISH 30 YEARS	VERY GOOD, NEARLY RIGID PANEL	GOOD	Limited repair/ touch-up painting; maintain/ renew sealant joints every 20 years	\$75/ SF	Mild detergent cleaners & water, no abrasives, soft cloth; Graffiti may require solvent cleaners. Special touch-up paint applicator.
FLUSH METAL PLANK PANELS ATAS “OPALINE”	SOFFITS, PORTICO CEILINGS	50 YEARS	POLYMER FINISH: 30 YEARS	FAIR, SUBJECT TO SCRATCHING, DENTING	GOOD	Limited repair/ touch-up painting; maintain/ renew sealant joints every 20 years	\$70/ SF	Mild detergent cleaners & water, no abrasives, soft cloth; Graffiti may require solvent cleaners. Special touch-up paint applicator.
BRAKE METAL CLADDING, ROOF COPING	BEAM WRAPS, ROOF EDGE DETAILS	50 YEARS	POLYMER FINISH: 30 YEARS	FAIR, SUBJECT TO SCRATCHING, DENTING	GOOD	Limited repair/ touch-up painting; maintain/ renew sealant joints every 20 years	\$48/ LF	Mild detergent cleaners & water, no abrasives, soft cloth; Graffiti may require solvent cleaners. Special touch-up paint applicator.
FENESTRATION								
EXTRUDED ALUMINUM GLAZING SYSTEMS	WINDOWS, STOREFRONT, CURTAIN WALL SYSTEMS, ENTRANCE DOORS	50 YEARS	SYSTEM 10 YEARS; FINISH 20 YEARS	VERY GOOD	GOOD	Limited repair/ touch-up painting; maintain/ renew sealant joints every 20 years	W - \$95/SF SF - \$100/SF CW - \$125/SF	Mild detergent cleaners & water, no abrasives, soft cloth; Graffiti may require solvent cleaners. Special touch-up paint applicator.
INFILL WALL PANELS								
ARCHITECTURAL CORRUGATED METAL (0.032 ALUMINUM) ATAS “METAFOR”	INFILL WALLS BETWEEN BRICK PIERS	50 YEARS	POLYMER FINISH: 30 YEARS	FAIR, SUBJECT TO SCRATCHING, DENTING	GOOD	Limited repair/ touch-up painting; maintain/ renew sealant joints every 20 years	\$61/SF See below ²	Mild detergent cleaners & water, no abrasives, soft cloth; Graffiti may require solvent cleaners. Special touch-up paint applicator.
HPL/ PHENOLIC RESIN PANELS	INFILL WALLS BETWEEN BRICK PIERS	50 YEARS	10 YEARS	VERY GOOD, DETAILED TO PROTECT EDGES	VERY GOOD	Minimal. High density, non-porous, UV-and impact resistant, non-flammable (meets NFPA 285), highly graffiti resistant. Open rain screen does not rely on sealants – protected weather barrier internal to wall.	\$68-77/ SF See below ²	Mild detergent, water; compatible solvent cleaners and graffiti removers.



EXTERIOR MATERIALS SAMPLES - PRESENTED 2/5/2019

EXTERIOR MATERIALS ANALYSIS

MATERIAL	LOCATION	LONGEVITY	WARRANTY	DURABILITY	ENVIRONMENTAL PERFORMANCE ¹	MAINTENANCE	ASSEMBLY COST	CLEANING METHODS
MASONRY								
BRICK	PIERS AND END WALLS	100 YEARS +		EXCELLENT	EXCELLENT	Minimal: repoint 50+ years; maintain/ renew sealant joints every 20 years	\$34 - 38/ SF	Biodegradable emulsifier, water; Low-pressure wash or soda blast; solvents
CALCIUM SILICATE TEXTURED MASONRY UNITS: SHOULDICE “ESTATE STONE”	BUILDING BASE	60 YEARS	LIFETIME	EXCELLENT	VERY GOOD	Minimal: limited repointing, replacement of spalls and surface degradation. Performs very well in high salt locations at building base.	\$65/ SF	Water-soluble graffiti remover; pressure wash or soda blast; solvents if necessary
SHOULDICE CAST STONE SPECIAL SHAPES	WATER TABLE AND PIER CAPS	60 YEARS	LIFETIME	EXCELLENT	VERY GOOD	Minimal; repoint vertical mortar joints and/or renew sealant joints every 20 years	\$65/ LF	Water-soluble graffiti remover; pressure wash or soda blast; solvents if necessary
METAL PANELS								
METAL COMPOSITE MATERIAL (MCM) PANELS “ALUCOBOND”	CORNICE AND FRIEZE	50 YEARS	PANEL 5 YEARS; POLYMER FINISH 30 YEARS	VERY GOOD, NEARLY RIGID PANEL	GOOD	Limited repair/ touch-up painting; maintain/ renew sealant joints every 20 years	\$75/ SF	Mild detergent cleaners & water, no abrasives, soft cloth; Graffiti may require solvent cleaners. Special touch-up paint applicator.
FLUSH METAL PLANK PANELS ATAS “OPALINE”	SOFFITS, PORTICO CEILINGS	50 YEARS	POLYMER FINISH: 30 YEARS	FAIR, SUBJECT TO SCRATCHING, DENTING	GOOD	Limited repair/ touch-up painting; maintain/ renew sealant joints every 20 years	\$70/ SF	Mild detergent cleaners & water, no abrasives, soft cloth; Graffiti may require solvent cleaners. Special touch-up paint applicator.
BRAKE METAL CLADDING, ROOF COPING	BEAM WRAPS, ROOF EDGE DETAILS	50 YEARS	POLYMER FINISH: 30 YEARS	FAIR, SUBJECT TO SCRATCHING, DENTING	GOOD	Limited repair/ touch-up painting; maintain/ renew sealant joints every 20 years	\$48/ LF	Mild detergent cleaners & water, no abrasives, soft cloth; Graffiti may require solvent cleaners. Special touch-up paint applicator.
FENESTRATION								
EXTRUDED ALUMINUM GLAZING SYSTEMS	WINDOWS, STOREFRONT, CURTAIN WALL SYSTEMS, ENTRANCE DOORS	50 YEARS	SYSTEM 10 YEARS; FINISH 20 YEARS	VERY GOOD	GOOD	Limited repair/ touch-up painting; maintain/ renew sealant joints every 20 years	W - \$95/SF SF - \$100/SF CW - \$125/SF	Mild detergent cleaners & water, no abrasives, soft cloth; Graffiti may require solvent cleaners. Special touch-up paint applicator.
INFILL WALL PANEL OPTIONS								
ARCHITECTURAL CORRUGATED METAL (0.032 ALUMINUM) ATAS “METAFOR”	INFILL WALLS BETWEEN BRICK PIERS	50 YEARS	POLYMER FINISH: 30 YEARS	FAIR, SUBJECT TO SCRATCHING, DENTING	GOOD	Limited repair/ touch-up painting; maintain/ renew sealant joints every 20 years	\$61/SF See below ²	Mild detergent cleaners & water, no abrasives, soft cloth; Graffiti may require solvent cleaners. Special touch-up paint applicator.
HPL/ PHENOLIC RESIN PANELS	INFILL WALLS BETWEEN BRICK PIERS	50 YEARS	10 YEARS	VERY GOOD, DETAILED TO PROTECT EDGES	VERY GOOD	Minimal. High density, non-porous, UV-and impact resistant, non-flammable (meets NFPA 285), highly graffiti resistant. Open rain screen does not rely on sealants – protected weather barrier internal to wall.	\$68-77/ SF See below ²	Mild detergent, water; compatible solvent cleaners and graffiti removers.

¹ Environmental performance is a composite of longevity, durability, recycled content and recyclability, carbon footprint, and environmental impacts of manufacture.

² Assembly includes cost to furnish and install, from backup wall to the exterior: Air/Vapor Barrier (AVB), 4” mineral wool insulation, 4” green girt furring and 1” hat furring, Exterior Panel Material. Quantity 13,625 SF. See warranty info below.

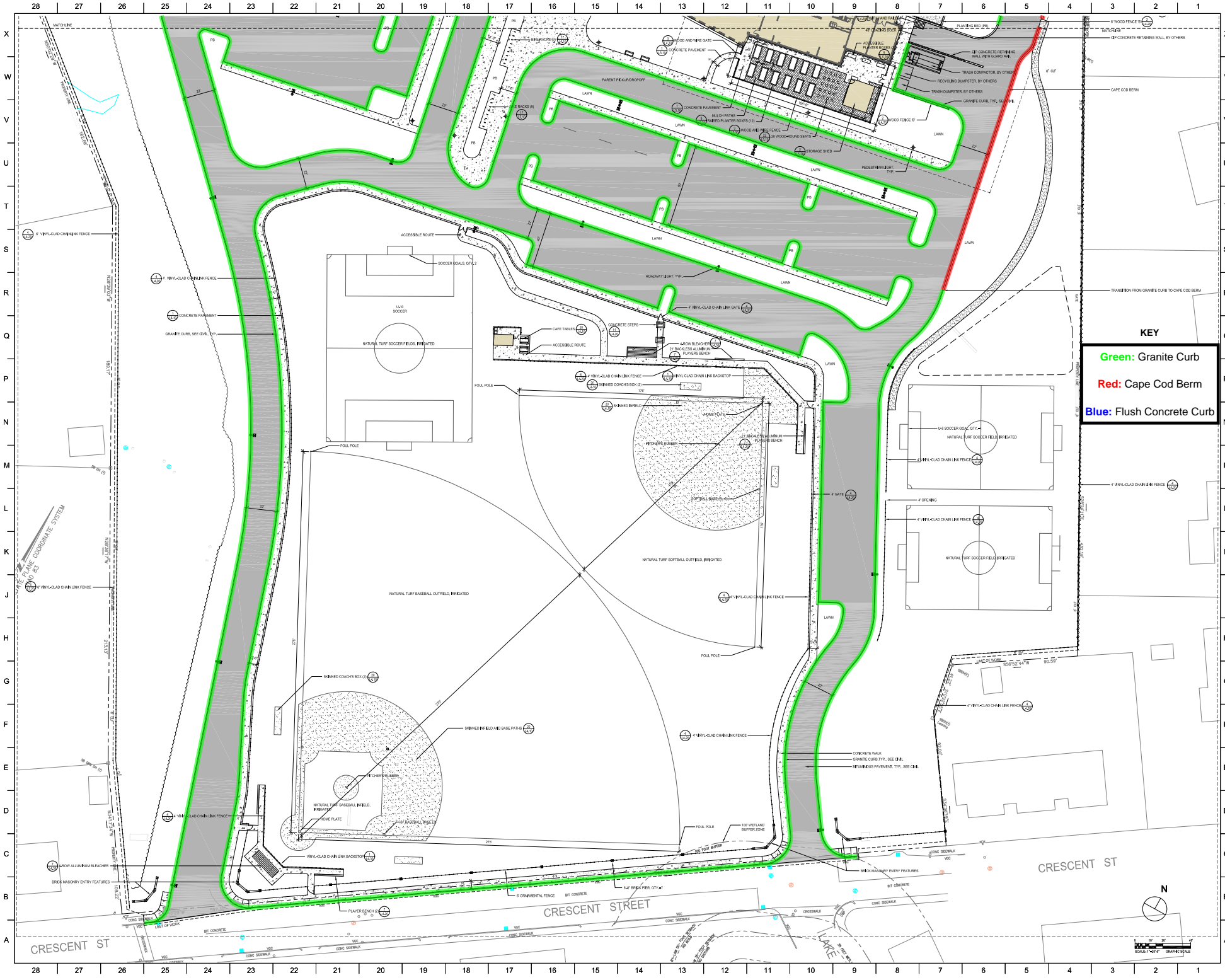
Budget \$61/sf 12” high concealed fastener (architectural look) horizontal corrugated .032 ga aluminum panel (ATAS “Metafor” or equal) – SD BUDGET PLACEHOLDER

COMPETING HPL PHENOLIC RESIN, PRINTED WOOD-LOOK PANEL MANUFACTURERS:

Budget \$74/sf	Trespa “Meteon”: large format exposed fastener phenolic panel.	Warranty: 10 years
Budget \$77/sf	Abet Laminati “MEG” large format phenolic resin panel with exposed fasteners	Warranty: 10 years
Budget \$77/sf	Fiberesin “Stonewood” large format phenolic resin panel with exposed fasteners	Warranty: 10 years

OTHER HPL PHENOLIC PANEL MANUFACTURERS:

Budget \$68/sf	Trespa “Pura” 8” high flush horizontal siding panel.	Warranty: 10 years
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KEY

- Green: Granite Curb
- Red: Cape Cod Berm
- Blue: Flush Concrete Curb

W. EDWARD BALMER ELEMENTARY SCHOOL

21 CRESCENT STREET
WHITINSVILLE, MA 01568

Project: 17-759

DATE: 04.18.2019

SCALE: 1"=20'-0"

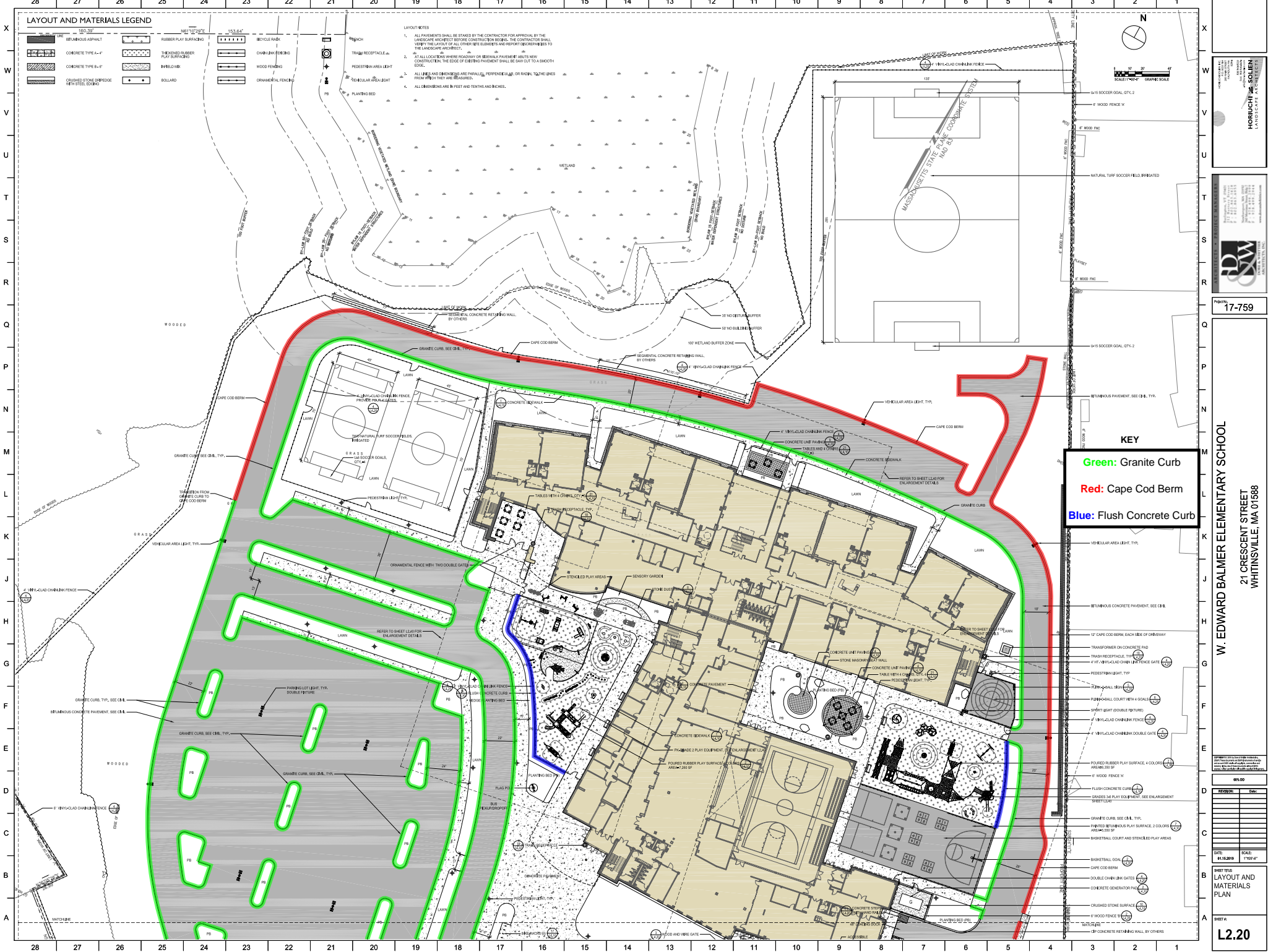
SHEET # **L2.30**

LAYOUT AND MATERIALS PLAN

HORBUCH & SOLEN

LANDSCAPE ARCHITECTS

1000 STATE STREET, SUITE 200
WHITINSVILLE, MA 01568
PHONE: 413.534.1111
FAX: 413.534.1112
WWW.HORBUCHANDSOLEN.COM



LAYOUT AND MATERIALS LEGEND

- 1. RUBBER PLAY SURFACING
- 2. THICKENED RUBBER PLAY SURFACING
- 3. INFILLER
- 4. CRUSHED STONE SURFACE WITH STEEL BOUND
- 5. RUBBER PLAY SURFACING
- 6. THICKENED RUBBER PLAY SURFACING
- 7. INFILLER
- 8. CRUSHED STONE SURFACE WITH STEEL BOUND
- 9. RUBBER PLAY SURFACING
- 10. THICKENED RUBBER PLAY SURFACING
- 11. INFILLER
- 12. CRUSHED STONE SURFACE WITH STEEL BOUND
- 13. RUBBER PLAY SURFACING
- 14. THICKENED RUBBER PLAY SURFACING
- 15. INFILLER
- 16. CRUSHED STONE SURFACE WITH STEEL BOUND
- 17. RUBBER PLAY SURFACING
- 18. THICKENED RUBBER PLAY SURFACING
- 19. INFILLER
- 20. CRUSHED STONE SURFACE WITH STEEL BOUND
- 21. RUBBER PLAY SURFACING
- 22. THICKENED RUBBER PLAY SURFACING
- 23. INFILLER
- 24. CRUSHED STONE SURFACE WITH STEEL BOUND
- 25. RUBBER PLAY SURFACING
- 26. THICKENED RUBBER PLAY SURFACING
- 27. INFILLER
- 28. CRUSHED STONE SURFACE WITH STEEL BOUND

- LAYOUT NOTES
1. ALL PLAY AREAS SHALL BE DESIGNED BY THE CONTRACTOR FOR APPROVAL BY THE LANDSCAPE ARCHITECT BEFORE CONSTRUCTION BEGINS. THE CONTRACTOR SHALL VERIFY THE LAYOUT OF ALL CURBS, FENCES, AND OTHER FEATURES TO THE LANDSCAPE ARCHITECT.
 2. ALL LOCATIONS WHERE ROUNDING OR REDUCING PAVEMENT ADJUST NEW CONSTRUCTION, THE EDGE OF SETBACK PAVEMENT SHALL BE SAW CUT TO A SMOOTH EDGE.
 3. ALL LINES AND DIMENSIONS ARE PARALLEL, PERPENDICULAR, OR RADIUS TO THE LINES FROM WHICH THEY ARE DERIVED.
 4. ALL DIMENSIONS ARE IN FEET AND TENTHS AND HUNDRETHS.

- KEY
- Green: Granite Curb
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 - Blue: Flush Concrete Curb

W. EDWARD BALMER ELEMENTARY SCHOOL
21 CRESCENT STREET
WHITINSVILLE, MA 01568

DATE: 04.18.2019 SCALE: 1"=20'-0"

L2.20