**Carver Elementary School Building Committee Agenda**

**Monday August 17, 2015**

**7:00 P.M.**

**CARVER TOWN HALL – SELECTMEN’S CHAMBERS**

**Minutes of Meeting**

Approved 8/31/15

1. **Building Committee Members Present:** Dan Ryan, Ruby Maestas, Andrew Soliwoda, Mike Milanoski, Liz Sorrell, Peter Gray, Dave Siedentopf, Richard Ward, John Cotter, James O’Brien, Sarah Stearns, Jon Delli Priscoli.
2. **Building Committee Members Absent:** Heather Sepulveda.
3. **PMA Present:** Chad Crittenden, Chris Carroll.
4. **HMFH Present:** Devin Canton, Matt LaRue, Laura Wernick.
5. **Others Present:** Scott Knief**,** Adam Holmes, Jim Toomey, Jack Franey, Terry Franey, Mary Ross, Kerry Agashe.
6. **Chair Dick Ward** called the meeting to order at 7:00 pm. He then led the Committee in the Pledge of Allegiance.
7. **08-03-15 Meeting Minutes**

Discussion of minutes from 8/3/15 meeting.

Motion to move for discussion made by Dan Ryan. Second by Sarah Stearns

Motion to amend by John Cotter, second by Dan Ryan.

Amended minutes approved unanimously.

1. **Mr. Ward gave a brief Overview of Meeting Agenda for this evening.**
2. **HMFH Design Update**

Site Plan Update – two options of site updates were shown to the committee. In Option 1, they have buses dropping students in the back of the building by using the fire lane. This reverses the circulation (now clockwise) and expands the bus loop, thus alleviating any back up onto Main Street. Cars would still drop the students off at the front of the building. The buses would be able to line up in single file rather than be double-stacked. Option 2 is similar to Option 1 except that cars and buses would both drop off in front. This option does widen the eastern entrance. Buses would be double stacked along the front zone; children would still have to cross the bus line to enter the school. Sarah asked about Option1; would children enter right into the classroom wings. Matt replied that they would enter and gather in an assembly area. Matt clarified for Ruby that any entrance in Option 1 should just be one way. Ruby asked if there would be signs stating that the back would be for buses only. Matt replied that there would be signage. Ruby prefers Option 1 due to circulation and safety of students. In Option 2, she doesn’t like the fact that students would be crossing in front of buses. Matt feels one way in and one way out works best. Liz prefers the back drop off area and also likes the five entranceways into the rear of the school. Ruby asked how many buses would fit in the back of the building. Matt replied that 20 buses could fit. James O’Brien thinks the back drop off is the best alternative. He asked about the surface of that road; does it change the cost? Matt replied that he feels the surface selection wouldn’t necessarily change the design. Mike Milanoski, spoke about the Route 58 project. Have you had the engineers look at the curb cuts? Matt feels they could be shifted slightly. Mike asked if we could put in a slowdown lane and a left turn only lane. He asked if the Transportation Planner could look into this further. Mike spoke about Option 2 next; he likes the two lanes exiting. Chad asked about any winter maintenance issues with Option 1. Dave replied that all ways would be cleared before students come to school. Dan asked if there would be any access issues if we go with Option 1. Liz added that the Fire Chief was the one who suggested the buses go to the back. Richard Ward added that the entire EMS agreed with that. Jon Delli Priscoli added that 24’ would be sufficient; maybe add a gravel shoulder. Dan asked about Option1, and buses arriving staggered; would students still be able to go into “grade level” entrances. Ruby replied that it would work. Ruby feels that Option 1 is the safer option for morning drop off and afternoon dismissal. Sarah asked about Option 1, and for parent drop off. Would it be the same as it is now? Ruby replied yes, it would remain the way it is now.

Matt LaRue spoke next about the exterior of the building. He showed the committee a slide that showed the massing view. Three classroom wings at the rear of the building, learning commons down the center, on the front are the shared spaces including preschool classrooms. It is a very large school but it is designed to accommodate small children. He feels they can create a welcoming entrance for all that come in. He then showed a view of the main entrance. He spoke about the book collection area in the middle of the building. He spoke about the vestibule for the gym area being isolated when the building is closed. There would be a projecting canopy element protecting people from the weather. He showed slides of the elevations of the proposed building. He passed out floor plans to the committee that are larger in size. He presented the committee with a 3-d model. Jon asked about ceiling heights; Matt replied that 10 feet is the target in most spaces; smaller spaces and offices may be as low as 8’ 6” if needed; large assembly areas would be 20-22’. Matt clarified that they would only go down to 8’6” if needed. Jon asked if they are considering any architectural duct work. Matt replied that they are looking into that and have actually included architectural duct in some of the renderings. Jon asked about the panels; will there will masonry for the first four feet? Matt replied yes. Richard Ward asked if there were any more questions from the committee. There were none. Matt spoke about the interior spaces; a slide was shown to give committee a better understanding. He showed the committee what the learning commons would look like. He then spoke about the book collection space in the learning commons. Jon asked if windows would be operable; Matt replied that in all spaces there will be some operable windows.

Ruby asked about the width of the book collection area; Matt replied that the narrower portion is about 15’ wide and would widen up to about 30’, the total size is similar to that of a typical classroom.

Matt informed the Committee Kitchen Design meeting was held today. The plan is quite detailed. There are two serving lines with dishwasher and tray drop station. There are warming and cooling units; there are cooking and food prep areas as well as storage. The kitchen backs up to the receiving area. The codes require male and female toilets; but HMFH will request a variance to make this a unisex bathroom. The loading dock would be used for larger deliveries; Ruby added that Fed Ex, UPS, etc. would come to the front door.

Dave asked if an overhead door to the mechanical room could be added. Matt will look into this. The outdoor storage space is above and beyond MSBA’s requirement. Dave will try to minimize this as much as possible. Mike asked if it was possible to get a waiver from MSBA for the outdoor storage unit. This is something that will need to be discussed with the MSBA during the Project Scope and Budget phase this fall.

HMFH provided an update on the Green Discussion which was held today prior to this meeting. Eversource ran the meeting; it is part of their incentive program. It was a very technical meeting; but the mechanical system was identified as the biggest unit for energy efficiency. Chad added that the design will have air conditioning in administration area, nurse’s office and gym. Those could be pulled if necessary due to costs. With the dehumidification system, windows should not be opened if it is hot and humid out; this is how this system works. Chad and Dave walked through the Rochester School that has the same system. Dave received some good input on this type of dehumidification-only mechanical system. It was 90 outside, but 75 in the building; this was in the afternoon on a very sunny day. It was very comfortable inside.

Richard Ward asked about the multi-purpose room and the small instruction rooms. He feels we need to look at where we should think about cutting costs. Liz added that we can’t deliver the curriculum without the small instruction rooms. Could the four small rooms be clustered so that maybe in the future could they be changed into a classroom? Liz added that small group instruction has been done in various areas. Laura added that MSBA was questioning where these rooms would be rather than the purpose of them. She feels that now MSBA now understands.

Chad discussed recent updates:

Well Water Test Results Received. Water is slightly acidic and high in Manganese.

Mass Historical Response has been received. It was noted that there is an archeological dig site nearby. They are waiting to hear back from them.

Response was sent to MSBA regarding program clarifications.

HMFM engaged JC Engineering to create existing conditions plan and flag wetlands.

Geo technical and geo environmental investigations scheduled (McPhail).

Ruby asked where the dig site is; they are not sure waiting to hear back from Mass Historical.

1. **PMA Schedule Update**

Next Steps

8/24/15 – Schematic Design sent to estimators

8/31/15 – SBC Meeting, 7 pm

9/8/15 – SBC Meeting, 7 pm

9/17/15 – Schematic estimates and budget due to MSBA

10/1/15 – Schematic Design submittal to MSBA

11/18/15 – MSBA Board Approval of Schematic Design

Richard Ward asked if there would be any way local businesses could help with grounds, etc. Jon feels we should look at that when the time is right.

1. **Community Outreach Update**

Sarah gave a Report on Old Home Day. Report on National Night Out by Ruby and Sarah. Ruby mentioned that there was a great turnout. There were a lot of good questions, positive feedback. Parents were looking at plans. One thing was that folks thought it was a done deal; they didn’t know this had to go to a vote. Sarah added that she felt the same as Ruby. She reminded everyone that they need to vote on this; stay tuned over the next few months.

Richard Ward has been in touch with three of the mobile home parks. There will be a meeting on August 24 (9 am at MLLC) with Liz, Ruby, Richard, Mike, Sarah and Heather to develop a presentation to be given in October. Presentation to Lions Club? Firemen’s Association?

Liz added that we could have some public forums; PAC will have to set those up.

Jon Delli Priscoli feels we need to explain to the public that they are only hurting themselves if they don’t vote positively for this project; overall real estate values.

PAC Group Organization – raise funds to educate community (flyers, mailers, signs, etc.).

Local Cable Project Updates – working on this.

Chance Court Outreach

Farmers Market for outreach in September.

Mike asked about the PAC. He feels this isn’t a good idea; he feels this committee should stay far away from this group.

1. **Public Comment Period**

Mr. Franey is concerned about the building materials. What materials contain asbestos? Chad replied that the building will be asbestos free. Mr. Franey suggested that Town Counsel get involved regarding PAC. Terry Franey asked if the office area and mechanical room could be switched. Dave replied that that is a possibility; the engineers will look into this.

Adam Holmes had a thought about flow of traffic. He feels Option 1 makes a lot of sense. Would this prohibit us from adding onto these pods in the future? Matt replied that the road can be located so that future expansion is possible. He also added that he feels AC should be in the building; what are the financial costs of this? He feels this information should be shared with the Town. Chad feels they can consider full AC if the budget allows (the classroom wings would be displacement ventilation; Preschool, kindergarten, OT/PT these would be air conditioned areas). Book collection area should have AC as well.

James clarified that one wing of classrooms will have AC systems and the other two wings will have dehumidification systems. Chad confirmed this.

Jack Franey suggested telling community everything.

Terry Franey feels the entire building should have AC. This she feels will sell the project.

Sarah asked about the building model in the center of the room. Matt replied that this is a study model. He feels the 3-d version helps people see it better. Details will continually be added.

Motion made by Dan Ryan to adjourn meeting at 8:50 pm. Second by James O’Brien. Unanimous vote.

Respectfully submitted,

Kelly Yenulevich

Building Committee Recording Secretary