

HES Building Improvement Committee

Date: August 11, 2016

Present: Joe Boggio, Steve Fecto, Jim O'Malley, April Anderson, Kaylah Hemlow, Deb Carrier, Wayne Woolridge, Courtney Hodge, Sean Leary, Tom O'Connor, Kathy Bean

Also Present three representatives from Marinace Architects

Absent Shawn Lee, James MacDonell

1. **Call to Order.** Meeting was called to order at 6:00. Introductions were made. Mr. O'Malley addressed the Marinace representatives saying that they were chosen by the Building Improvement Committee as the best the best fit for our project.
2. **Meeting with Architect to Establish Timelines and Specifications.** Mr. Woolridge explained we are looking for input from the architects to help us going forward. He reminded everyone of the September 1st deadline. He explained we had met with Amy Clark from the State Department of Education and with others such as Congressman Michael Abbott and Senator Molly Kelly. They are on board to help and we are in a good place. We don't expect many issues as we are well supported. We are looking to the architects to help support us in presenting this. He stated we feel Marinace Architects is a great match for us. Mr. Woolridge said he spoke to others from the last two jobs Marinace did and they were pleased with the work done.

Marinace thanked us for choosing them and asked do we have any questions or comments on the packet they presented. They were happy to have positive comments on other projects, it helps to get feedback. Mr. O'Malley said he liked the Keene Middle School Bird concept. They explained that the birds were from a Dublin couple who makes them by hand. Marinace had seen them at a craft fair and liked them. They asked for 200 birds and then spent a week hanging them as a special project. The green roof on Pinkerton Academy was also liked. Marinace said they like to have input on what our interests are.

Mr. Fecto thought the information from the education specifications (ed specs) was important to see what teachers want. This should be considered first.

The architects said this is a challenge is to get a design in this time but it can be done. They would do a quick design incorporating our needs and then refine the specifics after. They mentioned to not be concerned with the look of the drawings at first. Mr. O'Malley said the timeline is important to be able to obtain funding.

Mr. O'Connor sees this as a dual track. Trying to get funding from the state and also needing to meet needs of the school committee. This may be as new construction and possible remodel design.

Mr. O'Malley said this has been commonly called a fire escape issue. He explained how we got to this point. Some of the town may not understand why we need to do more. The architects suggested we show designs for some issues that do not work so they can understand why we need the scope that we are proposing. Mr. O'Connor said some will mention portables. The Architects think what we have come up with makes sense. Mr. O'Malley mentioned that the ongoing conversation about acquiring the land is a big factor in why this makes sense.

The Architects said they now need to move quickly. They have to get consultants on board to work with and work up the project cost. That will be a total cost. They are careful putting together this cost to not come in over budget. They need to have a written agreement to be able to hire these consultants.

They gave a basic outline for the work that they do.

- Drawings, budgets with ed specs
- Attend at least two public meetings also Building Improvement Committee and maybe School Board as needed
- Put together pamphlets, handouts for public meeting. Important to have quality, statement of need, ie: what is project and why, costs, effect on taxes -- school pays for printing cost
- If the town accepts they will continue with the agreement.
- If not accepted the agreement is null and void
- We are not obligated to make presentations, materials stay ours to use as we wish
- Elect mechanical, civil engineers etc.
- Not included, site survey including boundary etc.
- Sub surface exploration for sub soil, need to know what's there
- Identification of hazardous materials

They need to have the agreement signed asap. Mr. Woolridge thought the board chair should sign. He will bring to Holly Kennedy to have this signed. He mentioned we have done some preliminary work on the site. It looks like there is not ledge etc. Mr. Woolridge said October 5th is the plan for a public forum. District meeting is typically 100 to 150 people.

The Architects said we should have a communications committee, we do have a public relations committee. We may want the Architects to meet with the budget and/or selectmen committees.

This has been an ongoing issue. We need to let the public know we need a final resolution. Sean Leary pointed out that there may not be accurate information out there. It is important to get the public and especially the Budget Committee the correct information.

The Architect said when meeting with the public they structure it so that the people know the architects are not coming in to just make money. What works best is to break information up with here is the need, here are the tax implications, etc. everyone takes a piece.

April mentioned this was one of the reasons they were picked because of how they work well with presenting to public.

Mr. Woolridge thought they worked well with answering questions to the public. The architects said they know you need to have answers for the public. It helps to share the back story. We do have a

website he doubts many have looked at. Our minutes are posted there. The architects say we want to make sure our messaging is appropriate. Mr. Boggio is in charge of overseeing the site.

The architects had questions on the basic concept.

Do we think we could get them the autocat site plans? This is the computer program created drawings from the previous project. That would save time for them instead of recreating the existing plans. Mr. O'Connor will try and get them.

The land swap is a critical piece, they need to get permission to dig a hole on the property. They want to check the ground for foundation purposes. Mr. Leary will ask about this. They will need a small backhoe. Maybe someone would volunteer a backhoe, small machine or we may be able to rent one. Mr. Leary will also check.

Was there a survey – we will need to do one for the land swap.

When confirmed we may have to call dig safe. Mr. Boggio will call to let them know that we need to do a test hole, 6 to 8 feet down. It was suggested should we wait until we have the concept plans that are due in September. The architect says it will affect the cost not the design.

Mr. O'Connor has the soil analysis from the previous project. The architects thought that the results for the gym should be close to what the new land will be.

For class space they understand we need 2 preschool, 3 kindergarten and 3 1st grade classrooms, also art and music. Toilet, sink and storage for each, and an area to accommodate groups. Do we want to combine art and music? Mr. Boggio thought it better to not combine them. The architects agree it's better not to since there are different types of design needs for each. Ideally two classrooms. Want to make sure we have a plan for the classrooms emptied.

They asked about classrooms, combined grades. For planning purposes 3 classrooms for each grade except preschool. Occupational(OT) and Physical Therapy (PT) and Nurse on 1st floor. OT, PT can they be combined, Mr. Boggio thought they could. Speech and Special Education were discussed. All were one room, also café, media, office, gym and guidance. There are as well After School Program needs on the 1st floor. Mr. Boggio also mentioned that Special Education meeting space should be back to the 1st floor. Is Media Center a good size if we regain it? Mr. Boggio mentioned that we also had computer space there and that works. Mentioned we may need space for computer testing for K/1 . Looked at current space and had some discussions on class placements, what needs to be on the 1st floor. Mr. Woolridge said yes we have ideal requests but if it means a lot of extra cost no. We are looking at around 10 additional rooms. Some not full size. Mr. O'Connor reminded us we need to have maintenance closet space. Mr. Boggio said we will need to add one more maintenance person. Mr. Woolridge thought new spaces would be easier to maintain. Mr. O'Connor mentioned we would be adding toilets to clean. The architects asked if some rooms could share bathrooms. Deb Carrier thought this would work. The architects asked about the multipurpose space. Is there a desire to connect it to the school? This had not come up. Originally it had been planned to be bigger but was cut back due to cost.

Mr. Woolridge mentioned issues on the way kids are dropped off. Separate drop off would be a great value.

Mr. Leary mentioned select board had been talking about School Street. The architect wanted to know would we want one drop off. Do we want to have the parking paved? Do we want the drop off in back? There was discussion about traffic flow. We do not want to impact parking spaces. Many suggestions on traffic flow and parking design. We do have a need with drop off and parents are aware of that. We do not want to take away from staff parking.

The architect wondered if we could get more land. Mr. Smith wants to maintain two building lots.

Do we want to go to the state with the biggest plan and scale back if needed or go low and add on?

For the previous project we got approval and then added on.

The architect thought it is better to start with biggest (most cost) and take away than it is to start low and then add more cost.

The architect said the state will go through the application line by line and may say some things are not eligible for aid. Mr. O'Malley said there is a list of what is not acceptable.

They asked about the main office. Do we need to redo it. The Homeland Security evaluation mentioned changing some things such as the entrance to the student area of the building. The evaluation covered 27 points. Some plans for updates are already being discussed such as a coating on the windows. An additional door from the office to the building was suggested by the evaluation. This is not something we had discussed. Right now the need is for student space is a primary focus. Mr. Boggio will share the evaluation.

Mr. O'Malley said we did discuss solar energy this would be a good sell. Something like the green roof. Anything we can do to be greener would be a selling point.

The architect asked about the existing heating would the electrical be able to work with the new space. The school is heated with oil the gym is propane.

The next step is to pull together a drawing and the budget. Is there more to submit? Mr. Boggio has the building aid application that spells out what we need. He will get them a copy of what has been done. Also a copy of the maintenance plan. Gave the form to submit to the architect. State historical must be notified of the project to clear any archeological interests.

3. **Other.** Kaylah Hemlow asked does the finance committee need to start meeting. Mr. Leary says yes. 501C3 timeline needs to be done.
4. **Future Meeting Dates.** The School Board Communications Committee would like the Building Improvement Committee to attend the October 5th meeting, also the architects. The meeting is 6:00 Wednesday the 5th. We will need to meet with the architects before the plans need to be submitted. They need to be in the state office by September 1st, it can be emailed. Follow up documents can be mailed after. We will meet with architects August 25th. That would give them time to make changes. 6:00 August 25th at the SAU. Mr. Woolridge will meet with Holly Monday at 4:30. Mr. O'Connor will call the previous architects to see about the autocat plans, Sean Leary will check on permission for the test hole. Mr. Boggio will contact dig safe and get a parking count. The architects asked about a contact person. Mr. Woolridge said they can email Mr. Boggio with questions. They asked for a contact list. Mr. Boggio would be the main contact. Kaylah Hemlow wondered if she should bring anything to the budget committee meeting. Sean will also be there and it was agreed to stick with script at this point. We need to get the concept ready for the state application not a final version. We will then look at options and then redo with backup for the plans.
5. **Adjournment.** Meeting adjourned 7:46 pm .