

NORTON PUBLIC SCHOOLS
Norton, Massachusetts

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NORTON HIGH SCHOOL BUILDING COMMITTEE
MINUTES OF MEETING

June 28, 2011
Norton High School Library

Attending: Kevin O'Neil (Building Committee Chair), Mike Yunits (Town Manager), Patricia Ansay (School Superintendent), Barry Nectow (School Department Director of Finance & Operations), Ray Dewar (High School Principal), Paul Helmreich (Finance Committee), Tom Golota (School Committee), Brad Bramwell (Board of Selectmen), Mike Flaherty (Finance Committee), Tom Withers (Head Custodian)

Pink & Co., Inc: Margaret Wood, Tom O'Neil, Deborah Marai

JCJ Architecture: Greg Smolley, Arturo Arroyo, Jeff Elliot, Julie Norris

TCI (MEP&FP engineers): Jack Crocker, Ralph Gifford

Foley Buhl Roberts (structural engineer): John Buhl

Call to Order: The meeting was called to order at 6:50 p.m.

1. Deborah Marai (DM) of Pink & Co. (PCI) took the minutes of the meeting.
2. Margaret Wood (MW) invited the design team to take over the meeting for the evening's main agenda: a discussion of the project design and building systems.
3. Greg Smolley (GS) reminded everyone that we are now in design development (DD) and that the schedule is tight; documents must be ready for DD estimate by end of August, construction documents (CD) must be completed and ready for bid by January. Given the pace at which decisions need to be made it is important to develop a schedule of meetings with the Building Committee so that everyone understands and is in agreement regarding what is going on with the building.
 - ❖ *GS stated that it is also important that notes are taken during meetings regarding questions that arise and what we need to discuss/follow up on at future meetings. [These items are italicized.]*
4. Kevin O'Neil (KO) commented that meeting schedule will be picked up to keep up with DD progress; the Building Committee needs to ask any questions they have at the meeting because the project is moving fast; and the design team needs to clearly state when they need specific feedback.
5. GS: On June 24th, JCJ lead a tour of two high schools, one in South Deerfield, MA and one in Hartford, to look at what works and what doesn't, particularly with library/media centers and cafeterias; also toured a furniture distributor in Hartford. Pat Ansay, Ray Dewar and DM from PCI attended.

6. Structural Engineer John Buhl described the design team's structural approach: keep the structure simple, which will help keep us on time with progress and prevent big changes.
 - The proposed structural design is straightforward, economical and easy to build; the addition is conventional construction - steel frame, rectangular bay, regular & repetitive, economical 30x30 bay size (deeper steel cost goes up exponentially and is more difficult/expensive to coordinate with mechanical, electrical and plumbing (MEP) runs). The new addition structure is separated from the existing building with expansion joint, per the building code.
 - The existing building is in fairly good condition: there are a couple of areas of known concern which will be addressed to conform to code
7. GS discussed next steps with the sewer connection design: JCJ and PCI had a phone conference with Otter Creek regarding connection with sanitary system; Otter Creek has previously worked for the Town and will now joining the design team for this project as a consultant to JCJ; Otter Creek getting up to speed with progress of project.
8. Arturo Arroyo (AA) described the approach to the site design
 - JCJ showed expanding parking by taking over existing field that creates notch in existing parking layout
 - ❖ *Town feedback: Town does not want expanded parking, leave field as is*
 - JCJ has improved vehicular circulation and drop off/pick up; parent and bus drop off have been separated; row of trees at entrance is staying
 - JCJ looked at pedestrian nodes to improve pedestrian access/connection to building and fields (fields stay as they are): at new main entry, at rear of building with access to bathrooms, between parking & field, between school/team lockers & fields; brick park = gathering space
 - ❖ *Comments regarding brick park: this is where tickets are sold; coordinate with track & field, addition, new entrance*
9. Jeff Elliot (JE) described the plans/sequences of public spaces
 - Existing exterior wall (where the addition is being built) is used to mark/identify the entrance from the outside and as a way-finding device inside the building. The wall separates new and existing; a "fold" has been created to become canopy on the exterior at the main entry, shown in 2 option – silver or NHS purple
 - New main entry: there is an entry/egress corridor created between the new main entry/front stair and rear egress/stair; there is light at either end; there is an art wall and a view out to brick park at the front
 - ❖ *Comments included: Entries/exits in the hall need to be limited for reasons of security/control; low maintenance lighting at art wall is a need*
 - New cafeteria: large doors at main entry to cafeteria are provided for code compliance and to keep with feel of open space; there is a cross corridor/connection with existing building – the glazed wall allows you to see into cafeteria but you must turn left or right to enter; space is large enough to fit what is needed - 30 tables of 8; 14' to deck above; exposed structure with acoustic deck or panels in between; 2 major duct runs for the length of space under structure; ceiling clouds to soften duct runs & provides place for lighting & helps to define/transition corridor from cafeteria; row of columns

- ❖ KO asked if doors at existing building can go away, JE said this will involve a conversation with Code official because of the required rating of existing exterior wall
 - ❖ JCJ will review with structural engineer location of columns, one is currently in an awkward place
 - ❖ JCJ to address concerns that ceiling clouds might be too low
 - Auditorium: use the same material as the canopy, with same silver or purple, at the secondary/Auditorium entry (way finding); school store will also be visible at this entry
 - ❖ There was a discussion as to whether "Auditorium" or "Homer Paulis Auditorium" should be shown as signage at front of building; will be revisited when we discuss signage in Jul
 - ❖ Building Committee receptive to using NHS purple color but have questions about color and material: will it last, not fade, be durable? JCJ indicated that it most likely would be metallic fleck, UV resistant (won't fade); will consider durable options, such as porcelain
10. Ralph Gifford (RG) discussed the mechanical systems. The existing infrastructure has exceeded its useful life: the proposed design assumes all new MEP
- Central heating & ventilation for most areas
 - Majority of school will not be air conditioned, only cafeteria, library, administration, auditorium, band of classrooms over administration
 - General, air handling systems sized for specific use – economical, right-sized
 - Heat recovery for 100% exhaust
 - Designing a hot water boiler system with perimeter radiation mounted at base of wall, or could also do it from top of windows/ceiling radiant – comfort & economical; some radiant panels from ceiling (like cafeteria); at science labs, build into casework
 - ❖ Conversation about convection of baseboard perimeter heat vs. radiant heat from ceiling; these options will be explored
 - Gas fired boiler – 95-98% combustion efficiency; (2) at 2/3ds
 - All new temperature control system; there is no town standard, so system can be competitively bid – great opportunity now to get good system at a good price; GS mentioned middle school because they had problems – GS & RG to go talk with Middle School to avoid same issues
 - The High School is going to have new systems that custodial staff will need to learn to run/manage; training will be specified for controls, boilers & air handlers (on roof)
 - A commissioning agent will be on board soon and will be an asset; should be on now during design for most effectiveness
 - ❖ MSBA assigns commissioning agent, MW to inquire with MSBA about when they will be on board
11. MW & RG – explained what a commissioning agent does: evolving role; mechanical and electrical systems are designed with an intent not necessarily understood by people installing them (e.g., achieving highest level of efficiency); the commissioning agent is provided to Town and paid for by the MSBA; also, having a commissioning agent is a LEED requirement (prerequisite and get extra point for enhanced commissioning); the commissioning agent is part of the

process from design to occupancy to keep eye on design, installation, & use by owner; insure that upon installation, all systems are installed per intent and with highest efficiency; starting to require envelop commissioning

12. KO brought up brown water issue in Town and at the High School; PH noted that there is a PH iron & manganese issue in Town an insufficient filter on wells; plus, town did not flush hydrants for years; now flushing a lot, resulting in brown water
 - ❖ *RG: need to test water coming out of tap and coming into building to see where problem is; if Town issue/coming into building, could design treatments (filters), but can be a maintenance issue; MW will ask Otter Creek because they know a lot about the water situation in the Town*
13. Jack Crocker (JC) - electrical systems: much has exceeded useful life
 - New electrical 2000 amp service (cut from existing 5000 amp service)
 - Replace all existing panel board
 - Outboard self-contained emergency generator to replace existing; the new generator will provide limited emergency power.
 - 2 hour rated closets located strategically throughout floors
 - The fire alarm system fairly new with expandable capacity; existing fire alarm control panel (FACP) will be reused
 - Paging, clock & other communication systems also past useful life – all new
 - New lighting designed to new energy code (efficient T8 lamps, introduce LED lighting where lamps difficult to get to & save energy)
 - Close circuit TV & security system – figure out where needed
 - All systems designed to Energy Code & LEED
 - ❖ *MM asked all new fixtures? JC assuming yes all new, find secondary market for newer lighting, such as in media center*
14. GS: a separate technology consultant will integrate with electrical engineer and Paul at school; Barry Nectow questioned location of new server room: Greg noted that they will coordinate length of existing feeds with new server room location
15. GS noted that as consultants get up to speed, they will look into all systems to make sure that not replacing any newer systems that make sense to keep and/or salvage
 - ❖ *Construction Manager should be able to help with this (example – what to do with removed unit vents)*
16. RG & JC distributed narratives, and look for progress on drawings
 - ❖ *Offered to return to have more detailed discussions with facilities group*
17. Julie Norris (JN) & AA - Auditorium
 - Noted that this is the least developed of the major public spaces
 - Did get an acoustical report, not as bad as anticipated; know we will introduce proscenium reflector and absorption to space with acoustic wall panels
 - Physical/Performance: seat, flooring, house and stage lighting (LED where difficult to access) replacement proposed and house & stage sound upgrade; revised entry

- Concrete beneath seats – keep it; aisles can be carpeted with durable and stain resistant product or stay concrete – seal (virtually maintenance free), stain, paint with epoxy paint (which needs to be redone with time)
- Want to brighten up the space; auditorium viewed during field trip in South Deerfield was bright and welcoming space
- Code issues being addressed: HC stage access & seating; fire rated curtain

18. JN & AA - Library & Media Center

- Layout allows for good visual oversight by media center specialist, can see both entrances; introducing day lighting to space
- 5 major activities, start laying out zones in main space
 - teaching & learning environments
 - information seeking
 - social
 - collaboration zones – where these overlap
 - individual learner – with ability to engage in any of the zones
- Flex labs are flexible spaces used for variety of activities; have glass on the corner & along walls
- Furniture and technology are integral to the space, not add-ons; look at different types of furniture for flexibility, collaboration & best use of technology
 - ❖ *Some members of building committee questioned if there should be more individual seating vs. collaborative teaching/learning, more collaborative work happening in flex labs and more quiet main library space; JN noted 21st century learning has indicated that media centers are more active/less quiet; Ray Dewar (RD) noted that the real hub of the library use is going to be classroom generated and not quiet most of the day, and that the library needs to include collaborative learning spaces; there was a discussion about the difference of High School vs. public libraries; GS noted that they are trying to get at how a high school library really gets used and how to make it flexible enough for all of those uses*
 - ❖ *A discussion was had about the number of volumes the library has now vs. what they will have in the future; is it trending less? Will be reviewed*

19. GS noted that JCJ will come back on the 7/12/11 Building Committee meeting with more refinement

- ❖ *JCJ would like to hear from building committee about what is important to them, if they have any comments or tell what is important to them*

20. Friday July 15th, 2011: 1st meeting of CM@R selection committee

21. Kevin motioned to adjourn; the motion was seconded and approved.

22. The upcoming milestones are as follows:

- * **Thursday, June 29th, 2011:** RFQ advertisement appears in Central Register & local paper
- * **Wednesday, July 6th, 2011:** Site visit for CMs
- * **Tuesday, July 12th, 2011:** Building Committee meeting (review RFP process)
- * **Wednesday, July 15th, 2011:** RFQ responses due
- * **Tuesday, July 19th, 2011:** Building Committee meeting (design review)
- * **Friday, July 22nd, 2011:** Analysis of RFQ responses presented to Building Committee
- * **Monday July 25th, 2011:** Notice to all proposers, RFP distributed to top ranked

- * **Tuesday August 2nd, 2011:** Building Committee meeting (design review)
- * **Monday, August 8th, 2011:** RFP responses due
- * **Friday, August 12th, 2011:** Analysis of RFP responses presented to Building Committee
- * **Week of August 15th, 2011:** Interviews with top ranked RFP respondents
- * **Tuesday, August 23rd, 2011:** Decision on CM firm and notification
- * **Friday, August 29th, 2011:** Kick-off meeting with CM
- * **Tuesday, September 13th:** Building Committee (estimate update)
- * **Thursday, September 15th, 2011:** DD estimates due
- * **Friday, October 14th, 2011:** Homecoming

Adjourned: The meeting was adjourned at 9:20 p.m.

Next Meeting Dates: Tuesday, July 12th & Tuesday, July 19th, 2011, Norton High School Library.

Respectfully Submitted, Deborah Marai, Pinck & Co. Inc.

Paul Melner
 Mark Harty
 Bob Bruce
 Ken O'Neil
 Patrick Barry
 [Signature]