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| Wilmington High School – Wilmington, MA | Meeting Minutes |
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| High School Building Committee | December 21, 2010 |
| Location: | Wilmington HS Library |
| Time: | 7:00PM |

Attendees:

| Name | Assoc. | Present | Name | Assoc. | Present |
|----------------------------|--------|---------|------------------------------------|--------|---------|
| <i>Building Committee:</i> | | | <i>Building Committee:</i> | | |
| Jeffrey Hull | WHSBC | Y | Joseph A. Langone | WHSBC | N |
| Michael Caira | WHSBC | Y | Joseph J. Parrella, Jr. | WHSBC | Y |
| Michael Morris | WHSBC | Y | Michael Newhouse | WHSBC | Y |
| Steven Higgins | WHSBC | N | Paul J. Melaragni | WHSBC | Y |
| Joanne Benton | WHSBC | Y | Margaret Kane (Peggy) | WHSBC | Y |
| George Hooper | WHSBC | Y | | | |
| Eric Tracy | WHSBC | Y | | | |
| Paul Ruggiero | WHSBC | Y | | | |
| Richard Hayden | WHSBC | Y | <i>Joslin Lesser + Associates:</i> | | |
| John Donahue | WHSBC | Y | Lisa Matey Bergeron | JLA | Y |
| John C. Holloway (Jack) | WHSBC | Y | Jeffery Luxenberg | JLA | Y |
| Randi Holland | WHSBC | N | Stuart Lesser | JLA | Y |

Chairman Joanne Benton called the meeting to order at 7:05 PM.

1. Introductions: Members of the High School Building Committee (“HSBC”) and Joslin Lesser team introduced themselves.
2. Sign-In Sheet: All attendees signed in and provided e-mail and phone numbers. A directory will be distributed at the next meeting, on February 2, 2011.
3. Designer Selection Procedures: Joslin Lesser reviewed the designer selection procedures, including the Designer Selection Panel (“DSP”), meeting times, review process, relationship to local officials and committees, designer interviews, and decision-making factors and procedures.
 - a. Three local appointees to the DSP are required to participate in selecting a designer. The HSBC selected Joanne Benton (School Superintendent), Michael Caira (Town Manager), and Paul Ruggiero (Director of Administration and Finance, designated by Margaret Kane, the School Committee member) to be the local appointees to the DSP.
 - b. Joslin Lesser clarified that designer interviews with the DSP are optional.

- c. The HSBC discussed how the School Building Committee could be informed of and influence the designer selection. The HSBC discussed that SBC members may attend the February 2, 2011 meeting of the local DSP members with Joslin Lesser.
 - d. Also, the HSBC discussed the possibility of having electronic versions of the designer proposals available. Joslin Lesser will request an electronic copy in the Request for Services for Designer Services (“RFS”) and work with the Superintendent regarding hosting arrangements. The RFS will be posted on www.jlaprojects.com.
4. RFS for Designer Services: Joslin Lesser indicated that they have drafted the RFS for posting on January 5, 2011. Joslin Lesser will send it to the MSBA for their review prior to issuing it.
- a. Joslin Lesser inquired about feedback from the Town on insurance limits in and legal review of the designer contract attachment to the RFS. Jeff Hull, the Assistant Town Manager, will facilitate review of the insurance and legal provisions and provide any input to Joslin Lesser prior to January 5, 2011 (as soon as possible). Joslin Lesser to send the full contract to him.
 - b. Joslin Lesser inquired about any changes to the certification attachments of the RFS. None were noted.
 - c. Joslin Lesser inquired about the Designer fee to be identified in the RFS. Joanne Benton to send Joslin Lesser the fee breakdown in the Feasibility Study agreement as the basis for the maximum designer fee.
 - d. Members of the HSBC expressed concern about the aggressiveness of the designer schedule. The HSBC wants to ensure that there is sufficient time in the schedule for public review and input.
 - e. Any additional comments on the RFS from members may be emailed to Jeff Luxenberg of Joslin Lesser prior to January 5, 2011.
- Motion:** Mike Cairra, seconded by John Holloway, moved that the Committee vote to authorize Joslin Lesser to advertise and issue the RFS to the MSBA. The vote was unanimous.
5. Milestone Schedule: Joslin Lesser reviewed the Milestone Schedule dates distributed with the agenda.
- a. Due to conflicts with other Town Committee meetings, the HSBC meetings will be moved to Thursdays instead of Tuesdays.
 - b. The Town Manager confirmed that the appropriate local paper to post the local advertisement for the RFS is the Town Crier.
 - c. The HSBC expressed concerns about the overall schedule and a strong preference for meeting a Fall 2014 school opening date. The schedule presented at the meeting would meet a Fall 2015 opening date. Joslin Lesser indicated that that the earlier opening date may be possible, but the schedule will have to be more aggressive and likely will require moving MSBA approvals up by two months (because MSBA meetings are every other month). Joslin Lesser will review and provide schedule options for meeting a Fall 2014 opening date.
 - d. A member of the HSBC inquired if designing a model school would expedite the schedule. Joslin Lesser explained that a project has to be invited to participate in the MSBA Model School Program and that the site likely was too complicated to qualify.
 - e. After MSBA approval of Schematic Design, the Town must vote and appropriate funds for the project within 120 days. There is no actual Town meeting planned for Fall 2011 so it would have to be a special one. The possibility of calling a Special Town Meeting and Special Election for a Debt Exclusion Vote in early December 2011 was discussed.
6. Discussion of Options: Joslin Lesser reviewed prior options that had been proposed in the Dore & Whittier Master Planning Study, including a new building, a new building with a renovated gym, and several renovation options. The following documents the discussion on these options and other options brainstormed during the meeting. See HS Design Options/Alternates attached.

- a. HSBC members expressed that they do not want disruption of students or to consider a renovation option because of possible disruption. Joslin Lesser indicated that the Town should include a renovation option because it typically is required by the MSBA. A Town Selectman indicated that a renovation option should be considered. Joslin Lesser indicated that there were other downsides of renovation, including phasing and extension of the schedule.
 - b. Other site options were discussed, including a site across the street from the existing school site, the Wildwood site (5.7 acres on Wildwood Street), and the Sciarappa Farm (60 acres, *not currently owned by the Town*). Two HSBC members were very interested in the site across the street. Joslin Lesser requested site plans and additional information on alternate sites. Another member expressed a strong preference for a site in the same locale due to the traffic flow and central location.
 - c. The HSBC discussed the site across the street, thought to be approximately eight to ten acres. The site may be too small for a new school and fields. One option discussed includes putting the new school on the site and locates the fields remotely (across the street). Concerns were expressed about traffic and students crossing the road. The Superintendent indicated that the fields primarily are used after school and that students already are crossing the street for parking.
 - d. The Roman House was discussed relative to options for locating the new school adjacent to the existing one on the site of the existing Roman House. The HSBC discussed that demolishing or relocating the Roman House would be a sensitive community issue. Ideas discussed included moving the Roman House to another location (the Richardson estate or another) if technically possible. The Superintendent indicated that the Roman House is in poor condition and does not meet the needs of the School District administration.
 - e. The HSBC discussed that if the Roman House site is used by the new school then the District offices would need to relocate. Joslin Lesser indicated that the MSBA does not pay for work on District offices, but may allow for evaluation of the Roman House as part of the options evaluation for the school. Joslin Lesser to add Roman House evaluation to the RFS.
 - f. The HSBC expressed concerns that the new MSBA standards for gym and auditorium sizes were too small. The HSBC also raised concerns about how the needs of the high school's large music program would be met. The HSBC indicated that they do not want to give up gym or auditorium space.
 - g. A member of the HSBC expressed concern about being limited by the specific options identified in the Dore & Whittier Master Planning Study. The HSBC discussed that other building configurations should be considered for new construction options.
 - h. A member of the HSBC indicated that the four story massing shown in the Dore & Whittier study may be a problem relative to local zoning. Another member concurred and indicated that it may be a public issue as well. Joslin Lesser indicated that the Dover Amendment gives some relief from zoning for schools, but it depends on the locality how it is interpreted. Other HSBC members expressed concern about a four story building relative to circulation and accessibility.
 - i. Construction staging was discussed relative to the options. An HSBC member indicated that the Wildwood site could be a staging area. Space will be lost on the site for construction phasing and this should be considered relative to each option.
 - j. Joslin Lesser inquired about parking. HSBC members indicated that there is insufficient teacher parking currently and that more should be provided in new options. Some members felt that field space was more important than parking.
7. Evaluation Criteria: Joslin Lesser presented Proposed Evaluation Criteria, which were updated per comments from the Committee and the discussion regarding options. See updated Evaluation Criteria and Issues attached (updates in Blue).
 8. Other Business:
 - a. Joslin Lesser inquired whether the Town has someone trained in Com-Pass. The Assistant Town Manager indicated that they do not. Joslin Lesser indicated that someone from the Town will need to get training, as Joslin Lesser is not permitted to do this.

- b. A question was raised about field trips to view other schools. Joslin Lesser indicated that this is typically done either as part of designer selection or early in the Feasibility Study phase. An HSBC member suggested doing this as early as possible. Several schools were cited as good examples to visit, including Woburn and Hanover high schools. Joslin Lesser suggested doing tours in early February.

Motion: Mike Morris, seconded by Peggy Kane, moved that the meeting be adjourned. The vote was unanimous. Meeting adjourned at 10:15 p.m.

Prepared by: Lisa Matey Bergeron, Joslin, Lesser + Associates, January 13, 2011

End of Minutes

Wilmington High School

Preliminary Design Options

Option 1 – New Building Adjacent to the Existing on Current Roman House Site

Option 2 – New Building Adjacent to the Existing Elsewhere on the Site

Option 3 – New Building Incorporating Existing Gym

Option 4 – Renovated Building and Addition

Option 5 – New Building on Site Across the Street

Option 6 – New Building on Sciarappa Farm Site (not currently owned by Town)

Option 7 – New Building on Wildwood Site

Option 8 – New Building on Another Site w/Remote Fields

Preliminary Design Option Alternates (may apply to more than one option)

Addition A – Leave Roman House as is on site (to be addressed as a separate project)

Addition B – Relocate Roman House from Site to another location

Addition C – Demolish Roman House

Addition D – Develop Wildwood Site for Additional Athletic Field Space

Addition E – Increase parking

Wilmington High School

Suggested Evaluation Criteria

General

- **Maintains appropriate public presence and appearance within Town**
- **Accommodates the design population**
- **Cost-efficient design**
- **Schedule-efficient design**
- **Minimizes transitions, maximizes continuity with phasing/swing spaces**
- **Improves operating and maintenance costs**
- **Maximizes use of existing infrastructure, as appropriate**
- **Shares existing facilities/functions, minimizes new construction**
- **Considers impacts on Roman House (district offices)**

Educational

- **Meets current and anticipated educational goals and requirements**
- **Provides flexibility for future growth and educational innovations**
- **Accommodates large group/team-teaching instruction**
- **Accommodates technology to enhance learning**
- **Provides teacher planning and meeting spaces**

Community

- **Maximizes access to community used spaces**
- **Provides security and separation for community use**
- **Minimizes construction impacts on abutters**

Wilmington High School

Suggested Evaluation Criteria (continued)

Building

- Fosters a sense of school community
- Incorporates optimal space sizes, shapes, ceiling heights, and adjacencies
- Meets spatial and programmatic needs of specific educational programs (music, athletics)
- Improves indoor air quality, ventilation, and thermal comfort
- Promotes sustainable design (green school) objectives
- Provides for adequate storage space for programming, administration, and back-of-house uses
- Provides for cost effective maintenance with easy access
- Meets life safety requirements
- Meets accessibility requirements
- Provides for flexible use of space.
- Avoids reducing size of existing facilities.
- Provides efficient circulation (horizontal and vertical).

Site

- Maximizes site layout to accommodate building, fields, and parking
- Improves site circulation for drop-off and pick-up
- Meets site accessibility requirements
- Separates bus and car circulation
- Separates vehicular and pedestrian circulation
- Provides sufficient parking for teachers, staff, and visitors

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- Provides safe student parking on-site or safe access to student parking
- Provides space and circulation for special events
- Separates public/gathering spaces from building educational spaces
- Provides lower maintenance design of athletic fields and landscape
- Provides opportunity for extended use of athletic fields
- Provides connection to Town public sewer system

Issues:

- School operations must not be disrupted by demolition, construction and/or renovations.
- Ownership/acquisition of land for alternative sites must be considered relative to MSBA approval and schedule.
- It is desirable to leave high school centrally located in this part of Town.
- Roman House is in poor condition and does not meet the needs of the School District Administration.
- Roman House is located on a portion of the site where it may be advantageous to build the new school.
- Roman House is within the Wilmington Centre Village Historic District, which is listed on the National Register of Historic Places.
- Local zoning and the Dover Amendment must be considered relative to new building massing (R-20 zoning, 35 maximum height, 2-1/2 stories maximum on current site).
- Historic impacts considerations relative to new building design (Massachusetts Historical Commission review as well as local public process)
- Loss of or relocation of existing field space if new construction on fields
- Construction staging area needs (Wildwood site or other)
- It is desirable for the new school to be connected to public sewer (the nearest connection point for the current site is at the Public Safety Building).

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- It may be a challenge meeting the school's needs for gym space with the current MSBA standards (if a new gym is built).
- It may be a challenge meeting the needs of the school's music program with the current MSBA standards (very significant participation – 40%).
- Wetlands restrictions need to be identified for the current site and any alternative sites. There are potential impacts on use of the site and construction.
- Previously documented contamination at the current site may impact construction, schedule, and public process (Easement/Activity and Use Restriction).