

School Building Committee Meeting and Community Forum
Ipswich Town Hall Room A, 25 Green Street
January 24, 2018 – 7:00 p.m.

Acronyms used within:

OPM: Owner's Project Manager
SBC: School Building Committee
SC: School Committee

MSBA: Massachusetts School Building Authority
SPED: Special Education
DESE: Dept. of Elem. & Secondary Education

Note:

The School Committee (SC) met concurrently with the School Building Committee (SBC); however, these minutes only address the SBC meeting.

1. Call to Order

7:05 p.m.

Attendees: Jeff Anderson, Dr. Brian Blake, Joanne Cuff, Sheila Halloran, Barry Hopping, Richard Howard, Mitchell Lowe, Nishan Mootafian, Kevin Murphy, Sarah Player, and Chub Whitten.

Also Attending: Robert Bell, Daniel Colli, and Dawn Guarriello of Perkins Eastman, Architect. Kevin Nigro and Paul Queeney of PMA Consultants, Owner's Project Manager.

Not Attending: Robin Crosbie, Sheila McAdams, and Bill Hodge.

2. Citizens' Queries

At the start of the meeting, a citizen asked if the SBC would respond to her E-Mail about sustainability initiatives considered thus far and her interest that there be future meetings to discuss sustainability. The Chairman indicated that her E-Mail would be answered and that there will be further dialogue on sustainability during the next phases of design (design development and construction documents). Robert Bell of Perkins Eastman indicated that sustainability is considered in every aspect of the project and he assured the citizen that further input would be sought and considered.

Throughout the meeting citizens were encouraged to ask questions and make comments about the developing design; the following matters were addressed:

- A citizen expressed interest in cost of furnishings and architectural features in the media center. The citizen was told the project budget addresses furniture separately from construction costs and that the MSBA's participation in the cost of furnishings is capped at \$1,200/student. It was noted that the cost of the architectural features in the media center would be addressed by the estimators and the estimators understand how such features influence their cost estimates. It was also noted that two separate construction cost estimates are being prepared and that the two estimates will be reconciled.
- Two citizens asked about the time needed for students to travel between various parts of the building, they were concerned that the travel time might take away time from education and special services. The citizens were assured that transit time is considered by the designers when they locate spaces and that the flexibility that is built into the design allows for particular services to be provided in multiple spaces.
- During the discussion of building spaces dedicated to special education a citizen expressed her concern for children on the autism spectrum and she was assured that the design of building addresses the special needs of these children. It was noted that the building space dedicated to special education exceeds the DESE's guidelines.

3. Design Update

Dawn Guarriello, Robert Bell, and Daniel Colli of Perkins Eastman, the project architect, reviewed the developing design and emphasized recent adjustments to the interior of the building made in response to citizens' and committee concerns and comments. The design team's presentation included illustrative slides that will be made available on the Building Committee's web site.

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The design team reviewed Ipswich's coast and tidal estuary, its urban fabric, midland agriculture, upland meadows, and upland woodlands and how this context influences the architectural treatments, finishes and themes in the developing design. The curved main corridors of the building provide views to the outside and permits natural light to enter. Open maker spaces are placed along the corridors.

Recent developments in the design of the media center include a lower ceiling height and elimination of the loft, a teaching wall, individual learning spaces, low and mobile book shelves, natural lighting, age-appropriate furnishings, and architectural treatments resembling trees. The media center includes both printed and digital media, wireless access, and sound-absorbing materials and wall treatments. The design of the building considers how students will respond to, interact with, and learn in the various spaces.

The design team concluded their presentation with a review of universal design principles including the use of curved forms rather than sharp angles, the use of ramps as access for all, the prominent placement of elevators, intuitive wayfinding, and an interest in the building providing a sensory experience without being distracting.

4. Review of special education (SPED) submittal to Department of Elementary and Secondary Education (DESE)

Robert Bell of Perkins Eastman presented the key elements of the special education program that must be delivered to the Department of Elementary and Secondary Education (DESE) for their review and approval. Key elements of this submittal are:

1. A letter from the superintendent of schools describing the special education program
2. Space summary of the school developed in accordance with the MSBA guidelines – included within this document is a listing of building spaces dedicated to special education).
3. Floor plans for the school with the special education spaces highlighted.
4. A table that lists and describes the special education spaces, the adjacencies of these spaces, and their placement within the building. Comments within the table review how the locations and adjacencies of the spaces support the delivery of the special education program.

SBC and SC commented on the special education program and the DESE submittal. It was noted that the flexible design of the building supports co-teaching. It was noted that there are many definitions of co-teaching and Ipswich's concept for co-teaching is defined within the education plan. It was noted that the special education plan and the design and placement of the spaces to deliver the plan are consistent with DESE policy. The 10,330 square feet (SF) of building space dedicated to special education exceeds the 9,060 SF suggested in the MSBA's space guidelines.

In separate votes, SC unanimously approved the special education plan and SBC unanimously approved the delivery of the SPED submittal to the DESE.

5. Review and Approval of SBC Meeting Minutes

The School Building Committee (SBC) unanimously approved the minutes from the following SBC Meetings: 11/29/17, 12/19/17, 12/20/17, and 1/11/18.

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6. Review and Approval of Architectural Invoice

Perkins Eastman invoice #20 in the amount of \$106,780.39 for architectural services performed in November and December of 2017 was unanimously approved by the Committee.

7. Review and Approval of OPM Invoices

The Chairman recommended the Committee approve two invoices from PMA Consultants for Owner's Project Management services. The Chairman described the invoices as follows: 1) PMA Invoice #11 in the amount of \$10,500 for services through September 2017; and 2) PMA Invoice #12 in the amount of \$36,687 for services through December 2017. The invoices were unanimously approved by the Committee.

8. Next Meeting

The next meeting of the SBC will be held on February 12, 2018 at 7:00 p.m. in Room C of the Town Hall. The 2/12/18 meeting will be in place of the meeting that had been scheduled for 2/14/18. The 2/12/18 meeting will include a review of project cost estimates and the Schematic Design (SD) materials that are scheduled to be delivered to the MSBA on 2/21/18.

9. Adjournment

The meeting adjourned at 9:17 p.m.

Respectfully submitted,

Paul Queeney
PMA Consultants LLC
Owner's Project Manager