



Concord Middle School Building Committee

Dawn Guarriello, Co-Chairperson

Tim Hult, Co-Chairperson

Thursday, January 16, 2020 7:30 am

Meeting at Ripley School – Main Conference Room

AGENDA

1. Call to Order
2. Approval of Minutes:
 - 10/9/19 Sustainability Subcommittee
 - 10/24/19 Finance Subcommittee
 - 10/25/19 Design Subcommittee
 - 12/5/19 Finance Subcommittee
 - 12/19/19 CMS Building Committee
3. Update on Project Charter (HILL)
4. Update on Project Schedule (HILL)
5. Update from Sustainability Subcommittee
6. Design Team Update
 - Study Progress Updates
 - Upcoming Meetings
7. Draft Risk Register (Hill)
8. Upcoming Public Meetings (SMMA)
 - Sustainability Subcommittee Meeting #2 on January 30, 2020
 - CMS Building Committee Meeting February 13, 2020
 - Community Forum on February 27, 2020 at 7pm
 - CMS Building Committee Meeting March 19, 2020
9. Correspondence
10. Public Comments
11. New Business
12. Adjourn

The above topics represent what the Chair reasonably anticipates will be discussed at this meeting at the time of this posting.

Concord School Building Committee

Stephen Crane, Town Manager	Court Booth, School Committee Representative
Jared Stanton, Director of Finance and Operations CPS	Heather Bout, School Committee Representative
Susan Bates, Select Board	Frank Cannon, Community Volunteer
Laurie Hunter, Superintendent of Schools	Chris Popov, Community Volunteer
Justin Cameron, CMS Principal	Charlie Parker, Community Volunteer
Jon Harris, Budgeting and Purchasing Director	Matt Root, Community Volunteer
Russ Hughes, Facilities Director	Tim Hult, Co-Chair
Pat Nelson, Vice Chair	Dawn Guarriello, Co-Chair
Kate Hanley, Sustainability Director	



-DRAFT FOR DISCUSSION-

Town of Concord
Project: Concord Middle School
Dated: January 16, 2020

Project Charter

1. The Concord Middle School Project will have an approximate building area of _____ square feet that will accommodate _____ students. The project budget is _____.
2. The Concord Middle School will be ready in September 2023 school year.
3. Provide a state of the art facility that allows teachers to support all middle school students through collaboration in achieving the skills and knowledge to be successful in their future life challenges and careers.
4. Enable a superior educational experience for all students, in a developmentally appropriate way for each grade level.
5. The building design should be based on concepts of universal inclusion and accessibility for all that will not become outdated due to the changing trends in education
6. Design and build a facility that supports the full range of educational programs for middle school students (academic, artistic and physical development) in a comprehensive and stimulating manner.
7. Design a facility that is not only for the students but also facilitates community use. This will include _____.
8. The design establishes health and safety as a baseline requirement, which is not compromised by other choices. This includes the quality of air, natural light in the facility, transportation processes, as well as the physical safety of the children and students.
9. Provide a school that is a safe and healthy learning environment where students, parents, teachers, and the community feel comfortable supported and secure.
10. Provide a well-organized site that is easily and safely accessible via multiple modes of transportation and with ample parking.
11. The CMS building is designed in concert with the site and landscape so that educational programming and the landscaping flow seamlessly to inspire a connection to nature and physical outdoor activity
12. The CMS building is designed and built to achieve the highest level of energy efficiency and sustainability in support of the Town of Concord's sustainability principles and goals. This would include utilizing state of the art sustainability design processes including _____.
13. The building should be net zero ready, with an EUI of approximately _____ and have the capacity to manage time and low-energy load. Product selections should be made with thought to health and embodied carbon. The facility could include: effective and efficient ventilation, a sustainable cafeteria, a water reclaim system, and limited waste on water and electricity.
14. In deliberations, the Committee should operate in an open, transparent and collaborative manner. This should include regularly informing the community of its progress, meetings and process and working collaboratively with other relevant town committees.
15. The Committee should balance the design and construction of a truly exceptional middle school with the community's fiscal constraints. The Committee should do everything possible to ensure the project is ultimately completed within the planned budget and timeframe.

FEASIBILITY STUDY

Updated 01.15.2020

Feasibility Study Phase Decisions:

1. Project Budget
2. Project Schedule
3. Project Procurement Method
4. Ed Planning & Building Design
 - Enrollment
 - Number and Type of Program Spaces
 - i. Auditorium
 - ii. Size of Gymnasium
 - iii. Food Service
 - iv. Shelter
 - v. Special Education Goals
 - vi. Other
 - Net and Gross Square-footage
 - Add/Reno or New Construction
 - Expansion potential
 - Adjacencies
 - Building Height Limitations
 - Other
5. Site Plan Design
 - Site Location
 - Preliminary Parking count
 - Preliminary Driveways and circulation
 - Preliminary Fields and Program
 - Other

6. MEP Systems design concepts & Sustainability Options

- Prioritize LEED / Netzero / Passive House Elements
- Certification goal
- Extent of Air Conditioning
- PV Approach
- ALL Electric? (considerations for Generator, Kitchen, and other)

Meetings (Abbrev):

1. Educational Visioning and Programming – see page 3
2. Site and Building Design – see page 3
3. Sustainable Design & MEP
 - Jan 08 – Introductions and Information Gathering
 - Jan 30 – Definition and Comparison of Sustainability Pathways;
Certification discussion
4. Community Meetings
 - Jan 14 – Kickoff and Listening
 - Feb 27 – Update and Workshop

Thursday, December 12, 2019**(completed)****Educational Visioning Session 1**

Introductory session with building committee, educational leadership and design team members to discuss overall aspirations for the project and to confirm logistics for interfacing with faculty, students, staff, and community.

Thursday, January 9, 2020**(completed)****Educational Visioning Session 2**

Visioning workshop conducted in multiple sessions orchestrated to provide the design team with a greater understanding of Concord's educational distinctives and perspective on current and proposed facilities

Tuesday, January 14, 2020**(completed)****Programming Interviews, Day 1**

1st of two days set aside to conduct in depth programming interviews with faculty and staff

Thursday, January 17, 2020**Programming Interviews, Day 2**

2nd of two days set aside to conduct in depth programming interviews with faculty and staff

**Thursday, January 23, 2020 *transition from Ed Programming to Concept Development*
Programming Session**

Agree upon a 'working program' with set 'variables'
Enrollment, number of teams, auditorium, gymnasium

Thursday, February 13, 2020**Feasibility / Concept Meeting #1**

Presentation of multiple organizational studies illustrating how the building might be configured on the site, as well as a further discussion of how these could be related to the precedent images favorably received as part of the visioning session.

Thursday, March 5th, 2020**Feasibility / Concept Meeting #2**

Presentation of a reduced number of conceptual organizational studies that reflect feedback from the February 13 meeting, and illustrate alternative ways of incorporating the program 'variables. Materials prepared for this meeting would be used to develop conceptual cost feedback

Thursday, March 19th, 2020**Feasibility / Concept Meeting #3.**

Comprehensive presentation at the SBC meeting. Conceptual cost feedback would be presented. The goal of this meeting would be leave with a consensus understanding to begin the Schematic Design Phase of the project.

SCHEMATIC DESIGN

Updated 01.15.2020

Design decisions for SD Phase:

1. Building Design
 - Programmatic Adjacencies
 - Entries and Exits
 - Security Features
 - Expansion potential and locations
2. Site Plan Design
 - Parking count
 - Driveways and circulation
 - Fields and Program
3. Exterior and Interior design
 - Exterior material selections in general
 - Interior material selections in general
4. MEP Systems design concepts & Sustainability Options
 - Refine preferred system types
 - Extent of Air Conditioning
 - Sustainability options
 - i. Rainwater harvesting
 - ii. Solar panels
 - iii. Wind turbines
 - iv. Other

Design meetings:

1. Site design focus groups - TBD
2. Exterior & Interior design focus groups – TBD
 - April 2 - SD Kick-off and Meeting #1
 - April 23 - SD Mtg #2
 - May 14 - SD Mtg #3
 - June 4 - SD Mtg #4
3. FF&E & Technology design focus groups – TBD
4. MEP & Sustainable design focus groups – TBD

Design Focus groups:

1. **Site Design:** *Development of SD design for traffic and circulation. Includes conversations about parking and off-site improvements and coordination with Town Departments. Members:*

2. **Exterior & Interior Design:** *Review exterior design concepts including composition of form and material selections such as brick, precast, metal panels etc. Review the design concepts of the large spaces such as the (Auditorium,) Gymnasium, Dining Commons and Media Center as well as a typical classroom, Administration and typical corridors. Review of the products and materials selected for finishes such as flooring, tile, ceilings, wood paneling, paint colors etc. Members:*

3. **FF&E & Technology:** *Development of the SD budget and focus on the type and quantity of FF&E planned as well as review of proposed equipment selection. Development of the SD technology budget and general technology deployment objectives including system and product. Members:*

4. **MEP Systems & Sustainable Design:** *Selection of preferred MEP systems. This will include security and access control. Review sustainable design features and components which increase the energy efficiency and water reduction within the building, product selection for low and no VOC and renewable materials; and site design and landscape features which contribute to environmentally friendly design. Members:*