

**Tisbury School Building Committee
Town of Tisbury
51 Spring Street
Vineyard Haven, MA 02568**

RECEIVED
OCT 17 2019
J. Hillary Conklin
Tisbury Town Clerk

**Meeting Minutes
September 25, 2019**

Emergency Services Facility, lower level conference room
215 Spring Street, Tisbury, MA

TSBC Members Present: Rachel Orr, Harold Chapdelaine, John Custer, Peter Gearhart, Rita Jeffers, Reade Milne, Alice Robinson,

TSBC Members Participating Remotely: *Jim Rogers, *Mike Watts

Daedalus representatives: Richard Marks, Christina Opper

*Late arrivals or early departures.

Others: Ashley Tarter, Jeff Kristal, Melissa Ogden, Jay Grande, Marie Laursen, Dana Hodsdon, Keith Fullin, Steve Kelly, Natalie Munn, Meredith Goldthwait, Dan Seidman, Paul Lazes, Jynell Kristal, Matt D'Andrea, Melinda Maveety, Natalie Krauthamer, Mary Ellen Larsen, Adam Cummings, Jeanne Clement, Jessie Merriam, Chip Merriam, Glen Caldwell, Melinda Loberg, William Ledde, Kirk Metell, Emily Solarazza, Dan Doyle

The Tisbury School Building Committee (TSBC) was **called to order** at 5:04 PM
(Recorder's note: discussions are summarized and re-grouped for clarity and brevity.)

Approval of minutes of August 28, 2019 meeting:

Moved to approve by Harold Chapdelaine, seconded by Rita Jeffers

9 Ayes, Nays, Abstentions

(including 2 remote votes)

Approval of minutes of September 4, 2019 meeting:

Moved to approve by Reade Milne, seconded by Peter Gearheart

9 Ayes, Nays, Abstentions

(including 2 remote votes)

Approval of minutes of September 5, 2019 meeting:

Moved to approve as amended by Alice Robinson, seconded by Harold Chapdelaine

9 Ayes, Nays, Abstentions

(including 2 remote votes)

Introduction of Owner's Project Manager (OPM): Daedalus Projects, Inc.

Richard Marks introduced the Boston-based company of 33 employees, including Christina Opper and Joe Sullivan (not present). This is the same OPM company used during the previous project, which makes them already very familiar with the current project.

Overview of Process: Scope, Deliverables, Schedule

The Deadalus team perceives three tracks of action: 1) basic project of the renovation/addition of the Tisbury School; 2) abating the school that is currently closed so that it can reopen; 3) developing a plan for the modular school for a short or medium term basis to get students back to the school and/or serve a "swing" space during the renovation/addition project.

Mr. Marks reviewed a PowerPoint presentation outlining the draft Tisbury School Work Plan [attached]. The first priority is getting the architect on board which involves getting the Request for Qualifications (RFQ) out, get the contract signed and begin the design process as soon as possible. This is projected to take about 6 weeks.

Before the architect is hired, the Educational Program updates and documentation of room assignment policies can take place. Once the architect is in place, Initial Space Summary will be developed from the Education Program and room assignment policies. Evaluation of existing conditions and site development requirements, along with the school space summary, will lead to preferred conceptual building design(s), allowing for the evaluation of school building project options. It is anticipated this will take approximately 4 months. Schematic designs would then be developed, in anticipation of a May special town meeting for project funds. Throughout the process, committee and public meetings will be taking place, as well as working meetings with school staff, students, parents and other key constituents. An educational consultant (most likely either David Stevens, who worked on the previous project, or Frank Locker) would work under the architect's contract.

Mr. Marks then reviewed modular classroom options and prices. Most modular classrooms are two 12' X 60' trailers, joined together to form a 24' X 60' "double wide," have the interior walls removed, then are divided internally with a hallway to form 2 classrooms approximately 24' X 30'. Pictures of the temporary school in Lincoln were shown. Mr. Marks estimated a cost of about \$5,000,000 for 29,000 square feet of new modulars, fully installed with concrete footings, water, septic, electric, and 1 year of rental. This requires approximately 50,000 square feet of flat land for installation, at the Tisbury School this would most likely be the parking lot or the East Playground. Adding a fire protection sprinkler system is also an expensive requirement. This could house the entire school population, without a gym, for the length of the full project, estimated at 2 years. The approximate time frame for this installation is 4 months. A second estimate was received by Mr. Marks from the modular classroom company Triumph. They gave an estimated quote of \$900,000 to install, furnish, rent for one year and eventually remove 8 modular classrooms, again without a gym. This option would allow for "swing" space. Again, this is about a 3-4 month installation time. Emergency procurement procedures will need to be followed to expedite the process.

The abatement situation is the other track. There is a contractor currently evaluating the situation and coming up with a plan and cost estimate to deal with the lead paint, and asbestos. This is work that would have to be done before any other work could begin, so it does mesh with the renovation/addition project. Due to concerns about hazardous materials being removed while students and staff are in the building, the work could be done at night and on weekends, if the community will allow that. However, the stated goal of bringing all students back to one campus is the focus of this track, primarily. Deadalus has assisted in planning for successful abatement around school hours in other communities.

Discussion of the three tracks followed, trying to clarify the entities responsible for each of the tracks. It is agreed that the School Committee's responsibilities are for the decisions about abatement and the modular classroom options, even though there is overlap with the Building Committee's renovation/addition project goal. The Building Committee is focused on the Work Plan as presented. Mr. Grande and Mr. Marks both stated that the flat-fee contract for the OPM services does include all 3 tracks, regardless of the timeline of execution of the tracks.

The timeline as presented by Mr. Marks will be revised by his team to include some minor reorganization of the tasks and scheduling task dates based on a deadline of getting everything necessary for a May 2020 Special Town Meeting. They will also create a Critical Path Management chart to augment the existing plan. After review, this will be an amendment to the OPM contract.

Overview of Public Participation Strategy

Ms Orr has been approached by members of the public about the challenges trying to access information about the current project. Mr. Grande suggested that the town's website is not an appropriate location for hosting a school building project website, but links could be made to outside sites. Ms. Opper has kept the website url from the previous project active. She suggests two options: 1) create an entirely new website; 2) use the existing site and modify it as desired. She is willing to work with the committee to develop the best option. Ms Orr noted that the Lincoln, MA, school project website is one site she found very easy to navigate, which was a volunteer-supported site.

Most current need seems to be a calendar of meetings, access to agendas and minutes and links to historical information plus current information. Ms Opper will work on developing a temporary front page and work on a draft site.

Ms Orr is concerned about having information available to our English as a second language (ESL) community. Rita Jeffers noted that she has been approached by parents asking what they can do to help. She will reach out to them and try to find a volunteer to assist the committee with this aspect of the committee's outreach.

Request for Qualifications, Architectural Services

Mr. Marks will have a draft RFQ and contract for next week. Chairman Orr requested that these documents be emailed to committee members as early as possible. Mr. Marks suggested a Monday PM – Tuesday AM target for the transmission of documents for a meeting on October 2.

Initial Tasks and Next Steps

In the next two weeks, review and submit the RFQ for the architect, along with a preliminary contract.

Mr. Custer will coordinate work on an updated version of the Education Program to be ready before the architect is hired in six weeks.

A projected construction start date, in the best case, might be January-March 2021. The construction finish date will depend on whether the building is empty or partially occupied.

Grant Opportunities

Community Preservation Committee deadline has passed, but this might be an option for future funds.

There are two federal bills, one in the House, one through EPA (remediation for schools). Jimmy Rogers will work with Matt D'Andrea to find out more about these and contact our representative to advance our cause with them, if possible.

If community members have any information about any grant options, please contact Ms Orr. Daedalus will start a spreadsheet to track grant options and opportunities.

School Committee report from John Custer:

TSC has not met for conducting regular business since June, but will meet on October 2 at 3:30 in the ESF meeting room to conduct regular business.

Board of Selectmen report from Jim Rogers:

Selectmen and Jay Gande are working on gaining agreement for the OPM contract. Attorneys for both sides have been reviewing the contract, which still needs to have the amended time line added. As soon as that is completed, then it will be presented to selectmen for acceptance and signing.

Confirmation of next meeting date and notice of Special Town Meeting, Oct. 15.

Next TSBC meeting will be Wednesday, October 2, 2019. Time and location to be decided.

The town moderator suggested at the last selectmen's meeting that there be an information session in advance of the October 15 special town meeting. Mr. Grande has set that for October 8, Katherine Cornell Theater, time TBA, although this may change due to Yom Kippur. Jon Snyder and Matt D'Andrea will be available to address questions from the public at that time.

Topics not reasonably anticipated by the chair within 48 hours of the meeting: None.

Adjourned by motion, second and voted unanimously, at 6:42 PM.

Attachments: PowerPoint presentation from Daedalus Projects, Inc.

Minutes respectfully submitted by Alice Robinson



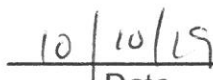
Alice Robinson – Recording Secretary



Date



Rachel Orr – TSBC Chair



Date

Minutes approved by TSBC 10/09/19

TISBURY SCHOOL

TISBURY, MA

SCHOOL BUILDING COMMITTEE MEETING

SEPTEMBER 25, 2019

OPM | WORK PLAN

PROJECT INITIATION		KEY TASKS
1. PROJECT INITIATION		
DPI to meet with Superintendent, Principal and Staff to establish program goals		Finalize work plan
DPI and Town to collaborate on Designer RFQ		Designer RFQ
DPI to meet with District to review Designer Selection procedures		Advertisement in Central Register and local paper
Advertise Designer Selection RFQ		Reference checklist
Check designer references		
DPI to coordinate Designer Selection Process with Town and Bldg Comm		
Coordinate Designer Selection shortlist and interviews		
DPI to coordinate and lead tours of recent elementary school reno/add projects		
DPI to coordinate schedule kick-off / orientation meeting with Designer, Building Committee, and School Designer to prepare Designer Work Plan		Project Directory
Develop sustainability/net zero strategy		Work Plan
DPI to coordinate exchange of existing conditions documentation		Identify alternate funding sources and followup
Documentation of room assignment policies, school scheduling method, teaching methodology and structure		Existing Conditions to Designer

OPM | WORK PLAN

PROJECT INITIATION

KEY TASKS	
1. PROJECT INITIATION (CONTINUED)	
Meetings & Milestones	
Designer Selection Meeting	
Designer Interviews	
Designer Selection	
Kick-off Meeting with Architect/OPM	
School Building Committee Meetings	



OPM | WORK PLAN

PROJECT INITIATION

KEY TASKS	
<p>2. EDUCATIONAL PROGRAM</p>	
<p>DPI & design team to work with educational consultant and District to review utilization of classrooms, specialized and special education spaces and delivery methods. Special attention to spaces that need significant changes (gym, white house, cafeteria)</p>	
<p>District to describe current educational program and how it is delivered within the current facility.</p>	
<p>Workshops with faculty, staff, students and community to understand issues</p>	
<p>Additional tours to be conducted of elementary schools to see best practices for school design</p>	
<p>District to work with educational consultant to define program goals.</p>	
<p>Designer to study existing program and fit in current facility with respect to program goals.</p>	<p>Educational Program Narratives</p>
<p>Meetings & Milestones</p>	
<p>Working Group Meetings</p>	
<p>School Building Committee Meetings</p>	
<p>School Committee Meeting for Updates</p>	
<p>Selectmen's Meeting</p>	



OPM | WORK PLAN

PROJECT INITIATION

KEY TASKS	
3. INITIAL SPACE SUMMARY (1 MONTH)	
District & OPM to work with educational consultant and design team to create a preliminary design program	
Designer to:	
Document Educational Program Activities	
Provide conceptual diagrams of each floor with existing spaces clearly identified	Diagram of each floor identifying existing space program
Diagram of each floor identifying existing space program	Program organization drawings (functional relationship diagrams)
Provide functional relationship diagrams for each program space	
Program organization drawings (functional relationship diagrams)	
Follow up workshops with faculty, staff, students and community	
Meetings & Milestones	
Working Group Meetings	
School Building Committee Meetings	
School Committee Meeting for Update	



OPM | WORK PLAN

PROJECT INITIATION	
KEY TASKS	
4. EVALUATION OF EXISTING CONDITIONS	
Designer to evaluate the condition of the existing school and update the previous existing conditions reports:	Existing Conditions Report & recommendations for further investigatory work prior to preferred solution
All Building Systems (including presence of hazardous materials)	
Communications and access systems	
Past study reports on existing conditions	
Building code and Architectural Access Board compliance	
Site Utilities: availability, condition, and capacity	
Site conditions (including environmental, geotechnical, topographic, soils) and assess whether any conditions exist that may impact expansion or new construction.	
Building limitations (legal or physical)	
Meetings & Milestones	
Working Group Meetings	
Town Council Presentation	
School Building Committee Meetings	
School Committee Meeting to review Space Summary	



OPM | WORK PLAN

PROJECT INITIATION	
KEY TASKS	
5. SITE DEVELOPMENT REQUIREMENTS	
District to work with Designer to establish project requirements related to site development to be considered during preliminary and final evaluation of alternatives	Narrative of project requirements related to site developed during preliminary and final evaluation of alternatives
Structures and fences	
Site access and circulation	
Parking and paving	
Code issues and limitations	
Zoning issues and limitations	
Emergency vehicle access	
Utilities	
Athletic fields and outdoor educational spaces	
Site orientation and location considerations and issues	
Green design solutions/low energy usage/net zero studies	
Meetings & Milestones	
Working Group Meetings	
Town of Engineering DPW Meetings	
School Building Committee Meetings	
School Committee Meeting to review Space Summary	



OPM | WORK PLAN

PROJECT INITIATION

KEY TASKS	
6. EVALUATION OF ALTERNATIVES	
Team to review and evaluate alternatives with respect to:	
Renovations and Additions to the Existing Building	
Potential other options depending on cost	
Review phasing and alternate locations	
OPM to assist with public workshops/website and cable tv public info	
Meetings & Milestones	
Working Group Meetings	
Community Meetings to inform, review and discuss progress of the Study	
Local Actions & Approvals School Building Committee Meeting Vote to approve Preliminary Design	



OPM | WORK PLAN

PROJECT INITIATION

KEY TASKS

7. COMMUNICATIONS & OUTREACH STRATEGY

Work with School Building Committee to identify and define priorities and resources. Assist in the development and management of:

- Project Website
- Community Surveys
- Community Meetings / Presentations
- School Staff Meetings
- School Committee Meetings
- Other print and digital outreach (e.g. e-Newsletters, Informational Flyers)



KEY TASKS	
8. FEASIBILITY STUDY REPORT	
Evaluation of Existing Conditions	
Evaluation of the impact on students/staff	
Evaluation of environmental impact of construction.	
Evaluation of relocation requirements or off-hour construction.	
Determination of CMR vs. Design Bid Build	
Initial Cost Estimates	
Operating and maintenance costs or life cycle costs.	
Deliverables:	
Conceptual architectural & site drawings	
Outline of major building structural systems proposed for each alternative	
Narrative of major building systems	
Proposed total project budget and construction cost estimate	
Proposed project design and construction schedule	
9. APPROVAL TO PROCEED TO SCHEMATIC DESIGN	
Review Scope and Budget	
Final Recommendation	
Presentation to Selectmen	



TEMPORARY CLASSROOMS | LINCOLN SCHOOL MODULARS

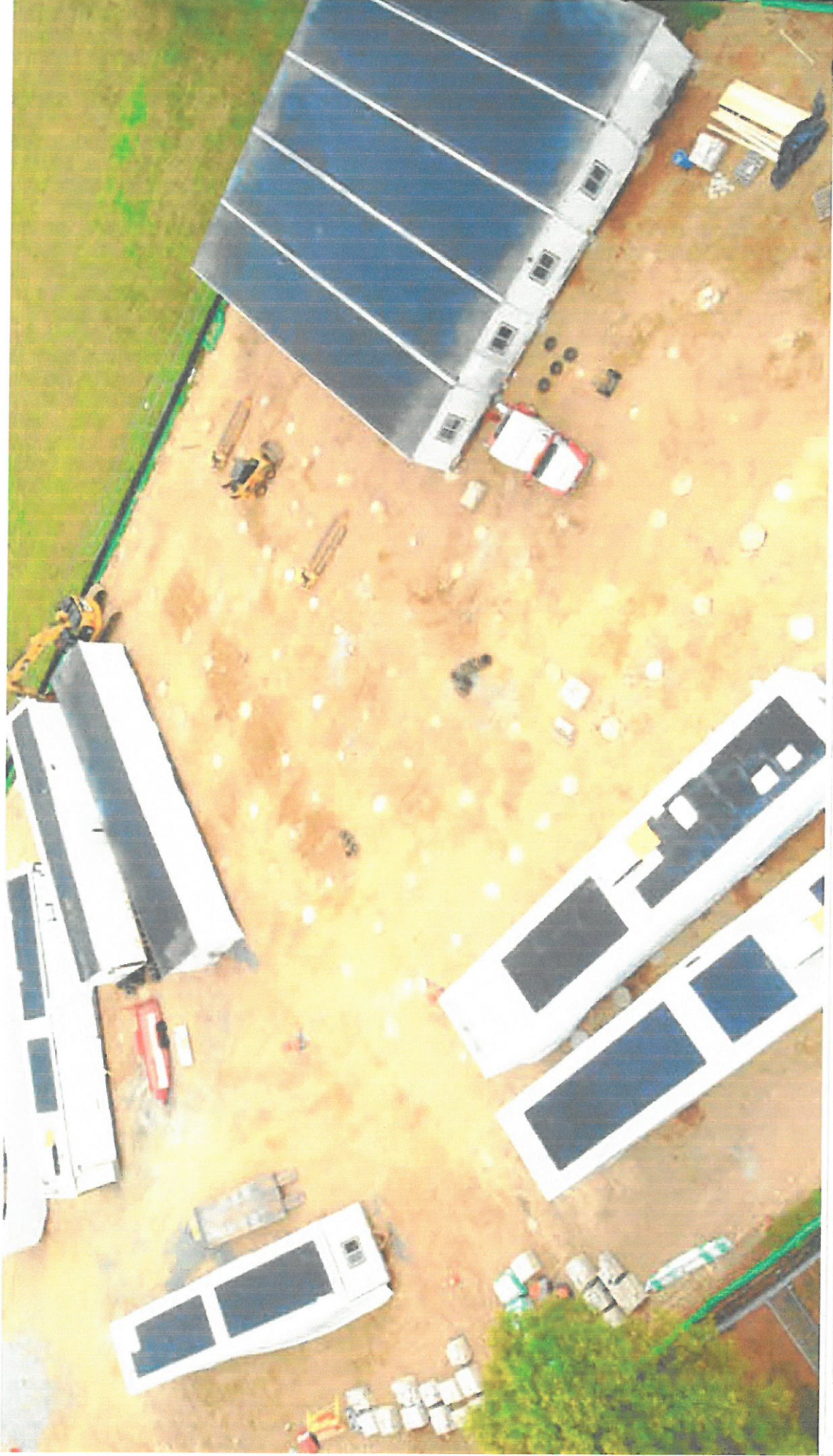


CURRENT LAYOUT AT
HANSCOM SCHOOL
PROJECT

Plan for Lincoln School

- 21 Classrooms
(fits approx. 30 students each)
- 2 smaller classrooms
- 4 multi-fixture bathrooms
- 1 single-fixture bathroom
(all accessible)
- Library
- Teacher Break Room
- Administrative offices and
conference space

TEMPORARY CLASSROOMS | LINCOLN SCHOOL MODULARS



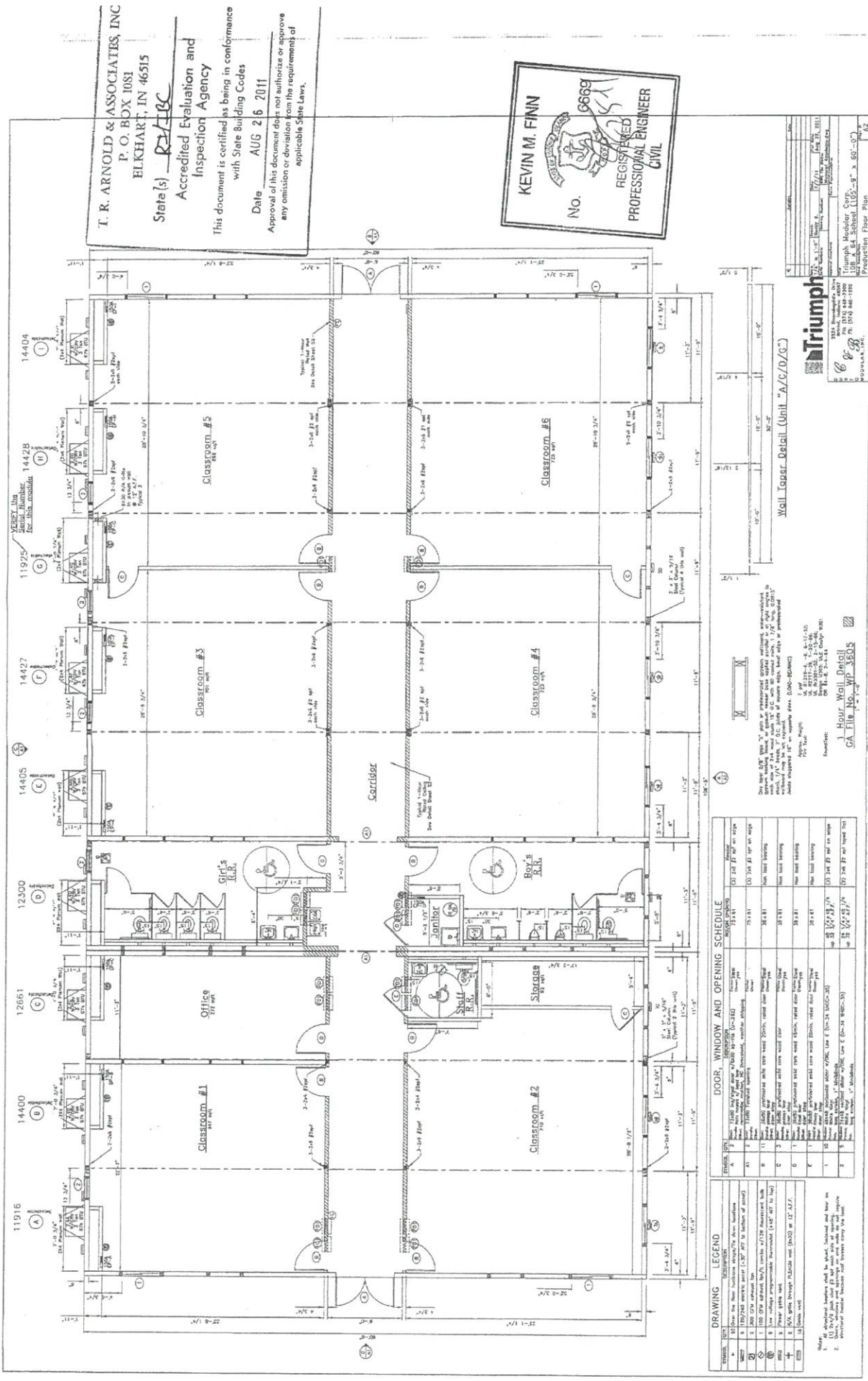
▶ Drone video of Lincoln School modular classrooms installation

◀ ▶ 00:00.00



A CIA Company

TEMPORARY CLASSROOMS | TRIUMPH MODULARS



T. R. ARNOLD & ASSOCIATES, INC.
 P. O. BOX 1081
 ELKHART, IN 46515
 State(s) IN
 Accredited Evaluation and
 Inspection Agency
 This document is certified as being in conformance
 with State Building Codes
 Date AUG 26 2011
 Approval of this document does not authorize or approve
 any omission or deviation from the requirements of
 applicable State Laws.

KEVIN M. FINN
 No. 6669
 REGISTERED
 PROFESSIONAL ENGINEER
 CIVIL

DOOR, WINDOW AND OPENING SCHEDULE

SYMBOL	DESCRIPTION	UNIT	QUANTITY	MARKING
A	1 1/2" x 6 1/2" x 8 1/2" 20' x 8' 1/2" 20' x 8' 1/2"	10' x 8' 1/2"	10	10' x 8' 1/2"
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STAY INFORMED | PROJECT WEBSITE + EMAIL

Tisbury School Project – Website:

www.tisbury-school-project.com

Tisbury School Building Committee – Email Address:

tisburyproject@gmail.com