



Meeting Notes

Project: New Jordan Avenue School

Date: April 5, 2018 at 6:00 p.m.

Attendees: Matt Pitzer of PDT Architects, Robin Tannenbaum* of PDT Architects, Art Pierce, Nathan Hintze, Steve Walker, Sarah Singer, Elizabeth Sokoloff, Mark Wetli and Phil Dionne

Purpose: Building Committee Meeting

These notes were taken by Robin Tannenbaum of her ability. If you find any corrections please notify PDT Architects within three (3) working days of receipt of these minutes.

Topic	Agenda/Notes	Action
	1. <u>Call to Order</u> : The meeting was called to order at 6:05 p.m. by the Chair.	
	2. <u>Approval of Minutes of March 12, 2018 Meeting</u> : The meeting minutes for the March 12, 2018 meeting were reviewed	
	3. The meeting notes were accepted by consensus by the Chair.	
PDT Action	<p>4. <u>Update on Hazardous Materials Removal Plan</u>: Matt Pitzer informed the Committee that the presence of PCBs on site is more extensive and significant than anticipated and the permitting process is therefore more in depth and time consuming.</p> <ul style="list-style-type: none"> • Most of the testing process has been completed and a conceptual abatement plan developed. • A pilot project will be conducted to test the abatement plan, the results are then submitted to the EPA to support the proposed abatement approach. • There is no timing limitation for EPA review/approval of the proposed abatement approach; however, we typically receive feedback in 30 to 60 days. • It is possible to start the procurement process during EPA review of the proposed abatement approach. • As such, the abatement process could be included in the GC package unless we delay overall project start. • Feedback from EPA on the proposed abatement approach does not restart the review clock but instead initiates a back and forth discussion to address comments and provide information as requested. Once this dialogue begins, EPA responses are usually timely. 	

Topic	Agenda/Notes	Action
	<p>5. <u>Review of Schedule and Upcoming Activities:</u> Matt explained that the schedule is as follows:</p> <ul style="list-style-type: none"> • Week of May 6: PDT places ads for Clerk and GC • Week of May 13 PDT places 2nd ad • Week of May 20: Qualifications due • May 31: PDT sends notifications to qualified GCs, Clerks • Interviews for clerks to follow <p>Matt explained that a Clerk of the Works is a PDT employee who is on the job site full time and provides daily oversight on behalf of PDT; they become the “eyes and ears” of the firm and the building committee.</p> <p>We want to select this person in time for them to become familiar with the project and develop a working relationship with Matt, Lyndon, the school department representatives, and the building committee.</p> <p>We hope to have 5-7 qualified GC bidders at a minimum and expect this project to be attractive to bidders due to size, time frame, and certainty of funding.</p> <p>A committee member asked about potential overlap with the timeframe for the Topsham high school bid process. Matt explained that while the Topsham project is going out to bid prior to Brunswick, it is a significantly larger project and will likely attract a different set of bidders.</p>	
	<p>6. In response to a question from the last meeting, Matt showed a rendering of the library courtyard which showed the allay of trees as they may appear 5-10 years after planting. The trees will be columnar in shape and will reach 35'-40 high. The top of the building roof on the north side is just below 35'.</p>	
	<p>7. <u>Plan Updates - Bathrooms:</u></p> <ul style="list-style-type: none"> • Robin showed the locations of the single user bathrooms and pointed out that the only remaining gang toilets are the bathrooms opposite the gyms. • The committee asked for and received clarification that all single user bathrooms were now non-gender specific, and all were also ADA compliant. 	

<p>PDT Action</p>	<p>8. <u>Plan Updates – Art Room:</u></p> <ul style="list-style-type: none"> • Matt showed a slide of the art room which has south facing windows and seating with work space along the south wall below the windows. • A committee member commented on the need to provide shade; Matt explained that window treatments are included in our budget. • The committee recommended that the supply island be flexible/moveable rather than fixed. • The committee also asked for consideration of a display area outside the art room like what was seen at Great Falls. PDT will explore options. 	
<p>PDT Action</p>	<p>9. <u>Plan Updates – Music Room:</u> Matt updated the committee on changes related to the decision to have a fixed partition between the music room and the stage.</p> <ul style="list-style-type: none"> • Matt explained that the wall between the music room and the stage will now be fixed to provide best acoustic separation to both sides. • Additionally, the team discovered that there was no programming benefit to having that wall moveable; if anything, the stage needed more room in width not depth. • A separate panel can be pulled across the front of the stage to provide acoustical privacy between the stage and the gym, should the stage be used as a secondary music classroom. • Matt explained that the stage has been sized to accommodate five rows of choral risers. • Matt showed the music room plan and pointed out the teaching wall and a closet with lockable double doors for storing large instruments and other items of value in the event the music room is used for community programs. 	
<p>PDT Action</p>	<p>10. <u>Plan Updates – Cafeteria:</u> Matt showed the hand sinks in the cafeteria which are now accessible from both sides (per last meeting’s suggestions) and may be opened further with the ability to pass through between sinks.</p> <ul style="list-style-type: none"> • PDT is finalizing the design of this area. • The committee asked PDT to ensure adequate coat hooks on the cafeteria entry wall, and to think about the traffic patterns when some students are leaving while others are entering. 	
	<p>11. <u>Music/Stage Partition:</u> Matt reviewed the stage dimensions at Coffin, HBS, and the planned stage for the new school to show size comparisons and possible choral arrangements. The stage will be similar in size to HBS which is 10’ wider than the existing Coffin stage.</p> <ul style="list-style-type: none"> • The committee agreed that the size of the stage as designed was appropriate for the school and the operable partition in the rear of the stage would add no benefit for concert arrangements. 	

	<p>12. <u>Interior Design Developments</u>: Matt updated the committee on the work shown and discussed at the 4/2 Interiors Subcommittee meeting.</p> <ul style="list-style-type: none"> • The two houses had been further developed onto “Spruce/Pine” for the evergreen wing and “Maple/Oak” for the deciduous wing. Color palettes will follow accordingly. Patterns in the floor, reminiscent of trail wayfinding, help mark moments of arrival and other special points along the way on the floor. • Matt reviewed the soffit scheme and how the soffits differ in height off the floor per grade/wing. • Matt explained that benches at classroom entries are built in, fixed and have a wood veneer. 	
<p>PDT Action</p>	<p>13. <u>Interiors Subcommittee Update</u>: Elizabeth Sokoloff echoed Matt’s reporting on the subcommittee meeting.</p> <ul style="list-style-type: none"> • In addition to the wayfinding on the floors, she reported that the committee is interested in introducing a more organic, illustrative shape at the beginning of each wing to introduce the theme of that wing. • The interiors committee has selected the same HDPE lockers they saw at Ocean Avenue. These lockers appealed because they are so quiet. The color selection is limited so the committee chose a neutral gray/tan. • A committee member asked how these lockers wear. PDT said they would do some research and report back. • Classroom doors will be an ash veneer. • Elizabeth stated that the committee is looking for more opportunities for wood tones. • Elizabeth reported on discussions regarding how to display art work on walls – tack strips versus large framed moments. At other schools the committee visited, teachers used tape on wall instead of using tack space, which ruined the walls. • The committee discussed the pros and cons of a magnetic display system. Matt said that PDT would discourage using magnetic paint because it is difficult to control the quality of the application. 	
<p>PDT Action</p>	<p>14. <u>Playground Subcommittee Update</u>: Two separate playground subcommittees met due to confusion over the location of the meeting.</p> <ul style="list-style-type: none"> • PDT will assist the playground committee with refining their RFP for design services related to a natural playground. 	

	<p>15. <u>Public Art Subcommittee Update:</u> Mark reported that the committee is looking at carefully documenting the mural at Coffin and displaying it in a multiple frame format at a smaller scale.</p> <ul style="list-style-type: none"> • The committee is also spending time at Coffin to see what objects of interest reside there. • A committee member asked if the new school would display photos of the old school; All agreed this would be best in the administrative area. • A committee member asked that they make sure to keep in mind the new school isn't a museum but a place to celebrate learning. 	
<p>Building Committee Action</p>	<ul style="list-style-type: none"> • Next Building Committee Meeting: The next Building Committee meeting will be Thursday, May 10, 2018 at 6:00 p.m. The location is TBD – please pay attention to future correspondence for allocation. 	
	<ul style="list-style-type: none"> • Adjournment: The meeting was adjourned at 7:30 p.m. <p>END OF MEETING NOTES</p>	