

**Meeting Notes**  
**BRUNSWICK SCHOOL DISTRICT**

<b>Description</b>	Meeting with School Board
<b>Date</b>	November 26, 2012 at Main Street Station
<b>Attendees</b>	<u>PDT</u> : Lyndon Keck, Tracie Reed
<b>Purpose</b>	General discussion concerning Brunswick Junior High School and Coffin Elementary School concept site planning, building

<b>TOPIC</b>	<b>COMMENTS</b>
<b>General</b>	<ol style="list-style-type: none"> <li>1. Facilities Committee Chair, Richard Ellis, provided background to the School Board on the process that has led up to this meeting, beginning with the research that was done by Harriman Associates last year, the decision to focus on the Coffin and Junior High School site and the meetings that PDT Architects has had with the Facilities Committee thus far. In short, PDT was charged with finding a way to move the bus garage from the existing site, enlarge Coffin and renovate Brunswick Junior High School. He noted that all the information from the meeting would be available to the public on the District's website.</li> </ol>
<b>Bus Garage</b>	<ol style="list-style-type: none"> <li>2. Lyndon noted that PDT Architects had explored the possibility of four sites for relocating the bus garage.               <ol style="list-style-type: none"> <li>a. One of the options investigated was the possibility of a site at the Brunswick Naval Air Station. Unfortunately, the redevelopment of the Air Station is slow moving and it does not appear that this site will be an option which can be explored if the garage is to move in the next few years.</li> <li>b. The New Brunswick "Commerce Center," has a 12.54 acre parcel that was considered. The site does not have any existing infrastructure; road, utilities, etc. and also has a wetland running through the center of the site. Development is possible, but it would be costly.</li> <li>c. The Brunswick Business Park at Greenwood and Industrial Parkway has a 2.45 acre parcel that is available for sale. The owner of the site would consider selling the site, a build/lease option or a built/lease with an option to buy arrangement. There is a wetland on this site but permitting has been obtained which allows its infill and the site has existing utilities.</li> <li>d. The Times Record site, across from the Public Works Department is the most viable site. It is already owned by the town, has existing utilities, and an existing building which could be utilized. There would need to be updates and an addition added to this building to support office space.</li> <li>e. Lyndon noted that PDT is developing a matrix which compares the three sites and their respective advantages and disadvantages and will share it with the committee when it is complete.</li> </ol> </li> </ol>
<b>Site Concepts</b>	<ol style="list-style-type: none"> <li>3. PDT presented three site plan options which reflect revisions to earlier plans that were presented to the Facilities Committee of the School Board earlier in the month.               <ol style="list-style-type: none"> <li>a. Option D: Features a parent drop-off spine between the schools with buses stacked in front of Coffin Elementary School.</li> <li>b. Option E: Has a bus-only interior spine between the schools and a linear parent drop-off area in front of Coffin Elementary School.</li> <li>c. Option F: Is a variation on Option E. Like Option E it features a bus-only interior spine between the schools, but integrates the parking lot and parent drop-off area to provide many options for exiting after parents pick up their children.</li> </ol> </li> <li>4. Feedback on the options:               <ol style="list-style-type: none"> <li>a. Concern was expressed by a Board Member about walkers and bikers. It was noted that double-wide sidewalks are preferable for paths leading to the school from the different neighborhood because they allow parents to walk alongside their children and walkers to</li> </ol> </li> </ol>

TOPIC	COMMENTS
	<p>share the sidewalks safely. Concern was also expressed on the safety of getting across the site on foot, i.e. trying to cross the interior spine. Lyndon noted that raised speed tables would be provided connecting sidewalks and plazas running through the site to slow traffic and help guide pedestrians on where to cross. There was agreement that how the site connects to the existing bike path should be strengthened as bikers are likely to take the path of least resistance into the site from that path.</p> <ul style="list-style-type: none"> <li>b. The Chair of the School Board asked if the options had been run by public safety officials. Lyndon noted the options had not yet been run by the officials but that PDT was ready to do so. He said PDT was waiting for a decision on a direction to take regarding the options before meeting with public safety officials.</li> <li>c. Concern was expressed regarding the proximity of the entrances to parking and drop-off spaces for teachers and parents who may be carrying supplies in or have accessibility issues. Lyndon noted that the policies regarding loading and unloading of equipment is policy related, and that all districts handle the issue differently.</li> <li>d. Board members spoke in favor and against having a curb cut for parent drop-off on Barrows Street. PDT noted it had been considered but there was agreement that this tree-lined portion of the site should not be disturbed if possible.</li> <li>e. The Board noted that it highly valued the input of Craig Worth, Director of Grounds and Transportation and the school administrators on the site layout.</li> <li>f. It was noted the North side of the site, is lined with parking, and as the public side of the school, it was remarked that is unfortunate that the program could not be easily flipped to have fields on the north side of the site and parking on the south side. Lyndon noted that this had been considered, and that there were also great advantages to having the playing fields and gardens on the south side of the site, in addition to the existing program of the buildings which lends itself to having the entrances of the schools on the north side of the site.</li> <li>g. There was a strong preference expressed for Site Plan Option D which PDT will work to refine.</li> </ul>
<b>Coffin</b>	<p>5. Lyndon presented an updated option for Coffin Elementary based on feedback received at the previous Facilities Committee meeting. The option features a three-wing school with a central spine for the gym, library, cafeteria and administration. There is a kindergarten and pre-kindergarten wing, an existing eleven classroom wing and a new ten classroom wing which also houses the kitchen, cafeteria and art/music classrooms. There are student commons in the 1<sup>st</sup> and 2<sup>nd</sup> grade wings. The plan offers the option of a second entrance facing the center of the site to facilitate parent drop-off and pick-up. The proposed additions and changes are intended to facilitate a phased construction sequence which would allow the school to be occupied during construction and minimize disruption.</p> <ul style="list-style-type: none"> <li>a. Board members asked if teachers had been given the opportunity to present feedback on the option yet, and Lyndon noted that they had not but that PDT Architects was ready to meet with them.</li> <li>b. It was noted that there is disparity in sizes of classrooms within the proposed kindergarten and prekindergarten areas. Lyndon noted that this resulted from PDT's efforts to utilize as much of the existing structure as possible. Board members also noted that the fireplaces, which are retained in the concept are not popular with teachers. A former teacher also noted that students have injured themselves on the brick wall.</li> <li>c. It was suggested that PDT speak with staff at Harriet Beecher Stowe Elementary School regarding the layout of their cafeteria. Some adjustments were made after the first year of operation and it would be helpful to learn why these changes were deemed necessary.</li> <li>d. The question was poised regarding bathrooms in the Kindergarten and Pre-Kindergarten wing. Lyndon noted that it is customary for these spaces to have bathrooms in their classrooms.</li> </ul>



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<b>Junior High School</b>	<p>6. The Junior High School concept features three, eight classroom houses, with sixth and seventh grades on the first floor and eighth grade on the second floor. A building expansion at the northwest corner of the existing building houses a full-kitchen for the school as well as art, alternative education and student support specialty spaces.</p> <ul style="list-style-type: none"> <li>a. A board member expressed concern over the courtyard in the center of the school, noting that at Brunswick High School a similar space exists and is unusable because birds have taken over the space. Another board member noted that the space at Brunswick High School is also unusable because there are classrooms on either side of the courtyard, and if it is used, it can be distracting to students in adjacent rooms. Lyndon noted that in this case the courtyard/green space results from PDT's attempts to improve circulation within the school and in avoiding the creation of windowless classrooms.</li> <li>b. It was noted that the seventh grade common area is a science classroom, and that it might not be wise to demolish a science classroom to make such a common space. Lyndon agreed.</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>7. PDT Architects will meet with teachers, staff and administrators at both Coffin Elementary School and Brunswick Junior High School to allow them to present feedback on the schemes.</li> <li>8. Lyndon is also meeting with Paul Austin, the District's Director of Special Services, to refine how special education classrooms should be configured and located at the two schools to best accommodate and anticipate future needs within the district.</li> <li>9. PDT will revise the program, to reflect the 18-student class size for kindergarten, which will reduce the school size by two classrooms.</li> <li>10. The next meeting will be December 19<sup>th</sup>.</li> </ul>

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