

December 2 2020  
School Building Committee

A meeting of the School Building Committee was held on Wednesday, December 2, 2020 at 5:00 pm. Due to current health department restrictions, the meeting was held through remote participation.

Members present by roll call:

	<u>Present</u>
Donald Humason, Jr.	X
Stefan Czaporowski	X
Stacy Burgess	X
Shannon Barry	X
Chris Carey	X
Ramon Diaz	X
Ralph Figy	absent
Bryan Forrette	absent
Shelly Hazlett	X
Bridget Matthews-Kane	X – entered at 5:20 pm
Bill Parks	X – entered at 5:15 pm
Brian Sullivan	X
Cindy Sullivan	X
Tammy Tefft	X
Chris Tolpa	X
Lisa Benoit	<u>X</u>
	12

Also in attendance:

OPM-P3 Representatives: Dan Pallotta and Rob Todisco

Caolo & Bieniek Representatives: Curtis Edgin, Bert Gardner, and Jim Hannifin

Cindy Minicucci, Superintendent's Secretary

At 5:01 pm Chairman Donald Humason called the meeting to order.

2. Audio recording or video recording of open session: video recording for Channel 15

3. Approval of November 4, 2020 School Building Committee meeting minutes:

Cindy Sullivan moved, Ramon Diaz seconded to approve the September 9, 2020 School Building Committee meeting minutes as presented.

	<u>YES</u>	<u>NO</u>
Donald Humason, Jr.	X	
Stefan Czaporowski	X	
Stacy Burgess	X	

Shannon Barry	X
Chris Carey	X
Ramon Diaz	X
Ralph Figy	absent
Bryan Forrette	absent
Shelly Hazlett	X
Bridget Matthews-Kane	entered at 5:20 pm
Bill Parks	entered at 5:15 pm
Brian Sullivan	X
Cindy Sullivan	X
Tammy Tefft	X
Chris Tolpa	X
Lisa Benoit	<u>X</u>
	12 motion passes

4. Schedule update from OPM

Dan Pallotta reported that the Educational Plan has been completed and update would be shared regarding the Preliminary Design Program.

5. Preliminary Design Program (PDP) update

Bert Gardner shared a PowerPoint presentation with the committee (attached). The purpose of the Preliminary Design Program (PDP) is to define the programmatic functional, special, and environmental requirements of the educational facility to meet the District's Education Plan.

He reviewed a PowerPoint presentation regarding the following:

- Summary of Program Variations
  - Single school enrollment: exceeds MSBA allotment by 9,070 nsf
  - Consolidated school enrollment: exceeds MSBA allotment by 11,272 nsf
- Site Development update
  - Considering options for acquiring/developing residential abutters on Franklin Street
- Initial Space Summary
  - Single Space summary and Consolidated space summary
- Single School Grossing Factoring
- Evaluation of existing conditions
  - Most consultants have completed on-site visits: Geo-Tech, Hazardous Materials, Environmental Site Assessment (in progress), Structural, Mechanical, Plumbing, Fire Protection, Electrical, Architectural, and Landscape Architectural

6. Land Acquisition update

Mayor Humason and Superintendent Czaprowski provided an update regarding the two (2) parcels of land. The City has reached out to both property owners.

7. Any other items not reasonably anticipated 48 hours prior to the meeting  
Tammy Tefft reminded everyone that the next meeting was scheduled for December 15, 2020 at 5:00 pm. The agenda will be posted and distributed.

8. Adjourn

At 6:07 pm Tammy Tefft moved, Ramon Diaz seconded to adjourn the meeting.

The following roll call vote was taken:

	<u>YES</u>	<u>NO</u>
Donald Humason, Jr.	X	
Stefan Czaporowski	X	
Stacy Burgess	X	
Shannon Barry	left meeting at 5:57 pm	
Chris Carey	left meeting at 6:00 pm	
Ramon Diaz	X	
Ralph Figy	absent	
Bryan Forrette	absent	
Shelly Hazlett	X	
Bridget Matthews-Kane	X	
Bill Parks	X	
Brian Sullivan	X	
Cindy Sullivan	X	
Tammy Tefft	X	
Chris Tolpa	X	
Lisa Benoit	<u>X</u>	
	12	

A true copy, Attest:

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Donald Humason, Jr. Chair  
Westfield School Building  
Westfield School Committee

DH/cm

Minutes approved: December 15, 2020 meeting

# Westfield Elementary School Project

## PDP Update

Building Committee Meeting  
December 3, 2020

### SUMMARY:

The purpose of the Preliminary Design Program (PDP) is to define the programmatic functional, special, and environmental requirements of the educational facility to meet the District's Educational Program

### TOPICS:

- Introduction
- Educational Program Variations with MSBA Standard Allotments (Single and Dual Enrollment programs)
- STE(AM) Classroom
- Evaluation of Existing Conditions
- Site Development Update
- Building Organizations
- Classroom Neighborhood
- Sample Options



### SUMMARY of Program Variations:

#### Single School Enrollment: Exceeds MSBA Allotment by 9,070 nsf

- \* Single School (395 Student) = Program Area of 31,603 nsf.
- \* Initial Space Summary Program = 40,673 nsf

#### Consolidated School Enrollment: Exceeds MSBA Allotment by 11,272 nsf

- \* Consolidated School (395 Students) = Program Area of 44,757 nsf
- \* Initial Space Summary Program = 56,029 nsf

### Initial Space Summary – Single Enrollment

Core Academic:

Program Space	MSBA Allowance	Proposed
Prekindergarten	0	2 @ 1,200 nsf ea.
STE	Per Policy	1@ 1080 nsf
STE Storage	Per Policy	1@ 120 nsf
E.L.L.	0	2 @ 500 nsf ea.
Breakout	0	3@ 400 nsf ea

Note: This program category **EXCEEDS** the MSBA standard Allotment by 5,800 nsf



### Initial Space Summary – Single Enrollment

Special Education:

Program Space	MSBA Allowance	Proposed
Self-Contained Classroom	2 @ 900 – 1,000 nsf	0
OT	0	1 @ 500 nsf ea.
PT	0	1@ 500 nsf ea.
Speech	0	1@ 500 nsf ea.
SPED Pullout	0	3@ 500 nsf ea.
Small Group Room/ Read'g	1 @ 500 nsf	6 @ 100 nsf ea.
Sensory	0	3@ 100 nsf ea
Reading Classroom	0	1 @ 950 nsf

### Initial Space Summary – Single Enrollment

Special Education (Continued)

Program Space	MSBA Allowance	Proposed
School Psychologist	0	1@ 150 nsf
SPED Supervisor	0	1@ 200 nsf
ETL	0	1@ 150 nsf
Behaviorist Office	0	1 @ 150 nsf?

Note: This program category **EXCEEDS** the MSBA standard Allotment by 3,100 nsf



## Initial Space Summary – Single Enrollment

Art & Music:

Program Space	MSBA Allowance	Proposed
Music Classroom	1 @ 1,200 nsf	1 @ 1,300 nsf

Note: This program category **EXCEEDS** the MSBA standard Allotment by 100 nsf

## Initial Space Summary – Single Enrollment

Dining & Food Service:

Program Space	MSBA Allowance	Proposed
Stage	1 @ 1,000 nsf	1 @ 300 nsf
Pantry	0	1 @ 100 nsf

Note: This program category is **BELOW** the MSBA standard Allotment by 600 nsf



## Initial Space Summary – Single Enrollment

Medical:

Program Space	MSBA Allowance	Proposed
Nurse's Office/ Waiting	1 @ 200 nsf	1 @ 300 nsf
Examination Room/ Rest	1 @ 100 nsf	2 @ 100 nsf

Note: This program category **EXCEEDS** the MSBA standard Allotment by 150 nsf

## Initial Space Summary – Single Enrollment

Administration & Guidance:

Program Space	MSBA Allowance	Proposed
Assistant Principal's Office	0 @ 120 nsf	1 @ 120 nsf

Note: This program category **EXCEEDS** the MSBA standard Allotment by 120 nsf

We have retained the Spare Office but if there is no program need for a spare office (i.e. SRO space) the Assist. Principal may use the spare office without increasing the MSBA Program Allotment.



## Initial Space Summary – Single Enrollment

Other:

Program Space	MSBA Allowance	Proposed
E.L. Office	0	1 @ 150 nsf
Community Center	0	1 @ 250 nsf

Note: This program category **EXCEEDS** the MSBA standard Allotment by 400 nsf

## Initial Space Summary – Consolidated Enrollment

Core Academic:

Program Space	MSBA Allowance	Proposed
Prekindergarten	0	2 @ 1,200 nsf ea.
STE Classroom	Per Policy	1 @ 1080 nsf
STE Storage	Per Policy	1 @ 120 nsf
E.L.L.	0	2 @ 500 nsf ea.
Breakout	0	5 @ 400 nsf ea.

Note: This program category **EXCEEDS** the MSBA standard Allotment by 6,400 nsf

Proposed changes to Administrative Organization indicates a plan to provide 4 teachers per grade level. The Initial Space Summary for General Classrooms does not reflect 16 classrooms to support this need (currently carries 14 per MSBA Standards)



## Initial Space Summary – Consolidated Enrollment

Special Education:

Program Space	MSBA Allowance	Proposed
Self-Contained Classroom	3 @ 900 – 1,000 nsf	0
OT	0	1 @ 500 nsf ea
PT	0	1 @ 500 nsf ea
Speech	0	1 @ 500 nsf ea.
SPED Pullout	0	5 @ 500 nsf ea.
Small Group Room/ Reading	1 @ 500 nsf	10 @ 100 nsf ea.
Sensory	0	5 @ 100 nsf ea
Reading Classroom	0	1 @ 950 nsf

## Initial Space Summary – Consolidated Enrollment

Special Education:

Program Space	MSBA Allowance	Proposed
School Psychologist	0	1 @ 150 nsf
SPED Supervisor	0	1 @ 200 nsf
ETL	0	1 @ 150 nsf
Behaviorist Office	0	1 @ 150 nsf?

Note: Excluding Reading and Behaviorist Office, this program category EXCEEDS the MSBA standard Allotment by 3,750 nsf



## Initial Space Summary – Consolidated Enrollment

Art & Music:

Program Space	MSBA Allowance	Proposed
Music Classroom	1 @ 1,200 nsf	1 @ 1,300 nsf

Note: This program category EXCEEDS the MSBA standard Allotment by 100 nsf

## Initial Space Summary – Consolidated Enrollment

Health & Physical Education:

Program Space	MSBA Allowance	Proposed
Gym Storeroom	1 @ 150 nsf	1 @ 500 nsf

Note: This program category EXCEEDS the MSBA standard Allotment by 350 nsf



## Initial Space Summary – Consolidated Enrollment

Dining & Food Service:

Program Space	MSBA Allowance	Proposed
Stage	1 @ 1,000 nsf	1 @ 300 nsf
Pantry	0	1 @ 200 nsf

Note: This program category is BELOW the MSBA standard Allotment by 500 nsf

## Initial Space Summary – Consolidated Enrollment

Medical:

Program Space	MSBA Allowance	Proposed
Nurse's Office/ Waiting	1 @ 200 nsf	1 @ 300 nsf

Note: This program category EXCEEDS the MSBA standard Allotment by 50 nsf



## Initial Space Summary – Consolidated Enrollment

Administration & Guidance:

Program Space	MSBA Allowance	Proposed
Assistant Principal's Office	0 @ 120 nsf	1 @ 120 nsf
Guidance Office	1 @ 150 nsf	2 @ 150 nsf

Note: This program category **EXCEEDS** the MSBA standard Allowment by 270 nsf

We have retained the Spare Office, but if there is no program need for a spare office (i.e. SRO space) the Assist. Principal may use the spare office without increasing the MSBA Program Allowment.

## Initial Space Summary – Consolidated Enrollment

Other:

Program Space	MSBA Allowance	Proposed
E.L. Office	0	1 @ 150 nsf
Community Center	0	1 @ 500 nsf

Note: This program category **EXCEEDS** the MSBA standard Allowment by 650 nsf



## Initial Space Summary – STE Classrooms

The Educational Programs define a very robust and well integrated STEAM program. The MSBA is recently supporting STE Classrooms which meet their Guidelines. Most significantly:

- Districts must articulate the need for these spaces in the educational program and provide budget confirmation that this room will have a dedicated teacher that has been trained in science and safety
- If the District cannot indicate that the room will be properly staffed in this way, the MSBA may decline to participate in funding for this space, at the MSBA's discretion.
- With these new guidelines, the MSBA will require more rigorous information related to the safety systems and training required associated with these spaces. Therefore, within the Science and Vocations and Technology (non-Chapter 74) sections of the educational program, the MSBA will be looking for information related to the staffing, professional development, safety systems, and safety policies for STE rooms, Science Labs, and Technology/Engineering rooms. The District should include information in the educational program regarding the intended use of the space, associated STE equipment and identify specific safety protocols and systems based on these intended uses.

## Evaluation of Existing Conditions

Most Consultants have been completed their on-site visits:

- Geo-Tech
- Hazardous Materials
- Environmental Site Assessment (still collecting information from the City)
- Structural
- Mechanical, Plumbing Fire Protection
- Electrical
- Architectural
- Landscape Architectural

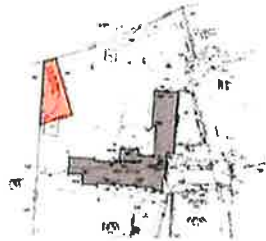
A site survey has been completed for use by our Civil Engineer and Landscape Architects



## Site Development Update

Considering options for acquiring/ developing residential abutters on Franklin Street

The Site Survey identified a portion of the school grounds which may not be under the City's Ownership and Control. This area is no longer being considered for development.



## Single School Grossing Factor

- MSBA Program = 31,603 nsf
- MSBA Grossing Factor = 1.11
  - 35,100 GSF Max.

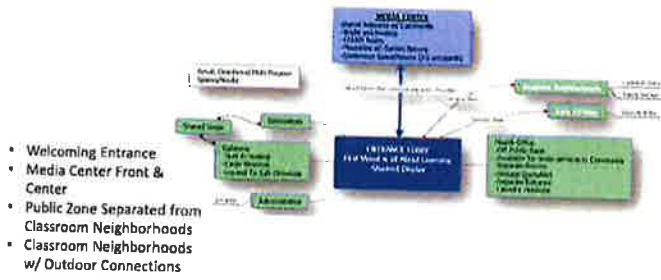
- Program = 31,603 nsf
- MEP Need = 1,520 nsf
- Circulation = 2,519 nsf (6 ft double loaded corridors) (8 inch exterior walls)

- Yields 37,918 GSF (Grossing Factor = 1.2)

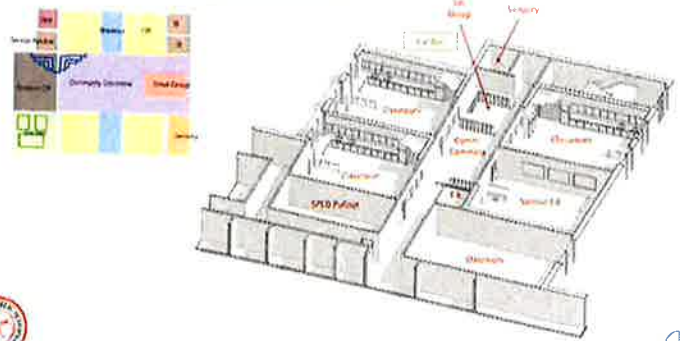




## Whole School Diagram

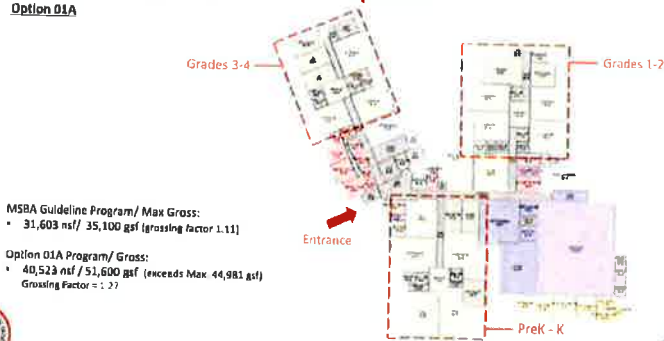


## Classroom Neighborhood



## Sample Single Enrollment Option

Option 01A



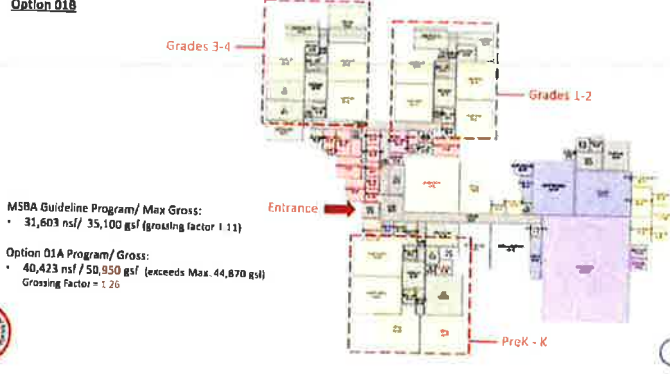
## Sample Single Enrollment Option

Option 01A



## Sample Single Enrollment Option

Option 01B



## Sample Single Enrollment Option

Option 01B

