



## Center Elementary School Project

Hopkinton Elementary School Building Committee

89 Hayden Rowe Street  
Hopkinton, MA 01748

### Meeting Minutes

Hopkinton Elementary School Building Committee

September 27, 2010 7:00 PM

School Administration Bldg. Conference Room

#### Attendees:

Rebecca Robak, chair

Brian Main

Tom Gaston

Jim Hervol

Joe Karner

Jen Parsons

Jack Phelan

Andrew Wailgum

David Finney, Design Partnership

Dawn Guarriello, Design Partnership

Dave Warner, Warner Larson, Inc

Marie Adams, Maryann Thompson Architects

Maryann Thompson, Maryann Thompson Architects.

Chairperson Rebecca Robak brought the meeting to order at 7:04PM and introduced Troy Mick, School Committee member, who was present to keep up-to-date with the work of the design phase.

The committee reviewed invoice 3114 from Action Copy Plus which related to document preparation work for the committee. Joe Karner moved and Andrew Wailgum seconded a motion to pay the invoice in the amount of \$88.00. The motion passed unanimously.

Brian Main explained a requirement for the committee to retain the services of a professional to provide check estimates of the design work for the study. This is a service to verify the cost estimates provided by Design Partnership during the feasibility study and is required by the MSBA for review. Brian recommended the firm of D.G. Jones who has provided the Town with similar services for the High School design work. David Finney of Design Partnership indicated that they had worked with the firm in the past and held them in high regard. Their quote was for \$9,500, down from an original estimate of \$13,250. Several questions were asked, including whether or not this cost had been budgeted in the Feasibility Study. Brian assured us it had. Joe Karner moved and Jim

Hervol seconded a motion to retain the firm of D.G. Jones for the cost estimate work for the amount of \$9,500.00. The motion passed unanimously.

David Finney of Design Partnership went through a discussion of site soil analysis (geotechnical estimates) provided by Weber Engineering. The analysis indicated that the soils at the site were mainly consistent, and while it perked well, *it would not provide good structural support for footings for the new building*. It is anticipated that this will be a requirement for proper fill to be brought to the site for this purpose, and this will add to the site costs.

David Finney continued with a discussion of the results of meetings with district educators on 9/14/10, 9/15/10, and 9/22/10. There were a few suggestions that David wanted to discuss with the committee, including:

- Air conditioning – it was recommended by the committee after some discussion that AC in the new building would be provided to the Administration, Guidance, and Library and Tech Lab areas. This is what the elementary school has in place.
- Pods – it was generally thought that the tradeoff between classroom space and pods came down on the side of larger classrooms.
- Guidance classroom – it was generally felt that a dedicated classroom would not be required for this component.
- Lockers and cubby storage – it was generally agreed that for students in grades 2-5 that lockers were appropriate, however 1<sup>st</sup> graders would be better served by cubbies, and K and Pre-K would have cubbies in their classrooms.
- It was generally agreed that flooring material which exhibited improved (reduced) acoustic properties should be evaluated.
- It was generally agreed that connecting doors between adjacent classrooms should be pursued.
- It was agreed that a single gym office and shower facility was sufficient.

Rebecca Robak asked David Finney to lead the committee through a brief status/process update. David explained the Ed Spec was ready to submit. He was interested in getting a recommendation approving the work on the Ed Spec before going before the full School Committee for their approval. Jack Phelan moved and Jen Parsons seconded a motion to recommend the Ed Spec as submitted to the committee (dated 9/22/10 **NOTE, a copy of this Spec should be submitted with the approved minutes**). The motion passed unanimously.

Dave Warner of Warner Larson, a landscape architect, then led the committee through a number of road configurations for the site, discussing tradeoffs. This initiated a good deal of discussion. It was the committee's opinion that a driveway coming in from Victory Lane would be preferable to a primary connection from the spine road, particularly due to yet to be completed environmental scrutiny and drainage concerns of the spine road at Fruit Street.

Maryann Thompson, Maryann Thompson Architects, then led her team in a presentation of several models of the proposed physical structure on a topographical model of the site. The Thompson team was looking for some input from the committee of preferences of

roof configurations and exterior building material, and an extended discussion ensued discussing tradeoffs.

Jim Hervol moved and Jen Parsons seconded a motion to adjourn at 9:44PM. The motion carried unanimously.

**Proposed Space Summary- Elementary Schools**  
**4 streams K-5, plus PK; enrollment 540 K-5, 66 PK**

Center ES at Fruit St.		Existing Conditions		
ROOM TYPE	ROOM NFA <sup>1</sup>	# OF RMS	area totals	
<b>A. CORE ACADEMIC SPACES</b>				<b>0</b>
<i>(List classrooms of different sizes seperately)</i>				
1	Pre-Kindergarten classroom			
	Pre-Kindergarten- toilet			
2	Kindergarten classroom			
	Kindergarten- toilet			
3	General Classrooms - Grade 1-5			
<b>B. SPECIAL EDUCATION</b>				<b>0</b>
<i>(List rooms of different sizes seperately)</i>				
1	Self-Contained SPED			
2	Self-Contained SPED - toilet			
3	Resource Room			
4	Small Group Room / Reading			
5	PreK OT/PT, Sensory Room			
6	Self-contained Collaborative classroom			
	Self-contained Collaborative classroom- toilet			
7	K-5 OT/PT, Sensory Room			
8	Speech/Language Office (2@Pre-K)			
9	BCBA Office & Conference			
10	Sp. Ed. Conference			
11	Testing			
12	Team Chair Office & Conference			
13	ELL			
14	Math Tutor			
<b>C. ART &amp; MUSIC</b>				<b>0</b>
1	Art Classroom - 25 seats			
2	Art Workroom w/ Storage & kiln			
3	Music Classroom / Large Group - 25-50 seats			
4	Music Practice/ Ensemble			
5	Music Office, Library, Storage			
<b>D. HEALTH &amp; PHYSICAL EDUCATION</b>				<b>0</b>
1	Gymnasium			
2	Gym Storeroom, Interior			
3	Gym Storeroom, Exterior			
4	Health Instructor's Office w/Shower & Toilet			
<b>E. MEDIA CENTER</b>				<b>0</b>
1	Media Center/Reading Room			
	Media Center workroom			
2	Head end./Media Equip Storage			
	Level Book Reading Room			
<b>F. DINING &amp; FOOD SERVICE</b>				<b>0</b>
1	Cafeteria/Dining (based on 3 seatings, no PK)			
2	Stage			
3	Chair/Table/Equipment Storage			
4	Kitchen			
5	Staff Lunch Room			
<b>G. MEDICAL</b>				<b>0</b>
1	Medical Suite Toilet			
2	Nurses' Office/Waiting Room			
3	Examination Room / Resting			
<b>H. ADMINISTRATION &amp; GUIDANCE</b>				<b>0</b>
1	General Office / Waiting Room/Toilet			

PROPOSED								
Existing to Remain/Renovated			New			Total		
ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals
		0			28,600			28,600
			1,150	4	4,600	1,150	4	4,600
			50	4	200	50	4	200
			1,150	4	4,600	1,150	4	4,600
			50	4	200	50	4	200
			950	20	19,000	950	20	19,000
		0			7,460			7,460
			950	2	1,900	950	2	1,900
			50	2	100	50	2	100
			500	3	1,500	500	3	1,500
			250	2	500	250	2	500
			500	1	500	500	1	500
			950	1	950	950	1	950
			50	1	50	50	1	50
			500	1	500	500	1	500
			100	4	400	100	4	400
			200	1	200	200	1	200
			200	1	200	200	1	200
			80	2	160	80	2	160
			200	1	200	200	1	200
			150	1	150	150	1	150
			150	1	150	150	1	150
		0			3,000			3,000
			1,000	1	1,000	1,000	1	1,000
			300	1	300	300	1	300
			1,200	1	1,200	1,200	1	1,200
			175	2	350	175	2	350
			75	2	150	75	2	150
		0			6,450			6,450
			6,000	1	6,000	6,000	1	6,000
			150	1	150	150	1	150
			150	1	150	150	1	150
			150	1	150	150	1	150
		0			3,900			3,900
			2,850	1	2,850	2,850	1	2,850
			250	1	250	250	1	250
			400	1	400	400	1	400
			400	1	400	400	1	400
		0			6,320			6,320
			2,700	1	2,700	2,700	1	2,700
			1,000	1	1,000	1,000	1	1,000
			380	1	380	380	1	380
			1,840	1	1,840	1,840	1	1,840
			400	1	400	400	1	400
		0			610			610
			60	1	60	60	1	60
			250	1	250	250	1	250
			100	3	300	100	3	300
		0			2,415			2,415
			300	1	300	300	1	300

MSBA Guidelines (refer to MSBA Educational Program & Space Standard Guidelines)			
ROOM NFA <sup>1</sup>	# OF RMS	area totals	Comments
	23	22,850	
1,200		-	MSBA accepts variance
1,200	4	4,800	1,100 SF min - 1,300 SF max
950	19	18,050	900 SF min - 1,000 SF max
		6,040	
950	4	3,800	8% of pop. in self-contained SPED
60	4	240	
500	3	1,500	1/2 size Genl. Clrm.
500	1	500	1/2 size Genl. Clrm.
		3,800	
1,000	2	2,000	assumed schedule 2 times / week / student
150	2	300	
1,200	1	1,200	assumed schedule 2 times / week / student
75	4	300	
		6,300	
6,000	1	6,000	6000 SF Min. Size
150	1	150	
150	1	150	
		3,100	
3,100	1	3,100	
		7,505	
4,050	1	4,050	2 seatings - 15SF per seat
1,000	1	1,000	
380	1	380	
1,840	1	1,840	1600 SF for first 300 + 1 SF/student Add'l
235	1	235	20 SF/Occupant
		610	
60	1	60	
250	1	250	
100	3	300	
		2,405	
420	1	420	

HESBC program reconciled to MSBA guidelines

**Proposed Space Summary- Elementary Schools  
4 streams K-5, plus PK; enrollment 540 K-5, 66 PK**

22-Sep-10

Center ES at Fruit St.		Existing Conditions		
ROOM TYPE	ROOM NFA <sup>1</sup>	# OF RMS	area totals	
2	Teachers' Mail and Time Room			
3	Duplicating Room			
4	Records Room			
5	Principal's Office w/ Conference Area			
6	Principal's Secretary / Waiting			
7	Assistant Principal's Office			
8	Supervisory / Spare Office			
9	Conference Room			
10	Guidance Office			
11	Guidance Storeroom			
12	School Adjustment Counselor			
13	School Psychologist			
14	Teachers' Work Room			
15	Pre-K Offices and Conferences			
<b>J. CUSTODIAL &amp; MAINTENANCE</b>				<b>0</b>
1	Custodian's Office			
2	Custodian's Workshop			
3	Custodian's Storage			
4	Recycling Room / Trash			
5	Receiving and General Supply			
6	Storeroom			
7	Network/Telecom Room			
<b>K. OTHER</b>				<b>0</b>
1	Health Classroom			
2	Pre-K Program Storage			
3	Computer Lab			
Total Building Net Floor Area (NFA)				<b>0</b>
Proposed Student Capacity/Enrollment				
Total Building Gross Floor Area (GFA) <sup>2</sup>				
Grossing factor (GFA/NFA)				

PROPOSED								
Existing to Remain/Renovated			New			Total		
ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals
			100	1	100	100	1	100
			150	1	150	150	1	150
			110	1	110	110	1	110
			250	1	250	250	1	250
			0	0	-	0	0	-
			150	1	150	150	1	150
			0	0	-	0	0	-
			250	1	250	250	1	250
			150	2	300	150	2	300
			35	1	35	35	1	35
			0	0	0	0	0	0
			120	1	120	120	1	120
			150	3	450	150	3	450
			100	2	200	100	2	200
			<b>0</b>		<b>1,900</b>			<b>1,900</b>
			150	1	150	150	1	150
			375	1	375	375	1	375
			375	1	375	375	1	375
			400	1	400	400	1	400
			200	1	200	200	1	200
			200	1	200	200	1	200
			200	1	200	200	1	200
			<b>0</b>		<b>2,050</b>			<b>2,050</b>
			950	1	950	950	1	950
			100	1	100	100	1	100
			1,000	1	1,000	1,000	1	1,000
			<b>0</b>		<b>62,705</b>			<b>62,705</b>
								<b>93,430</b>
								<b>1.49</b>

MSBA Guidelines (refer to MSBA Educational Program & Space Standard Guidelines)			
ROOM NFA <sup>1</sup>	# OF RMS	area totals	Comments
100	1	100	
150	1	150	
110	1	110	
375	1	375	
125	1	125	
120	0	-	
120	1	120	
250	1	250	
150	2	300	
35	1	35	
420	1	420	
		<b>1,900</b>	
150	1	150	
375	1	375	
375	1	375	
400	1	400	
280	1	280	
360	1	360	
200	1	200	
		<b>0</b>	
		<b>54,510</b>	
<b>K - 5</b>	<b>540</b>		
<b>Pre-K</b>	<b>66</b>		
		<b>82,080</b>	
		<b>1.51</b>	

<sup>1</sup> Individual Room Net Floor Area (NFA) Includes the net square footage measured from the inside face of the perimeter walls and includes all specific spaces assigned to a particular program area including such spaces as non-communal toilets and storage rooms.

<sup>2</sup> Total Building Gross Floor Area (GFA) Includes the entire building gross square footage measured from the outside face of exterior walls

**Architect Certification**

I hereby certify that all of the information provided in this "Proposed Space Summary" is true, complete and accurate and, except as agreed to in writing by the Massachusetts School Building Authority, in accordance with the guidelines, rules, regulations and policies of the Massachusetts School Building Authority to the best of my knowledge and belief. A true statement, made under the penalties of perjury.

Name of Architect Firm: \_\_\_\_\_

Name of Principal Architect: \_\_\_\_\_

Signature of Principal Architect: \_\_\_\_\_

Date: \_\_\_\_\_