

## MEETING MINUTES



Project: Newton Countryside Elementary School  
 Subject: School Building Committee  
           Meeting/Community Meeting  
 Location: Zoom Conference Call  
 Distribution: Attendees, Project File

Project No: 22-0123  
 Meeting Date: 08/28/24  
 Time: 6:00 PM  
 Prepared By: Andrea O'Toole

| Present | Name             | Affiliation                      | Present | Name                  | Affiliation   |
|---------|------------------|----------------------------------|---------|-----------------------|---------------|
|         | Jonathan Yeo*    | Chief Operating                  |         | Mike Burton           | DWMP          |
|         | Ruthanne Fuller  | Mayor                            |         | Christina Dell Angelo | DWMP          |
| ✓       | Emily Penner*    | School Committee                 |         | Mike Cox              | DWMP          |
|         | Anna Nolin       | Superintendent of                | ✓       | Andrea O'Toole        | DWMP          |
| ✓       | Josh Morse* WG   | Commissioner of Public Buildings |         | Rebecca Gavin         |               |
| ✓       | Beth Herlihy* WG | Principal Countryside            | ✓       | Steve Brown           | DWMP          |
|         | Ayesha Farag*    | Asst. Superintendent             |         | Donna DiNisco         | DiNisco       |
|         | Maureen          | Chief Financial                  |         | Jim Shuttleworth      | DiNisco       |
|         | Nick Read        | Chief Procurement                | ✓       | Vivian Low            | DiNisco       |
| ✓       | Jini Fairley     | ADA Coordinator                  | ✓       | Anne Davis Woodacre   | DiNisco       |
|         | Maura Tynes WG   | Director of                      | ✓       | Amy Mackrell          | DRC           |
|         | Tamika Olszewski | School Committee                 |         | Ambrose Donavan       | DRC           |
|         | Liam Hurley* WG  | Asst. Superintendent/            |         | Barney Heath -        | DRC           |
| ✓       | Andreae Downs*   | City Council                     | ✓       | Carol Schein          | DRC           |
| ✓       | David Kalis*     | City Council                     | ✓       | David Gillespie       | DRC           |
|         | Bill Humphrey    | City Council                     |         | Rob Hnasko            | DRC           |
|         | Andrew Lee       | Asst. City Solicitor             | ✓       | Jonathan Kantar       | DRC           |
| ✓       | Stephanie Gilman | Dir. Planning, Project           |         | Peter Barrer          | DRC           |
|         | David Stickney   | Director of Facilities           |         | SingNing Kuo          | DRC           |
| ✓       | Alex Valcarce WG | Deputy Commissioner              |         | Steve Siegel          | DRC           |
|         | Mike Pierce      | Resident                         |         | Adam Bernstein        | DRC Comm      |
|         | Zachary Sarver   | Resident                         |         | Denitsa Daneva        | DRC Comm      |
|         | Lori Zinner*     | Resident                         | ✓       | Ellen Light           | DRC Co- Chair |
| ✓       | Barry Greenstein | School Committee                 | ✓       | Tom Gloria            | DRC Co-Chair  |
|         | Kaitlyn Spiegel  | Resident                         | ✓       | Stacy Klickstein      | School        |
|         | Alan Rao         | Resident                         | ✓       | Christina Oliver      | Resident      |
| ✓       | Andrea Kelley    | School Committee                 |         | Ima Jonsdottir        |               |

\*Voting member

| Item No. | Description   | Action |
|----------|---|--------|
|          | <b>Call to Order: 6:00pm</b>  | Record |
| 1        | <p><b>MSBA 60% CD Submission and Motion to Approve Submission</b></p> <ul style="list-style-type: none"> <li>➤ D&amp;W review of MSBA’s administrative vote request to process with the submission of the 60% CD’s. This is not a certified vote, but a required line item to be completed as part of this submission.</li> </ul> <p><b>A. Downs - I motion to approve the 60% plans to be submitted to the MSBA. Second by J. Morse.</b></p> <ul style="list-style-type: none"> <li>• E. Prenner – Yes</li> <li>• J. Morse – Yes</li> <li>• E. Herlihy – Yes</li> <li>• Greenstein – Yes</li> <li>• Downs – Yes</li> <li>• S. Klickstein – Yes</li> <li>• Stephanie Gillman – Yes</li> </ul> <p style="text-align: center;"><i>7 of the 13 voting members present</i></p> <p>Approve: 7, Reject: 0, Abstain: 0, Motion passes, minutes approved, 7-0-0</p> <ul style="list-style-type: none"> <li>➤ All present members of the Design Review Committee approve with zero rejections or abstentions.</li> </ul> | Record |
| 2.       | <p><b>Building &amp; Site Lighting Follow Up</b></p> <ul style="list-style-type: none"> <li>➤ DiNisco review of the proposed site lighting and planting plan. As requested at the last SC/DRC meeting a photometric plan has been added to the presentation to show light spillage and foot candling.</li> <li>➤ Alternative front plaza lighting was shown by DiNisco in the event the owner would like to remove the proposed tape lighting that is included in the current scope.           <ul style="list-style-type: none"> <li>• E. Prenner – I really like the tape lights. They are very welcoming and look like they will have a lovely glow in the evenings.</li> <li>• S. Gillman – Have we talked about how we are lighting the sign?               <ul style="list-style-type: none"> <li>- V. Low – We have not specified lighting the sign.</li> </ul> </li> </ul> </li> </ul>  | Record |

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|    | <ul style="list-style-type: none"> <li>• D. Gillespie – This is just a reminder to be extremely careful when specifying the strip lighting, as well as proper installation to prevent eye burn.</li> <li>• C. Oliver – Will the lights be on all night?           <ul style="list-style-type: none"> <li>- V. Low – no they will be scheduled if there is afterschool programming or events.</li> </ul> </li> </ul>   |        |
| 3. | <p><b>Building Interior</b></p> <ul style="list-style-type: none"> <li>➤ Cafeteria lighting review and lighting study. The lighting consultants confirmed that there will be plenty of lighting for students to be doing homework after school in the winter months.</li> </ul>   | Record |
| 4. | <p><b>Interior Lighting Study</b></p> <ul style="list-style-type: none"> <li>➤ Hallway lighting has been explored with a team at Cabot Elementary. Cabot was chosen because it mimics the hallway conditions at the new Countryside. The team included B. Herlihy, S. Gillman, E. Prenner, Maura Tynes, DiNisco and D&amp;W and the proposed lighting was approved.</li> </ul>  | Record |
| 5. | <p><b>Project Timeline</b></p> <ul style="list-style-type: none"> <li>➤ 90% CD drawings and specifications will be complete in about a month and will be distributed to the group for review. A third-party reviewing company has been brought on board to review the documents as well.           <ul style="list-style-type: none"> <li>• A. Valcarce – When we get to this review the DRC will provide approval to the Public Building Commissioner that drawings should be put out to bid.</li> <li>• S. Brown – Since this project is going out to bid very close to the end of the year we are up against a few holidays. We would like the SC/DRC to consider meeting earlier than the scheduled 11/27 CES meeting as this is the day before Thanksgiving and we will need approval of the submission to the MSBA.</li> <li>• A. Valcarce – We will send out some alternative times/dates to the group.</li> </ul> </li> </ul> |        |
| 6. | <p><b>DRC/ Resident Questions</b></p> <ul style="list-style-type: none"> <li>➤ C. Schein – I cannot find an overall site plan that included planting and materials together.           <ul style="list-style-type: none"> <li>-V. Low – They (Brown Sardina) separates it out, so it is clearer.</li> </ul> </li> </ul>   | Record |

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|    | <ul style="list-style-type: none"> <li>➤ C. Shein – The planting plan also looks very heavily planted, which may be an issue for ground keeping and planting bed upkeep.           <ul style="list-style-type: none"> <li>- V. Low we can look at lightening it up.</li> </ul> </li> <li>➤ C. Oliver – Where will the soccer nets be located and stored?           <ul style="list-style-type: none"> <li>- A. Valcarce – They will be located in the outfield of the softball field and kept outside year-round. DiNisco to place the field in the drawings</li> </ul> </li> <li>➤ E. Light – Is the MSBA also looking at the drawings when we are?           <ul style="list-style-type: none"> <li>- V. Low – Yes, the MSBA set will be sent at the beginning of October.</li> </ul> </li> <li>➤ A. Mackrell – There are tack boards shown starting at 7 feet in the classrooms. Do the teachers want this? Can they reach them?           <ul style="list-style-type: none"> <li>- V. Low – Yes they do we are giving them space to attach more permanent teaching tools around the white boards. B. Herlihy confirms.</li> </ul> </li> <li>➤ A. Mackrell – Can the wood panel in the library have a curved top? Since it is a custom piece anyways, I think that would look nice.           <ul style="list-style-type: none"> <li>- V. Low – Yes that is a good idea, and we are already looking at that.</li> </ul> </li> </ul> |        |
| 6. | <p><b>Meetings and Milestones:</b><br/>         60% DD Submission to MSBA 8/29/24<br/>         90% DD Submission to MSBA 10/31/2024<br/>         Bidding Begins 12/5/2024<br/>         Construction Contract Award 1/31/2025</p> <p><b>Upcoming Meetings:</b><br/>         DRC Meetings 9/25, 10/30, 11/13 or 11/27 – <b>DRC to confirm which date works best</b><br/>         Traffic and Engineering<br/>         Playground Follow Up<br/>         Public Safety Follow Up<br/>         FF&amp;E (Fall 2024)</p>  | Record |
| 7. | <b>DRC/SC Adjourn: 7:00</b>  | Record |
|    |  |        |

Sincerely,  
**DORE + WHITTIER**  
 Andrea O’Toole

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Assistant Project Manager

Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please submit within 48 hours for incorporation into these minutes.