

## MEETING MINUTES

<b>DATE OF MEETING:</b>	August 15, 2019, 10:00am.		
<b>PROJECT:</b>	Pentucket Regional School District (PRSD)		
<b>PROJECT NO.:</b>	17-0762		
<b>SUBJECT:</b>	Working Group (WG)		
<b>ATTENDEES:</b>			
	Justin Bartholomew (JB)	PRSD Superintendent	Y
	Jonathan Seymour (JS)	Pentucket HS Principal	Y
	Ken Kelley (KK)	Pentucket MS Principal	N
	Wayne P. Adams (WA)	Pentucket	N
	Greg Labrecque (GL)	Business Manager	N
	Greg Hadden (GH)	PRSD Facilities Director	Y
	Jon Lemieux (JL)	Vertex	Y
	Steve Theran (ST)	Vertex	Y
	Dena Trotta (DT)	PRSD, School Committee Vice-Chair	N
	Lisa O'Connor (LO)	PRSD, School Committee Chair	N
	Brad Dore (BD)	Dore & Whittier Architects Inc. (D+W)	Y
	Jason Boone (JBo)	D+W	Y*
	Josh Hagan (JH)	D+W	Y
	Nick Beck (NB)	D+W	Y*
	Giovanna Chaisson (GC)	D+W	Y
	Mark Marshall (MM)	D+W	N
	Margaret Daly	D+W	Y
	Abdias Jimnian	D+W	Y
	Erica Warner	D+W	N
	María Fernández-Donovan (MFD)*	D+W	Y
This format = members of the group not attending the meeting. Y* = attended part of the meeting, Y' = attended remotely			

### Agenda:

- Permit Update
- Design:
  - Dinning
  - Main Stair
  - Fireproofing

### ARCHITECTS PROJECT MANAGERS

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- Windows:
  - Door hardware review
- Site
  - Front Fields – natural or artificial
  - Circulation
  - CM – Temporary Parking
  - Graduation 2020
- Salvage List update

TEM NO.	NOTES	ACTION BY
1.	<p><b>Permitting update:</b></p> <p><u>Police and Fire</u> - A meeting with the Police and Fire of West Newbury, Groveland and Merrimack to discuss all safety issues of the proposed building is scheduled for Friday August 16 at 2:30pm. D&amp;W will add Vetex and Pentucket to the calendar invite.</p> <p><u>Planning</u> - The Planning Board of Groveland will decide if the project can proceed with a Minor Site Plan Review on August 20. D&amp;W will be notified soon thereafter. West Newbury Planning Board will proceed with full Site Plan Review.</p> <p><u>Permit/Inspection fees</u> - Justin B. reported that he spoke with Town Manager Angus Jennings regarding the building permit fees. They agreed that the fees would be based on the work to be done. The intent is for neither town to profit from the school construction fees. An estimate for the inspections fees for West Newbury is \$20K. An estimate for Groveland's inspections fees is yet to be determined. D&amp;W stated that the budget has a line item for permit/inspection fees.</p> <p><u>Pier review</u> - There is currently no plan for a peer review and no line item in the budget for one. If a pier review is decided on, D&amp;W that the MSBA 90% CD submission package be used for it.</p>	<p>D&amp;W</p> <p>Record</p> <p>Record</p> <p>Record</p>
2.	<p><b>Design Update: School Building Interiors</b></p> <p><u>Dining Area</u>          Dinning is designed to happen through-out the open common areas: D&amp;W verified the seat count and feels comfortable fitting approximately 340 seats per seating, including some soft seating. For higher occupancy, soft seating can be replaced with dinning seating.</p> <p>D&amp;W will layout event seating scenarios.</p> <p>The accent wall is being refined. D&amp;W will present updates at the next working group meeting.</p>	<p>Record</p> <p>D&amp;W</p> <p>D&amp;W</p>



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	<p><u>Main Stair</u>  D&amp;W reminded the group that a fourth stair is required to egress from the second floor to meet code, as per occupancy calculations more than 1000 people need to be able to egress the second floor. Jonathan noted that the population of the school is less than 1000. D&amp;W stated that the building inspectors of Groveland and W. Newbury understand that and would be supportive if the group decides to ask for a variance. Nevertheless, D&amp;W recommends adding a fourth stair as the best choice of action.</p> <p>D&amp;W showed two options for an open stair, as a fourth stair, in the Dining area. Both options shift the egress stair to the Farm Lane side of the building.</p> <ul style="list-style-type: none"> <li>○ Option 1 – straight stair</li> <li>○ Option 2 – donut-stair</li> </ul> <p>The working group decided to proceed with Options 1, mainly due to a lower expected construction cost. D&amp;W will proceed with the straight stair.</p> <p><u>Library</u>  D&amp;W asked how the librarian will be notified of the revisions to the Library. Jonathan S. stated that he will talk with her.</p>	<p>D&amp;W</p> <p>PRSD</p>
3.	<p><b>Fireproofing structure</b>  Brad Dore stated that fireproofing is needed in most of the building structure per code. He explained that spray fire proofing is the least expensive way to fireproof the structure. Intumescent paint is another way of fireproofing exposed structure, yet it is expensive and therefore on a limited basis.</p> <p>At the last working group meeting, Pentucket stated that the spray fire proofing was not preferred. G. Hadden expressed concerned regarding leaving the fireproofing exposed and visible. In his experience, the fireproofing eventually falls apart, either due to time, water or contact, when equipment needs to be maintained for example. He prefers a ceiling, even if not solid. Brad D. stated that adding a ceiling, and therefore the expense, can be avoided in some places where spray fire proofing may be acceptable. D&amp;W can work towards reducing the amount of equipment installed in areas where it is too close to fireproofing to avoid damage. Additionally, a sealer (black) can be applied to reduce crumbling.</p> <p>The group agreed to leave the spray fireproofed structure exposed at the</p> <ul style="list-style-type: none"> <li>• Auditorium – sealed black</li> <li>• Drama Studio – sealed black</li> <li>• Music Room – painted white.</li> </ul>	



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	<ul style="list-style-type: none"> <li>○ D&amp;W will talk to acoustician regarding acoustic performance</li> <li>○ D&amp;W recommends not installing a ceiling to keep the space as tall as possible. To raise the roof/increase height would add cost that is best avoided.</li> <li>○ G. Hadden asked if the sound vibrations would affect the spray fire proofing crumbling factor. D&amp;W stated that it is not expected to.</li> </ul> <p>Spaces that are taller than 20' do not need to be fire proofed:</p> <ul style="list-style-type: none"> <li>• Gym</li> <li>• Art corridor</li> </ul> <p>The rest of the building will have ceilings.</p>	
4.	<b>Lighting</b> D&W had a kick-off meeting with Lewis Lighting Design consultant on August 13. His scope will include Dining areas, Library, Extended Learning areas, and main stairs as well as the building exterior walls and courtyard spaces.	
5.	<b>Windows</b> Window operability was discussed. <ul style="list-style-type: none"> <li>• The Working Group previously agreed that some operable windows were desired.</li> <li>• G. Hadden stated that a new building with new systems and temperature control is best without operable windows.</li> <li>• Operable windows add cost.</li> <li>• Justin B. and Jonathan S. stated that teachers have all requested operable windows for ventilation.</li> <li>• Justin B stated that he can understand why the science labs need operable windows as well</li> </ul> <p>Current design shows some operable windows at levels 2 and 3. Very few at the lower level. The Working Group asked D&amp;W to reduce the number of operable windows at the 2 &amp; 3 levels and add some to the 1<sup>st</sup> level so all rooms have some window operability.</p> <p>D&amp;W agreed to raise the windowsills of the first floor windows to about 12" from the floor.</p>	<p>D&amp;W</p> <p>D&amp;W</p>
6.	<b>Door hardware</b> Door hardware location and function, such as automatic openers, card readers, magnetic hold opens, etc. were discussed. The outcome was mark-ed up on the drawing attached.	D&W



TEM NO.	NOTES	ACTION BY
7.	<b>Salvage List:</b> D&W received 2 salvage lists from Greg H. for the maintenance scope. MS and HS salvage list walkthroughs will be scheduled for the following week.	D&W, KK, JS
8.	<b>Site Traffic</b> Vehicular circulation was agreed as follows: <ul style="list-style-type: none"> <li>• 2-way access at the north and south entries to the site will be a change from the current one-way access.</li> <li>• 1-way bus loop behind the school</li> <li>• 1-way drop off in front of the proposed building</li> </ul> D+W took notes on a site plan by diagramming the vehicular circulation of the site. This diagram (attached) will be shared at the Police and Fire meeting scheduled for tomorrow.	D&W
9.	<b>Maintenance Shed</b> Currently the maintenance shed is in the scope of work of this project since the existing shed will be removed to allow for the main building. <ul style="list-style-type: none"> <li>• If the land acquisitions behind the proposed building goes through, the replacement shed will be placed in the north west part of that site.</li> <li>• If acquisition does not go through, then there are two potential site locations for its replacement at either side of the current outdoor track</li> </ul>	PRSD
10	<b>Turf practice Fields</b> Justin B. asked what the possibility is of building the practice fields on the northeast part of the site with artificial turf. Artificial turf fields are preferred, nevertheless, it is a matter of funding.  It was decided that the Superintendent Justin Bartholomew and the OPM will reach out to the MSBA regarding the question of fundraising and funding options for turf fields instead of grass fields as submitted in the Schematic Design submission.	Vertex JB
11	<b>Project Parking</b> The group spoke about project parking and how it will be implemented during construction. 435 parking spaces will be needed for temporary parking during the entire construction. This will be reviewed with WTR.	
12	<b>Guardrails</b> All agreed that the preference is to not have any guardrails. Nevertheless, if guardrails are needed, they would be made of wood construction.  Fencing around the site will be limited to the athletic fields, where needed to comply with regulations.	D&W



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13	<b>Stadium Walkway</b> D&W explained how a walkway between the stadium building and turf field was designed to provide circulation space. Nevertheless, now that the stadium building is slightly bigger, the space behind the stadium abutting the driveway is tight. D&W proposed to remove the walkway and move the stadium east to allow for more space between the stadium and the driveway. The working group accepted.	D&W
14	<b>Graduation 2020</b> D&W asked where Graduation will take place during construction starting on 2020. The working group stated that the ceremony would be held at the space within the outdoor track on the southwest side of the site.	Record
15	<b>District Office Schedule</b> The District Offices project is not within the project scope. The team needs information regarding the District Offices project that the PRSD will be undertaking. <ul style="list-style-type: none"> <li>• What is the project schedule?</li> <li>• When is the date for turnover?</li> <li>• D&amp;W would like to schedule a meet with the IT department as soon as possible for coordination purposes.</li> </ul>	PRSD
16	<b>Signage</b> Signage is within the project scope.  Justin B. asked if there is potential for solar powered signage. D&W will review with electric and sustainability consultants.  D&W needs to know: <ul style="list-style-type: none"> <li>• What will be the name of the school?</li> <li>• What signage will be installed at the center of the turf field?</li> </ul>	D&W       PRSD
17	<b>Meetings/presentations ahead</b> The group agreed to Working group meetings every other week.  The following meetings are scheduled as: <ul style="list-style-type: none"> <li>• August 22, 2019, 5:00pm - coaches' user group meeting</li> <li>• August 29, 2019, 2:00pm– Working Group, Sustainability update</li> <li>• TBD – Salvage list walkthroughs</li> <li>• September 26, 2019 – Working Group, WTR/parking</li> </ul>	All

Attachments: Traffic Flow Mark-ups per Working Group meeting 8/15/2019  
Mark-up record of electrified hardware in proposed building per 8/15/2019



The above is our summation of our meeting. If you have any additions and/or corrections, please contact this office for incorporation into these minutes. After 10 days, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.

Sincerely,

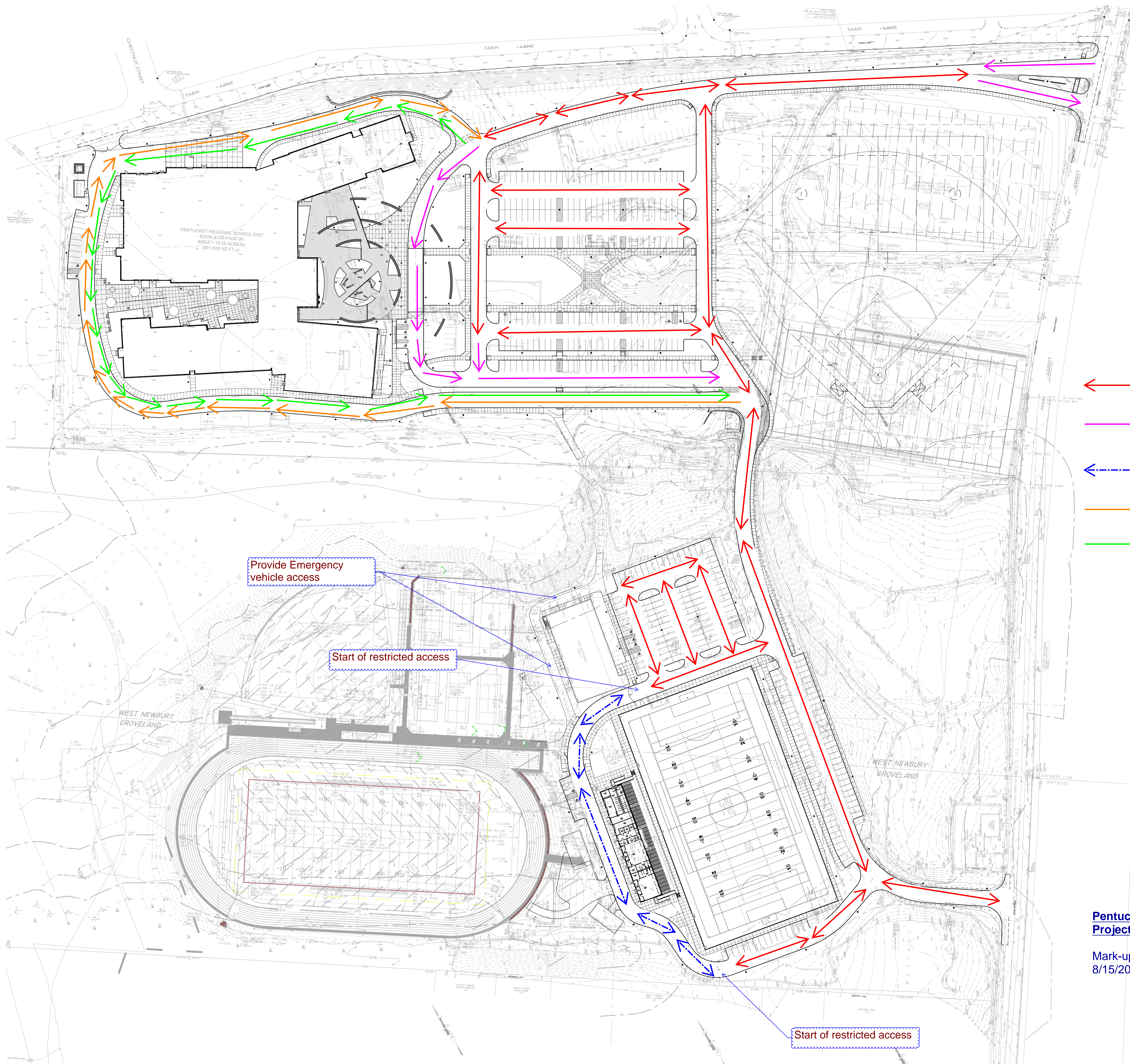
**DORE & WHITTIER ARCHITECTS, INC.**

Architects ■ Project Managers

Maria Fernandez-Donovan AIA, LEED AP BD+C, MCPPO  
Project Manager

**cc:** All attending





- PUBLIC ACCESS TWO WAY ROAD
- PUBLIC ACCESS ONE WAY ROAD
- RESTRICTED ACCESS TWO WAY ROAD
- BUSES ONLY, ONE WAY
- DELIVERY/TRASH ONLY, ONE WAY

**Pentucket Regional School District Project**

Mark-ups per Working Group meeting 8/15/2019.







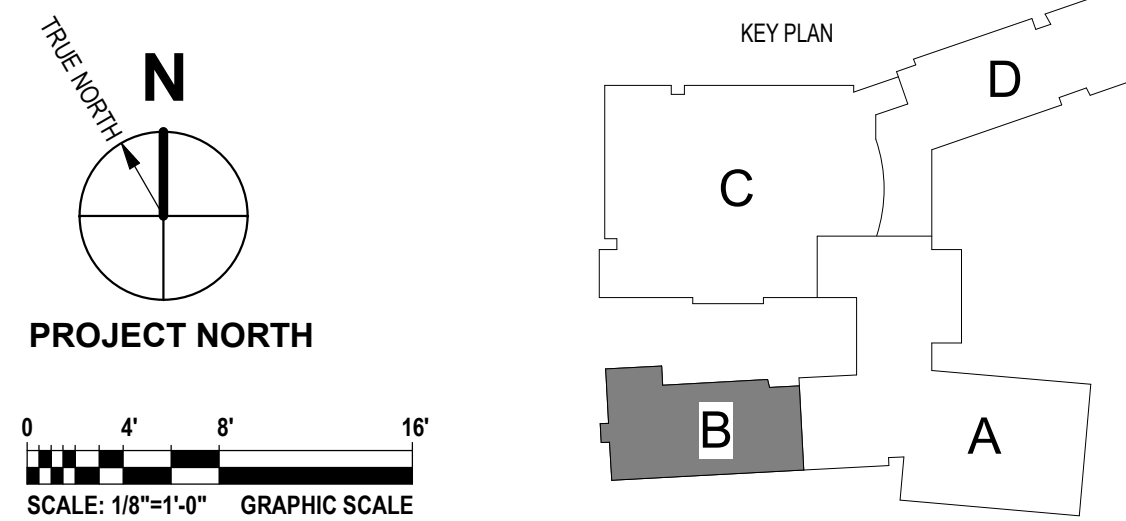
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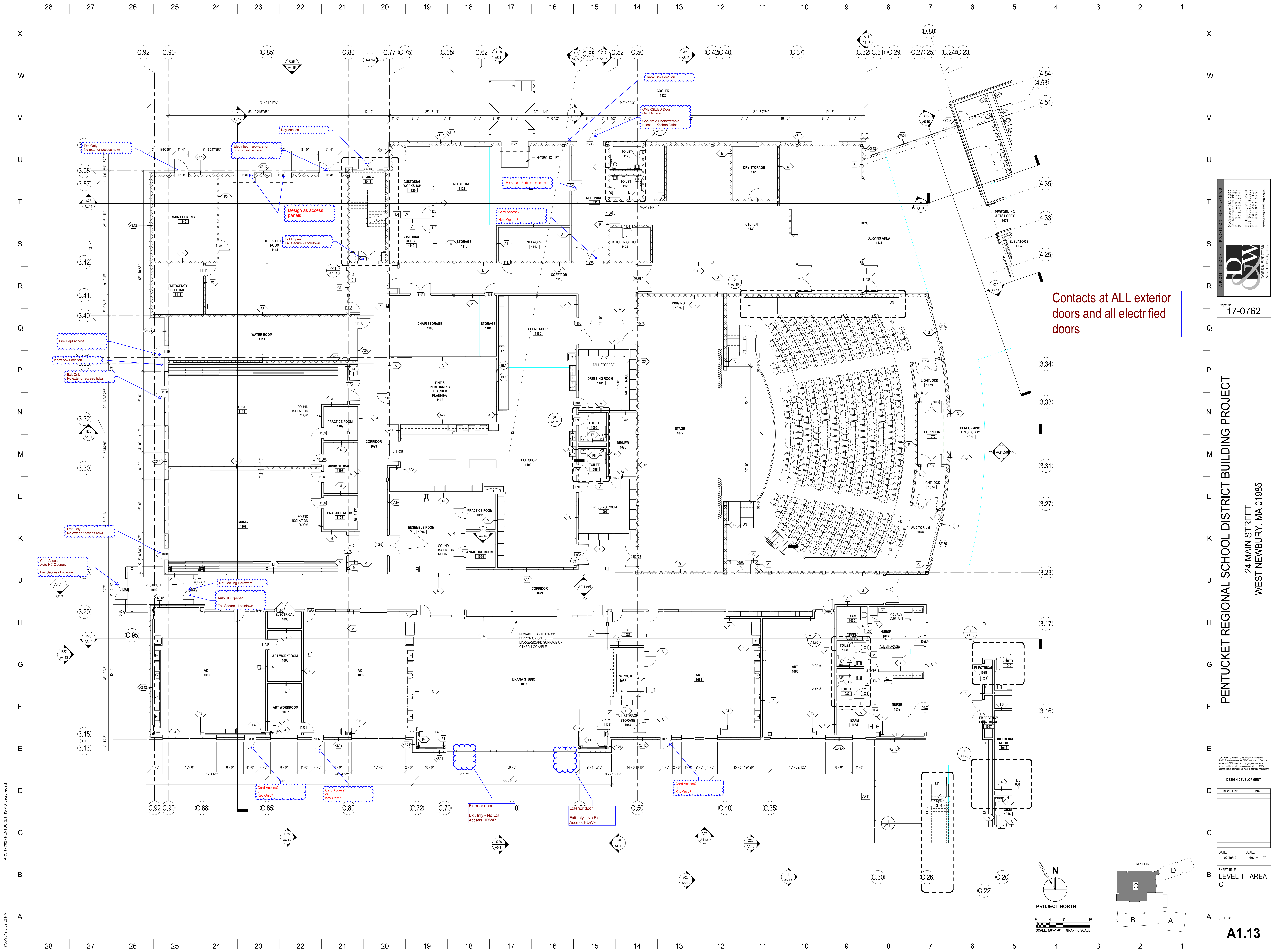
24 MAIN STREET  
WEST NEWBURY, MA 01985

## DESIGN DEVELOPMENT

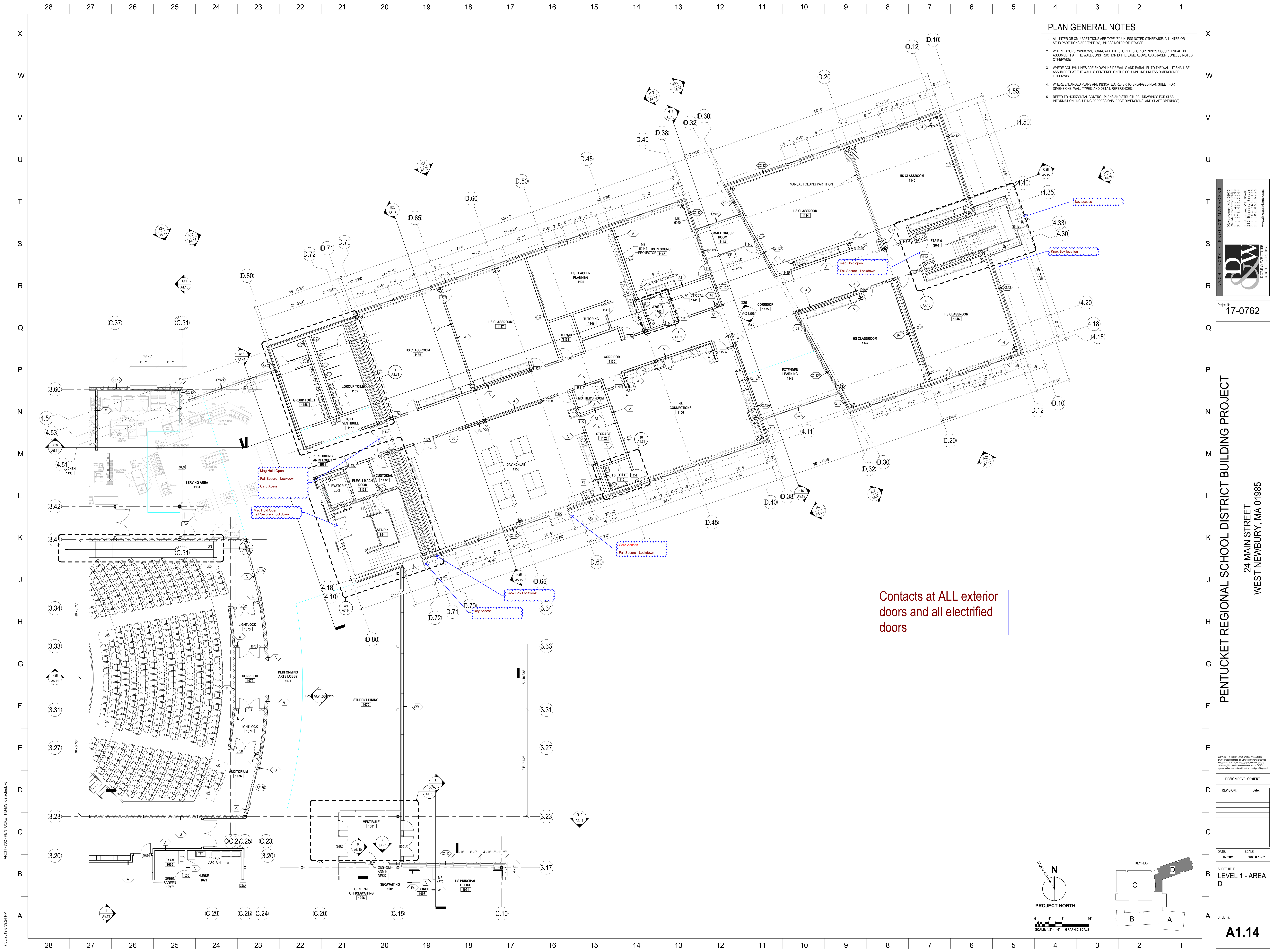
SHEET TITLE:  
LEVEL 1 - AREA  
B











PLAN GENERAL NOTES

- 1. ALL INTERIOR CMU PARTITIONS ARE TYPE "E", UNLESS NOTED OTHERWISE. ALL INTERIOR STUD PARTITIONS ARE TYPE "A", UNLESS NOTED OTHERWISE.
- 2. WHERE DOORS, WINDOWS, BORROWED LITES, GRILLES, OR OPENINGS OCCUR IT SHALL BE ASSUMED THAT THE WALL CONSTRUCTION IS THE SAME ABOVE AS ADJACENT, UNLESS NOTED OTHERWISE.
- 3. WHERE COLUMN LINES ARE SHOWN INSIDE WALLS AND PARALLEL TO THE WALL, IT SHALL BE ASSUMED THAT THE WALL IS CENTERED ON THE COLUMN LINE UNLESS DIMENSIONED OTHERWISE.
- 4. WHERE ENLARGED PLANS ARE INDICATED, REFER TO ENLARGED PLAN SHEET FOR DIMENSIONS, WALL TYPES, AND DETAIL REFERENCES.
- 5. REFER TO HORIZONTAL CONTROL PLANS AND STRUCTURAL DRAWINGS FOR SLAB INFORMATION (INCLUDING DEPRESSIONS, EDGE DIMENSIONS, AND SHAFT OPENINGS).

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DAWSON ARCHITECTS, INC.

Project No.  
**17-0762**

**PENTUCKET REGIONAL SCHOOL DISTRICT BUILDING PROJECT**

**24 MAIN STREET**  
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DESIGN DEVELOPMENT

REVISION:	Date:

DATE: 02/20/19 SCALE: 1/8" = 1'-0"

SHEET TITLE:  
**LEVEL 1 - AREA D**

SHEET #:  
**A1.14**