

MEETING MINUTES

DATE OF MEETING:	August 16, 2019, 10:00am.			
PROJECT:	Pentucket Regional School District	(PRSD)		
PROJECT NO.:	17-0762			
SUBJECT:	Safety Meeting with Police and Fire			
ATTENDEES:				
	Chief Michael Dwyer (CMD)	West Newbury Fire Department Pentucket School Resource Officer		
	Captain Richard York, (CRY)	Groveland Fire Department Interim Chief		
	Lieutenant Brian Belfiore (LBB)	Groveland Fire Department		
	Chief Larry Fisher (CLF)	Merrimac Fire Department		
	Chief Jeff Durand (CJD)	West Newbury Police Department		
	Chief Jeffrey Gillen (CJG)	Groveland Police Department		
	Lt. Dwight McDonald (LDM)	Groveland Police Department		
	Chief Eric Shears (CES)	Merrimac Police Department		
	Jonathan Seymour (JS)	Pentucket Regional School District High School Principal		
	Scott Goodrich (SG)	Edvance Technology Design		
	Angus Jennings (AJ)	West Newbury Town Manager		
	Jon Rich (JR)	W. T. Rich Company, Inc. (WTR)		
	Brad Dore (BD)	Dore & Whittier Architects Inc. (D&W)		
	Josh Hagan (JH)	D&W		
	María Fernández-Donovan (MFD)*	D&W		
This format = members of the group not attending the meeting.				

ITEM NO.	NOTES	ACTION BY
1.	<p>Project Schedule</p> <p>D&W reported that the project is currently past 50% through Design Development.</p> <p>A schedule summary was provided:</p> <ul style="list-style-type: none"> October 22, 2019 - DD package due to MSBA January 2020 – Early package Construction start / 60% CD May 2020 – issue 100% CD bid July/August 2020 - Full package construction 	

ARCHITECTS
PROJECT MANAGERS

260 Merrimac Street Bldg 7
Newburyport, MA 01950
978.499.2999 ph
978.499.2944 fax

212 Battery Street
Burlington, VT 05401
802.863.1428 ph
802.863.6955

www.doreandwhittier.com

ITEM NO.	NOTES	ACTION BY
	<ul style="list-style-type: none"> Fall 2022 – School Occupancy Fall 2023 – Site work completion 	
2.	<p>Project Site D&W presented the proposed site plan (attached).</p> <ul style="list-style-type: none"> All roads are designed to be 24' wide minimum. The existing site has two one-way site access points: The north at West Newbury to enter and the south at Groveland to exit the site. D&W proposes slight modifications for both access points to be 2-way traffic improving vehicular flow. Turn radii on the proposed site plan have been tested. D&W asked for information on the most restrictive piece of equipment from the fire departments to confirm turns for it. 	CMD
3.	<p>Gates The proposed site plan shows 4 gates: 2 to control traffic at the west side of the stadium and 2 to control the traffic through the bus/maintenance drive at the north/west/south driveway around the school building.</p> <ul style="list-style-type: none"> The Police and Fire Departments stated they prefer no gates on the site roads as they reduce access for police and fire vehicles. They propose signage as better for safety. PRSD will consider this option. High School Principal J. Seymour stated that currently there is a gate at the school and it is only used sporadically and after school. The proposed gates behind the stadium would be for the same purpose. Police stated that if the gates are closed, the officers will be less likely to check that area. <p>The working group will review the proposed gates.</p>	PRSD/ D&W
4.	<p>District Offices The District Offices are proposed to be located in part of the existing Middle School building that will remain and will be renovated by the PRSD as a separate project while the school project is in construction. The site around District Offices is included in the school project.</p>	

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	<p>The proposed site plan provides vehicular access at the south and east sides of the building. The north and west sides provide wide pedestrian access.</p> <ul style="list-style-type: none"> • Pedestrian access where current road is located is not possible due to regrading needed to provide area for athletic program. • No classrooms in the District Offices building. • The 11,000 SF single story building will be a sprinklered building after the renovation <p>D&W asked if there is a need for vehicular access at all 4 sides of the building? The fire department wants to make sure safety will be able to be addressed at the rear of the building despite that access will not be vehicular.</p> <p>PRSD will provide floor plans of the proposed District Offices to the Fire Departments to review and address concerns.</p>	PRSD
5.	<p>Emergency Access D&W asked if the proposed site plan provided the access needed for emergency vehicle access. The conclusions:</p> <ul style="list-style-type: none"> • Main building - Vehicular access via road around the entire building: Acceptable • Stadium - Vehicular access at north, west and south via road and via the field at the east: Acceptable • Athletic Fields – Emergency vehicle access from the proposed road to the existing access which will remain: Acceptable 	Record
6.	<p>School Building The proposed School Building floor plans and exterior elevations and axonometric views were presented to discuss building security. D&W stated that this is an opportunity to ask for what would be best for the school; D&W will try to accommodate as many requests as possible.</p> <ul style="list-style-type: none"> • Knoxboxes were requested at the following locations: <ul style="list-style-type: none"> ○ School Main entry ○ West student entry ○ Back Courtyard entry ○ Next to egress door at Stairs 2 through 6. ○ Water Room exterior door 	D&W

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	<ul style="list-style-type: none"> • The building will be fully sprinklered • Class 3 standpipes will be located at Stairs 2 – 6. A fire hose connection will be located at the auditorium stage. • Fire alarm system to dial in to the station • D&W explained the visitor/staff/student entry sequences in the school. <ul style="list-style-type: none"> ○ School arrival opened doors will be 2 at front and 1 at rear. Potentially the south athletic door, south stair, courtyard. ○ There is a check point at each front entry for visitors during school day. ○ All other doors will be locked during school day except during arrival and departure. ○ The facility will have signage directing people to the front doors. ○ A camera will be installed at every entry. ○ If door is propped open, it will be on camera and can produce an alarm to the administration. ○ A teacher can open a door that is closed with a fob. ○ All exterior doors will be electrified with contacts, motion sensor and camera. ○ If all doors were to be alarmed, there would be an infrastructure upgrade with increased cost. ○ Some doors will have card readers: which? to be determined. ○ All doors will be keyed. ○ The Owner can override the security program for functions and events. • Does the school plan on having a safety person to monitor as their job? J. Seymour stated that this has not been discussed. D&W stated that the proposed system can be web-based and therefore several assigned people can see what is on cameras, what might be open, etc... Will it be used that way? That is an administration question. • Police asked if there is a way to know who is in the building at all times. That is a school decision. • The policy needs to be managed by the school and have consequences for misuse. 	

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	<ul style="list-style-type: none"> • Cameras are in the budget for security. <ul style="list-style-type: none"> ○ Edvance stated that usually cameras are located at exterior for perimeter surveillance, common areas, meeting areas. ○ About 100-150- cameras are expected for this building. ○ Superintendent visited a school in Winthrop where the principal showed camera views in his office, “it was awesome”. Scott stated that the proposed system is similar. • Having the parking at one central location in front of the building entries is a good way to control the path people use to get to their car; that will reduce the number of non-front entry door openings. • Construction Close-out will ensure that the building functions as intended. • Hardware was discussed for all exterior doors. <ul style="list-style-type: none"> ○ Conclusions were recorded in drawings attached. • Building security zones <ul style="list-style-type: none"> ○ Vestibules are lock boxes ○ Public common area can be locked down. ○ First/Second floor: each classroom wing is lockable. ○ Third floor: wings accessible via stairs only, lockable. • Door Numbers: <ul style="list-style-type: none"> ○ Doors will be marked on both sides of the door ○ Building sides A, B, C, D; A being the front then clockwise, then numbered clockwise. ○ Numbers will be located discretely • Intrusion glass: <ul style="list-style-type: none"> ○ School Guard glass will be used for security at selected areas. ○ Transactional windows at each (2) entry vestibule will be bullet resistant. 	
7.	BDA system request: <ul style="list-style-type: none"> • 2 for VHF • 2 for UHF 	D&W
8.	The group expressed positivity about the design.	

ITEM NO.	NOTES	ACTION BY
9.	Next Meetings To be scheduled as needed.	

Attachments: Site plan showing traffic flow
 Floor plans with hardware information notes

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.

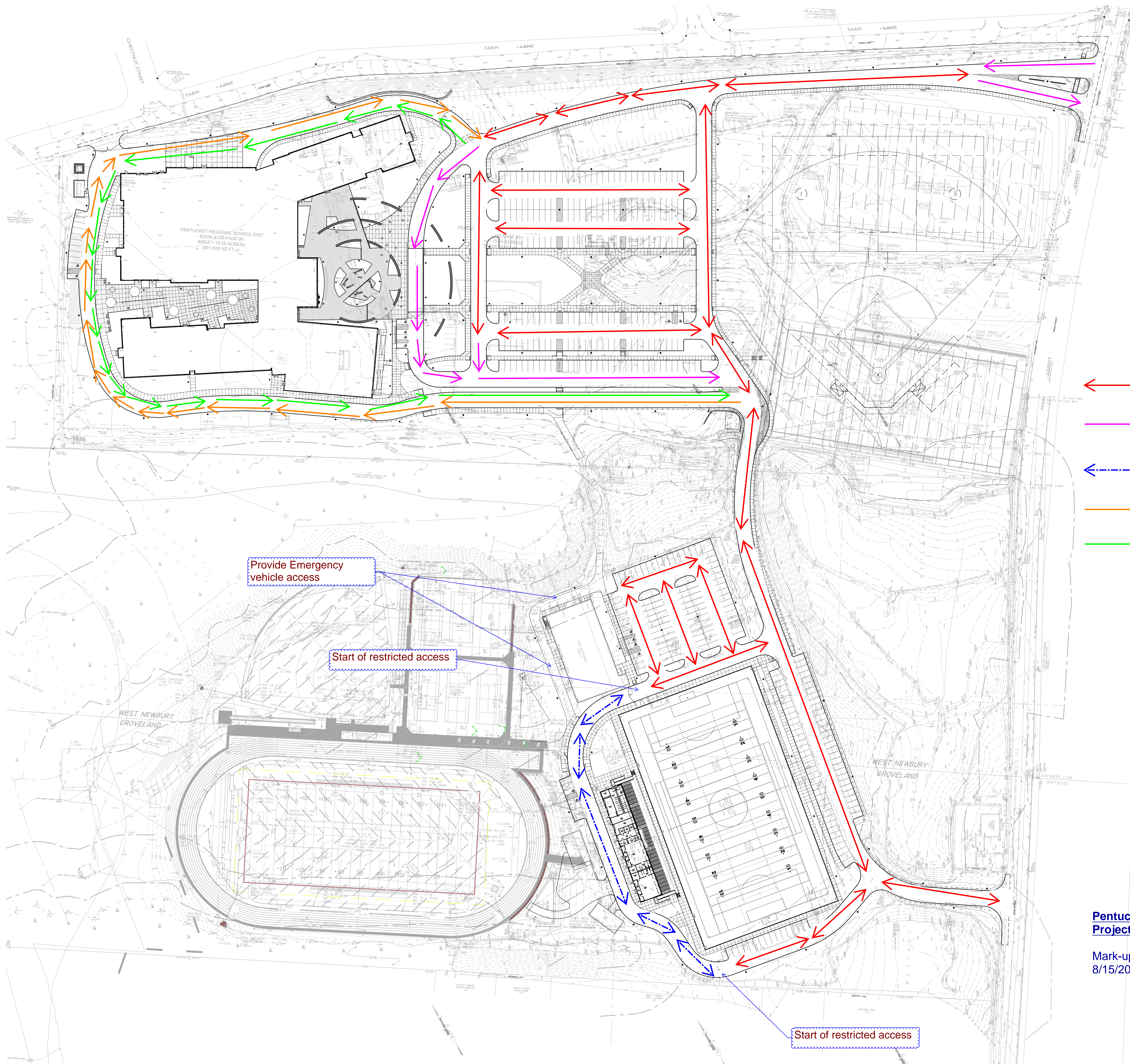
Sincerely,

DORE & WHITTIER ARCHITECTS, INC.

Architects ▪ Project Managers

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

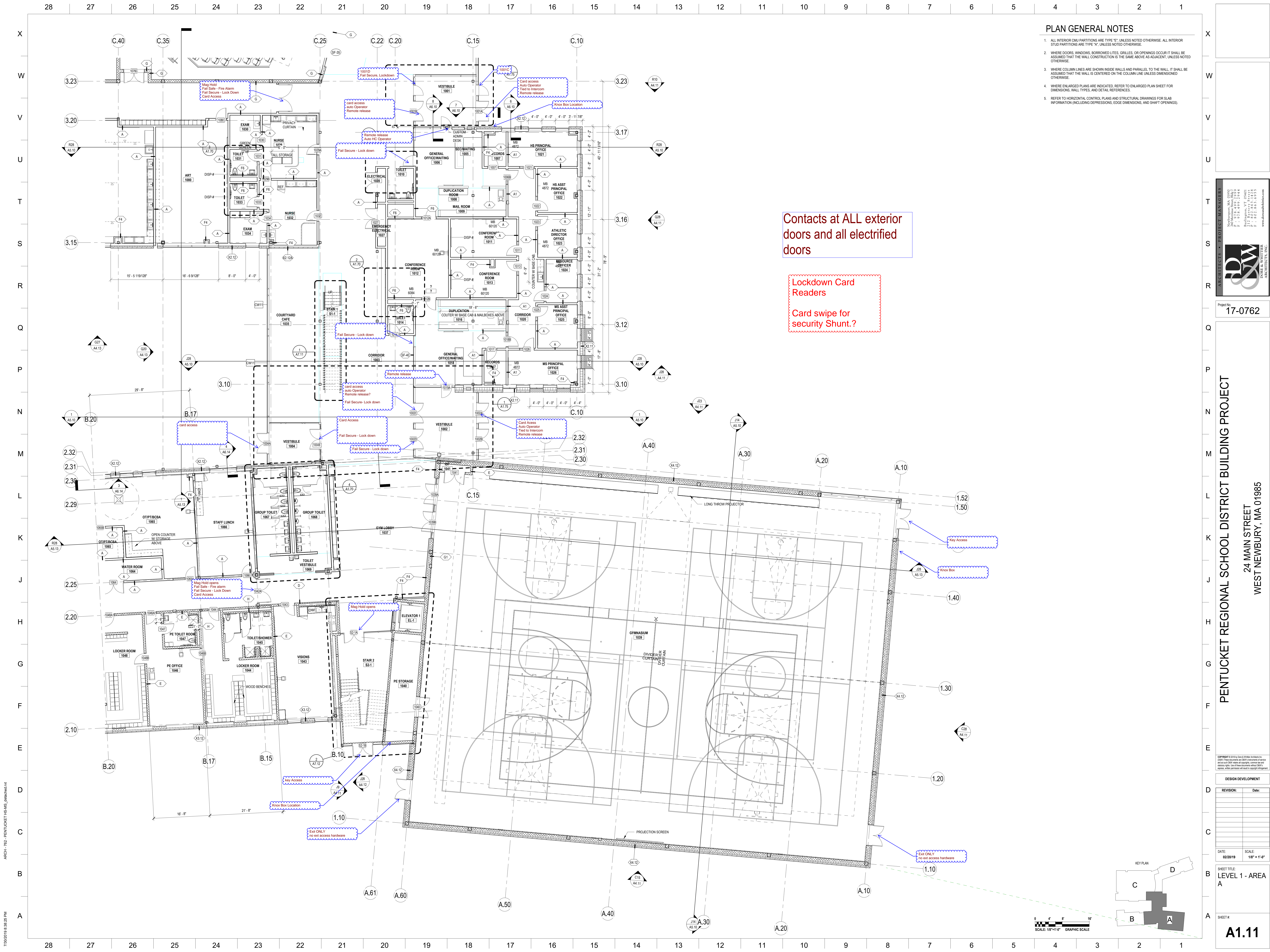
cc: All attending, Vertex



- 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.



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).

Contacts at ALL exterior doors and all electrified doors

Lockdown Card Readers

Card swipe for security Shunt.?

PENTUCKET REGIONAL SCHOOL DISTRICT BUILDING PROJECT

24 MAIN STREET
WEST NEWBURY, MA 01985

ARCHITECTS • PROJECT MANAGERS

D&W

NEWBURYPORT, MA 01950
260 Merrimack Street, Bldg 7
P • 978.499.2999
F • 978.499.2944

BURLINGTON, VT 05401
212 Battery Street
P • 802.861.4478
F • 802.865.0935

www.doreandwhittier.com

DORE & WHITTIER
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Project No.
17-0762

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24 MAIN STREET
WEST NEWBURY, MA 01985

DESIGN DEVELOPMENT

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

SHEET TITLE:
LEVEL 1 - AREA

QUESTIONS

A1.11

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- ARCHITECTS • PROJECT MANAGERS**
- D&W**
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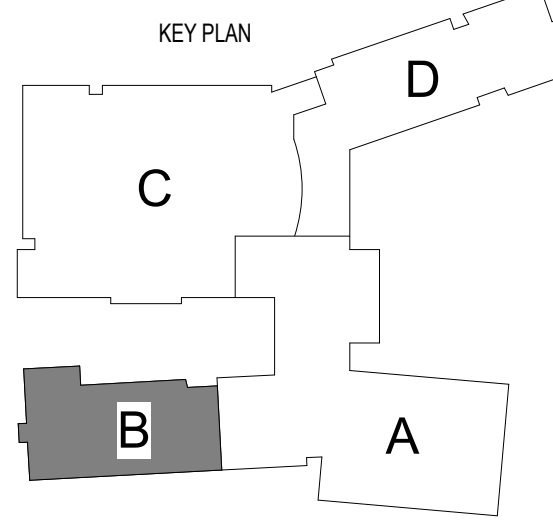
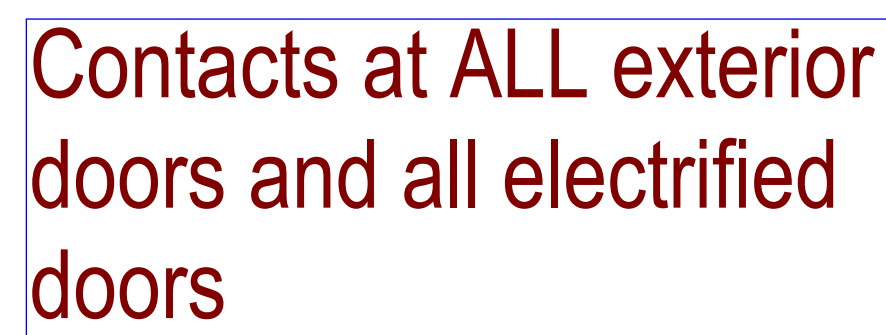
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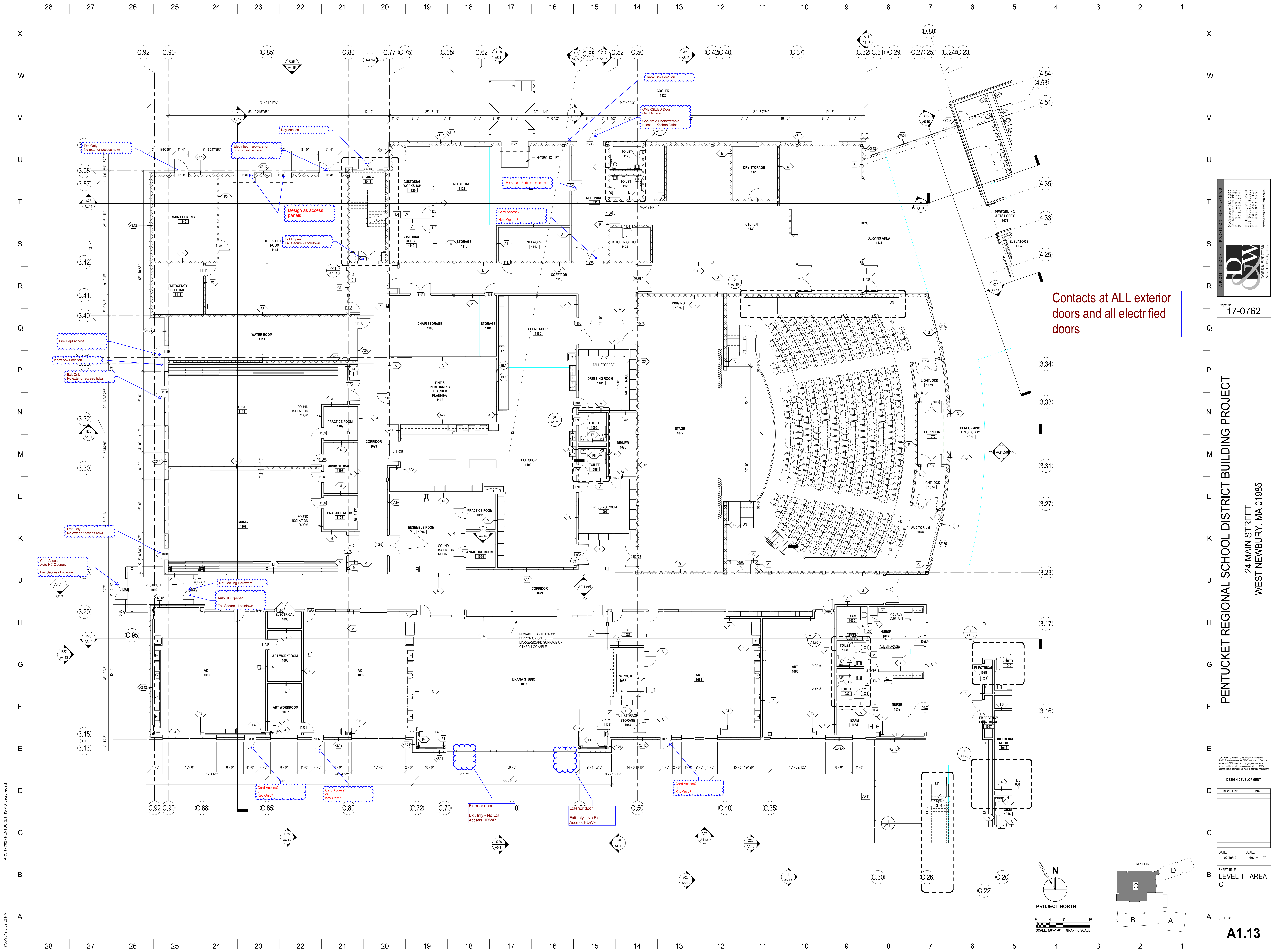
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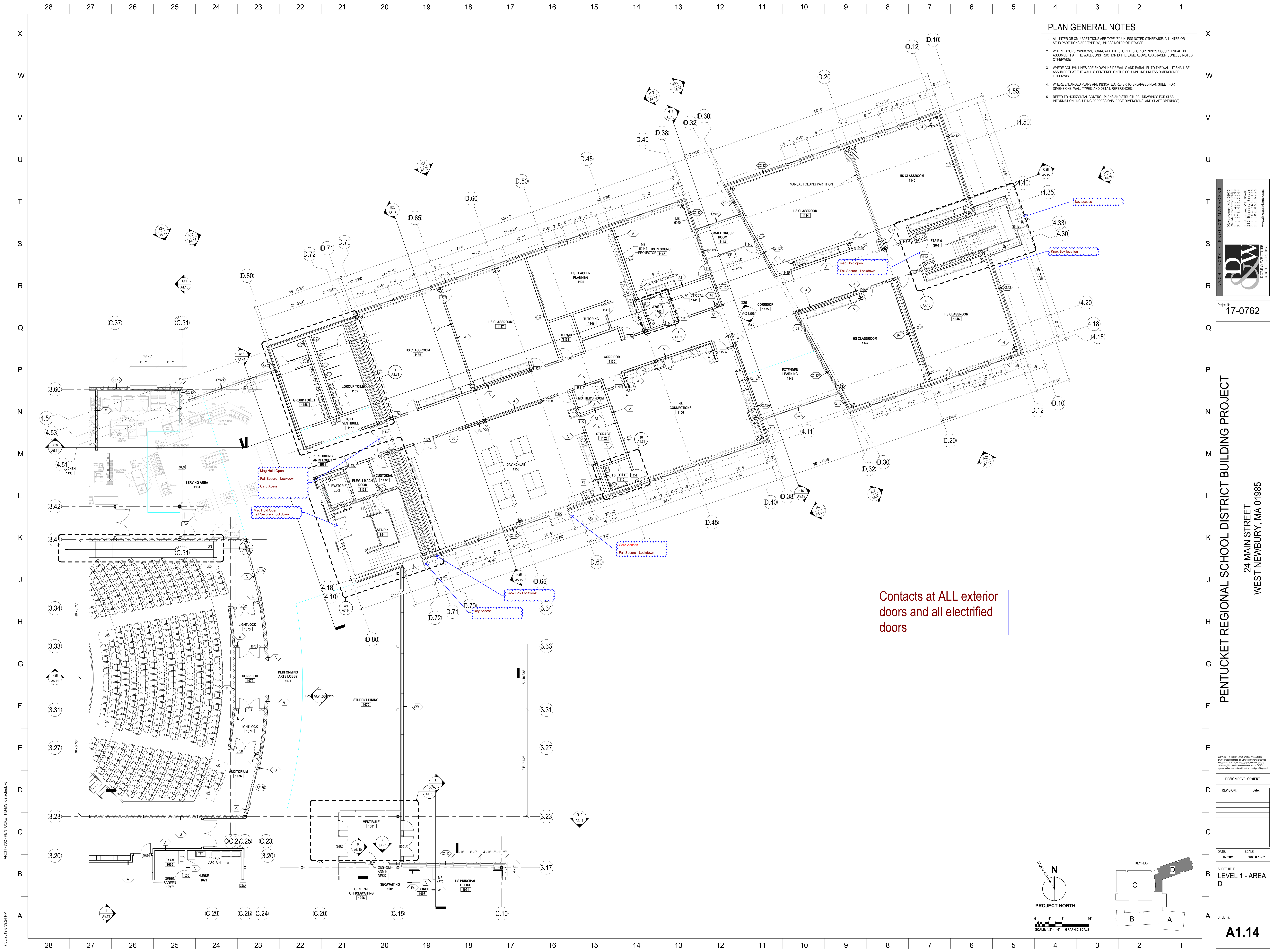
SHEET TITLE:
**LEVEL 1 - AREA
B**

SHEET #:

Contacts at ALL exterior doors and all electrified doors







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ARCHITECTS • PROJECT MANAGERS

D&W

**DORE & WHITTIER
ARCHITECTS, INC.**

Newburyport, MA 01950
266 Merrimack Street, Bldg 7
P : 978.499.2959
F : 978.499.2944

Burlington, VT 05401
212 Battery Street
P : 802.863.1438
F : 802.863.6955

www.doreandwhittier.com

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WEST NEWBURY, MA 01985

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

SHEET TITLE:
LEVEL 1 - AREA
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SHEET #.

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