

Meeting Minutes

Date	March 28, 2022
Project	Scarborough Primary School Project Project No. 20308
Subject	Building Committee Meeting
Attendees	<p><i>Building Committee (Present):</i> Geoff Bruno (Superintendent), Diane Nadeau (Assistant Superintendent), Dana Fortier, Jillian Trapini-Huff, Dan Hager, Brian Maiorino, Jon Anderson, Jennifer Humphrey, April Sither, Shannon Lindstrom, David Martin, Todd Jepson</p> <p><i>Building Committee (Absent):</i> Kelly Mullen-Martin, Tom Hall, Susan Allen, Leslie Knight, Monique Culbertson, Travis Hamilton, Todd Souza, Vamshi Gooje, Anne Lovejoy</p> <p><i>Harriman:</i> Lisa Sawin, Emilie Waugh</p> <p><i>Gorrill Palmer:</i> Al Palmer</p> <p><i>Public Attendees:</i> Richard Hayes, Marvin Gates, Steve Hanley, Susan Hamill, Kristen Turner, (2) by phone</p>

1. Welcome and Approval of Previous Meeting Minutes

- A. Todd Jepson made a motion to approve the meeting minutes from the last meeting.
 - a. Shannon Lindstrom seconded.
 - b. The minutes were approved by all present.
- B. Lisa Sawin reviewed the previous action items.
 - a. Shannon has agreed to chair the Finance Committee and we have several people interested in joining the committee.
 1. Shannon will follow up with them on a kickoff date and time.
 - b. Diane Nadeau reported that she and Todd met with Sarah Redman to tease out transportation costs. Our buses will still need to go out to the neighborhoods where the K-2 schools currently are. Based on the parameters of a potential site being centrally located in town, buses will still need to go get kids, drop them off at the school, and return to the bus garage, so we would not see a financial impact with a unified school. One piece we don't know is what individual parents might decide in terms of transporting their school to a new unified school.

c. Dana Fortier noted there probably is not a significant savings for a unified school, but there would be a cost impact if we were to have four schools.

1. Diane agreed there would be because we'd need additional buses, or we'd have to amend the start times of some schools. With their set number of drivers and buses, getting to four sites instead of three would mean taking more buses, even if they were not as full.

2. Community Feedback

- A. Jillian Trapini-Huff said she is still hearing the same comments—mostly people are interested in the site, how many kids there will be, how it will be designed.
- B. We heard a question in the community regarding a PPH article about Saco's upcoming school projects.
 - a. Lisa reviewed the information available about the project as well as the details that we do not know about the project in order to compare it to this project.
 - b. All costs are rough order of magnitude.
 - c. Construction cost is just the amount to build the building. Project cost is all other fees (testing, architectural/engineering fees, permitting, FFE, playground equipment, etc.)—we refer to these as soft costs.
 - d. We don't know when they plan to go to bid. That impacts what cost figure they need to use, but given they are targeting a November referendum, we expect they would bid next fall/winter.
 - e. Projects going out to bid this summer have been estimated at \$520/SF total construction cost (their total project cost would need to add roughly 25%).
 - f. Todd asked if their estimate includes the land purchase.
 - i. It likely does not.
 - ii. They have state funding for one of the schools, and not the other, but they're being built on the same site, so it could be that the cost of the land would be included in the state funding.
 - g. Our program accounts for our updated enrollment figures. We are currently projecting around 165SF/student. We're showing a range of 165-185 SF/student because it is not designed yet.
 - h. If our assumptions about their project are correct, we're seeing a difference in cost of approximately \$35/SF for construction cost, and \$40/SF for total project cost.
 - i. Diane noted that we're in a pretty similar place as far as project planning as the Saco project.
 - j. David Martin noted if the projects being priced at \$520/SF were DOE projects, they would be strict about spending and the SF/student.
 - i. Lisa noted we're being very cognizant of what goes into the building. We continue to update the Space Allocation Workbook (SAW) to identify why we need spaces and how they are being used, taking into account scheduling of spaces.
 - k. Jillian asked if the state covers the full project cost.

- i. If you work within the parameters of their program, they do. They are strict about what they will/will not fund. You have to defend every space. If you want something additional, your community has to pay for it. It's a conversation with the state. You have to demonstrate the need. When they say 140 SF is the goal, they understand that every district is different, so you just try to get it as efficient as possible.
- l. Brian Maiorino noted we got questions from Town Council about what the 140 SF/student means.
 - i. It's a whole building average.
- m. We will continue to watch both projects simultaneously.
- n. April Sither said she appreciates the due diligence. Having a slide we can point people to to recenter the conversation on what our needs are is helpful.

3. Sub-Committee Updates

- A. PR Professional Services
 - a. Diane reported that Laura has met with the video production teacher at the HS and students are going to produce videos for us. It's a great way to showcase our students' talents and give them real world experience.
- B. Communications Committee
 - a. We have been seeing an average of 125 new website users each month.
- C. Sustainability Committee
 - a. The Committee put together a sustainability roadmap with different categories of where they would like to see us focus on sustainability measures.
 - b. Lisa reviewed the outcomes of the survey by the committee and how they ranked different sustainability measures within each category.
 - c. Dana noted his company has had a ton of success with snow melt systems. They save a ton on maintenance both inside and out.
 - 1. Todd said, given our tight land and no place for snow storage, it might benefit us. There are also giant piles of sand they're required to sweep up.
 - d. Dana asked if the subcommittee has given any consideration to LEED certification. All the things we've reviewed are components of LEED.
 - 1. Lisa noted that the decision had been not to pursue LEED, but determine which of these items are of the highest importance. The challenge with LEED is you have to go through many hoops for documentation, and at the end of the day, you could have gotten more return on investment.
 - 2. Todd said at Wentworth they focus on geothermal and having a tight envelope. They incorporated some LEED items, but all.
- D. Finance Committee
 - a. Shannon volunteered to chair this committee.
 - b. In addition to the names noted on the slide, we have heard interest from Mark Moscovitz, John Dussey, Matthew McCoaraly, and Rob Hines.

4. Enrollment Projections Summary

- A. The study looked at four projection models for enrollment. The recommended one to watch is the “Best Fit + COVID Adjustment Model,” followed by the “Best Fit Model.”
- B. K-8 enrollment is projected to increase between 18-30% over the next ten years.
- C. The Committee reviewed the updated K-2 capacity charts using both the 140 SF/Student (minimum DOE capacity) and the 165 SF/Student (where our space allocation currently is).
 - a. The bump in enrollment is consistent across all of them—right when this project would open.
- D. There was a request by a town council member to look at it by school also, so we have provided the charts from that perspective as well.
- E. David noted that on average, you need to double the size of the school.
- F. Diane noted that it shows we’re growing across the community—not just at one school.
- G. Jon Anderson asked what happens where there’s growth before that peak?
 - a. Diane said we can’t build this fast enough. We are not trying to be alarmist, but our newly completed enrollment study hammers that point for us—these students are coming.
- H. Jon asked what it would take to move it from a 5 year build out to 3 years.
 - a. Lisa said construction takes what it takes. The only way to reduce the time, is for an accelerated design schedule, but that opens you up to risk. You’re buying only months with early bid packages.
 - b. It’s 5 years from when we started this process, assuming we stay on track with referendum. The project opening date would be 2027-28.
- I. Dana said if we can find a site that has a lot of environmental permitting and traffic movement understood already, that can save us long lead times.
 - a. Lisa noted those can go simultaneously with concept design.
- J. Todd noted Wentworth was a solid two years of construction, and it was a sprint.
- K. Brian asked if the timeframe could end up being longer with delays.
 - a. It will be a hard bid process—we tell them when it starts. We may find, as we assess the construction climate, that we might want to move it up or out. The market might be saturated to be more advantageous.
 - b. David noted a lot of big schools are up for referendum in November. If we wait, we’ll lose that labor.
 - c. Shannon said if we push out to a June referendum, it affects the labor pool. We would be competing with schools that already went out in November.
- L. What does the enrollment study mean for the project:
 - a. We had previously been using the “Housing High Impact Model” with a 5% contingency. 1,028 students was the number we were using to date.
 - b. The District has arrived at using the “Best Fit + COVID adjustment model” as a design parameter.

1. At the year of highest projected enrollment, it shows 1,076 students. Adding a 5% contingency, we would have 1,130 total students—an extra 100 from what we were projecting before.
 2. Diane noted, per Rebecca’s presentation, the most significant impact are the multifamily units and the number of children in them. That is growing at a higher rate than traditional single homes. This is something for us to be mindful of and for Council to consider.
 3. Jon said the specific examples she was talking about were 3 bedrooms—not all multifamily. We plan to roll out our GMO recommendation next week. After getting this, we revisited it to make sure we’re appropriately managing that pace. He wants everyone to know that Council looked at that and reacted to it.
- c. Looking at all the models, it adds about 3-8 classrooms more than the previous projections.
- d. Taking data from the “Best Fit + COVID Model” (Appendix Table 8), when we open, we want to make sure the school can accommodate the highest number of kids projected (1,130). We took this into consideration in the updated SAW, along with the number of kids per classroom.
1. There would be 15 classes per grade.
 2. We have worked with the PE teachers as well and determined we will need 2 elementary-sized (50’x64’ with 7’ sidelines) gyms with divider curtains to accommodate the program. This was determined from a mathematical standpoint by looking at how many sections you can build out when you don’t have to block out 2 hours per day for lunch.
 3. We also met with the SPED director and mapped out the different types of services we need to be able to plan for to adequately meet needs. We have pared down the spaces through these conversations. SPED is one of the hardest areas to dial in because we don’t know what needs will be coming through the school.
- e. We are currently identifying 165 SF/student. The building has not been designed yet. This includes the gross markup, that includes things like thickness of walls, bathrooms, corridors, etc. Once we announce the site, we can develop the building based on this program.
- f. Diane said prior to having this work completed, we were just estimating what was needed. Now we can say with more certainty what this facility needs to have and the allocated spaces we need.
- g. Jon asked if we can indicate best practice/benchmarks for spaces?
1. We can add that to the SAW. The standard for K classrooms is 1,000 SF. Other grades are 800 SF.
 2. Diane noted for some SPED spaces we only allocate 600 SF. They don’t need a full classroom space.
- h. Jenn Humphrey noted the importance of balancing open vs. closed storage. They need to have both in elementary schools, so it looks neat and inviting, but gives access to materials.
1. As we get further into design we will dial that in.

- i. Brian said this work speaks to the value of the enrollment study. It answers questions from the Town Council, emails to the Board, and conversations in the community. Rebecca is very experienced in working with our district and brings a lot of credibility. Historically she's been accurate.
- j. The projected increase in number of students is 252 more than our current enrollment for 2022-23.
 - 1. This is an increased need for 10 classrooms.

5. Business Case Update

- A. The ongoing business case work is looking at the existing sites, applying the site criteria on them, and then looking at where we can add on to the building.
 - 1. The elements for providing equity at the sites include: separate parent/bus drop offs, adequate parking, play areas, and stormwater retention. Then we can see what space remains for the building itself after we remove portables, taking into account things like setback requirements.
 - 2. We will provide a mockup for the existing sites, with how many classrooms we can accommodate and how many would be needed at a fourth site.
 - 3. We will then provide an ROM cost for this work.

6. Public Comment

- A. Sue Hamill said, whatever is finally decided on, it has to pass. Thinking about the cost, if it's over \$100M, she thinks the community will have a very hard time accepting it and paying for it. She was on the public safety project committee and they did a similar space analysis that resulted in a cost of \$22M. Instead, why don't we say it has to come in at X cost and then work within that budget? It may not deliver everything we want, but we need it to pass. The time pressure is there. She wants to get behind it—we can't argue about the need.

7. Next Steps / Adjourn to Executive Session

- A. The next Building Committee is April 25th.
- B. The next Sustainability Subcommittee is TBD.
- C. The next Communications Subcommittee meeting is April 6th.
- D. The first Finance Subcommittee meeting is TBD.
- E. Jillian made a motion to adjourn to executive session.
 - 1. Dana seconded.
 - 2. The motion passed unanimously by all present.