RECORD OF A MEETING OF THE BROOKLINE SCHOOL COMMITTEE ON **THURSDAY, JUNE 20, 2024** AT 4:00 PM, REMOTE VIA ZOOM. STATUTORY NOTICE OF THIS MEETING WAS FILED WITH THE TOWN CLERK.

School Committee Members present: Andreas Liu (Chair), Suzanne Federspiel (Vice Chair), Helen Charlupski, Steven Ehrenberg, Valerie Frias, Sarah Moghtader, Mariah Nobrega, and Carolyn Thall. *School Committee Members absent*: Jesse Hefter. *Staff present*: Linus Guillory, Superintendent; Susan Givens, Deputy Superintendent for Administration and Finance; and Karen King, Interim Director of Operations.

Dr. Liu opened the meeting at 4:00pm.

1. SCHOOL COMMITTEE ACTIONS

a. Review and Possible Approval of the Memorandum of Understanding for the 150 Fisher Avenue Premises (formerly Newbury College) to accommodate Grade 6-8 Students from the Pierce School

Dr. Guillory and Dr. Givens shared the Memorandum of Understanding (MOU) between the PSB and the Town of Brookline for the use of 150 Fisher Avenue (the former Newbury College), for use by grade 6-8 Pierce School students during the school construction project (Attachment A). Staff have been working on this MOU for many months to ensure that it reflects the needs of the Pierce School community. The Town Information Technology Department and Building Department will occupy the lower level; the first and second floors will house the Pierce Middle School (grades 6-8). Dr. Givens highlighted some of the changes made to the MOU to ensure that the full range of activities associated with a middle school are permitted, including increased hours of usage (previously ended at 3:30pm, now ends at 7:00pm). Dr. Givens reported that we have secured permission for an outdoor shed, which is necessary for the storage of Physical Education supplies. She also noted that there is ample staff parking on site, even after one of the parking areas (Area C, Exhibit B) is repurposed as an outdoor play court. Members asked that Exhibit B be revised to reflect the new play court, with a notation to reflect the corresponding reduction in parking spaces. Student drop-off will be curbside on Fisher Avenue.

Ms. Charlupski motioned to approve the MOU, and it was seconded by Ms. Thall. Dr. Liu asked members if they had any questions or comments. Members thanked staff for all of their work on this MOU, but noted that, overall, the tone of the document feels adversarial. For example, page 1, number 1, "There will be no after-school programing allowed at the Building". Even though an exception clause has been added, it appears burdensome to require the principal to seek permission for every possible after-school activity. Another example is the prohibition of the use of the loading dock (number 2, last sentence). While use of the loading dock is not anticipated, it might be necessary at some future point. Finally, the clause that allows the Town to terminate the Agreement is unreasonable (number 4, last sentence).

Dr. Givens will work with our Town partners to revise the MOU so that it reads as a collaborative document reflecting the shared use of a public building. The revised MOU will be presented to the School Committee at the June 26, 2024 meeting.

ACTION 24-66:
On a motion of Ms. Charlupski, and seconded by Ms. Thall, the School Committee VOTED UNANIMOUSLY, by roll call, with 8 in favor (Dr. Liu, Ms. Federspiel, Ms. Charlupski, Dr. Ehrenberg, Ms. Frias, Ms. Moghtader, Ms. Nobrega, and Ms. Thall), 0 opposed, and 0 abstentions, to postpone action on the 150 Fisher Avenue (formerly Newbury College) Memorandum of Agreement until the next meeting, scheduled for June 26, 2024.

2. ADMINISTRATIVE BUSINESS

a. Consent Agenda

ACTION 24-67:
On a motion of Dr. Liu, and seconded by Ms. Charlupski, the School Committee VOTED UNANIMOUSLY, by roll call, with 8 in favor (Dr. Liu, Ms. Federspiel, Ms. Charlupski, Dr. Ehrenberg, Ms. Frias, Ms. Moghtader, Ms. Nobrega, and Ms. Thall), 0 opposed, and 0 abstentions, to approve the following items:

i. Past Records: June 6, 2024 School Committee Meeting
ii. Student Trip: Brookline High School Music Collective, Netherlands Performance Trip, April 17, 2025 – April 23, 2025 (Attachment B)
iii. BHS Tunnel Structural and Waterproofing Repairs Project: LeMessurier Engineering, Contract Amendment No. 2, $30,100.00 (Attachment C)
iv. Public Works Contract No. PW/24-22, 124 Fisher Avenue Parking Lot Improvements, A&D Services, Inc., $77,518.55 (Attachment D)
v. Approval of Budget Transfer: $120,000.00 from the Driscoll School Construction Project Account to the School Maintenance Electricity Account (Attachment E)

Dr. Liu adjourned the meeting at 4:25pm

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING (this "Agreement"), is entered into as of this ____ day of _____, 2024, by and between the **Town of Brookline** ("Town"), acting by and through its Select Board, with its municipal offices located at 333 Washington Street, Brookline MA 02445 and the **Public Schools of Brookline** ("PSB"), acting by and through its School Committee, with is offices also located at 333 Washington Street, Brookline MA 02445, both parties herein referred to jointly as the "Parties".

WHEREAS, the Town is the owner of certain property located at 110 Fisher Avenue, 150 Fisher Avenue, 146 Hyslop Road (a/k/a 129 Fisher Avenue) and 124 Fisher Avenue in Brookline, Massachusetts (collectively, the "Premises"); and

WHEREAS, PSB needs space to accommodate Grade 6-8 students from the Pierce School during its planned renovation and until the project is complete.

WHEREAS, the Premises contain a building formerly owned by Newbury College (the "Building") whose certain designated facilities at 150 Fisher Avenue, as displayed on floor plan Exhibit A could be repurposed for use as a Middle school; and

WHEREAS, while the Town is currently using the Building for several municipal purposes, portions of it remain vacant and currently available to address some of the need for space during the Pierce School renovation;

NOW, THEREFORE, in consideration of the mutual promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Town and PSB agree as follows:

1. PSB shall only use the Academic Building on the site. PSB will be able to use the first and second floor portions of the Building as designated on the Floorplan attached hereto as Exhibit A as space for existing designated Pierce School students, teachers and support staff and programs, including all attendant and related uses thereto as necessary, including Rooms 102, 103, and 105 currently utilized by the IT Department, but not Rooms 104A, 105A, 106, 103E1, and 103F1. No other non-Pierce school programs or non PSB staff shall be permitted on the site. PSB shall have the right to enter and exit the Building from the designated entrances, which shall not be entrances to the lower two floors, and the Town shall provide copies of any keys, access codes, identifiers and other means of entrance necessary to access the Building. PSB will not have access to any other building on the Premises. PSB's use of the Building shall not extend to use for school purposes other than swing space during the Pierce School renovation. There will be no after-school programming allowed at the Building.

PSB may utilize Fisher Hill Park and outdoor areas adjacent to the Academic Building for recess or for satisfying other student needs for outdoor space, but only pursuant to the following requirements:

- PSB may use Fisher Hill Park only when it is designated as "open" by the Parks and Open Space Division of the Department of Public Works. All parties

recognize the Park is generally closed during rain and periods of freezing or thawing.

- PSB agrees to repave a designated portion of the parking lot on site and to lay out "hard court" play areas in that space, with all costs borne by PSB.

- PSB will coordinate its schedule for using Fisher Hill Park with the Parks and Open Space Division to insure the Division can adequately prepare Fisher Hill Park for practices and games.

- PSB cannot use Fisher Hill Park after school hours.

- PSB will provide any outdoor seating areas or playground equipment such as basketball hoops, and will be responsible for removing same unless given written authorization from the Town.

- PSB and Department of Public Works may work together to design classroom/educational activities for Fisher Hill Park.

2. Parking. Parking is available on-site in five separate areas delineated Areas A-E as show on the Parking Plan attached hereto as Exhibit B. Under the terms of this Agreement, PSB will have the right to utilize only Parking Areas B and C Monday through Friday. Parking Areas B and C may be used by PSB for staff or visitor parking, as PSB sees fit, but the Town will have the right to use Parking Areas B and C during the weekends. Parking Area D is for Public use. Parking Areas A and E cannot be used for handicap parking. No Parking Area, including Parking Areas B and C, may be used for pick up or drop of students, nor may they be used for deliveries. The driveways on the north side of the building, used to enter and exit Fisher Avenue, are for Town use only; this also include the driveway on the east side of the property that leads to Parking Area A. PSB shall not use these driveways for deliveries, pick-up/drop off, storage, refuse removal, or standing/ non standing parking. All School deliveries are the responsibility of the School Department staff to receive, and shall be received on the first floor area of the Building designated as classroom space. PSB shall not use the parking lot adjacent to Fisher Hill Park for parking. The loading dock servicing the Academic Building shall be solely for use by the Building Department or IT Department.

PSB shall have bus and van service drop off and pickup in front of the building located at 150 Fisher Ave. PSB requests signs be posted designating the space for school bus, van and delivery vehicles only. Staff from the Town and PSB will review the plan for conformance with this MOU.

To the extent parents, PSB staff, or students utilize street parking around the Premises, they shall not, in doing so, block access to any Town parking lots. Parking or standing on Hyslop Road will not be permitted.

PSB shall be responsible for installing all necessary barriers and signage as required.

3. Term. The term of this Agreement shall be from June 1, 2024 to, forty-five (45) days after the New Pierce School obtains a Temporary Certificate of Occupancy, unless extended by mutual agreement memorialized in writing by both parties. Parties may, by mutual agreement, terminate this Agreement at any point.

4. Designated Use: Occupancy shall be based on the same access granted to other PSB school staff. Teachers and support staff shall have access the first weekday on or after August 15 before the school year begins and through five days after the last day of school from the hours of 7 AM to 7 PM, like all other school staff. The Principals, Custodians and Admin shall have access 24/7/365 for cleaning, summer-cleaning and quiet enjoyment of the agreed upon spaces. PSB shall responsible for securing the building to the extent it is utilized after 3:30 PM, including locking all doors and windows and setting all alarms. The building cannot be sublet out to any group. The Town is not responsible for any equipment, materials, or other infrastructure left in the Building by PSB subsequent to the term. PSB shall be responsible for returning all portions of the Building used pursuant to this MOU to their original state, and shall remove all furniture and equipment from said portions of the Building unless: (a) the furniture and equipment pre-dated the term of this MOU, or (b) the Town consents in writing for such furniture and equipment to stay. Any disposal of PSB refuse, including furniture or other large items, shall be the responsibility of PSB. To the extent the Town is forced to incur costs associated with clearing out the Building following PSB usage, PSB will reimburse the Town for those charges.

In the event the Town determines that PSB, or any of its agents, are utilizing the Building for purposes other than those stated in Section 1, in contravention of any other section of this Agreement or in a manner detrimental to the health, welfare or safety of the surrounding neighborhood or the public at large, it may notify PSB in writing. PSB shall be given thirty (30) days from receipt of the writing to address the Town's concern. In the event PSB fails to address the concerns in a manner satisfactory to the Town within the allotted period, the Town shall have the option of terminating this Agreement.

5. Understanding as to Barred Areas. PSB recognizes that the portion of the Building designated as either "IT" or "Building Dept Space Only" on the floorplan attached as Exhibit A ("the Barred Area") is currently used by Town Departments and shall remain in use by Town Departments during the Term. The Barred Area is not included within the space made available to PSB pursuant to Section 1. Moreover, the Barred Areas may contain activities or materials that could be hazardous. The Town shall make reasonable effort and take practical measures to secure spaces and materials so PSB students and staff cannot access them, but all parties recognize that PSB shall be responsible for reasonably insuring that no students, teachers, parents/caregivers or any other individuals present in the Building as invitees, employees, or guests of PSB access the Barred Areas. PSB acknowledges and accedes to the fact that the Town's use of the Barred Area may, at times, cause noise, odor, vibration, or other effects potentially distracting to students or faculty utilizing the Building pursuant to this Agreement.

6. Indemnification. PSB shall at all times save the Town harmless, and exonerate and defend and indemnify the Town from and against any and all claims, liabilities or penalties asserted by or on behalf of any person, firm, corporation or public authority on account of nuisance or injury, death, damage or loss to person or property stemming from the use or occupancy of the

Building by PSB or anyone present at the Building as PSB's employee, agent, or guest, including students and parents/caregivers.

7. Rent. As consideration for the use of the Building during the Term, PSB shall pay rent of $1 to the Town.

8. Maintenance. Major maintenance of the Building, including all Building-wide security, electrical, HVAC, fire prevention, and other systems, shall remain the responsibility of the Town, who shall insure to the best of its ability that all classrooms and associated areas are suitable for the use contemplated by this Agreement. PSB shall provide a full time, site designated custodian who shall be responsible for all minor maintenance, repairs, school operations, security and reporting of work orders. PSB shall also provide all custodial services for the space used, including the elevator, stairs and open areas that are below the first floor by the open stairs. PSB shall be responsible for the installation and maintenance of all technology, furniture, office equipment, network, and wifi, to run the school program. At the end of the term, unless mutually agreed upon, PSB shall remove any and all technology, furniture and office equipment. Building Department staff utilizing the Building will not be expected to support PSB usage any more so than they support any other PSB school property where students and staff occupy space.

9. Staffing. In addition to the custodian described in Section 7, PSB shall have an administrator on-site while school is in session. The on-site administrator will be the point of contact with the Building Department, and all concerns raised by parents, PSB staff, or students will be directed to the administrator, where appropriate.

10. Trash and Refuse. PSB will be responsible for all trash removal, recycling, food composting, large item disposal, disposal of hazardous materials, or other measures taken to deal with waste generated by PSB usage of the Building, including coordination with the Department of Public Works or outside vendors. All pick-up schedules for refuse must be coordinated with the Department of Public Works.

Bins and storage containers for PSB trash will be located in a parking space in a back corner of Parking Area B, as shown on Exhibit A. PSB refuse cannot be stored in Parking Areas A or E. PSB is not permitted to use any Building Department trash containers on-site. PSB shall be responsible for trash and litter pickup in all exterior areas of the Premises used by PSB staff and students and, to the extent PSB utilizes Fisher Hill Park, for Fisher Hill Park.

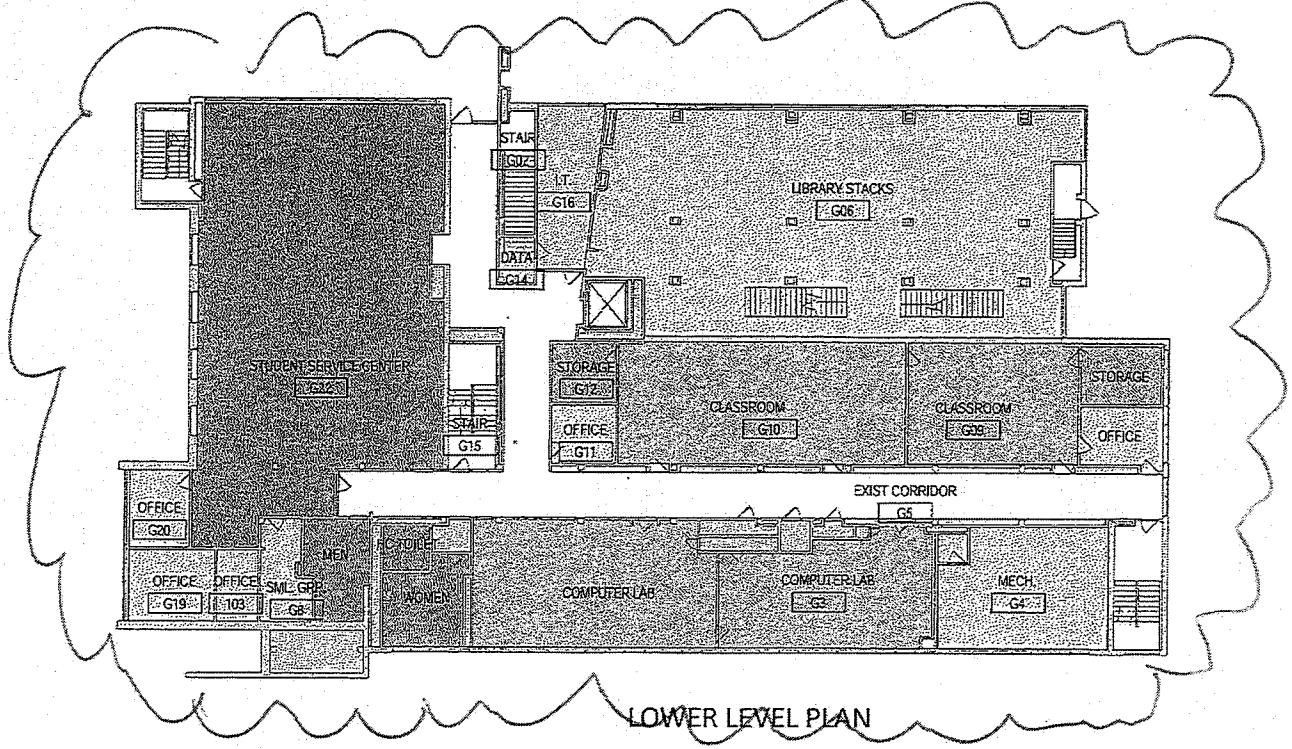
11. Miscellaneous.

(a) This Agreement shall be governed and construed in accordance with the laws of the Commonwealth of Massachusetts.

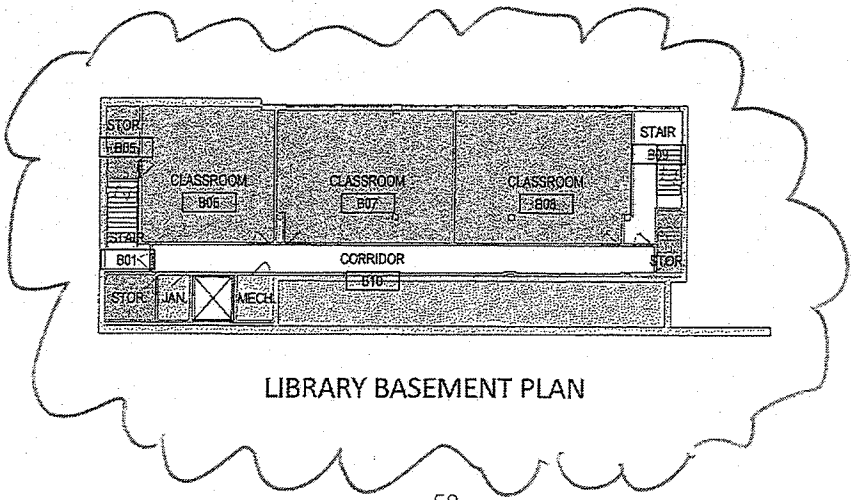
(b) PSB shall coordinate with the Department of Public Works for any snow removal needs.

APPENDIX

ACADEMIC CENTER - BASEMENT & LOWER LEVEL



LOWER LEVEL PLAN



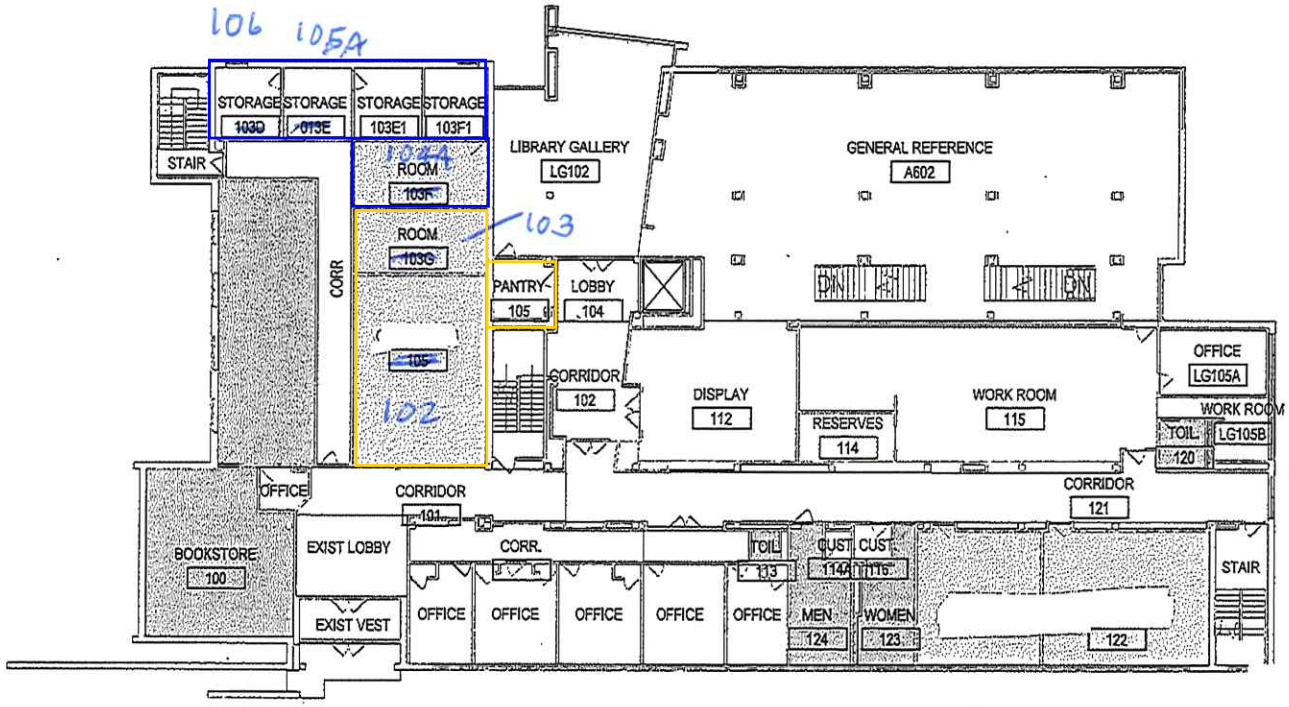
LIBRARY BASEMENT PLAN

BUILDING DEPT SPACE ONLY

- BUILDING COMMON
- CAMPUS COMMON
- CIRCULATION
- CLASSROOM
- OFFICE
- RESIDENTIAL
- RESTROOM
- STORAGE
- SUPPORT SPACE

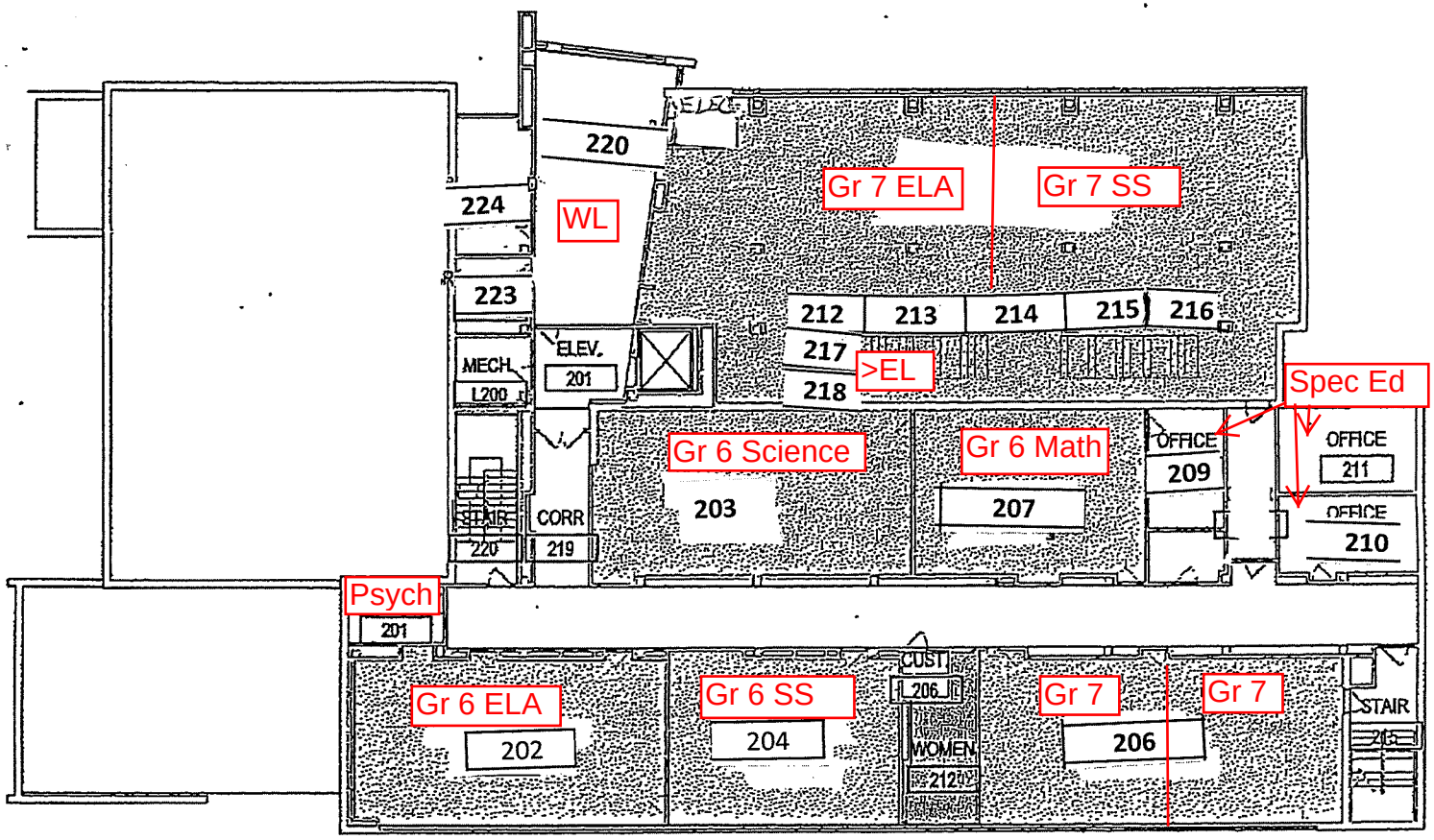
ACADEMIC CENTER - FIRST FLOOR

Final



NEWBURY

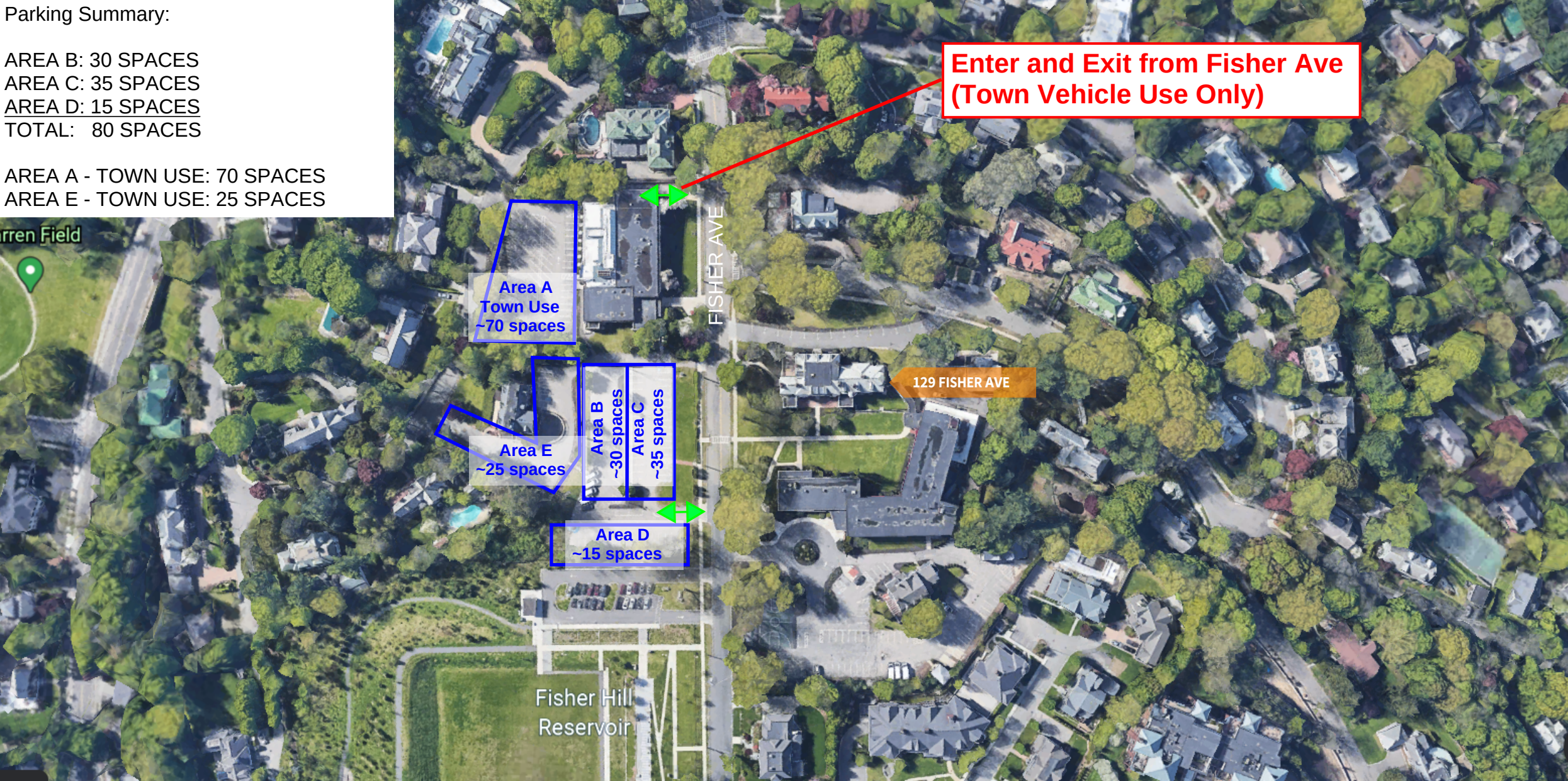
ACADEMIC CENTER - SECOND FLOOR



Parking Summary:

AREA B: 30 SPACES
AREA C: 35 SPACES
AREA D: 15 SPACES
TOTAL: 80 SPACES

AREA A - TOWN USE: 70 SPACES
AREA E - TOWN USE: 25 SPACES



THE PUBLIC SCHOOLS OF BROOKLINE
OFFICE OF TEACHING AND LEARNING
BROOKLINE, MASSACHUSETTS 02445

PHONE: 617-730-2432
FAX: 617-264-6451

LINUS J. GUILLORY JR., PHD
SUPERINTENDENT OF SCHOOLS

JODI L. FORTUNA, ED.D
DEPUTY SUPERINTENDENT OF TEACHING AND LEARNING

BHS Music Collective to the Netherlands Performance Trip

Out-of-State Trip Application

Netherlands

April 17th – April 23rd, 2025

For review and consideration by the

Brookline School Committee

Approval Route: Copies to:	Approved	Denied	*Returned
TEACHING & LEARNING			
SUPERINTENDENT			
SCHOOL COMMITTEE			

MEETING DATE _____

*REASON RETURNED: _____

Thank you for considering this field trip proposal for the BHS Music Collective. This trip to The Netherlands in April 2025 will be my tenth trip with the ensemble. As in the past, I decide and build performance trips around three important areas:

- Curriculum
- Educational opportunities/workshops
- Community Service performances

Curriculum

Attached are standards for Creative decisions, Performing and Connecting to performance for musicians. This is but one of the newly revamped music standards that the students will be tackling. The Music Collective will engage in the advanced understanding standard while preparing for this trip. The Collective engages in the process of composing music that is representative of their comprehension of the current musical repertoire that they listen to, as well as my challenging musical suggestions. The ensemble must work together to create this music as well as perform the music. They leave the classroom every day with a better understanding of how to work together and provide supportive, healthy peer reviews of their work. It is expected that they apply these processes to other experiences in their daily engagements outside of the music classroom. Performing in a different environment helps with the Connecting standard, especially when performing a community service type of concert as well as a workshop performance. The essential question of, 'How do musicians make meaningful connections creating, performing, and responding?' will be different for each of these performances and ensemble members will provide a reflection in a journal after each performance to contemplate and come to their own answers for that question.
We will be arranging some traditional Dutch music for the trip:)

Education/workshops

The Netherlands is home to a diverse musical universe but perhaps most known for The Royal Concertgebouw Orchestra One alumni of BHS and The BHS Band Room , Nicky Schwartz,is a member of this prestigious orchestra and I have been in touch with him to help organize a workshop for the MC while in Amsterdam.
I believe The Netherlands will offer students an exciting opportunity to interact with exceptional musicians as well as experience the beautiful canals, art, lively cities of Amsterdam and Haarlem as well as experience a country that is at the forefront of sustainability.
outlined in the application as well as in the itinerary the cost does include:

- all dinners/breakfasts and lunch
- air fare
- itinerary items
- chartered bus 24/7 to bring us to our scheduled events
- performance opportunities
- community service public performances at local hospitals and/or homeless shelters(one or two and those are still TBA)
- music workshop

Thank you for considering this trip. All other similar trips that I have taken students on in my tenure at BHS have made lifelong positive impressions on students and I am confident this one will as well.

Carolyn

PUBLIC SCHOOLS OF BROOKLINE

APPLICATION FOR ALL **OUT-OF-STATE, OVERNIGHT** FIELD TRIPS

TRIP LOGISTICS:

1. Name of Field Trip: **Music Collective to The Netherlands performance trip**
2. Educator Requesting Field Trip Approval: **Carolyn Castellano**

3. School: **Brookline High School**Grade Level: **9-12**
4. Have you reviewed the *School Committee Policy I 3 a. for School Sponsored Field Trips*? **Yes**
5. Have you reviewed the document "*Administrative Procedures for School Sponsored Field Trips*"? **Yes**
6. Have you reviewed the document *"Field Trip Planning Guide"?* **Yes**

These documents can be found in the Staff Portal of the district website (www.brookline.k12.ma.us) in the Office of Teaching and Learning link.

7. What is your destination? **Amsterdam,Harlem, The Netherlands**
8. What is the date and time you are leaving school? **Thursday April 17,2025 in evening-**
9. What is the date and time you are returning to school? **Wednesday April 23, 2025**
10. Do the dates of the trip conflict with any religious holidays or observances?**Good Friday and Easter**
11. How many days will students miss from school? **0**
12. How are students being transported (school bus, chartered bus, plane, rail, etc)?**Plane/Bus**

*If students are traveling via bus, please complete the **Requirements for Field Trip Transportation via Bus** form.*

13. How many students will be participating in the field trip? **18-20**
14. What members of the student body are eligible for the trip? **Members of The Music Collective as well advanced musicians Concert Band members**
15. How are students selected to participate in this field trip?**If they are enrolled in those ensembles they can go**
16. Where will students be staying? ***Holiday Inn Express Amsterdam – North Riverside***; Motorkade 1, Amsterdam.
17. What are the names and cell phone numbers of the primary staff chaperones on the trip?

Carolyn Castellano-[redacted]**Liz Brennan-**[redacted]

18. Other than those listed in #16 above, what are the names and roles (teacher, parent, etc) of other adult chaperones who will be on the trip? N/A

EDUCATIONAL RELEVANCE

19. What is the purpose of the trip and how does it relate to Brookline's Learning Expectations (K-8) or BHS Course Syllabi? **Please refer to the introduction letter.**

20. Describe activities planned before the trip to prepare students:**Students will prepare and arrange various music repertoires to perform at a clinic and at community service concerts. To prepare the ensemble will be performing at the spring concert in April and also at other Brookline events such as the senior center.**

21. Describe activities planned after the trip for students to wrap-up/reflect:**Students will share experiences/reflect with each other once back in class.**

ACCESSIBILITY AND STUDENT SAFETY

22. To what extent does the field trip group reflect the diversity of the school population? What efforts will be undertaken to ensure that, to the greatest extent possible, the participants in this field trip reflect the diversity of the school population? Please confirm in your answer that students are selected for the trip on a need-blind basis and that the trip will be advertised to students as need-blind, so that it is accessible to all students.

The trip is open to any Music Collective member so in a sense it reflects the diversity of that program which will be comprised of the following for the 2024/25 school year:

16 boys,3 girls. Of that number 2 are Asian, 2 latinx 14 are white.

23. What measures are planned to ensure student safety on the trip, including chaperone coverage, student behavior contracts, etc.

The chaperone to student ratio will be 9 to 1. Student behavior contracts will be distributed to students and parents and two meetings will be held, one in January and the other in April to communicate behavioral expectations.

24. What is the name and location of the medical facility closest to your destination?

Boven IJ, hospital, Statenjachtstraat 1, Amsterdam. Hospital 4.1 km distance from the hotel.

25. Will students be swimming? (please note: if swimming is planned, parents must give explicit written permission for their child to swim; students who do not have this express written permission will not be allowed to swim) **NO**

26. If traveling outside of the United States, please attach the appropriate Department of State Advisory Review and Notification and a copy of Consular statement.

1.Most recent report from U.S. Bureau of Consulate Affairs
2.Country Security Report

FUNDING

27. What is the total cost of the trip **per student**? Please detail the major components of the trip below and provide a total. (*add/edit headings as necessary*)

Lodging/Admissions/Tickets	$2,459
Travel	$1,312
Meals	
TOTAL per student:	**$3,771.**

INCLUDES:

- 5 nights in a 3 or 4-star hotel central to Amsterdam or located just outside of the city.
- Breakfast daily at your hotel
- 5 multi-course meals, as follows:
  - Welcome dinner of traditional fare in Amsterdam
  - Dinner at a local restaurant in The Hague
  - Dinner at local restaurant in Amsterdam
  - Dinner at local restaurant in Amsterdam

  - Festive farewell dinner in Amsterdam
- 4 performance opportunities* (*pending confirmation*):
  - Concert at a local church in The Hague
  - Afternoon workshop with The Royal Concertgebouw Orchestra (*pending your student connection here*)
  - Friendship concert with a local ensemble in Amsterdam
  - Goodwill concert at a local senior community in Amsterdam
- Scenic canal cruise through the city-center of Amsterdam
- Excursion to Delt and The Hague, including entry to the Royal Delft Pottery Museum
- Excursion to Edam-Volendam with visit to the Cheese Market and Cheese Weigh House
- Afternoon trip to Haarlem, including entry to the Frans Hals Museum
- Entry to the Ann Frank House
- Entry to the Van Gogh Museum
- Full-time MCI Tour Manager to be with you for the entirety of your trip
- Transportation for all services in the itinerary in a private, climate-controlled motor coach

28. How will the field trip be funded?
Students will pay with scholarship and supplemental costs funded by the BHS Band fund

29. What accommodations are made for students who cannot afford the expenses of this trip? Are partial and/or full scholarships available?
Partial and full financial aid is available once students apply through the town

This will be my 10th trip and every student that has expressed interest regardless of their financial situation, has been able to participate.

Other expenses covered from account are:

rental of instruments since we cannot travel with drums/ amps and keyboards. Thus typically costs around $1500.00.

Workshop money which is usually $500

Music sales-Last trip we raised $600.00

- **Concert sales-Last trip we raised $500.00**
- **Open Mic attendance and raffles-Last trip we raised $600.00**
- **Performances outside of BHS-Last trip we raised $300.00**
- **We raised $5900.00 through Snap. In 2020 and we still have about $7000.00 left for scholarship**

30. If fundraisers are planned to help lower the cost of the trip for all students, please describe those plans here: described above as well as we will help fund some of the lunches not covered in cost of trip.

If you need any assistance as you complete this application,
please contact the Office of Teaching and Learning at 617-730-2432.

Signatures:

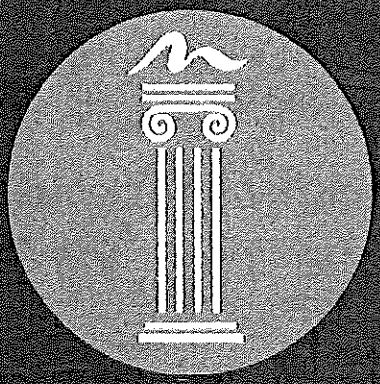
Educator Requesting Field Trip Approval: Xv'ƒ£-¥5Xv"«z£3V¥ƒ Date: Jun 2, 2024

Principal: ____ 6/12/2024
_____ Date: _____

BROOKLINE HIGH SCHOOL
JAZZ BAND

Performance Tour of THE NETHERLANDS

APRIL 17-23, 2025



800.624.0166 | 802.862.2200 | travel@music-contact.com | www.music-contact.com

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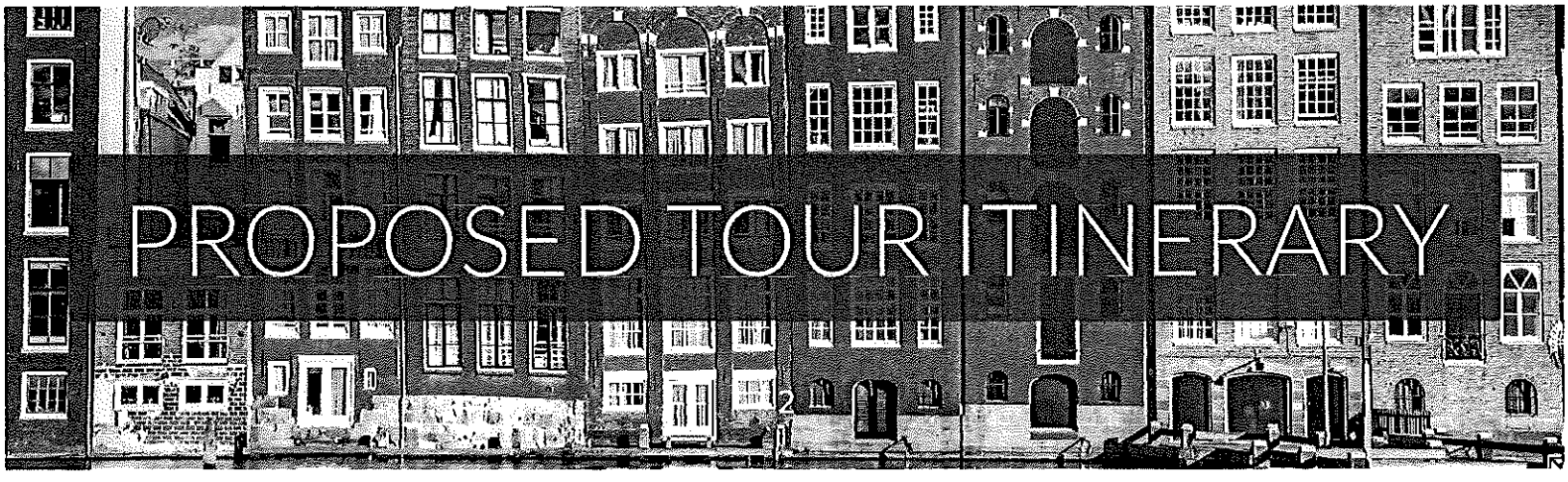
Perform in the Netherlands with your choir!

Share your music in the Netherlands! With gorgeous canal cities and stunning coastlines, embark on a musical journey through the picturesque Northern Europe regiona of Europe. Visit The Hague, a charming coastline town; Edam and Volenda, famous for their cheese and traditional clothing; and of course, Amsterdam, rich in history and culture from Holland's Golden Age. Explore iconic landmarks, timeless artwork, beautiful landscapes, local cuisine, and the vibrant culture.

Join us on a concert tour to the Netherlands and experience its magic as you share your music with its lovely people!



DAY 1 | Thursday, April 17

FLY TO AMSTERDAM

The **Brookline High School Jazz Band's Concert Tour** of the **Netherlands** begins with an overnight flight from **Boston Logan International Airport** to **Amsterdam Airport Schiphol.**

Refer to your **MCI tour handbook** for tips on making the journey smooth and comfortable.

DAY 2| Friday, April 18

WELCOME TO THE NETHERLANDS!

Arrive at the **Amsterdam Airport Schiphol** this morning, where your **Music Contact International tour manager** will greet your group in the arrivals hall. Together, board your waiting motor coach and transfer to your **hotel** for check-in.

After taking some time to refresh and unpack, embark on a **scenic canal cruise** in the city center. Cruise through a number of the city's canals and pass and take in the beautiful sites. See the **old center** of the city with elegant **merchant's mansions**, churches, and warehouses, each with their own rich history from **Holland's Golden Age**.

Tonight, a festive **welcome dinner** of traditional fare is planned for your group at a local restaurant!

DAY 3 | Saturday, April 19

EXCURSION TO DELFT & THE HAGUE | CONCERT IN THE HAGUE*

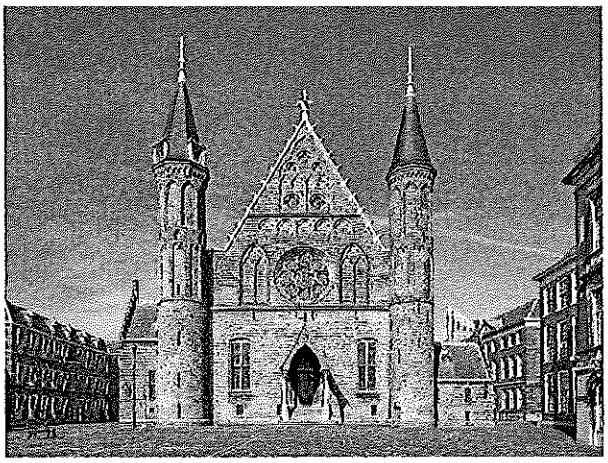
After **breakfast** at the hotel, depart by motor coach for **Delft** which is mainly known for its famous 17th century pottery **"Delfts Blue"**. Aside from the pottery, the town itself is a little gem in its own right. Life is concentrated around the market square, flanked by the **"New Church"** at one end and the town hall at the other. It is also home of the famous painter Vermeer (1632-1675), who lived and worked in Delft.

Upon arrival, visit the **Royal Delft Pottery Museum**: the company museum with antique Delft Blue pieces and the production

process in the factory.

Following the tour, enjoy lunch on your own, before continuing to **The Hague**, which has been called many names: Green City by the Sea, Royal Residence, Beautiful City behind the Dunes, the Largest Village of Europe, etc. It is the third largest city in the Netherlands, seat of the Netherlands government, the home of the Royal Family and boasts 11 km of coastline and extensive public parklands. The **Brookline High School Jazz Band** will **perform an afternoon concert** at a **local church** in The Hague for a warm audience.

After your performance, enjoy **dinner** together at a local restaurant before returning to Amsterdam this evening.



DAY 4 | Sunday, April 20

EXCURSION TO EDAM-VOLENDAM & HAARLEM

After **breakfast** in the hotel dining room, transfer by motor coach to **Edam-Volendam**, a municipality in the Netherlands with the province of North Holland, consisting of the towns of Edam and Volendam, whose centers lie just 3 km apart.

Upon arrival in **Edam** visit a local cheese farm, where you can see the process of making cheese - a cultural experience to remember!

Continue to **Volendam** for free time and lunch on your own. While Edam is famous for the cheese of the same name, **Volendam**

is a popular tourist attraction in the Netherlands, well-known for its old fishing boats and the **traditional clothing** still worn by some residents. The women's costume of Volendam, with its high, pointed bonnet, is one of the most recognizable of the Dutch traditional costumes.

In the afternoon, meet the motor coach and transfer to **Haarlem**. A striking contrast to the big city of Amsterdam, Haarlem is an easy-going, small town with a population of around 150,000 people. Founded on the banks of the **River Spaarne** in the 10th century, Haarlem became a prosperous region, having established itself a vibrant hub for the arts by the 17th century and home to a flourishing school of painters during that time. View the impressive display of artwork throughout history displayed at the **Frans Halls Museum**,

After your museum visit, meet the coach for your return transfer back to Amsterdam.

Tonight, enjoy **dinner** together at a local restaurant in the city.

DAY 5 | Monday, April 21

SIGHTSEEING IN AMSTERDAM | WORKSHOP WITH THE ROYAL CONCERTGEBOUW ORCHESTRA | FRIENDSHIP CONCERT*

After **breakfast**, take a self-guided tour of the **Anne Frank House**. View the rooms of the Secret Annex, which have been maintained in their authentic conditions. Although the rooms remain empty of all furniture - they were removed during the arrest - documents belonging to the eight people who had been in hiding, are displayed in the annex. Through the words of Anne's diary, original objects, documents, and photographs, visitors are transported back in time, experiencing the atmosphere to that of the hiding period.

Later this afternoon, the **Brookline High School Jazz Band** will have the special opportunity to participate in a **musical workshop** with the renowned **Royal Concertgebouw Orchestra**, considered one of the leading orchestras in the world.

After your workshop, the **Brookline High School Jazz Band** will perform a **friendship concert** with an enthusiastic local ensemble at a nearby school, church, or similar venue. Enjoy the unique cultural exchange that can happen when two choirs come together to make beautiful music this evening.

Tonight, **dinner** is served at a local restaurant in the city.

DAY 6 | Tuesday, April 22

SIGHTSEEING & SINGING IN AMSTERDAM | GOODWILL CONCERT*

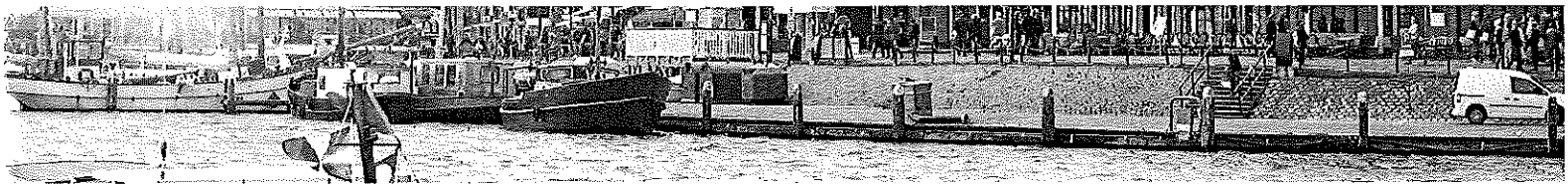
After **breakfast**, enjoy a visit to the **Van Gogh Museum**. Featuring over 200 paintings, 437 drawings, and 31 prints, the museum contains the largest collection of paintings by Van Gogh in the world!

After your museum visit, enjoy free time for lunch and exploring in chaperoned groups.

As Amsterdam is known for its rich history as the *City of Diamonds*, you may wish to visit the **Diamond Experience** (additional fee). The **Diamond Museum** is a visual information center highlighting all aspects of diamonds and the diamond industry in Amsterdam. Admire stunning diamond exhibitions, including such famous stones as the Koh-I-Noor, the Cullinan, and the Rembrandt.

This afternoon, you have the opportunity to **perform your music** to an enthusiastic audience of senior citizens at a **local seniorcommunity**.

Tonight, a **festive farewell dinner** is served at a local restaurant. There will be ample time to recount the highlights of the tour. Following dinner, return to the hotel to finish packing and to get a good night's rest.



DAY 7 | Wednesday, April 23

FLY HOME

After **breakfast**, check-out of your hotel in and transfer to the **Amsterdam Airport Schiphol**.

The **Brookline High School Jazz Band's Concert Tour of the Netherlands** ends with a return flight to **Boston**. Heartfelt goodbyes are exchanged at the airport and your group is sent off with a fond "Thank you for connecting our world through your music. Until we meet again.....!"

**All performance opportunities and venues proposed in this itinerary are pending final confirmation and availability at time of booking. Your group's final program will be determined by confirmed times and locations for concerts, workshops, entrances and other activities. Although your ensemble's exact itinerary will vary to accommodate performance schedules, the same type of singing experiences, activities and caliber of venue will be included in your final concert tour program.*

Your Tour INCLUDES:

COMPLIMENTARY TRAVEL - *you deserve it!*

- 2 free land & air packages in single occupancy for a minimum of 20 paying travelers

FLIGHTS - *professionally managed with group airfare*

- Round trip flights for your group from Boston to Amsterdam

Our flight team handles custom flight requests and upgrades.

ACCOMMODATIONS - *thoughtfully selected to match group needs*

- 5 nights in a 3 or 4-star hotel central to Amsterdam or located just outside of the city.

MEALS - *varied, flavorful, and highlighting local cuisine*

Breakfast daily at your hotel

5 multi-course meals, as follows:

- Welcome dinner of traditional fare in Amsterdam
- Dinner at a local restaurant in The Hague
- Dinner at local restaurant in Amsterdam
- Dinner at local restaurant in Amsterdam
- Festive farewell dinner in Amsterdam

Additional meals can be arranged upon request.

PERFORMANCES, WORKSHOPS, and EXCHANGES *that are customized, unique, and inspiring*

Music is the heart of this tour and the suggestions made here reflect the type of performances, venues, musical exchanges, and experiences we will arrange for your ensemble. Impromptu singing on tour is encouraged!

4 performance & singing opportunities*:

- Concert at a local church in The Hague
- Afternoon workshop with The Royal Concertgebouw Orchestra

- Friendship concert with a local ensemble in Amsterdam
- Goodwill concert at a local senior community in Amsterdam

**These arrangements are pending confirmation. Confirming concerts is a process, which requires registration of your ensemble for this tour along with your current biography, sound samples, photos, and repertoire. In some cases, additional separate applications must also be submitted. Organizers, venues, and hosts need to then approve each proposed concert. Music Contact International manages this process and is excited to share updates as performances confirm.*

ACTIVITIES + TOURS + ENTRANCES - *handpicked for your travelers*

Experience fabulous sightseeing with our entertaining and informative guides:

- Scenic canal cruise through the city-center of Amsterdam
- Excursion to Delt and The Hague, including entry to the Royal Delft Pottery Museum
- Excursion to Edam-Volendam with visit to the Cheese Market and Cheese Weigh House
- Afternoon trip to Haarlem, including entry to the Frans Hals Museum
- Entry to the Ann Frank House
- Entry to the Van Gogh Museum

TOUR MANAGER *to handle on-the-road logistics*

A full-time tour manager to accompany your group every step of the way from arrival through departure. Our beloved tour managers assist with:

- Greeting and gathering the group upon arrival
- Expediting hotel check-ins and check-outs
- Liaising with reception desks, coach drivers, and guides
- Facilitating concerts and rehearsals
- Directing on-site entrances and activities, handling tickets and vouchers
- Keeping each day well-paced
- Sharing cultural content and interpreting local customs
- Sending everyone home with fond memories & hopes to travel together again soon!

TRANSPORTATION *in a private, modern, climate-controlled motor coach with a professional driver*

For all services specified in your itinerary.

INSURANCE *that covers our commitment to you*

Music Contact International, Inc. holds $5,000,000.00 of Travel Agent and Tour Operator Professional Liability Insurance.

TOUR ENHANCEMENT MATERIALS *to help plan, promote, and prepare for your tour*

- A custom Traveler's Resource Site (TRS): We build this site specifically for your tour as a resource for travelers to engage in from the start. The TRS is where travelers view the itinerary and watch it develop. There are maps, pictures, packing lists, recommendations for destination-based books and movies, collections of FAQs, and helpful travel links. We'll build your site when your group is registered for this tour!
- A customized Tour Handbook with hourly itinerary, packing tips and lists, practical "Things to Know", destination background, and other fun content. This printed booklet is provided for each traveler about a month before departure.
- A luggage tag, passport/document holder, and outlet adapter for each traveler is also included.

MUSIC CONTACT INTERNATIONAL SERVICES *go beyond logistics*

- A unique opportunity to make lifelong friends through music and pilgrimage! When we bring groups together, friendships develop that frequently extend to years of heartfelt reunions on tours we plan around the world.
- You are in good hands! We've got 30+ years' experience arranging custom cultural and special interest tours, performance tours and festivals for choirs, bands, and orchestras.

- Our MCI team is the best in the business! We are musicians, teachers, event planners, parents, performers, volunteers, travelers, linguists, athletes, and more, from many countries, sharing our expertise at producing great tour experiences.
- We are right there with you! Often, a person who works on your tour, escorts it. This means your tour manager's expectations for a great program and activities are as high as yours!
- Details are our specialty! Group leaders appreciate our well-organized, user-friendly systems and tools for handling group logistics, payments, and diverse traveler needs.
- You'll love our flexibility! Do some of your travelers need individual flights? Adjoining rooms? Gluten-free meals? We are always glad to help.
- No matter where you live, consider us local! We will travel to meet your group, present the tour, and help you promote and plan for it. We also Zoom, Skype, and video chat.

CONVENIENT ONLINE PAYMENT SYSTEM *-tour accounting has never been easier!*

MCI has a secure, password-protected, online payment site where tour members register and pay for their tour in increments. Reminders and statements are sent electronically; these may be sent to your spam folder so please be sure to mark emails from noreply@music-contact.com as not spam.

Your designated leader is emailed a weekly report on group finances and has access to a portal to view payments at any time. We have a system for handling scholarships and monies from fundraisers as well. If for any reason you prefer to collect payments from your travelers and send us a group payment, that's fine too!

TOUR PACKAGE PRICES*you can rely on*

LAND PACKAGE PRICES:

- $2,197 per person based on a minimum of 25 paying travelers in double occupancy
- $2,459 per person based on a minimum of 20 paying travelers in double occupancy

ESTIMATED AIRFARE:

- $1,312 per person *estimated* airfare

Airfare for April 2025 will be available in late May 2024

TOTAL LAND & *ESTIMATED* AIR PACKAGE PRICES:

- $3,509 per person based on a minimum of 25 paying travelers in double occupancy
- $3,771 per person based on a minimum of 20 paying travelers in double occupancy

Prices in this offer are valid until 5/16/2024

In order to guarantee these prices, we must receive a confirmation deposit of $1500 and registration materials by this date. Prices cover specified tour dates and services only and are based on current availability.

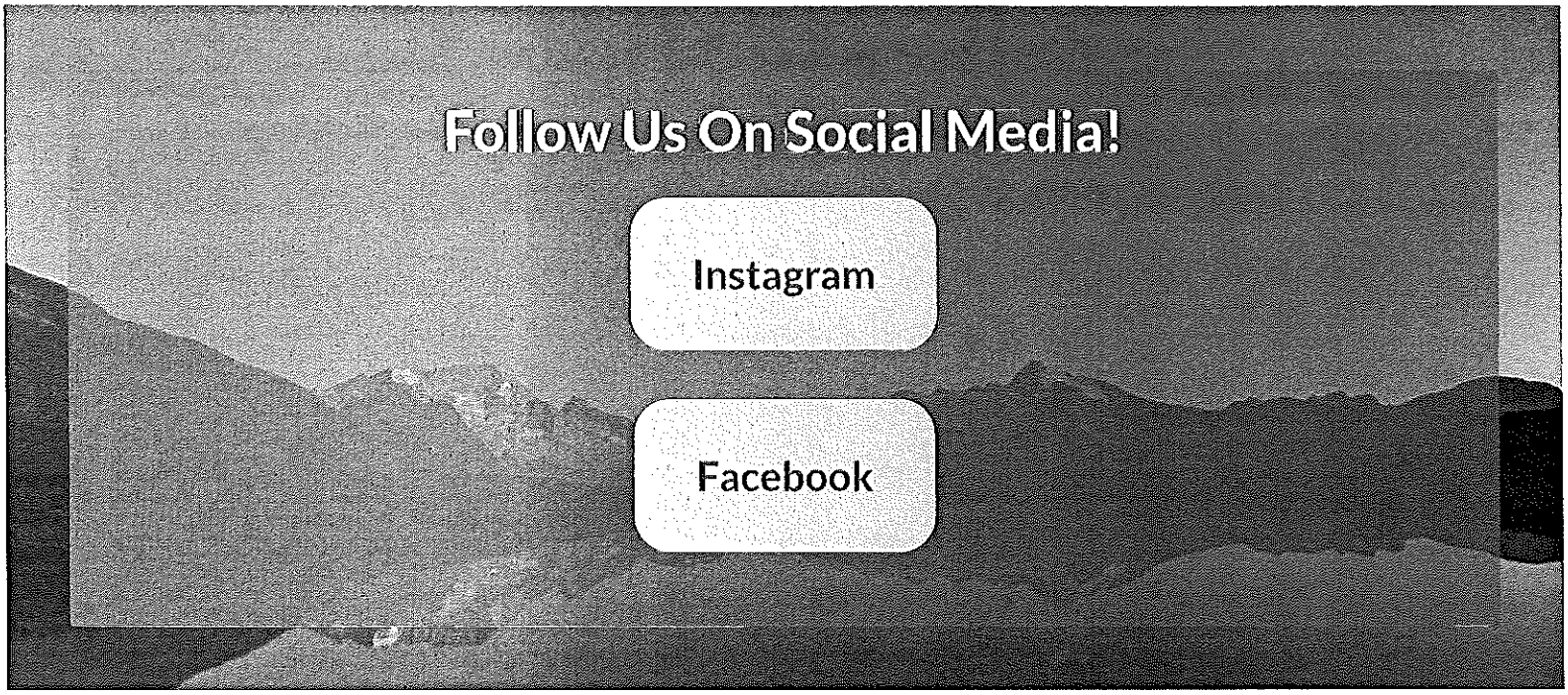
Your tour includes everything above. **Here's what's not included:**

Passport, official ID, visa or other required travel documents | Immunizations |Fees for extra, oversize or overweight baggage | Luggage handling at airports and hotels | Musical instruments including rental of piano and keyboard | Transportation of oversized instruments | Rehearsal/meeting room | Meals, entrance fees, and coach transfers not mentioned above | Drinks with meals unless specified | Gratuities for tour managers, local guides, coach drivers, hotel staff | Travel insurance

Please let us know if you would like any of these items added to your tour.

TRAVEL PROTECTION is recommended!

Music Contact International recommends purchasing a travel protection plan through Travel Insured. This link is also available online via your Traveler's Resource Site. *Please review coverage options very carefully and contact Travel Insured Inc. directly with any insurance-related questions.*



Tour Notes

Flights

Our dedicated flight team works with all major airlines to research preferred schedules and fares. We provide options to choose from and even when flights are booked, continue to monitor your reservation and check on alternative routing, prices, and availability to ensure the best arrangements for this tour.

Hotels

Music Contact International is committed to using only hotels that are reputable, clean, and safe. In most cases, we have personally inspected and stayed at the properties we book and although they vary in amenities to accommodate an array of client budgets, we will not compromise on "stay safe" standards.

To give you a better understanding of accommodations:

Four-star hotels offer above-average service, beautiful reception areas, preferred locations, and more. They are upscale, high-quality, and comfortable, with a variety of amenities. Examples of four-star hotels in the USA: Marriott and Hyatt.

Three-star hotels offer quality, style, and comfortable accommodations, yet they're still considered "affordable". Though not lavish, they offer a simpler option that won't break the bank. Locations vary. Examples of three-star hotels in the USA: Holiday Inn and Hilton.

Two-star rated hotels offer value and few amenities but are clean and basic. They tend to be family-run and may be close to major intersections and popular attractions. Examples of two-star hotels in the USA: Days Inn, La Quinta Inn.

Please note that hotels with suites, family-style, and handicap-accessible rooms can be looked into upon request.

Meals

We arrange group meals that are delicious, well-balanced, and healthy. Food allergies and special diets can usually be accommodated if we know about them in advance, and we will ask for food and menu preferences as we plan your meals. With this said, each individual traveler is ultimately responsible for their own dietary needs and making sure they are staying safe while traveling in accordance with any personal sensitivities or allergies they may have.

Please ask us if you would like additional group meals added to this tour.

Performances

We bring your musical vision for this tour alive! If there is anything you would like us to change regarding musical content, proposed performances or venues, just let us know. We want your feedback and will be glad to discuss and pursue any requests you may have.

All performance arrangements and venue suggestions are pending final confirmation and will be pursued to the fullest extent when the tour has been accepted and placed under deposit.

Instrument rental and transportation

If your ensemble needs rental instruments for their tour Music Contact International can help. It is very important to give us as much advance notice of instrument needs as possible. We will discuss logistics with you in great detail and what it will take to secure, transport, and store any instruments you want to rent or bring with you on tour.

Accompaniment

If your repertoire requires the use of a piano, keyboard, or organ, we'd like to know from the onset and will ask for more details on your tour registration forms. We will prioritize securing venues that have an instrument to use free of charge. Alternatively, we provide information on renting a piano, portable organ, or keyboard including instrument specifications and rental costs. Please note: Certain venues allow only a capella programs.

Rehearsal

For rehearsal time while touring, we should plan in advance. We will reserve space based on your needs.

Ground Transportation

We encourage you to bring all your musicians and friends on tour, and should you exceed the capacity of the motor coach we've included here, we'll provide alternatives for you and exact prices, so please keep us posted on the size of your group.

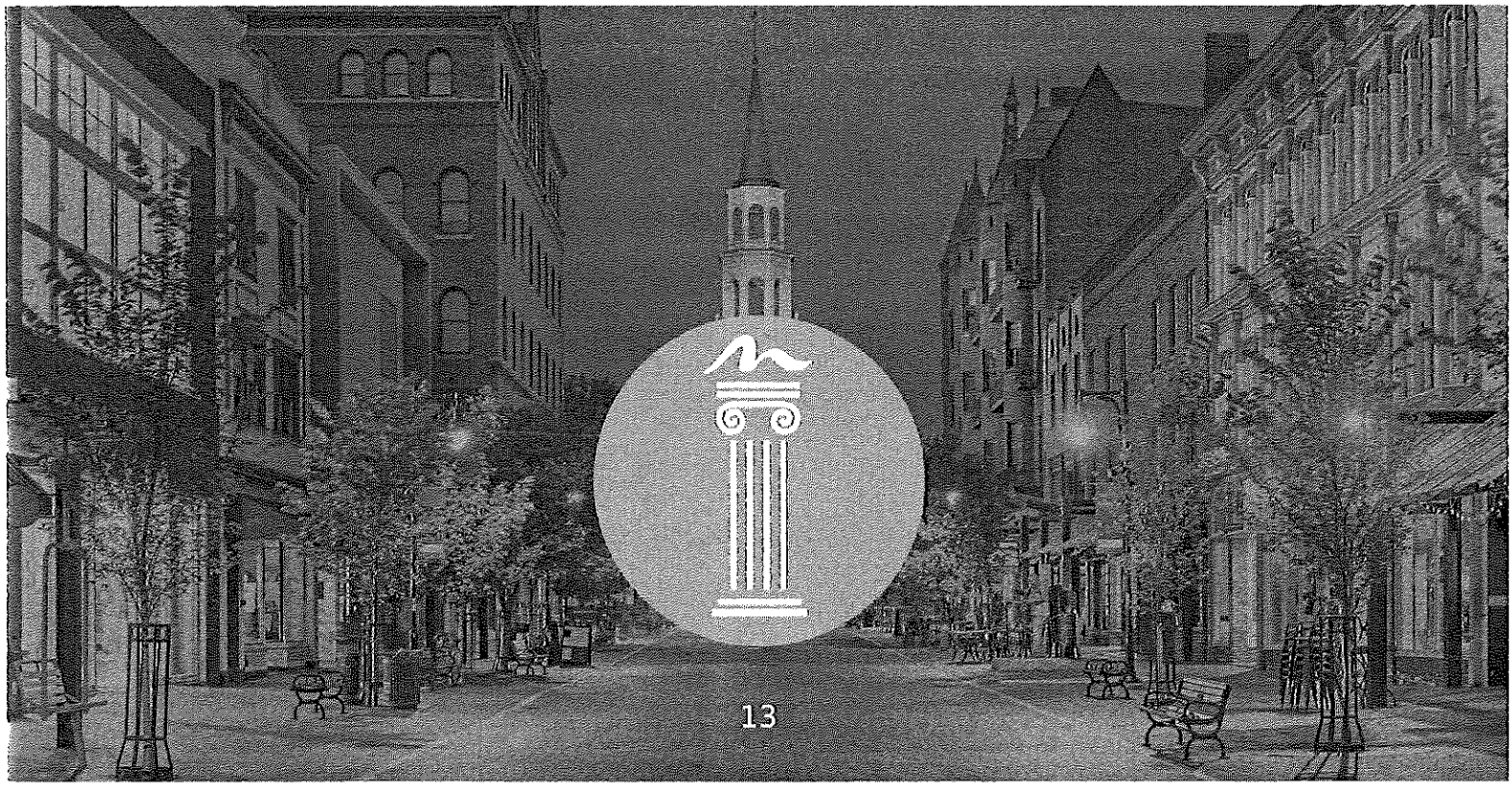
Also note that extra transfers, changes in itinerary, and additional motor coaching can result in added coach fees. We are happy to quote those costs if they arise in the tour planning process.

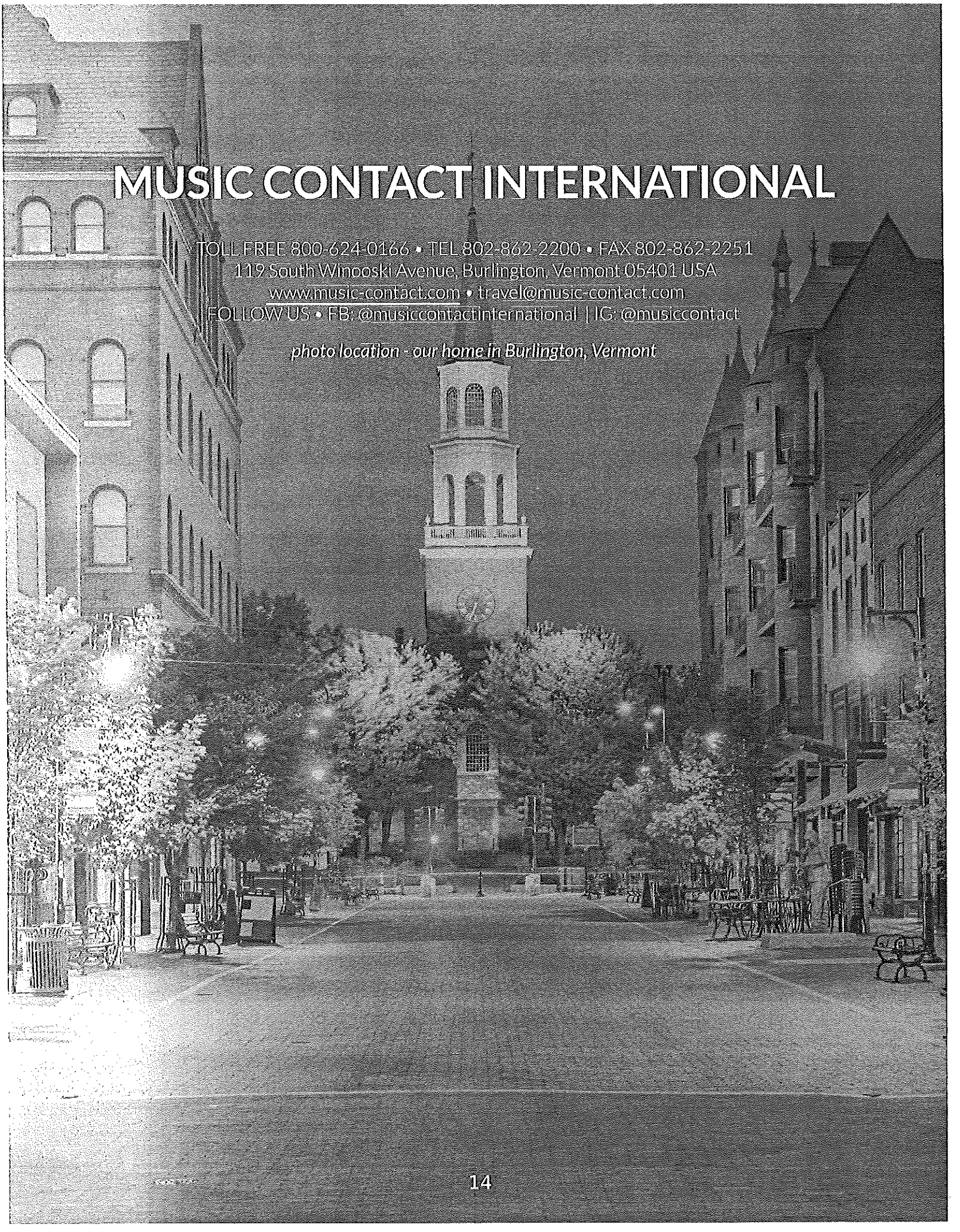
Pacing & Mobility

We advise you prepare for walking while on tour. Knowledgeable guides will conduct tours on the motorcoach as well as on foot, and there is always a fair bit of walking in historic city centers where busses cannot access, around castles, palaces, museums, and gardens. Please let us know if there are any limitations to mobility within your group. The more we know, the better we can pace this tour for your travelers' comfort.

Register Now

We are excited to begin planning this tour with you!





MUSIC CONTACT INTERNATIONAL

TOLL FREE 800-624-0166 • TEL 802-862-2200 • FAX 802-862-2251
119 South Winooski Avenue, Burlington, Vermont 05401 USA
www.music-contact.com • travel@music-contact.com
FOLLOW US • FB: @musiccontactinternational | IG: @musiccontact

photo location - our home in Burlington, Vermont

PUBLIC SCHOOLS OF BROOKLINE

REQUIREMENTS FOR FIELD TRIP TRANSPORTATION via BUS FORM

Student safety is our highest priority. If your field trip calls for students to be transported by bus, then it is incumbent upon you to determine the safety record of the bus carrier. This form, therefore, should be completed by you - the Public Schools of Brookline employee planning the trip. For questions # 3-5, you can call the bus company to ascertain the answers.

1. **What is the name and address of the bus company?**

Royal Oostenrijk Touringcars,

https://www.oostenrijkgroup.nl/en/company/certificates/

2. Is the selected carrier licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA)? If so, what is their rating?

To find this rating, visit the FMCSA website at: http://www.safersys.org. Scroll to the section marked "FMCSA Searches", and choose "Company Snapshot". Enter company details in the search criteria, find your match and read the report. The safety rating will be found in the last section of the report. You can also click (on the upper right) to the company's insurance profile to help answer #3.

Please indicate the bus company's rating here: _____

NOTE: If the bus company has a "conditional" or "unsatisfactory" rating,
you MAY NOT enter into a contract with them to transport our students.
Please make arrangements with another bus carrier.

3. **Is the company insured? By whom? Amount of coverage and minimum? Call the bus company and ask them to email you a copy of their** *Certificate of Liability*.

Please see attached

4. **Have the drivers for this company been through the Criminal Offender Records Information (CORI) registry process, or a comparable out-of-state process, within the last three years?**

5. Does the company subcontract? If so, what are the subcontractor's qualifications? Please call the Office

No

of Teaching and Learning (617-730-2432) if you have any questions while completing this form.

Revised January 2014

Allianz

This is to certify that the company (Insurer) named herein, has issued to the Insured (Contractor) named herein, a policy of Insurance which provide, subject to the insuring agreements, exclusion, conditions and declarations contained therein and during their effective period, coverage as described below.

1,	Name and address for whom the certificate is issued (Owner)	To whom it may concern
2,	Name and address of Insured (Contractor)	Oostenrijk Touringcars BV v Stuartweg 52 1112 AX DIEMEN
3,	Name and address of Insurance Company for coverages listed below (Insurer)	Allianz Nederland Schadeverzekering, Coolsingel 120, 3012 AH Rotterdam
4,	Policies in force	Contract CM49

COVERAGES Automotive Liability	CONTRACT	EFFECTIVE DATE	EXPIRATION DATE	LIMITS LIABILITY
Property damage each occurrence	CM49	1-1-2024	1-1-2025	€ 2.500.000,00
Bodily injury each occurrence	CM49	1-1-2024	1-1-2025	€ 11.000.000,00

The maximum Motor Liablity Act (WAM) insured amount per vehicle is maximized to the number of occupants multiplied by the maximum insured amount in accordance with the Motor Liability Act (WAM) guidelines of € 220,000.

Green card agreement applies.

Date of issue January 22 2024

Issued by Allianz Nederland Schadeverzekering

Authorized representative

S. Plug
Underwriting Manager Commercial Motor

TOWN OF BROOKLINE

[redacted]

PURCHASE ORDER CHANGE FORM

INVOICE DATE: 10-Jun-24

TO: LeMessurier
1380 Soldiers Field Road
Brighton MA 02135

Purchase Order Number: 24201314

Vendor Number: 28708

PAYMENT AMOUNT: $30,100.00

BUDGET $119,430.00
BALANCE $160,330.00

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C204		6C0002

FOR: BHS Waterproofing Repairs - 115 Greenough St

Amendment	Date		AMOUNT
2	3/11/2024	Provide M.E.P Relocation Design	$30,100.00

BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cole

Karen Breslawski

Nathan E. Peck

Brooke Buskin

SELECT BOARD

APPROVAL OF:

Charles Carey, Town Administrator

Bernard Greene, Chairman

Michael Sandman

John VanScoyoc

Miriam Aschkenasy

Paul Warren

SCHOOL COMMITTEE

APPROVAL OF:

Deputy Superintendent For Administration and Finance

November 29, 2023 **(Amended March 11, 2024 and June 6, 2024)**

Lap Yan
Town of Brookline
333 Washington Street
Brookline, MA 02445

Reference: Selective Structural and Waterproofing Repairs, Brookline High School, Brookline, MA
LeM File No. 22.0321

Dear Lap,

Thank you for the opportunity for LeMessurier to submit a Fixed Fee proposal for structural and enclosure consulting services for the proposed work at the above-mentioned building.

SCOPE OF CONSULTING SERVICES

This scope of work outlines design services for structural concrete repairs and waterproofing replacement as shown in the 2023-04-06 Brookline High School Tunnel Investigation report, included in the RFQ.

The previous amended proposal included MEP/FP schematic design services by GGD Consulting Engineers, Inc. for scope concerning the MEP/FP piping that will need to be adjusted for making the necessary repairs for the project.

This proposal is amended to include MEP/FP design development, construction documents, and bidding/construction administration services by GGD Consulting Engineers, Inc. for scope concerning the MEP/FP piping that will need to be adjusted for making the necessary repairs for the project.

Schematic Design Phase: Under this phase, our team will perform the following tasks:

- Meet all project team members to discuss project strategy and objectives over a virtual teleconference call. After this meeting, we will issue meeting minutes.
- Visit the site to evaluate existing conditions.
- Prepare an evaluation of the project, schedules, and budget for the town's consideration. We will present these for the town's consideration over a virtual teleconference call. After this meeting, we will issue meeting minutes.
- With the town's approval, create design documents consistent with schematic level detailing including annotated plans, elevations, typical details, and a basis-of-design waterproofing assembly. Three physical copies of the plans and budgets will be provided to the Town. We will additionally present this package over a virtual teleconference call. After this meeting, we will issue meeting minutes.

  We will coordinate with the MEP/FP consultant to integrate the MEP/FP adjustments into the scope of work.

Design Development Phase: Under this phase, our team will perform the following tasks:

- Create a design development package including annotated plans, elevations, details, and product specifications. We will incorporate any comments provided by the Town on the Schematic Design phase drawing set.
- We include (2) virtual teleconference meetings during this phase. After each meeting, we will issue meeting minutes.
- We will coordinate with the estimating subconsultant to provide a budget estimate at this phase.

  We will coordinate with the MEP/FP consultant to integrate the MEP/FP adjustments into the scope of work.

Construction Documents Phase: Under this phase, our team will perform the following tasks:

- Create a 100% bid set package including annotated plans, elevations, details, and product specifications. We will incorporate any comments provided by the Town on the Design Development phase drawing set. Our specification package will include the Town's standard "front end documents," provided by the Town.
- We will coordinate with the estimating subconsultant to provide a budget estimate at this phase.

- We will coordinate with the hazardous materials consultant to provide hazardous materials specifications.
- We include (2) virtual teleconference meetings during this phase. After each meeting, we will issue meeting minutes.

  We will coordinate with the MEP/FP consultant to integrate the MEP/FP adjustments into the scope of work.

Bid Phase: Under this phase, our team will perform the following tasks:

- Attend a pre-bid walkthrough with bidding contractors and answer any questions stemming from the walkthrough.
- Review bids submitted by contractors and provide a recommendation to the Town.

  We will coordinate with the MEP/FP consultant to integrate the MEP/FP adjustments into the scope of work.

Construction Administration Phase: Under this phase, our team will perform the following tasks:

- Attend a pre-construction conference that will be held on site inclusive of the design team, owner, and the contractor. After this meeting, we will issue meeting minutes.
- Review and provide comment on shop drawings and submittals.
- Review and respond to RFI's from the contractor.
- Review pay requisitions provided by the contractor.
- Visit the site weekly during construction to review the installation. We include (12) site visits assuming a 12-week construction schedule. After each site visit, we will issue a field report documenting completed work and possible deficiencies.
- Attend (12) construction administration meetings to discuss project progress. We intend to line these up with our site visits. Otherwise, these will be virtual teleconference meetings.
- Coordinate with the hazardous materials consultant to provide their construction administration services.
- Perform a final inspection once punch list is completed.

  We will coordinate with the MEP/FP consultant to integrate the MEP/FP adjustments into the scope of work.

LeMessurier Exclusions:

- Lift access.

- Excavation services.
- Structural deterioration remediation outside of the areas specifically depicted in the LeMessurier report included with the RFQ.
- Temporary shoring to accommodate concrete remediation work.
- Concrete strength / chloride testing.
- Waterproofing composition testing.

SCOPE OF SUBCONTRACTOR CONSULTING SERVICES

Scope of works and fees are outlined in proposals from United Environmental Consultants, Dharam Consulting, **and GGD Consulting Engineers**. These proposals are included at the end of this proposal. These proposals are included at the end of this proposal.

FEES

For these services, we propose a fee as broken down below:

	LeM Project Management	LeM Structural Engineering	LeM Enclosure Design	Dharam Cost Estimating	UEC Hazardous Materials Consulting	GGD Consulting Engineers	
Schematic Design	**$3,500**	$6,600	$7,900	$3,500	-	$10,800	
Design Development	**$2,850**	$8,700	$10,600	$5,000	-	**$9,100**	
Construction Documents	**$2,900**	$8,700	$10,600	$5,000	$1,500	**$10,400**	
Bid Phase	**$1,850**	$2,000	$2,000	-	-	**$1,200**	
Construction Admin	**$3,630**	$11,500	$15,400	-	$9,800	**$5,300**	Total
Total	**$14,730**	$37,500	$46,500	$13,500	$11,300	**$36,800**	$160,330

Note (Additional Fee Breakdown):

- **The total increase for this proposal is $30,100 which increases the overall design fee from $130,230 as noted in the March 11, 2024 proposal to $160,330.**

- **GGD Consulting Engineers is requesting an additional $26,000 for DD, CD, Bidding, and CA work as outlined in their proposal.**
- **LeM is requesting an additional $1,500 for Schematic Design coordination with GGD Consultants. (*Note: This was requested in past March 11 proposal but was not included in Town of Brookline board vote).***
- **LeM is requesting an additional $2,600 for DD, CD, Bidding, and CA coordination with GGD Consultants.**

TERMS

This project will be scheduled after the return of the accepted proposal.

Reimbursable expenses for travel, courier services, reproductions, and electronic data transfer are included in this cost.

This proposal is valid for 90 days from the date of this proposal.

We look forward to the opportunity to collaborate with the Town of Brookline for professional structural and enclosure consulting services on this important project.

If you are in agreement, please countersign and return a copy of this letter, which will serve as our authorization to proceed. Please feel free to call if you have any questions.

Very truly yours,

LeMessurier Consultants, Inc.

Stephen Holland, P.E. (MA)
Consultant | Enclosure

Mathew Head, P.E. (MA)
Consultant | Structural

ACCEPTED BY:

Town of Brookline

By: _____

Date: _____

xc: Accounting

GGD Consulting Engineers, Inc.
375 Faunce Corner Road, Suite D
Dartmouth, MA 02747

L#88953
Proposal

May 28, 2024

LeMessurier.
130 Soldiers Field Road
Boston, MA 02135

Attn: David J. Sacco, EIT
Enclosure Designer

Re: Brookline High School
MEP Engineering Support for Waterproofing (DD-CA Services)
115 Greenough Street
Brookline, MA 02445

Dear Mr. Sacco:

We are pleased to submit our proposal to provide Professional Engineering design and construction phase services for the Brookline High School Waterproofing project, as set forth below.

THE PROJECT

The project, as we understand it, is for the relocation of existing MEP utilities (piping, ducts, wiring, conduits) that need to be relocated and/or temporarily backfed to support the Brookline High School waterproofing project, which will occur during the Summer of 2025.

BASIC SERVICES

1. Under the lump sum fee proposal our basic services include design development, construction documents, services for bidding, and construction administration for the Fire Protection, Plumbing, HVAC, and Electrical (MEP/FP) Systems. The scope of work provided below for the MEP/FP systems is as indicated in the existing conditions reports completed by GGD dated May 15, 2024 (Reference L#88891, 88892, 88893, 88894).

2. HVAC scope of work will include relocating an existing 8" hot water supply main out of the stairway into an adjacent space to allow for structural repairs in location "B" and the relocation/removal and replacement of ductwork in locations "D", "F", "H", and "I".

3. Electrical scope of work includes relocating electrical/ fire alarm/ security and coordinating tel/data with Brookline I.T.

4. Plumbing scope includes relocation or removal and reinstallation of existing hot water, cold water mains and branch lines to accommodate the structural repairs.

5. Fire Protection scope includes removal/ relocation of existing branch lines and sprinkler heads along with new sprinkler heads as required to complete the structural repairs. Any work associated with the fire protection alarm check valve riser is excluded from this proposal and will be considered an additional service.

6. Energy modeling for utility company rebate programs, e.g. Advanced Building, etc., LEED Energy Modeling, LEED Documentation, TEDI and/or Passive House compliance documentation is excluded from this proposal.

7. Our project manager and/or engineering staff will attend a reasonable number of conferences and coordination meetings with your staff, other consultants, and the approving authorities, as necessary, to meet the projected design schedule.

8. We will assist in the value engineering process in rendering interpretations of the documents, advising on alternate materials, methods, cost savings, etc. Changes recommended by value engineering are considered an extra service.

9. Once final systems have been determined, and your office has authorized the preparation of construction documents, redesign of the documents to comply with further changes is considered to be an extra service.

10. Documents will consist of AutoCAD or REVIT drawings and typed specifications all in the format prescribed by your office. This proposal assumes that you will furnish the building backgrounds electronically compatible with AutoCAD or REVIT 2024.

11. We will assist in the bidding process in rendering interpretations of the documents.

12. Services during construction include a review of shop drawings; document interpretation and clarification as may be required; and periodic observations of the construction work not to exceed one observation per month during construction and reports thereon. Site observations are to determine general conformance of the work to the intent of the documents. This paragraph is not to be interpreted as requiring our attendance at weekly project meetings.

13. Included in the basic services is the furnishing of .PDF files for purposes of coordination and printing. Out of pocket expenses such as travel, sustenance, and other incidental expenses for routine trips to the project, and for coordination meetings with the design team, is included in the basic fee.

COMPENSATION AND PAYMENT

To provide the above, we propose a lump sum fee of Twenty-Six Thousand Dollars **($26,000.00)**.

Payment for the fee shall be made within 30 days of billing. Billings shall be rendered monthly in proportion to the services performed in the preceding 30-day period; however, the total billings shall be in proportion to the overall completion schedule as follows:

Design Development	35%
Construction Documents	75%
Bidding or Negotiating/Construction Admin	100%

EXTRA SERVICES

Extra services shall be confirmed and authorized in writing prior to rendering of same and may be compensated either by hourly reimbursement or on a mutually agreed upon fixed fee. Hourly compensation shall be in accordance with the following:

Principal	$200.00/hr
Senior Engineer	$175.00/hr
Engineer	$140.00/hr
Designer	$110.00/hr
Clerical	$ 75.00/hr
Site Visit	$1,000.00/per visit

REIMBURSABLE EXPENSES

Reimbursable expenses such as mailing and shipping are included in the Basic Services. Any local/town fees and advertisement fees associated with completing the project will be billed as a reimbursable expense.

INSURANCE COVERAGE

We provide complete insurance coverage which includes $4,000,000 aggregate Professional Liability Insurance coverage. Upon acceptance of this proposal, we will provide you with proper certification.

This proposal is valid for 90 days from the issue date and is based on commencement of the design development phase within 60 days of proposal acceptance.

If this proposal meets with your approval, please return a signed copy to our office. This will act as our agreement and notice to proceed.

Very truly yours,

GGD Consulting Engineers, Inc.

David M. Pereira, PE, Principal

LeMessurier.

David J. Sacco, EIT, Enclosure Designer

DMP:ja

Date

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TOWN OF BROOKLINE

Department of Public Works
333 Washington Street
Brookline, MA 02445-6863

NOTICE TO CONTRACTORS
SPECIFICATIONS
PROPOSAL and CONTRACT AGREEMENT
For

PARKING LOT IMPROVEMENTS

CONTRACT No. PW/24-22

This Proposal To Be Opened And Read:
June 6th , 2024 at 1:00 PM Local Time

Name of Contractor: **A&D Services Inc.**
Phone:617-448-1813
Email DPIANTEDOSI@AANDDSERVICES.COM

DocuSign Envelope ID: 79D1A6DA-470E-407E-B930-A3D87DF5DCD1

TOWN OF BROOKLINE MASSACHUSETTS

CONTRACT

CLAUSE 1 - This agreement, made this _____ day of _____ in the year 2024, between the Town of Brookline by its Selectmen, acting on behalf of said Town, and not individually, and without incurring any individual liability thereby, hereinafter called the Town as party of the first part and, **A&D Services**, party of the second part, hereinafter called the Contractor.

CLAUSE 2 - WITNESSETH, That the parties to this agreement, each in consideration of the agreements on the part of the other herein contained, do hereby agree, the Town of Brookline for itself and said Contractor for itself and its successors and assigns, as follows:

The Contractor agrees to furnish all equipment, machinery tools and labor, to furnish and deliver all materials required to be furnished and delivered in and about the improvement and to do and perform all work in **Contract No. PW/24-22 "Parking Lot Improvements"** in strict conformity with the provisions herein contained and in the Notice to Contractors, Instruction to Bidders, Special Provisions and Additions hereto attached and the "STANDARD SPECIFICATIONS" on file at the office of the Commissioner of Public Works in Brookline and with the plans referred to therein.

The "STANDARD SPECIFICATIONS" herein referred to shall consist of the following documents as modified by the said Instruction to Bidders, including Amendments to Division II (Construction Details), Amendments to Division III (Materials Specifications) and Special Provisions and Supplementary Specifications attached hereto:

1. The 1988 edition of STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES of the Commonwealth of Massachusetts, Department of Public Works and;

2. AMENDMENTS AND SUPPLEMENTAL SPECIFICATIONS to the said STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES in effect on date project was advertised.

All said plans, the said "STANDARD SPECIFICATIONS", the said Instruction to Bidders, Amendments to Division II (Construction Details), Amendments to Division III (Materials Specifications), Proposal, Special Provisions and Supplementary Specifications are hereby specifically made a part of this contract as fully and to the same effect as if the same had been set forth at length herein.

CLAUSE 3 - In consideration of the foregoing premises, the Town agrees to pay and the Contractor agrees to receive as full compensation for all work required but not shown on the plans for the items herein mentioned, and also for all loss or damage arising out of the nature of the work aforesaid, or from the action of the elements (except as excluded in Subsection 7.18) or from any delay (see Subsection 8.04) or from any unforeseen obstruction or difficulty encountered in the prosecution of the work, and for all risks of every description connected with the work, and for all

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expenses incurred by or in consequence of the suspension or discontinuance of the work herein specified, and for well and faithfully completing the work, and the whole thereof, as herein provided, such unit process as are set out in the accompanying Proposal, and for all work required, for which there is no item in the Proposal, such compensation as is provided for in the aforesaid "STANDARD SPECIFICATION".

In witness whereof, the said Contractor has caused these presents to be signed and its corporate seal to be hereto affixed by

_____ its _____

and _____ its _____

thereto duly authorized, and the said Town executed these presents by its Select Board, acting for said Town, and not individually, and without incurring and individual liability, on the year and day above written.

Building Commission

DocuSigned by:
A292D1C1B1E0422...
Janet Fierman

DocuSigned by:
George Cole
3B2742B022034A0...
George Cole

DocuSigned by:
Karen Breslawski
B2B0BA3704CC461...
Karen Breslawski

_____
Nate Peck

_____
Brooke Duskin

_____

School Committee

_____ _____ _____

_____ _____ _____

_____ _____ _____

Town of Brookline Select Board

_____ _____ _____

_____ _____ _____

By David Piantedosi, President _____

Contractor _____
Seal

_____

Certified in accordance with
Chapter 44, Section 31C and

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Approved as to Form:

Town Counsel

based upon Engineering estimates

Comptroller

DocuSign Envelope ID: 79D1A6DA-470E-407E-B930-A3D87DF5DCD1

PERFORMANCE BOND

Know all persons by these presents, that **A& D Services** as principal, and _____ _____ as surety, are held and firmly bound unto the Town of Brookline, Massachusetts in the sum of **Seventy-seven thousand, five hundred and eighteen dollars and fifty five cents ($77,518.55)** in lawful money of the United States of America, to be paid to the Town of Brookline Massachusetts, for which payments, well and truly to be made, we bind ourselves, our respective heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Whereas the said principal has made a Contract with the Town of Brookline, acting through its Select Board ("Awarding Authority"), bearing the date of _____ for the construction of Project No.: N/A, Contract No.: PW/24-22, Project Name: Parking Lot Improvements.

Now the condition of this obligation is such that if the principal shall well and truly keep and perform all the undertakings, covenants, agreements, terms and conditions of said Contract and any extensions thereof that may be granted by the Town of Brookline, with or without notice to the surety, and during the life of any guarantee required under the Contract, and shall also well and truly keep and perform all the undertakings, covenants, agreements, terms and conditions of any and all duly authorized modifications, alterations, changes or additions to said Contract that may hereafter be made, notice to the surety of such modifications, alterations, changes or additions being hereby waived, then this obligation shall become null and void; otherwise it shall remain in full force and effect.

In the event that the Contract is abandoned by the Contractor, or is terminated by the Town of Brookline under the provisions of said Contract, said surety shall, if requested in writing by the Town of Brookline, take such action as is necessary to complete the Contract.

In witness whereof we hereunto set our hand and seals this ____ day of _____, 2024.

_____ (Seal)
(Print Name of General Contractor)

BY _____
(Signature- Title)

_____ (Seal)
(Print Name of Surety)

BY _____
(Signature- Title)

Surety Address _____

_____

Rev 06/2001

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PAYMENT BOND

Know all persons by these presents, that **A& D Services** as principal, and _____ _____ as surety, are held and firmly bound unto the Town of Brookline, Massachusetts in the sum of **Seventy-seven thousand, five hundred and eighteen dollars and fifty five cents ($77,518.55)** in lawful money of the United States of America, to be paid to the Town of Brookline Massachusetts, for which payments, well and truly to be made, we bind ourselves, our respective heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Whereas the said principal has made a Contract with the Town of Brookline, acting through its Select Board ("Awarding Authority"), bearing the date of _____ for the construction of Project No.: N/A, Contract No.: PW/24-22, Project Name: Parking Lot Improvements.

Now the condition of this obligation is such that if the principal shall pay for all labor performed or furnished and for all materials used or employed in said Contract and in any and all duly authorized modifications, alterations, extensions of time, changes or additions to said Contract that may hereafter be made, notice to the surety of such modifications, alterations, extensions of time, changes or additions being hereby waived, the foregoing to include any other purpose or items set out in, and to be subject to, provisions of Massachusetts General laws Chapter 30 section 39A, and Chapter 149, section 29, as amended, then this obligation shall become null and void; otherwise it shall remain in full force and effect.

In witness whereof we hereunto set out hand and seals this ____ day of _____, 2024.

A& D Services (Seal)
(Print Name of General Contractor)

BY _____
(Signature- Title)

_____ (Seal)
(Print Name of Surety)

BY _____
(Signature- Title)

Surety Address _____

_____

Rev 06/2001

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STATE TAX CERTIFICATE

Pursuant to M.G.L. Ch. 62C, sec. 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Social Security Number* or Federal Identification Number*	Signature of Individual or Corporate Name
	by: _____ Corporate Officer (If applicable)

* Submission of a Social Security Number or a Federal Identification Number is voluntary.

TOWN OF BROOKLINE
333 Washington Street, Brookline, MA 02445
SUMMARY SIGNATURE FORM
BUILDING DEPARTMENT
JUNE 2024 BUILDING COMMISSION MEETING—TRANSFER OF FUNDS

TRANSFER	ORG	BUILDING	OBJECT	OBJECT NAME	AMOUNT
FROM	2594C210	Driscoll School	6C0002	Construction	$ 120,000
TO	25003430	Building School Maint	561010	Electricity	$ 120,000

I APPROVE TRANSFER OF FUNDS

SELECT BOARD

Bernard Greene, Chair

John VanScoyoc, Vice-Chair

David Pearlman

Michael Sandman

Paul Warren

BUILDING COMMISSION

Janet Fierman, Chair

Karen Breslawski

George Cole

Nathan E. Peck

Brook Duskin

SCHOOL COMMITTEE

Susan Givens - Deputy Superintendent for Admin & Finance Date

TOWN of BROOKLINE

Massachusetts

BUILDING DEPARTMENT

Daniel F. Bennett
Building Commissioner

June 6, 2024

TO: Building Commission

FROM: Daniel F. Bennett
Building Commissioner

SUBJECT: Budget Appropriation Transfer

I would like to request an approval of a Budget Transfer for a total amount of $120,000. This request consists of:

1) $120,000 from account 2594C210-6C0002 Driscoll School Construction Project to account 25003430-561010 Building School Maintenance Electricity Account.

The transferred monies would be used to offset the extra expense of the electricity needed to run the New Driscoll School Building.

Thank you for your consideration.

Attachment

TOWN OF BROOKLINE

REQUEST FOR APPROPRIATION TRANSFER

DATE: 6/6/2024

To the Select Board:

Authority is hereby requested for permission to make the following transfer(s) within the appropriation for the _____
Department Name

	ORG #	ORG NAME	OBJECT #	OBJ NAME	AMOUNT
FROM:	2594C210	Driscoll School	6C0002	Construction	$120,0000
TO:	25003430	Building School Maint	561010	Electricity	$120,000
FROM:					
TO:					
FROM:					
TO:					
FROM:					
TO:					
FROM:					
TO:					

DEPARTMENT HEAD

NOTE: IN ADDITION TO SELECT BOARD APPROVAL, THE FOLLOWING TRANSFERS REQUIRE ADVISORY COMMITTEE APPROVAL:

(1) From Capital (5A); (2) To Personnel (51); (3) Building Dept Transfers of more than $10,000 to or from Repairs to Public Buildings (522400); (4) From the Parks & Open Space Division to any other division of DPW; and (5) From the Snow & Ice budget to any other division of DPW.

_____ _____

_____ _____

_____
Select Board