



City of Newton
Lincoln Eliot – NECP Project
Project Monthly Report

February 2019

The Global Leader in Managing Construction Risk

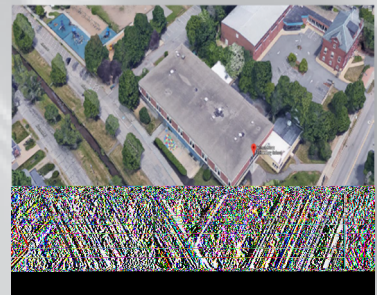


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1. Executive Summary

Executive Summary

This Project Manager's Report for the City of Newton's Lincoln Eliot-NECP (LE-NECP) Project submitted by **Hill International (Hill)**, covers activities for the month of February 2019.

During the month of February 2019, Hill provided the City with work plan and feasibility study progress updates including submission of a Preliminary Design Program (PDP) document, updated budget for feasibility study, schematic design and site plan approvals, revised work plan to expedite NECP at 687 Watertown Street site approval and preferred option selection and create a lead lag design/construction schedule for NECP at 687 Watertown Street and renovations to 150 Jackson Road property for future occupancy by the Lincoln Eliot (LE) population.

On January 31, 2019, the LE-NECP School Building Committee convened to initiate the preferred schematic option phase for the project and consider a project development schedule that would expedite site plan approval and design phase for NECP at 687 Watertown St. to allow early occupancy and adjustment to the 150 Jackson Rd. site plan approval and design phase to follow the NECP at 687 Watertown St project. The Committee was informed of ongoing heating plant issues at 150 Jackson Rd that have impacted the NECP program this year and the unreliability of heating systems at 150 Jackson Rd. for future years due to age. Following discussion and deliberation, the updated development work plan/schedule with project phasing and expedited 5-58 Site Plan Approval schedule for NECP at 687 Watertown St was endorsed by the Committee.

On February 1, 2019, representatives for the City, Hill International (Hill), Owner's Project Manager (OPM), and Arrowstreet (AST), designer, met to review the completed Preliminary Design Program (PDP) documentation, discuss City appropriation set up for continued OPM and designer services, and review meeting dates and agenda items for upcoming NECP at 687 Watertown St. Site Plan Approval.

On February 7, 2019, representatives for the City, Hill, and Arrowstreet, met to review the project budget, develop an understanding of project scope, and discuss the agenda for the Design Review Committee (DRC) meeting for NECP at 687 Watertown St. Site Plan Approval, scheduled February 13, 2019.

On February 13, 2019 representatives for the City, Hill, and Arrowstreet attended a Design Review Committee meeting and provided an overview of the development options for the NECP program at 687 Watertown St.,

including initial site concepts, report on site constraints, building fit out concepts, and schedule report. Existing building issues were reviewed and an outline of the project approach to building and program needs was presented.

On February 27, 2019, representatives for the City, Hill, and Arrowstreet attended a Development Review Team meeting and provided a brief history of the project, ongoing heating plant issues impacting the NECP program at 150 Jackson Rd. and LE at 191 Pearl St., building program work completed during the PDP documentation phase, and an overview of the development options for the NECP program at 687 Watertown St., including initial site concepts, report on site constraints, building fit out concepts, and schedule report. Existing building issues were reviewed and an outline of the project approach to building and program needs was presented. During the meeting representatives for the Conservation Commission, DPW Traffic Division, and Planning Board provided input on conceptual site designs and recommended additional meetings with Town Departments regarding impacted of the project.

On March 1, 2019, representatives for the City, Hill, and Arrowstreet, met to review the project budget, develop an understanding of project scope/budget and funding sources, and review and update the NECP at 687 Watertown St. Site Plan Approval schedule.

During the month of February, Hill assisted the City with budget and funding appropriate account set up and processing of professional services amendments for feasibility study, schematic design and 5-58 Site Plan Approval for both NECP at 687 Watertown St. and L-E at 150 Jackson Rd. Hill also updated the NECP at 687 Watertown St. Site Plan Approvals schedule and tracked progress and deliverables against the project schedule, including traffic study observations and hazard material surveys and sampling at 687 Watertown St. and 150 Jackson Rd

Hill Invoice #PBO-02339.00-0000004 and Arrowstreet Invoice #725414 were approved and processed for payment.

Progress and Milestones Achieved

The following milestones were achieved over the month of February 2019:

- Preliminary Design Program – Submitted for Record
- Authorization and processing of continued services for Hill and Arrowstreet for Feasibility Study, Schematic Design, and Site Plan Approval for NECP at 687 Watertown St. and LE at 150 Jackson Rd.
- Site Plan Approval process started for NECP at 687 Watertown Street.

Key Objectives

The key objectives and dates for the coming month are:

- Continue development of the site and building plans for NECP at 687 Watertown Street.
- Attend, provide progress presentations, and respond to comments for NECP at 687 Watertown Street Site Plan Approval including DPW Traffic Division, School Transportation, and Parks and Recreation meeting on March 13, 2019, DRC meeting and building/site tour at 687 Watertown St., LE-NECP School Building Committee meeting March 14, 2019, and Development Review Team meeting March 27, 2019.

Financials

The LE-NECP budget includes multiple appropriations that total \$1,570,000. Contracts commitments include: Hill International for Owner Project Management services totaling of \$213,970, Other Feasibility Study Cost totaling \$2,000 for legal notices, etc., and Arrowstreet for Designer Services totaling \$1,197,930. Total commitments to date equal \$1,413,900. Based on the \$1,570,000 total appropriation, the project is under budget.

Schedule

The next milestone for the project is continuing the Site Plan Approval process and submission of Preferred Alternative documents in May 2019 for NECP at 687 Watertown Street.

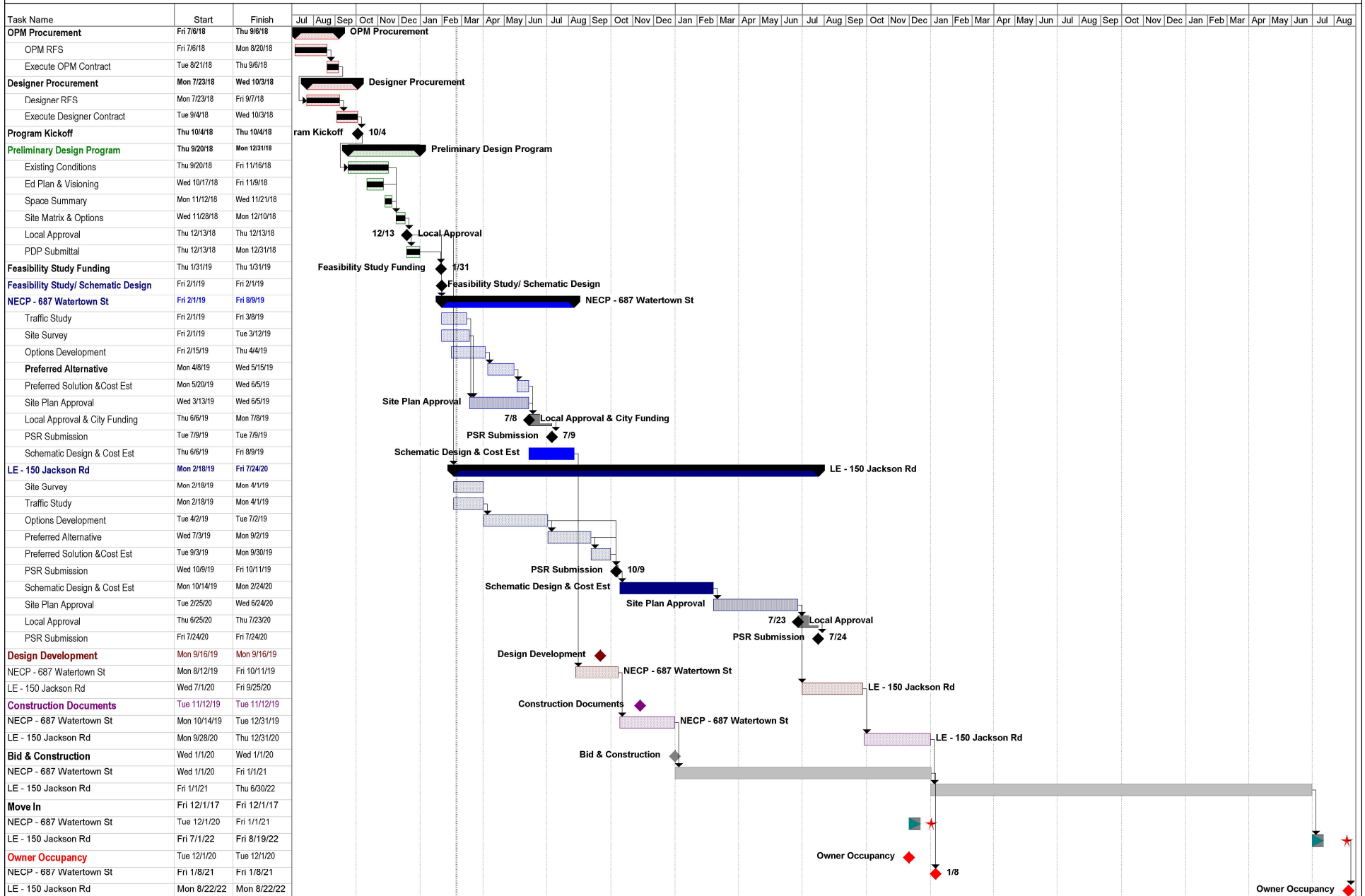
Upcoming tasks include:

March 2019:

- Review traffic study data and analysis and meet with DPW Traffic Division, School Department Transportation and Parks and Recreation to review site designs and traffic impact associated withr NECP at 687 Watertown Street.
- Schedule and complete site survey for 150 Jackson Rd property and 687 Watertown Street property.
- Attend and make presentations to the LE-NECP School Building Committee, DRC and DRT for preferred alternative documentation and Site Plan Approval for NECP at 687 Watertown Street.

2. Schedule

PROJECT WORK PLAN SCHEDULE





Site Plan Approvals Schedule NECP at 687 Watertown Street Property

January 31, 2019, Amended 3/1/2019

Task:

Meeting Date:

Design Review Committee (DRC) Meeting

February 13, 2019

- Building Test Fit
- Preliminary Site Concept Options Plan

Development Review Team (DRT) Meeting

February 27, 2019

- Professional Team Introduction
- Review DRT Site Review Process/Criteria
- Preliminary Site Concept Options Plan

DPW - Transportation Division Meeting

March 13, 2019

- Preliminary Site Concept Options Plan
- Report -Traffic Study

Design Review Committee (DRC) Meeting

March 13, 2019

- Study Progress Report
- Site Plan Development and Preferred Option Evaluation

LE-NECP School Building Committee Meeting

March 14, 2019

- Study Progress Report
- Site Plan Development and Preferred Option Evaluation

Development Review Team (DRT) Meeting

March 27, 2019

- Progress Report, Site Plan Development and Preferred Option Evaluation

Public Facilities Committee Hearing

April 3, 2019

- Building Test Fit
- Progress Report, Site Plan Development and Preferred Option Evaluation

LE-NECP School Building Committee Meeting

April 4, 2019

- Progress Report, Site Plan Development and Preferred Option Evaluation
- **Vote** - authorize submission of documents to DRC for 5-58 Ordinance Site Plan Approval

Design Review Committee (DRC) Meeting

April 10, 2019

- Schematic Floor Plans and Preferred Site Plan

Design Review Committee (DRC) Meeting

April 24, 2019

- Schematic Floor Plans and Preferred Site Plan
- **Vote** - 5-58 Ordinance Site Plan Approval

PUBLIC HEARING DOCKET & PUBLIC NOTICES ISSUED – City Council Clerk by

May 15, 2019

Public Facilities Committee Hearing

June 5, 2019

- Public Hearing on Proposed Site Development/Plan

Public Facilities Committee Meeting

June 19, 2019

- **Vote** - 5-58 Ordinance Site Plan Approval

Finance Committee Meeting

June 24, 2019

- Preferred Schematic Report and Total Project Budget Request
- **Vote** – Total Project Budget Appropriation

City Council/School Committee Meeting

July 8, 2019

- Preferred Schematic Report Presentation
- **Vote** - 5-58 Ordinance Site Plan Approval
- Total Project Budget Request
- **Vote** – Total Project Budget Appropriation

3. Financials

Project Budget and Cost Summary

Description	Total Budget	BUDGET			COST			CASH FLOW	
		Baseline Budget	Authorized Changes	Current Budget	Committe d Costs	Uncommit ted Costs	Total Project	Expenditur es to Date	Balance To Spend
20 Construction									
PreConstruction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Escalation Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Estimating Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Alternates	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
30 Architectural & Engineering									
Designer - Ed. Program Services	\$64,200	\$64,200	\$0	\$64,200	\$64,200	\$0	\$64,200	\$64,200	\$0
Designer - Ex. Conditions	\$96,000	\$96,000	\$0	\$96,000	\$96,000	\$0	\$96,000	\$67,500	\$28,500
A&E Feasibility Study	\$264,900	\$264,900	\$0	\$264,900	\$264,900	\$0	\$264,900	\$0	\$264,900
Schematic Design	\$657,220	\$657,220	\$0	\$657,220	\$657,220	\$0	\$657,220	\$0	\$657,220
Design Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction Documents	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bidding / Negotiations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction Administration/Closeout	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Geotechnical Engineering	\$21,010	\$21,010	\$0	\$21,010	\$21,010	\$0	\$21,010	\$0	\$21,010
Geoenvironmental Engineering	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Site Survey	\$37,950	\$37,950	\$0	\$37,950	\$37,950	\$0	\$37,950	\$0	\$37,950
Site Approval	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hazardous Materials Sampling	\$8,960	\$8,960	\$0	\$8,960	\$3,960	\$5,000	\$8,960	\$0	\$8,960
LSP Services	\$57,500	\$57,500	\$0	\$57,500	\$57,500	\$0	\$57,500	\$0	\$57,500
Traffic Studies	\$67,690	\$67,690	\$0	\$67,690	\$52,690	\$15,000	\$67,690	\$0	\$67,690
OtherCosts (Convent Reuse Eval)	\$28,500	\$28,500	\$0	\$28,500	\$0	\$28,500	\$28,500	\$0	\$28,500
Printing (Over the Minimum)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Testing & Inspections	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reimbursable Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$1,303,930	\$1,303,930	\$0	\$1,303,930	\$1,255,430	\$48,500	\$1,303,930	\$131,700	\$1,172,230
40 Administrative Costs									
OPM -Ed. Program Services	\$43,140	\$43,140	\$0	\$43,140	\$43,140	\$0	\$43,140	\$31,487	\$11,653
OPM Feasibility Study/Schematic Design	\$155,830	\$155,830	\$0	\$155,830	\$155,830	\$0	\$155,830	\$0	\$155,830
OPM Design Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPM Construction Documents	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPM Bidding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPM Construction Adm/Closeout	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPM: Cost Estimates	\$15,000	\$15,000	\$0	\$15,000	\$15,000	\$0	\$15,000	\$0	\$15,000
OPM Reimbursables & Site Approval Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Commissioning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Admin Costs	\$2,000	\$2,000	\$0	\$2,000	\$757	\$1,243	\$2,000	\$757	\$1,243
Utility Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Legal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction Testing & Inspections	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$215,970	\$215,970	\$0	\$215,970	\$214,727	\$1,243	\$215,970	\$32,244	\$183,726
50 Furniture, Fixtures and Equipment									
Furniture, Fixtures and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Technology	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Project Sub-Total	\$1,519,900	\$1,519,900	\$0	\$1,519,900	\$1,470,157	\$49,743	\$1,519,900	\$163,944	\$1,355,956
70 Project Contingency									
Construct Contingency (Hard Cost) (5%)	\$0	\$0	\$0	\$0	Remaining				\$0
Owner's Contingency (Soft Cost) (5%)	\$50,100	\$50,100	\$0	\$50,100				\$50,100	\$50,100
Subtotal	\$50,100	\$50,100	\$0	\$50,100				\$50,100	\$50,100
Project Total	\$1,570,000	\$1,570,000	\$0	\$1,570,000	\$1,470,157	\$99,843	\$1,570,000	\$163,944	\$1,406,056

4. Meeting Minutes

Lincoln Elliot School - NECP School Building Committee

Meeting: January 31, 2019, 6PM

Location: Room 210, Education Center, 100 Walnut St, Newton

Attendees: Jonathan Yeo*, Rebecca Grossman*, Liam Hurley*, Margaret Albright*, Kathy Shields*, Chris Lessard*, Peter Barrer, Alex Valcarce

** - Denotes Voting Member*

Professional Team: Larry Spang – Arrowstreet
Mary Mahoney – Hill International (Hill)

Guests: Ellen Light

The meeting was called to order at 6:11PM.

1. Minutes for the School Building Committee meetings conducted October 11, 2018, November 15, 2019, and December 13, 2019 were considered.

Motion: On a motion by Liam Hurley, seconded by Margaret Albright, the members of the Committee voted unanimously to approve the meeting minutes for October 11, 2018, November 15, 2019, and December 13, 2019.

2. Alex Valcarce reported on heating plant issues at 150 Jackson Road, including
 - a. The boiler has two boilers with one boiler removed from service due to safety issues and one boiler experiencing multiple outages.
 - b. Hot water heating pipes have failed and burst.
 - c. Unit ventilators heating coils have failed causing hot water leakage that flooded certain classrooms.

The school department as responded to each incident and made repairs/clean up but the system is not reliable and require constant, unpredictable, and costly repairs. The uncertainty of the heating system and impacts to the building creates urgency in moving forward with work to adapt the property at 687 Watertown St for NECP.

3. Alex Valcarce reported that City Council has approved funding for project phases feasibility study, schematic design and site approval. Based on the heating plant issues at 150 Jackson Rd., accelerating the time line for 687 Watertown Street is needed. Expedited feasibility study and site plan approval for 687 Watertown St will help to compress the schedule and move NECP out of 150 Jackson Rd at an earlier dat.

Committee discussion ensued regarding the heating system issues at 150 Jackson Rd. and at the Lincoln Eliot School and how many more winters the system/equipment will last. Long range improvement plans for school facilities and the ongoing challenges with the Ward, Lincoln Eliot, and Franklin Schools and 150 Jackson Rd. property. Repairs to the 150 Jackson Rd. and Lincoln Eliot heating systems are difficult due to the age of the equipment, lack of repair parts, and need to scavenge parts to make repairs. The older the equipment gets the more difficult it is to find parts and repair units. Based on the current long range plan Lincoln Eliot move to 10 Jackson Rd. would take place in 2023, meaning four more winters. Whatever can be done to accelerate the schedule should be considered.

4. Hill presented an expedited site approval plan/schedule for 687 Watertown Street.

Committee discussion ensued regarding site considerations for NECP at 687 Watertown St. and the need to ensure the scope of feasibility study addresses the challenges on site and with adjacent City

properties. During the site approval process it will be important to communicate with all stakeholders throughout the site approval and design process. Discussions continued regarding the site approval plan for 678 Watertown St. and coordinating process milestones with ongoing meeting schedules for various committees and City Council and the City's budget cycle meeting plans.

5. Design Review Committee (DRC) process and review parameters were reviewed by Peter Barrer and Ellen Light, DRC members. DRC review includes site circulation and building design to support energy conservation and carbon offset. Submitting information prior to meetings will assist the process.

The School Building Committee adjourned the meeting at 7:10 PM.

Next meeting of the School Building Committee will be held Thursday, March 14, 2019, 6PM, in room 210 at the Education Center, 100 Walnut Street, Newton.

To the best of my knowledge, these notes are a fair representation of the items discussed at the meeting. Additional items or corrections should be brought to the attention of the writer. Submitted by: Mary Mahoney 2/1/18

Handouts:

- SBC Meeting Agenda for January 31, 2019
- SBC draft meeting minutes for October 11, 2018, November 15, 2018., and December 13, 2018
- NECP Site Plan Approval Schedule

Newton Lincoln Elliot School - NECP Project

Development Review Team Meeting – NECP at 687 Watertown Street
February 27, 2019

Attendees: See sign-in sheet

Action Items are denoted in bold/italic font.

Items Discussed:

1. Attendee introductions.
2. A. Valcarce reviewed the Lincoln Eliot – NECP Project:
 - a. Project goals, work to date, and project impact to the School Department's long term capital improvements plan.
 - b. Long term city/school department school improvements plans including relocation of Horace Mann students and staff to the existing Carr School at 225 Nevada St. which then will allow for 687 Watertown St (existing Horace Mann) to house the NECP program with some building/site improvements to meet program needs.
 - c. The relocation of NECP to 687 Watertown St then opens 150 Jackson Rd for repair/renovations to relocate students and staff from Lincoln Eliot School which creates a future school swing space at 191 Pearl St. (existing Lincoln Eliot School).
3. A. Valcarce provided additional project background including City purchase of and initial use plans 150 Jackson Rd. NECP's move from the Education Center to 150 Jackson Rd. A Statement of Interest submitted to MSBA for improvements to Lincoln-Eliot and MSBA decision not to invite the project into its capital pipeline. NECP's program growth and expectations for future community need.
4. A. Valcarce reviewed heating plant issues at 150 Jackson Rd. and 191 Pearl St. (Lincoln Eliot) and benefits to school improvement plans by expediting the site approval and schematic design process with an opportunity to move NECP to 687 Watertown St earlier than planned.
5. Arrowstreet reviewed the NECP program at 150 Jackson Rd, including but not limited to the following:
 - a. Program includes 13 classrooms for students age 3-5 yrs old with operating hours 8:30am – 2:30pm with varying start and release times based on program and therapy session offered throughout the day
 - b. Total staff count is 81 with both full time and part time positions.
 - c. Student arrival and departure practices were reviewed including van drop-off and parent drop-off where parents/families walk students to their classrooms and pick up in classrooms at dismissal.

Q1: What is the NECP Proposed program for 687 Watertown St.? – 305 students and 17 class rooms.

Q2: What Percentage of Students use van transportation and what is typical occupancy per van? – ANSWER TO BE PROVIDED to Jen Caira.

6. Arrowstreet reviewed work being performed on traffic studies at 687 Watertown St, NECP at 150 Jackson Rd, and Lincoln Eliot school at 191 Pearl St. and 150 Jackson Rd. Space use considerations for 687 Watertown St including; parking, vehicular and pedestrian circulation, van drop and parent drop with access to upper level classrooms. Impacts to Cheese Cake Brook. Opportunities for sharing land area with Albemarle Park or the Boy's and Girl's Club.
7. Arrowstreet reviewed the existing conditions at 687 Watertown St. including but not limited to:
 - a. Existing site layout, building position and building interior layout, and on site and adjacent park use.
 - b. Location of modular classroom units attached to the building and desire of the School Building Committee and DRC to eliminate the units.
 - c. Adjacent Park play structures, structure play areas, and need to provide a contained age appropriate and accessible play structure for the NECP program structure in close proximity to the building.
 - d. Review site and adjacent area topography including grade challenges from the school to the park area.
 - e. Review preliminary thoughts on relocating the building's main entry to Albemarle St. at the existing outdoor patio area.

Q3: Does the project propose to purchase residences? - No.

Q4: Will this be a MSBA grant project? - No. Project is a City funded project.

- f. 687 Watertown St. property boundaries and boundaries for River Front Protection, Wetland/buffers, flood plan and proximity to Cheese Cake Brook were reviewed.

Claire Rundelli reviewed Conservation Commission project review requirements and possible concerns related to the proposed project including: 1. Stormwater Management plans and 2. Impact of an existing concrete swale directing storm water from Albemarle Rd and the 687 Watertown site into Cheese Cake Brook. Site development at 687 Watertown St may need to improve the quality of storm water entering the brook from the site. Also that River Front Protection areas require 2:1 mitigation either on site or off site for impacts (State requirement).

Q5: Does the project propose to take Park land? - Not at this time.

8. Parking, student drop off/pick up and vehicular patterns at the present 687 Watertown St. and at NECP at 150 Jackson Rd were discussed.
9. Site development options were reviewed including but not limited to:
 - a. Parking on site and along Albemarle Rd.
 - b. Modular removal and gained space to offer a van only drive at the back of the building.
 - c. Play Structure locations on site and at the adjacent park.
 - d. Land sharing with the Boy's and Girl's Club and possible van drop at new drive along Watertown St.
 - e. Options for parent drop-off and pick up whether with parking or active staff controlled drop off along Albemarle Rd.
10. Floor Plans – existing and new conceptual plans were reviewed while noting constraints of the existing building layout, limited ceiling height in lower level areas and grade access.

11. The 5-58 Site Plan approval schedule for 687 Watertown St. was reviewed and comments received as follows:
- a. Conservation Commission will require presentation at schematic design phase but process will not require full storm water calcs. or full project approval. Conservation Committee meeting dates are May 9, 30, and June 20, 2019*
 - b. DRT (Katie Holmes) will need time to review documentation prior to final vote consideration.*
 - c. Town Engineering will need a project presentation separate from the DRT process.*
 - d. DPW Transportation Division requests a meeting to review Parking, Pick-Up and Site Circulation, with summer activity impacts from Albemarle Park considered. Meeting tentatively scheduled March 13th at 1pm.*
 - e. Parks & Recreation should be invited to the DPW Transportation Division meeting, tentatively scheduled March 13th at 1pm.*
 - f. Katie Holmes to check if the Boys and Girls Club field stone wall has any historical significance.*

Next meeting of the Development Review Team (DRT) for NECP at 687 Watertown Street March 27, 2019 at 1pm.

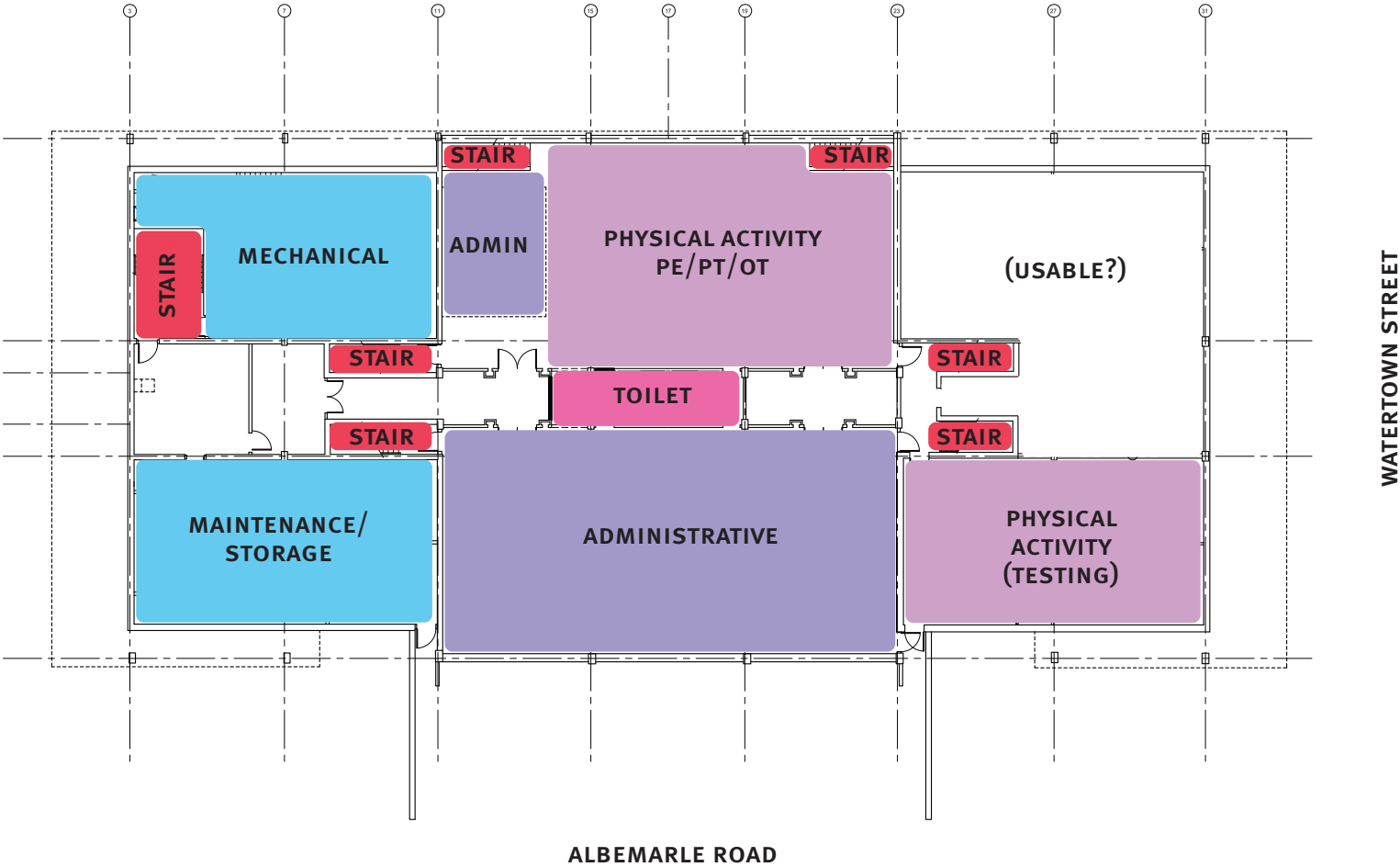
DPW Transportation Division meeting scheduled 1pm, March 13, 2019, Rm 211 at City Hall.

To the best of my knowledge, these notes are a fair representation of the items discussed at the meeting. Additional items or corrections should be brought to the attention of the writer. Submitted by: Mary Mahoney 2/28/19

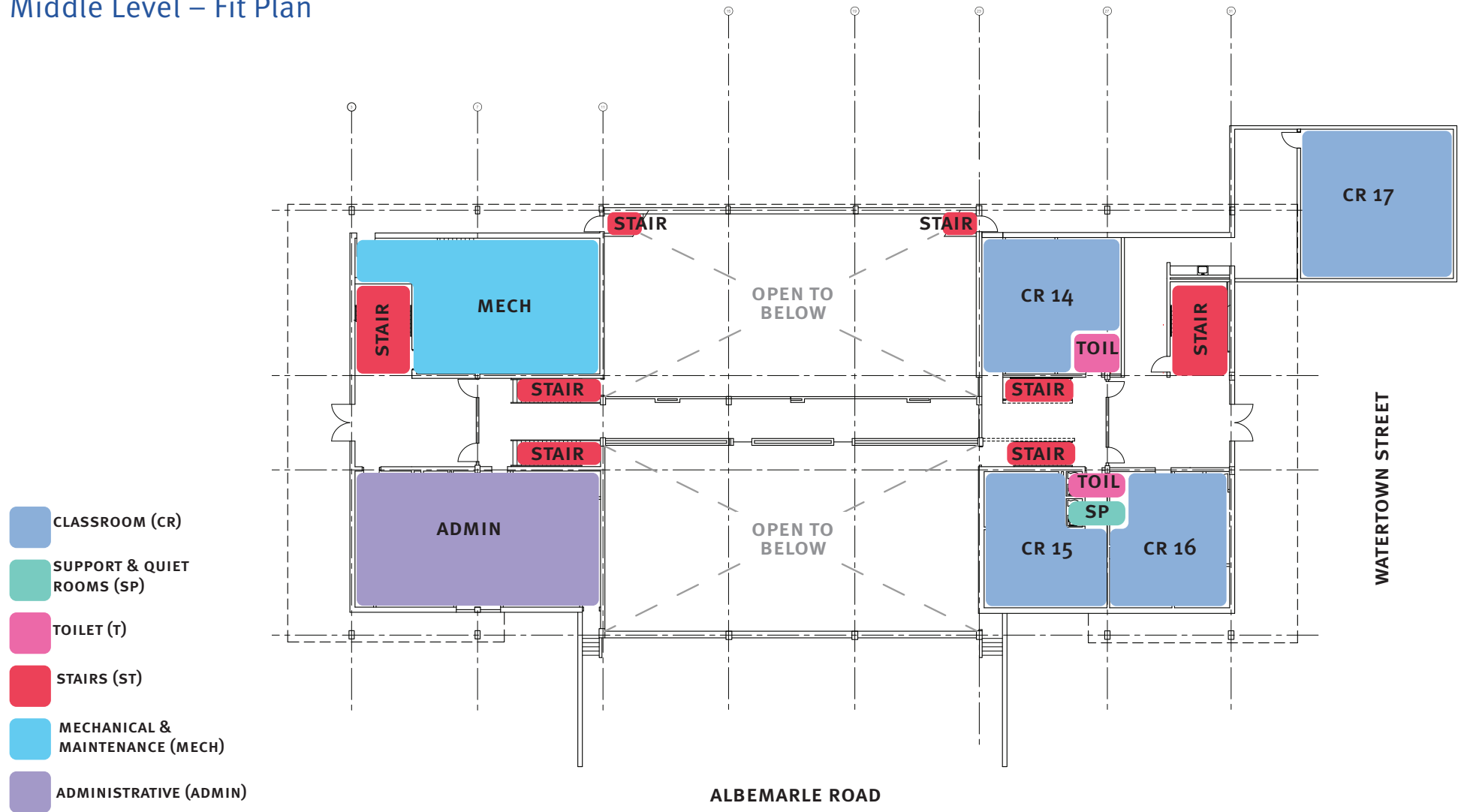
5. Supplemental Documentation

NECP at 687 Watertown Street – Test Fit Plans

Newton Early Childhood Program /
Lower Level – Fit Plan



Newton Early Childhood Program/ Middle Level – Fit Plan



Newton Early Childhood Program/
Upper Level – Fit Plan

