



City of Newton  
**Lincoln Eliot – NECP Project**  
**Project Monthly Report**

**March 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 March 2019.

During the month of March 2019, Hill provided the City with work plan and feasibility study progress updates, updated budget for feasibility study, schematic design and site plan approvals, budgetary cost analysis for site improvements and building repair costs, updated work plan and progress reports for expedited NECP at 687 Watertown Street site approval and progress update for the NECP at 687 Watertown Street preferred option selection.

On March 13, 2019, representatives of Newton Public Buildings, Hill International Inc. (Hill), OPM, and Arrowstreet, designer, met with Newton's Design Review Committee and provided a feasibility study progress presentation for NECP at 687 Watertown Street. The meeting included a tour of the 687 Watertown Street property, review of the NECP program and enrollment, NECP transportation practices, traffic observations for Horace Mann School at 687 Watertown St., conceptual site and building designs, and building system evaluations. Input received during the meeting will be included in design for the project.

On March 13, 2019, representatives of Newton Public Buildings, Hill, Arrowstreet, and MDM Transportation Consultants (MDM) met with Newton DPW-Transportation and School Department Transportation representatives to review traffic study datum, school department transportation policies and practices for NECP, and review site plans. Input received during the meeting will be included in design for the project.

On March 14, 2019, the Lincoln Eliot-NECP School Building Committee convened to review NECP at 687 Watertown Street Site Approvals process and progress, review feasibility study advancement for NECP at 687 Watertown Street, and discuss next steps in the project work plan. Input received during the meeting will be included in design for the project.

On March 21, 2019, representatives of Newton Public Buildings, Newton Engineering Department, Newton Conservation, Hill, Arrowstreet, and Nitsche Engineering, civil engineer, met to review conceptual site plans, riverfront and wetland boundaries, flood plan delineation, regulations to be considered in design, and next steps in the Site Plan Approvals process.

for NECP at 687 Watertown Street. Input received during the meeting will be included in site design for the project.

On March 27, 2019, representatives of Newton Public Buildings, Hill, and Arrowstreet met with Newton's Design Review Committee to review design progress for NECP at 687 Watertown Street site, including conceptual site plans, base topographic survey, riverfront and wetland boundaries, flood plan delineation, building plans, proposed building improvements including accessibility, building code, and HVAC, and energy improvements opportunities. Input received during the meeting will be included in design for the project.

During the month of March, 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-02339.00-0000005 and Arrowstreet Invoice #725489 were approved and processed for payment.

### **Progress and Milestones Achieved**

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

- Introduction of the NECP at 687 Watertown Street project to various City departments and oversight Committees with Site Plan Approval process for NECP continued on schedule.

### **Key Objectives**

The key objectives and dates for the coming month are:

- Complete Feasibility Study documentation for NECP at 687 Watertown Street, including cost estimates and total project budget.
- Attend, provide progress presentations, and respond to comments for NECP at 687 Watertown Street Site Plan Approval including Design Review Committee, City Council and Public Facilities, and Parks and Recreation

### **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:**

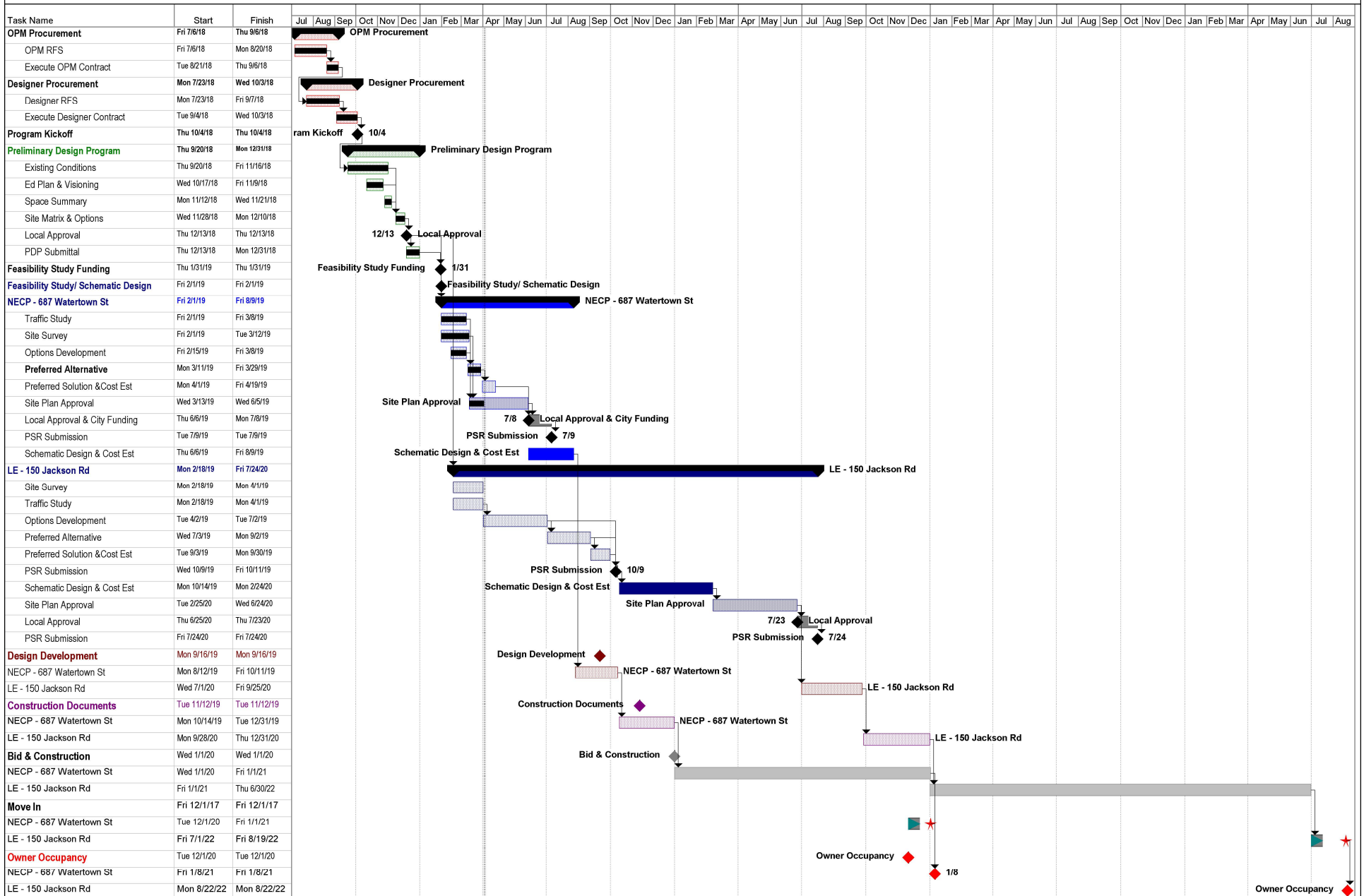
##### **May 2019:**

- Respond to review comments for Feasibility Study documents – NECP at 687 Watertown Street.
- Establish a Total Project Budget for NECP at 687 Watertown Street
- Continued Feasibility Study for Lincoln Eliot School at 150 Jackson Rd.
- Confirm site drainage basis of design following site borings for NECP at 687 Watertown Street.
- Attend and make presentations as required for NECP at 687 Watertown Street Site Plan Approval.



## 2. Schedule

PROJECT WORK PLAN SCHEDULE





## Site Plan Approvals Schedule NECP at 687 Watertown Street Property

January 31, 2019, Amended 4/1/2019

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

### *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

*Public Facilities Committee Meeting*

*April 10, 2019*

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

*Conservation Commission Meeting*

*April 18, 2019*

- Project Introduction

*Design Review Committee (DRC) Meeting*

*April 24, 2019*

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

*Conservation Commission Meeting*

*May 9, 2019*

- Site Plan Review
- Basis of Design and Regulation Compliance

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	Expenditure s 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	\$96,000	\$0
A&E Feasibility Study	\$264,900	\$264,900	\$0	\$264,900	\$264,900	\$0	\$264,900	\$24,691	\$240,209
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	\$184,891	\$1,119,039
40 Administrative Costs									
OPM -Ed. Program Services	\$43,140	\$43,140	\$0	\$43,140	\$43,140	\$0	\$43,140	\$36,450	\$6,690
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	\$37,207	\$178,764
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	\$222,098	\$1,297,802
70 Project Contingency									
Construct Contingency (Hard Cost) (5%)	\$0	\$0	\$0	\$0	Remaining		\$0	\$0	\$0
Owner's Contingency (Soft Cost) (5%)	\$50,100	\$50,100	\$0	\$50,100			\$50,100	\$50,100	\$50,100
Subtotal	\$50,100	\$50,100	\$0	\$50,100			\$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	\$222,098	\$1,347,902



## 4. Meeting Minutes

## Newton Lincoln Eliot School - NECP Project

**Design Review Committee (DRC) – NECP at 687 Watertown Street  
March 13, 2019, 6:00pm, Room 129, 687 Watertown Street**

Attendees: Amy MacKrell\*, Jonathan Kantar\*, Stephanie Gilman\*, Peter Barrer\*, Carol Schein\*, Ambrose Donovan\*, Thomas Gloria\*, Ellen Light\*, Andrea Kelley, Steven Siegel, Joshua Morse, Robert Hnasko

\* - Denotes Voting Member

Professional Team: Meryl Nistler, Larry Spang - Arrowstreet  
Mary Mahoney - Hill International

Guests: Alejandro Valcarce, City of Newton, Public Buildings

***Action Items are denoted in bold/italic font.***

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Meeting opened at 6:03pm with a tour of the 687 Watertown Street property and building interior.

Items:

1. Site/Building tour with discussions that included, but not limited to:
  - a. Need to retain mature trees at the playground area.
  - b. Fencing/ gate options at the access from building to play area.
  - c. Request for a planter strip of trees and/or shrubs along Watertown St to buffer the parking from the streetscape.
  - d. Discussed the very low headroom at admin created by the existing beam heights; please identify spatial impacts to that area.
2. Site Plan Option –
  - a. Site survey and topography data was reviewed, including plans to maintain the existing parking lot area for staff parking, need to address steep topography transitions across the site, environmental impacts due to the proximity of Cheese Cake Brook.
  - b. Development Option - The proposed concept for the building and site includes moving the main building entry to face Albemarle Rd with entry into the lower level of the building. Removing the existing modulars attached to the building and constructing a one way van only drop-off/pick-up lane around the back of the building. Vans would entry on Albemarle Rd. and exit on Watertown St. NECP play area would be located in the existing Horace Mann play area and existing park play structures would be located to an adjacent Albemarle park area. The existing single handicap parking space and blue zone along Albemarle Rd would be changed to (7) parallel parking spaces with certain spaces with accessible designation. An added on-site parking area alternate is being considered within the existing lawn area along Watertown St.

Discussion ensued regarding existing parking on-site and angled spaces on the north travel lane of Albemarle Rd. Currently 93 spaces exist and the NECP plan would make no changes to the angled spaces.

One way van circulation on site, entering at Albemarle Rd and exiting on Watertown St. and width of the van drop off lane at the back of the building was discussed.

Suggestion was offered to square off the existing on-site parking area to gain spaces.

Discussion continued regarding the existing play structures in Albemarle Park that are closest to the school being not age appropriate for NECP, relocating the structures to available park to the left of the current location, and relocating the existing NECP equipment at 150 Jackson Rd. Some of the existing equipment adjacent to the Horace Mann School is new and provided by a community group so moving it out of the park may be an issue. Discussions ensued regarding soil/wet conditions at the proposed park play structure relocation, area for relocation being part of Albemarle Park property and control and restrictions on Park use.

Providing a pedestrian connection and safe walking route between the 687 Watertown St. property and Boy's and Girls' Club having opportunities for both sites and option for providing a safe walking path to the school, school parking lot and Albemarle Park were discussed.

3. Site Impacts and Required Improvements were reviewed including but not limited to: drainage system improvements with treatment/retention components, re-paving site and adjusting sidewalks, new dumpster pad, new transformer, adjusting and flattening site grades at multiple locations for site/building accessibility and for van discharge/loading.

Discussions ensued regarding school transportation (van) drop-off/pick-up procedures and providing a travel lane that ensures flexibility depending school programs and dismissal practices. NECP does not have many walkers as a District-wide program and due to the age and independence of students. Confirming that on-site parking would be for staff only to ensure safety during vans arrival/departure and access to outdoor play area.

Discussions continued regarding activities on Albemarle Rd. due to Day Middle School (MS), including students crossing the park from parent drop/pick up on Albemarle Rd, bus queue for Day MS, Day MS staff parking, NECP public off-site parking needs, parking opportunities along the south drive of Albemarle Rd and need for a pedestrian access across Cheese Cake Brook, and public parking available on side streets along Watertown St.

Waterfront and Wetland impacts to site plan options and use of pervious paving to offset increase in paved area. Impacts of high water table should be considered with pervious pavement.

Proposed dumpster location positioned well for servicing but concern with proximity to outdoor play area and park. Dumpster relocation to be considered.

Snow removal/storage – expected to be the same as the current Horace Mann School practices.

Discussion transitioned to DRC process and purview and the progress and adjustments to the NECP's site plan options since the last DRC meeting. Arrowstreet reviewed the various options considered during the past two months for site plan development and the input from professional team members, City Departments, Boards, and Committees that eliminated those other options. The DCR recommended that future Site Plan Approval updates include information that presents each option considered through the development process and why certain options were not chosen to move forward. Based on information provided on

previous schemes and current option, there was a consensus to continue developing the presented preferred option.

DRC recommended that future presentations include a preamble explaining the difference in the NECP program and practices compared to Elementary Schools so there will be an understanding of how the site and building needs to work for the NECP population.

#### 4. Building Plans

- a. Floors plans were reviewed.
- b. Main entry and main office will be at the lower level in the space that currently is the gymnasium. Entry will face Albemarle Rd. and will include glass assemblies to bring natural light into the space and create prominence for the entry. A new stair to the second floor and central positioned elevator to all three floors will be located near the main office to provide ease of circulation within the building.
- c. Each floor plan was reviewed noting the classroom locations, access to toilet facilities), educational support spaces, circulation paths, and access to the outdoor play area.

DRC discussion ensued including concern with the lack of natural light in administration office at the lower level and request to add natural light to office area. Location of the elevator, including proximity to the main entry, proximity to the van drop-pick-up zone, adequate size for NECP needs, and building impact considerations with location.

#### 5. HVAC Systems – two options considered based on the system requirements previously provided by DRC and Public Buildings Dept.

- a. Variable Refrigerant Flow (VRF) – providing VRF units in every room, (6) on grade condensing units for air conditioning needs, (4) rooftop outdoor air supply units, and duct system for supply and return.
  - i. Impacts and costs – new roof dunnage required to support fresh air units, duct penetrations throughout, on grade area for condensers, zero combustion from source equipment. = \$48/sf
- b. Hot/Chilled water fan coil system – providing fan coil units in every room, single chiller, (2) new low pressure hot water boilers, hot/chilled water circulation pumps, (4) rooftop outdoor air supply units, and duct system for supply and return.
  - i. Impacts and costs - new roof dunnage required to support fresh air units, duct penetrations throughout, on grade area for condensers, indoor mechanical space for boilers, uses fossil fuels for boilers. = \$51/sf

Discussion ensued regarding verification that the VRF equipment can support building heating needs during non-typical cold weather during winter.

#### 6. Building Insulation System and various approaches to exterior applied insulation/finish systems. Options for assemblies and exterior finish and associated s.f. costs were discussed.

Discussion ensued regarding the age of the existing windows, replaced in 2013, that will remain, options for alternative exterior insulation assemblies and finish.

Evaluation of best system approach should include costs, building energy efficiency, and carbon impact.

EIFS assemble and need for a durable exterior for school design and with structure adjacent to a playground. That exterior material choice meets City maintenance needs (ie,



wood is likely inappropriate). Request for more information re: sustainable material choices, thermal loads, and relative budget for each option prior to DRC vote.

Future presentation should include reasons why interior insulation for the envelope is not recommended due to possible condensation impacts to perimeter steel structure.

7. DCR – Site Plan Approval documentation requirements
  - a. Budget
  - b. Site Plan and Floor Plans
  - c. HVAC System description and energy efficiency information
  - d. MEPFP – Scope Narratives
  - e. Elevations and Typical Details
  - f. Sustainable features of design

***Next DRC meeting for NECP at 687 Watertown St. Site Plan Approval is scheduled April 10, 2019.***

Meeting adjourned at 8:26pm.

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 3/14/19

## Newton Lincoln Eliot School - NECP Project

DPW Transportation Meeting – NECP at 687 Watertown Street  
March 13, 2019

Attendees: See sign-in sheet

***Action Items are denoted in bold/italic font.***

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### Items Discussed:

1. Attendee introductions.
2. Public Buildings Dept. reviewed discussions with the John M. Barry Boy's and Girl's Club regarding site sharing with 687 Watertown Street, however since the existing Horace Mann site can meet the NECP program without using the Boys and Girls Club property, the project will continue focused on 687 Watertown St. There are opportunities with limited impact that would provide pedestrian access between the sites that is being considered in the NECP conceptual design.
3. Arrowstreet reviewed the scope of traffic study for the project that included Lincoln Eliot ES (L-E) at 191 Pearl St, NECP at Jackson Rd, and Horace Mann ES at 687 Watertown St. Study included vehicular counts, means for student arrival/departure, operations times and site impacts, and projections and analysis of NECP at 687 Watertown St. and L-E at 150 Jackson Rd.
4. Traffic Study at 150 Jackson Rd – Current NECP program
  - a. Trip General data on site the 150 Jackson Rd site for NECP was reviewed. Adjacent schools impact was not studied. Study observed site activities for one hour periods at morning arrival, noon dismissal for half day program, and 2:30pm dismissal.
    - i. School day starts at 9am - most intense traffic occurs for about a 15 min period. Peak activity occurs on site, not on adjacent roads. Observed period 8:15am-9:15am.
    - ii. Noon dismissal - increased activity but not at the same level of the morning arrival. Observed period 11:30am-12:30am.
    - iii. 2:30pm dismissal - increased activity but not at the same level of the morning arrival. Observed period 1:45pm-2:45pm.
    - iv. 40 staff and 69 public vehicles arrived during the morning start period.

School Transportation noted every Tuesday is an early release day, so all students are dismissed at noon. Traffic study should evaluate the conditions during early release day.

**Arrowstreet to contact the NECP Director regarding staff departure practices on Early Dismissal days.**

- b. Peak Parking Demand
  - i. 9am – 139 peak
  - ii. 12pm – 131 peak
  - iii. Average vehicles parked during the day 85, which was observed to be mostly staff

150 Jackson Rd annex parking lot history and users was reported by DPW Transportation. MDM reported the lot was observed to be used by off-site contractors. Vehicle counts were not included in the study data.

- c. Site Observations
  - i. Public escort children to their classroom and pick up at the classroom for dismissal. From vehicles to the school entry is about a 300 ft walk.
  - ii. Vans queue and drop/pick up on site. Staff escort children from the vans to the classroom. No vans queue on Jackson Rd.
  - iii. Public queue/park for drop off and pick up all on site.

- 5. Traffic Study at 687 Watertown St. – basis of study NECP occupancy with projected future classroom count of (17) classrooms.
  - a. Review occupancy and vehicle count projections based on existing practices for NECP at 150 Jackson Rd. and enrollment forecasted for a (17) classroom NECP.
  - b. NECP enrollment and student ratios were discussed.
  - c. Study needs to include therapy and support services offered by NECP that results in short term visit/parking needs.
  - d. Peak parking demand – projected should be 300 students.

**Arrowstreet/MDM to confirm future NECP @ 687 Watertown St. student projections for 9am arrival and noon/early dismissal and update its traffic report using the school supplied projections.**

- 6. 687 Watertown St. – Parking Information, existing and proposed.
  - a. Site has (20) spaces in its existing parking lot.
  - b. Albemarle Rd. has (93) angled spaces along the north travel side of the boulevard.
  - c. Albemarle Rd. has (72) parallel spaces along the south travel side of the boulevard. There is no sidewalk on the south direction side.
  - d. Watertown St. has (9) parallel spaces.
  - e. Albemarle Rd. north travel side also has parallel drop/pick spaces (blue zone) and (1) handicap designated space where (8) future parallel spaces could fit.
  - f. Current Horace Mann School arrival and departure practices were reviewed.

Discussion ensued regarding the difference in Horace Mann ES and NECP student age and independence. **NECP at 687 Watertown St shall continue the practice of student escort to and from classrooms during arrival and dismissal.**

Discussion ensued regarding the current traffic issues/impact of buses queuing and parent/staff parking for Day Middle School on Albemarle Rd. and additional impact to NECP drop/pick up practices at 687 Watertown St. Public Buildings Dept. agreed that the Day Middle School buses should not use Albemarle Rd and options are under investigation.

It was suggested to build a pedestrian bridge over Cheese Cake Brook to provide easier access to parking in the South travel side of Albemarle Rd.

Discussion continued on ways to manage parking to provide options closer to the building for NECP parents/children arrival/departure to and from school and avoiding public parking

on site, including; use of streets off Watertown St for staff parking and assigned or permitted parking both on site and off site. Horace Mann presently has approximately 75 staff which is similar in staff for NECP. **There was a consensus that a Parking Plan needs to be developed for the sites future use.**

**Arrowstreet to determine the NECP Summer Program staff and student counts and include summer program considerations in the traffic study.**

7. Site Plan Option

- a. Site survey and topography data was reviewed, including plans to maintain the existing parking lot area for staff parking, need to address steep topography transitions across the site, environmental impacts due to the proximity of Cheese Cake Brook.
- b. Development Option - The proposed concept for the building and site includes moving the main building entry to face Albemarle Rd with entry into the lower level of the building. Removing the existing modulars attached to the building and constructing a one way van only drop-off/pick-up lane around the back of the building. Vans would entry on Albemarle Rd. and exit on Watertown St. NECP play area would be located in the existing Horace Mann play area and existing structures would be located to an adjacent Albemarle park area. The existing single handicap parking space and blue zone along Albemarle Rd would be changed to (8) parallel parking spaces with certain spaces with accessible designation.

Discussion ensued regarding the width of the van drop off lane at the back of the building and the capacity needed for early release days when all students leave at noon. A lane that allows double stacking the vans would be preferred by School Dept. Transportation as it would cause all vans to arrive and park and no movement until all vans were loaded. It would provide greater control with student waiting and correct van in queue for pick up. - **Van lane sized to double stack vans is preferred.**

Providing a pedestrian connection and safe walking route between the 687 Watertown St. property and Boy's and Girls' Club was highly desired and options for providing a safe walking path to the school, school parking lot and Albemarle Park were discussed. – **Pedestrian access between 687 Watertown St. and Boy's and Girls' Club was desired.**

- c. Site Impacts and Required Improvements were reviewed including but not limited to: drainage system improvements with treatment/retention components, re-paving site and adjusting sidewalks, new dumpster pad, new transformer, adjusting and flattening site grades at multiple locations for site/building accessibility and for van discharge/loading.

**There was a consensus that parallel parking spaces on Albemarle Rd. at the new building main entry was preferred.**

8. Building Plans

- a. Floors plans were reviewed.
- b. Main entry and main office will be at the lower level in the space that currently is the gymnasium. Entry will face Albemarle Rd. and will include glass assemblies to bring natural light into the space and create prominence for the entry. A new stair to the second floor and central positioned elevator to all three floors will be located near the main office to provide ease of circulation within the building.



- c. Each floor plan was reviewed noting the classroom locations, access to toilet facilities (adult and child training), educational support spaces, and circulation paths.

**Hill International to forward a copy of the meeting presentation to Katie Holmes.**

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 3/14/19

## **Lincoln Eliot School - NECP School Building Committee**

**Meeting: March 14, 2019, 6PM**

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

Attendees: Jonathan Yeo\*, Rebecca Grossman\*, Liam Hurley\*, Margaret Albright\*, Kathy Shields\*, Chris Lessard\*, Josh Morse\*, Nancy Ferrari\*, Alison Leary\*, Diana Fisher Gomborg\*, Kathleen Browning\*, Peter Barrer, Alex Valcarce

*\* - Denotes Voting Member*

Professional Team: Meryl Nistler, Jessica Bessette – Arrowstreet (AST)  
Mary Mahoney – Hill International (Hill)

Guests:

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The meeting was called to order at 6:10PM.

1. Feasibility Study – NECP at 687 Watertown Street 5-58 Site Plan Approvals:
  - a. Alex Valcarce reported on NECP at 687 Watertown Street 5-58 Site Approval meetings with the Development Review Team (DRT) on February 27, 2019 and Design Review Committee (DRC) on March 13, 2019. Both meetings provided a design progress presentation that included site plan advancement, traffic and parking considerations, and conceptual floor plans. The DRC meeting included a tour of the 687 Watertown Street site and building and discussions regarding heating system options and building envelope insulation considerations. The DRT and DRC progress presentations were well received and provided excellent input and considerations for design advancement.
  - b. Alex Valcarce reported on a transportation meeting held with representatives of the Development Review Team, Department of Public Works, School Department Transportation, Public Buildings Department, Hill, and Arrowstreet (AST) and its traffic consultant MDM to review data gathered during project traffic study and methods to address traffic, site circulation, and parking for NECP at 687 Watertown Street.
  - c. Alex Valcarce reported on preliminary discussions with Parks and Recreation regarding NECP at 687 Watertown Street and options for NECP play structure locations within Albemarle Park.
2. Feasibility Study – NECP at 687 Watertown Street Progress Report
  - a. AST reported that traffic field observations were performed for Lincoln Eliot School at 191 Pearl Street, NECP at 150 Jackson Road, and Horace Mann School at 687 Watertown Street and preliminary report issued.
  - b. Topographic Survey was performed at 687 Watertown Street and 150 Jackson Road.
  - c. The NECP program and practices were briefly reviewed noting the difference in operations as compared to Elementary Schools based on student age, limited independence, educational needs, support services, and other services offered to the community throughout the day and how the operations impact site and building development needs.
3. Feasibility Study – NECP at 687 Watertown Street Site/Building Plan Development
  - a. Site survey and topography data was reviewed, including plans to maintain the existing parking lot area for staff parking, need to address steep topography transitions across the site, environmental impacts due to the proximity of Cheese Cake Brook. Pedestrian and



vehicular access to and around the site was reviewed and safety considerations for school department transportation and guardian student drop-off/pick-up.

- b. Development Option –
  - i. AST reviewed the development and evolution of site plan options for NECP at 687 Watertown St. The site plan has evolved through five layout options with adjustment and refinement to the existing preferred options based on site constraints, operational needs, educational program, and safety considerations. The current preferred site plan option fits all NECP program needs on site and includes the operation for pedestrian access between the Barry Boys and Girls Club and 687 Watertown Street to provide additional site synergies for each program and Albemarle Park.
  - ii. The proposed concept for the building and site includes moving the main building entry to face Albemarle Rd with an outdoor entry plaza to provide grade access into the lower level of the building. Removing the existing modulars attached to the building and constructing a one way van only drop-off/pick-up lane around the back of the building. Vans would entry on Albemarle Rd. and exit on Watertown St. NECP play area would be located in the existing Horace Mann play area and existing park play structures that are not age appropriate or accessible for NECP students would be located to an adjacent Albemarle park area. The existing parking lot would remain and be designated staff only with cars allowed to enter before school and depart after school to maintain safety for school transport vans and student access to the outdoor plat area. The existing single handicap parking space and blue zone along Albemarle Rd would be changed to (7) parallel parking spaces with certain spaces with accessible designation. An added on-site parking area alternate is being considered within the existing lawn area along Watertown St. and the option to convert this alternate lot to a future building addition if expansion is needed.
  - iii. Site Impacts and Required Improvements were reviewed including but not limited to: drainage system improvements with treatment/retention components, re-paving site and adjusting sidewalks, new dumpster pad, new transformer, adjusting and flattening site grades at multiple locations for site/building accessibility and for van discharge/loading.

Committee discussion ensued regarding the need to consider the NECP summer program and impacts of Parks and Recreation summer programs at Albemarle Park in the traffic study and site plan. Providing a pedestrian connection and safe walking route between the 687 Watertown St. property and Boy's and Girls' Club having opportunities for both sites and option for providing a safe walking path to the school, school parking lot and Albemarle Park were discussed.

Current use of 687 Watertown Street for polling and whether polling use can work within the NECP program use.

Use of the south bound drive of Albemarle Rd. for parking, access from the sound bound Albemarle Rd. drive to 687 Watertown St. and the park and general consensus that pedestrian bridge(s) over Cheese Cake Brook should be constructed. Day Middle School students who traverse Albemarle Rd and 687 Watertown St. site walking to and from school and park user impacts to NECP site use and whether a bicycles path along Albemarle Rd. should be considered.

Alternate parking proposed on site along Watertown St. and whether the added (12) parking spaces is worth the capital costs and environmental impacts with a general consensus that the parking alternate lot should be included for evaluation and 5-58 Site Plan Approvals documentation.



Committee discussions continued noting concern with school transportation vans existing the site directly onto Watertown St., the heavy traffic on Watertown St. and safety with vans exiting left and crossing traffic lanes, proximity to lighted intersections on Watertown Street and possible van back-up, and hours for van arrival/departure avoiding peak commuting times.

iv. Building Plans

1. Floors plans were reviewed, noting that NECP's Educational Program was used as the basis for space needs and building layout.
2. Main entry and main office will be at the lower level in the space that currently is the gymnasium. Entry will face Albemarle Rd. and will include and outdoor patio and glass wall assemblies to bring natural light into the space and create prominence for the entry. A new stair to the second floor to improve interior circulation options to all three floors. Centrally located elevator servicing all three floors positioned midway between the main office and van drop/pick-up door.
3. Mid-level (second floor) including van drop/pick up entry and exit with Nurse's Suite adjacent for ease of access in an emergency and supervisory presence on the second floor. Second floor also provides access to the outdoor NECP play area.
4. Each floor plan was reviewed noting the classroom locations, access to toilet facilities), educational support spaces, circulation paths, and access to the outdoor play area.
5. Classroom layout and shared support space concepts on the third floor were reviewed, including interconnecting student toilet training rooms and classroom connected support breakout spaces, and classroom features such as sinks and furnishings.

Committee discussion ensued regarding classroom layouts and direct access to student toilet rooms, classroom configurations and wall height/assemblies for student toilet rooms, and location of staff toilets with a general consensus that student toilet wall height/assemblies require further evaluation.

i. HVAC Systems – two options considered based on the system requirements previously provided by DRC and Public Buildings Dept.

1. Variable Refrigerant Flow (VRF) – providing VRF units in every room, (6) on grade condensing units for air conditioning needs, (4) rooftop outdoor air supply units, and duct system for supply and return.
  - a. Impacts and costs – new roof dunnage required to support fresh air units, duct penetrations throughout, on grade area for condensers, zero combustion from source equipment. = \$48/sf
2. Hot/Chilled water fan coil system – providing fan coil units in every room, single chiller, (2) new low pressure hot water boilers, hot/chilled water circulation pumps, (4) rooftop outdoor air supply units, and duct system for supply and return.
  - a. Impacts and costs - new roof dunnage required to support fresh air units, duct penetrations throughout, on grade area for condensers, indoor mechanical space for boilers, uses fossil fuels for boilers. = \$51/sf

ii. Building Insulation System and various approaches to exterior applied insulation/finish systems. Options for assemblies and exterior finish and associated



s.f. costs were discussed. Cost/benefit analysis will be included for insulation system options.

4. Feasibility Study – NECP at 687 Watertown Street Site Plan Approvals Schedule
  - a. NECP at 687 Watertown Street Site Plan Approvals Schedule was reviewed with Hill noting the addition of a Public Facilities presentation on April 3, 2019.
  - b. The next LE-NECP School Building Committee (SBC) scheduled April 4, 2019. SBC members requested that documents to be considered at the April 4, 2019 meeting should be forwarded to the Committee a few days prior to the meeting.
5. Minutes for the School Building Committee meetings conducted January 31, 2019 were considered.

Motion: On a motion by Kathy Shields, seconded by Chris Lessard, the members of the Committee voted unanimously to approve the meeting minutes for January 31, 2019.

The School Building Committee adjourned the meeting at 8:26 PM.

***Next meeting of the School Building Committee will be held Thursday, April 4, 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 3/15/19

Handouts:

- SBC Meeting Agenda for March 14, 2019
- SBC draft meeting minutes for January 31, 2019
- NECP Site Plan Approval Schedule, amended March 1, 2019

## Newton Lincoln Eliot School - NECP Project

### Engineering - Conservation Meeting – NECP at 687 Watertown Street March 21, 2019

Attendees:	John Daghlain, Frank Nichols	-	Newton Engineering Dept.
	(NED)		
	Jennifer Steel	-	Newton Conservation Office
	(NCO)		
	Josh Morse, Alex Valcarce	-	Newton Public Buildings (NPB)
	Jonathan Yeo	-	City of Newton (CofN)
	Larry Spang, Meryl Nistler	-	Arrowstreet (AST)
	Deb Danik	-	Nitsch Engineering (Nitsch)
	Mary Mahoney	-	Hill International (Hill)

**Action Items are denoted in bold/italic font.**

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#### Items Discussed:

1. Attendee introductions.
2. NPB briefly reviewed the project scope, including but not limited to, adapting the 687 Watertown St. school for and move in of Newton's Early Childhood Program (NECP), adapting the 150 Jackson Rd. school for and move in of the Lincoln Eliot School and future use of 191 Pearl St. property, existing Lincoln Eliot School, for school improvements swing space.
3. Schedule for the NECP at 687 Watertown St. was reviewed, including the 5-58 Site Approvals Schedule with City Council approval by July 2019.
4. AST reviewed the general orientation of the 687 Watertown St. property, plans for site improvements and building spaces to meet the NECP program and operational practices.
  - a. Site conditions and constraints were reviewed including topography, existing hard surface areas, riverfront protection, wetland and flood plain boundaries.
  - b. Adjacent park area and plans to relocate existing structures adjacent to the 687 Watertown St. property to an adjacent park area to allow the relocation of NECP play equipment close to the building.
  - c. Scope of the project as a Repair project with both interior and exterior improvements to the building and site to adapt to the NECP program and site use needs.
  - d. Review of the new building entrance proposed along Albemarle Rd. Existing conditions in the area of the new entry and proposed improvements. Interior space layout at the new main entry were discussed.
5. NECP Program – serves students age 2yrs-9months to 5+yrs. Program includes both inclusion and integrated educational models.
6. Site Plan:
  - a. Site plan includes maintaining the existing entry drive from Albemarle Rd. and parking lot area for staff parking. Removing the existing modular classrooms attached to the building and constructing a one way van only drop-off/pick-up lane around the back of the building. Vans would entry on



- Albemarle Rd. and exit on Watertown St. NECP play area would be located in the existing Horace Mann play area and existing structures would be located to an adjacent Albemarle park area.
- b. Review building entries and site improvements to make each accessible.
  - c. Review a raised crosswalk/speed table to be added to the Albemarle entry drive to provide safe student crossing at arrival, dismissal and outdoor play time and to slow vehicles entering the site from Albemarle Rd.
  - d. Review environmental impacts of Cheese Cake Brook including riverfront, wetland and flood plain boundaries.
    - i. NCO notes that boundary lines are sometimes positioned from the centerline of the river/brook not the edge – NPB reviews previous site documentation for the modular classroom projects and confirms the boundary line being used is from the edge of the brook.
    - ii. NCO reported that the site area flood plain is not mapped by FEMA so Newton flood plain delineation applies.
    - iii. NPB notes that there has been no history of Cheese Cake Brook flooding the building.
  - e. AST reviewed the proposed scope for paving work – repair existing and add for van drive and alternate Watertown St. parking. Previous paving is being considered to mitigate storm water impacts.
7. Nitsch – reviewed site constraints and improvement considerations:
- a. Existing Albemarle sidewalk adjacent to building is sloped and needs to be flattened and the adjacent NECP main entry plaza will need some sidewalk grade adjustments to achieve accessible entry to the building.
  - b. The existing handicap parking space and school blue zone will be re-worked to provide (7) parallel handicap spaces at the NECP new main entry.
  - c. Drainage –
    - i. Van drive will replace modular classrooms at the back of the building and although the drive replaces an impervious storm water component the vehicular lanes will require storm water treatment. An infiltration system is proposed.
    - ii. Some existing paved areas are within the riverfront protection boundary and will require addition of storm water treatment features.
      - 1. Underground and above surface storm water treatment options were discussed.
    - iii. The existing staff parking lot is outside the riverfront protection boundary so if no work is proposed for the lot, storm water treatment/improvements may not be required
8. NCO reported that Riverfront Protection requirements do allow for measures to be installed off site to provide mitigation and improvements. Discussion ensued regarding options for storm water mitigation off site including adding surface drainage improvements along Cheese Cake Brook such as a rain garden and installing underground finger drains into the adjacent open field area of Albemarle Park.
- a. Peak rates and volumes from project based system(s) cannot impact off site/down line systems.



9. Soil Contamination – NPB reported on existing oil contamination of soils and plans to remove contaminated soils as an early package for the project.
10. Parking opportunity along the south direction lane of Albemarle Rd. was discussed, including changing the sidewalk to the east side of the road and along Cheese Cake Brook with parallel parking spaces. Improvement to storm water management by installing curbing along the sidewalk. However, the width of the road may become too narrow based on sidewalk needs and City requirements for parking space width and roadway width.
11. Process and documentation requirements:
  - a. Conservation Commission and Engineering review process can be concurrent.
  - b. Geotechnical data required to document conditions and permeability.
    - i. Test Pits can wait until the building permit process.
    - ii. NPB notes existing boring information is on file for the site based on previous modular classroom projects. Project may be designed to the existing boring information. **NPB to forward previous boring locations and boring log data.**
    - iii. For DRT meeting March 27, 2019 and to begin the Conservation Commission/Engineering review process the following documentation is required:
      1. Site Plan
      2. Storm Water Calcs.
      3. Preliminary storm water plan and approach
      4. Parameters for Riverfront and City Flood regulations and how the project plans to meet the parameters.
        - a. What is Required?
        - b. What is the Preferred Approach?

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 3/22/19

## Newton Lincoln Eliot School - NECP Project

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

Attendees: See sign-in sheet

***Action Items are denoted in bold/italic font.***

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### Items Discussed:

8. A. Valcarce reviewed the Lincoln Eliot – NECP Project and Site Plan Approvals process proposed for NECP at 687 Watertown St.:
  - a. Project goals, work to date, and project impact to the School Department's long term capital improvements plans including relocation of Horace Mann students and staff to the existing Carr School at 225 Nevada St. repurposing 687 Watertown St (existing Horace Mann) for the NECP program with some building/site improvements, permanent relocation of NECP to 687 Watertown St to allow 150 Jackson Rd repair/renovations for future occupancy by students and staff from Lincoln Eliot School.
  - b. Review NECP at 687 Watertown St. development schedule, process for 5-58 Site Plan Approvals, and meetings held with the School Building Committee (SBC), Design Review Committee (DRC), Development Review Team (DRT), and City Departments including Transportation, Engineering, and Conservation to obtain 5-58 Site Plan Approvals July 2019.
  - c. 5-58 Site Plan Approvals schedule was reviewed including the public process for approval.
9. Arrowstreet (AST) reviewed programmatic and operational aspects of the NECP program that differ from an elementary school, including:
  - a. Program is District-wide.
  - b. Need for a contained outdoor play area with age and access appropriate configuration that is close to the building.
  - c. Student drop-off and pick-up for half day, full day and therapy programs is vehicle centric by way of private vehicle or school van. Van transport is provided by the School Dept. based on a child's IEP.
  - d. Van and private transport students are escorted to and from the building at arrival and dismissal and for therapy programs that occur throughout the day. Vans 12-15 and private vehicles 45-65.
  - e. Staff vehicles: 85-100 with various arrival and departures based on the half day, full day and therapy only schedules.
  - f. Occupancy: 305 total students at ages 2.9yrs to under 6yrs and 85-105 staff.
  - g. Program arrival time 8:30am-9:00am, dismissal times 12:00pm-12:30pm, 1:30pm, and 2:30pm, and therapy only occurs intermittently throughout the day.
10. AST reviewed existing building/site and proposed re-purposing for NECP.
  - a. Building Size: 38,000 SF on three levels. Grade entry is available at the lower and mid-level.



- b. Plan calls for the removal of all attached modular classrooms.
  - c. Goal is to create 14-18 classrooms for current and future enrollment.
  - d. Improve pick-up/drop off, access to building entries, access throughout the building and safe environments for families and caregivers
- 11.** A. Valcarce reviewed possible site sharing opportunities with the adjacent Boys and Girls Club by creating a pedestrian access between the sites. However, NECP parking and access needs will be met on the 687 Watertown St. site, with onsite staff parking and adjacent public parking areas and play space along Albermarle Rd.
- 12.** Arrowstreet reviewed traffic information for 687 Watertown St including input received from School Transportation Dept., DPW Transportation Dept., and Parks and Recreation Dept.
- a. Trip Generation Counts for NECP at 150 Jackson Rd. were reviewed, including peak counts at morning arrival 8:15-9:15am, mid-day dismissal 11:30am-12:30pm, and afternoon dismissal 1:45-2:45pm. Morning arrival was the highest at 40 staff, 69 public vehicles, and 12 vans equal to a total count of 121.
  - b. Peak Parking Demands for NECP at 150 Jackson Rd. were reviewed, including peak demand at 9:00am = 125 and 12:00pm = 130 that includes 85 staff and 45 students. School transportation vans (12) were not included in the parking demand analysis.
  - c. Trip Generation Counts projected for NECP at 687 Watertown St. were reviewed, including peak counts at morning arrival 8:15-9:15am, mid-day dismissal 11:30am-12:30pm, and afternoon dismissal 1:45-2:45pm. Morning arrival was the highest at 50 staff, 89 public vehicles, and 12 vans equal to a total count of 151.
  - d. Peak Parking Demands projected for NECP at 687 Watertown St. were reviewed, including peak demand at 9:00am = 166 and 11:45am and 12:00pm = 154 for staff and students. Afternoon dismissal is projected to be an extended period from 1:15-2:00pm with counts 111-117 over the period. School transportation vans (12) were not included in the parking demand analysis.
  - e. Parks and Recreation Dept. provided summer program information to forecast expected impacts to traffic and parking.
  - f. NECP is a full year program with a 6-week Summer Program from July 1 – Aug 8 that runs Monday - Thursday and is approximately 75% of its typical capacity during the school year, 165 students and 60-65 staff.
  - g. Albemarle Acres program would be re-located as the NECP program is a 12 month program and the Albemarle Acres program is not a good fit for shared facilities with NECP.
  - h. Parking:
    - i. The existing 687 Watertown St. lot has 18 spaces that will be used for NECP. All 18 spaces will be designated staff only and assigned to staff who will not need to leave the site during school hours.
    - ii. An alternate new parking area is being considered along Watertown St that would add 12 staff spaces.



- iii. Proposed to change (1) handicap designated space and blue zone along Albemarle Rd. to (7) parallel handicap designated spaces directly in front of the new main entry.
- iv. Review practice of current Horace Mann (687 Watertown St) staff to use side street parking.
- v. Albemarle Rd with (93) angled spaces
- vi. Proposal to create a Staff Parking Management Plan to ensure spaces close to the school are available to parents.
- i. School Transportation – Vans:
  - i. Vans can accommodate a max of (5) students due to car seat constraints.
  - ii. Students are assigned van transportation based on IEPs.
  - iii. Currently (250) students qualify for transportation based on IEPs and of that (109) take school transportation van.

13. Site Plans:

- a. AST reviewed options considered for re-purposing the 687 Watertown St. site for NECP use. Two favored schemes for site use were reviewed.
  - i. Option A – that keeps the existing drive on Albemarle Rd and extends to a vehicle exit on Watertown St with NECP play area adjacent in Albemarle Park.
  - ii. Option B – that eliminates the existing driveway and parking area and provides a new site drive with entry from Watertown St. and exit on Albemarle Rd. with a NECP play area adjacent to the building.
  - iii. River Front Protection and Wetland boundaries impacts to site layout and required mitigation was discussed.
- b. Preferred Option includes maintaining the existing Albemarle vehicle entry and parking area and adds a Van drop/pick up zone within a vehicle departure lane around the back of the building that exits on Watertown Street. New main entry with grade level entry to the lower level of the building with an outdoor plaza on Albemarle Rd. and (7) designated parallel parking spots adjacent. Public access also provided through an accessible ramp arrangement from the park with entry to the mid-level. On grade van entry/exit to the mid-level of the building. Options for an alternate staff parking area along Watertown St.
  - i. Site circulation, vehicle and pedestrian, was reviewed.
  - ii. Parent drop/pick up practice of escorting children to class was reviewed and locations for accessible public access in/egress out of the building during arrival and dismissal.
  - iii. Discuss proximity of public parking to the building and parking management plans proposed to minimize travel distance for parents/students.
  - iv. Scope for site improvement to adapt the existing to the proposed was reviewed including site grade adjustments, accessibility improvements, storm water management, river front/wetland mitigation, play structure/area re-purposing, and new transformer.
  - v. Civil Engineering considerations for site work were reviewed including riverfront protection and DEP Storm Water Management



requirements such as limiting disturbance, minimizing increase to impervious cover, and installing storm water management, treatment, and infiltration systems.

c. Building Plans:

- i. Each floor plan was reviewed including floor layout, space use designations, circulation, and accessible improvements proposed.
- ii. Program does not need a gymnasium and plans to change the existing gymnasium to the new main entry and office area.
- iii. The existing gymnasium will be in-filled to create (2) new classrooms on the mid-level.
- iv. Changing the back assembly area on the lower level to an OT/PT therapy area.
- v. Fire Dept. noted that if the main entry location changes then the Fire Alarm Control Panel may need to be relocated.
- vi. Building and Site Access upgrades were reviewed, including but not limited to grade adjustments at the new main entry and van queue entry, exterior ramp for the park side door, (7) accessible parallel parking spaces at the new main office, upgrade to existing toilet room layout, fixtures, and accessories, new classroom based student toilet rooms, classroom entry re-work, and handicap designated parking along Albemarle Park near the school.

1. Conservation Commission project review requirements were discussed, including:

- a. Providing a project introduction and progress report during the Site Plan Approvals process.
  - i. **Project Introduction Presentation scheduled April 18<sup>th</sup> with presentation documents due to Conservation by April 2<sup>nd</sup>.**
  - ii. **Project Site Plan Approvals Progress Report scheduled May 9<sup>th</sup> with presentation/documentation due to Conservation by April 23<sup>rd</sup>.**
  - iii. **May 9<sup>th</sup> Progress Report to include the preferred site plan and documentation regarding basis of design for storm water management and riverfront redevelopment performance standards.**
  - iv. **Documentation for May 9<sup>th</sup> should indicate that the design team is fully aware of regulation requirements, should provide the basis for design and state the intent to design to regulation.**
  - v. **Formal Notice of Intent submission and process scheduled Fall 2019.**

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 3/29/19



## 5. Supplemental Documentation

NECP at 687 Watertown Street – Feasibility Study Progress  
Presentation