

MEETING AGENDA



Meeting Date: August 30, 2022
Meeting Time: 6:30 PM
Project Name: Clinton Middle School
Project Number:
Meeting Purpose: SBC Meeting No. 2
Meeting Location: CMS Library

1. Call to Order
2. Approval of Minutes:
 - Vote Expected.
3. Invoices and commitments Submitted for Approval:
 - D&W invoice #1, for the month of August \$9,000.00
4. Discussion on working groups, focus group, advisory group to the SBC
 - Designer Selection Panel Members - 3 Representatives to represent the district at the
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 - Education focus group – Education Program Development
 - Executive advisory group
 - Community outreach advisory group
 - Facilities focus group
5. Communication Protocol
 - Project web site - File Sharing and website reporting
6. SBC Goals –
 - Survey updates
7. Architect RFS update:
 - RFS has been reviewed by the MSBA and edits have been made
 - Next step is to advertise the Architects RFS
8. Other Topics not Reasonably Anticipated 48 hours prior to the Meeting
9. Public Comment
10. Next Meetings
11. Adjourn

MEETING MINUTES

Project: Clinton Middle School
 Subject: School Building Committee Meeting
 Location: Google Meet
 Distribution: Attendees, Project File

Project No:
 Meeting Date: 08/09/2022
 Time: 6:30 PM
 Prepared By: A. Place

Present	Name	Affiliation	Present	Name	Affiliation
✓	Michael Ward*	Town Administrator		Mike Burton	DWMP
✓	Sean Kerrigan	Selectman	✓	Trip Elmore	DWMP
	Joel Bates	School Committee Chair	✓	Steve Brown	DWMP
	Matthew Varakis	School Committee Vice-Chair	✓	Mike Cox	DWMP
✓	Steven Meyer*	Superintendent	✓	Rachel Rincon	DWMP
	Brian Farragher	Director of Facilities	✓	Aidan Place	DWMP
✓	Chris McGown*	Chair of PBC, Head of DPW			
	Courtney Harter	CMS Principal			
	Shane McCarthy	Teacher			
	Bill McGrail	Finance Committee Co-Chair			
✓	Chris Magliozzi*	Vice-Chair of PBC			
✓	Michael Moran*	PBC Member			
✓	Brian Delory*	PBC Member			
	Timothy O'Toole*	PBC Member			
✓	Phil Duffy	Director of Community and			
✓	Kelly Turcotte	Special Education Parent Advisory			
	Laura Taylor	Parent-Teacher Association			
	Angelica Arroyo	English Learners Parent Advis. Council			
✓	Brendan Bailey				

* SBC Voting Member

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1.0	Call to Order: 6:32 pm meeting was called to order by SBC Chair C. McGown with 6 of 7 voting members in attendance.	Record
1.2	Approval of Minutes: <ul style="list-style-type: none"> ➤ A motion to approve the 6/29/22 meeting minutes as submitted made by S. Meyer and seconded by M. Ward. Discussion: None. Abstentions: C. Magliozzi. Roll call vote: S. Meyer, M. Ward, & C. McGown all in favor. Motion passes, minutes approved. 	Record
1.3	Invoices and commitments Submitted for Approval: D&W shares a presentation. <ul style="list-style-type: none"> ➤ T. Elmore going over typical documents that will be gone over in this section. D+W would bring up any commitments that have been made financially to pay bills. D+W would also be doing our financial overview at this point. Also bring up any contracts or budget revisions or any sort of financial information at this point. ➤ T. Elmore mentions the contract from the MSBA to authorize the hiring of D+W. Contract to hire Dore & Whittier, today under contract for the Clinton Middle School. 	Record
1.4	Introduction of the OPM, Dore & Whittier Management Partners team: <ul style="list-style-type: none"> ➤ T. Elmore introduces himself as Project Director. Works directly with another partner at the firm, M. Burton. Both T. Elmore and M. Burton come from Turner Construction Company. T. Elmore and M. Burton started DWMP in 2011 and have done eight projects with the MSBA and have developed systems around the process to better suit the client. T. Elmore’s building background has proved valuable in navigating the MSBA process. ➤ S. Brown introduces himself as Project Executive. Explains how he is here to provide a clear project roadmap with a clear and concise direction. ➤ M. Cox introduces himself as Project Manager of Controls. His main responsibility will be everything financial from tracking the budget daily to the MSBA submission requirements. Making sure that you’re getting your reimbursement on time. ➤ R. Rincon introduces herself as Assistant Project Manager. Main responsibility will be assisting S. Brown and M. Cox with communication and proper documentation. She will organize and schedule your meetings, provide your meeting minutes and help maintain your project website. R. Rincon mentions she will be on maternity leave soon and Introduces A. Place will be taking over for her when she goes on leave. 	Record

	<ul style="list-style-type: none"> ➤ T. Elmore goes over Jason Boone on handling the education programming. Dave Mentzer handling code review & sustainability. 	
1.5	<p>Owner Approval Process:</p> <ul style="list-style-type: none"> ➤ S. Brown discusses different approvals such as financial or design. Part of this process is bringing everything in front of the building committee. To show where we are in the project whether it be design, changes, or financial. ➤ S. Brown brings up working groups, bringing in different backgrounds to specialties in each area. This allows for great advisement on different key areas on a project. Mentions these groups can meet offline for better discussion and more focus. These groups have ability to meet more frequently, if need be, as well. ➤ T. Elmore discusses this is an option not requirement, different working groups will get involved at different times depending on phase of the project. Only to introduce the concept today, will go over more in depth in later meetings. <p>Discussion:</p> <ul style="list-style-type: none"> ➤ M. Moran asks when will site visits begin? T. Elmore responds saying we will go through school with architect. Hope to have architect late October early November. Once architect is on board site visits will be more regular. ➤ M. Moran follows up with a question about selecting the architect. T. Elmore responds with stating that three members will join the MSBA on the Designer Selection Panel with fifteen total members. The three members include the superintendent or his/her designee. The Chief Executive Officer of the town or his/her designee. As well as one SBC Committee member. ➤ C. Magliozzi asks about working groups and how they decide on them. T. Elmore says they can discuss if they would like to have these working groups in the next meeting. 	Record
1.6	<p>Communication Protocol:</p> <ul style="list-style-type: none"> ➤ R. Rincon discusses community engagement and having the community involved from the very beginning. Project website will be completely customizable. D+W will share information with the public, sending out flyers and inform people about upcoming meetings and project milestones. Community meetings will be held so that people have a chance to be heard as well. 	Record

	<ul style="list-style-type: none"> ➤ R. Rincon explains that sharing information internally with this committee, we will use an FTP site where you will be able to access all shared documents. ➤ R. Rincon shows the project website and suggests the project website domain name be “www.clintonmiddleschoolbuildingproject.com”. R. Rincon invites others to have input on the website name. Committee is okay with name and will go live tomorrow. T. Elmore suggests that IT put the link on school website for ease of access for the public. <p>Discussion:</p> <ul style="list-style-type: none"> ➤ S. Kerrigan asks about photos for the website and who takes them. T. Elmore responds saying the design team will come through and photograph anything deficient. There will be an existing conditions section as well. 	
1.7	<p>SBC Goals:</p> <ul style="list-style-type: none"> ➤ R. Rincon explains what the project goals are and what steps are required to publish the project goals on the website. R. Rincon will provide examples to help facilitate the goals. T. Elmore mentions how we will take all responses and try to boil down to what the message of the committee wants to be. Explains what an effective statement is. Says takes four to five meetings to create goals statement. Next meeting, we will roll out examples for the committee. R. Rincon shows example from Manchester Elementary School Project. <p>Discussion:</p> <ul style="list-style-type: none"> ➤ S. Kerrigan asks what the meaning of these goals are. Trip Elmore states this is a way to effectively communicate to the community and design team what the goals of the project are. And is a guide or rudder to make future decisions. 	Record
1.8	<p>Draft Schedule:</p> <ul style="list-style-type: none"> ➤ T. Elmore says we are following the MSBA process of which there are eight modules. We are through eligibility and are now forming the team. After forming the team, we will jump to the feasibility study where there are two submissions to the MSBA, and they provide feedback. At the end you go to the MSBA and say which design you would like to proceed with. Then it goes to Schematic design, which is module number four, this is where you define the design and get into all the details about the project. MSBA will vote to support the project which is module five funding the project. If they do support the project, then you go onto 	Record

	<p>module six which is construction documents that we can bid. Module seven is actual construction of the project.</p> <ul style="list-style-type: none"> ➤ T. Elmore goes over the CMS MSBA Module Schedule Slide and the different phases of the project. <p>Discussion:</p> <ul style="list-style-type: none"> ➤ M. Ward asks about the money appropriated to date, where does that get the town on the timeline shown? When would we need to anticipate asking the town for more money to move forward. T. Elmore responds saying that they have bought through the funding of the project. T. Elmore says the next time we would be going back to the community asking for more money would be summer 2024. ➤ M. Moran asks if the schematic design includes more than one option? T. Elmore explains how feasibility is for the options and you narrow it down in that phase. 	
1.9	<p>SBC Meeting Schedule, Formats, Invitations:</p> <ul style="list-style-type: none"> ➤ T. Elmore discusses when to meet next. August 30th 6:30pm at the middle school. Mentions the designer selection meeting with MSBA on October 18th, is the target date. Notes it is very important to the MSBA that the three individuals come as a committee. T. Elmore says the State Procurement Policy is that the Committee of the designer selection panel, is the deciding factor, not the communities school building committee. So, they frown on a lot of discussion, and they don't want you voting independently of them. Can have open forum discussion where no decisions are made. <p>Discussion:</p> <ul style="list-style-type: none"> ➤ P. Duffy asks why MSBA has choice in architect. S. Brown responds that the MSBA is very open to hearing out opinions. ➤ M. Moran asks who negotiates architect fees? T. Elmore says D+W will negotiate once a fee proposal is received. 	Record
1.10	<p>Pro-pay System and monthly reporting access:</p> <ul style="list-style-type: none"> ➤ M. Cox discusses Propay. Propay submissions are how the MSBA tracks their budget. M. Cox handles it as he knows the system. Will get warrant schedule on a later date. Committee sees invoices before submittal. Takes roughly six weeks to get reimbursement back. BRR is a budget revision request, which moves money around but it does not increase/decrease the overall budget. ➤ Goes into how D+W present budget of previous month. 	Record
1.11	<p>Architect RFS Review:</p>	Record

	<ul style="list-style-type: none"> ➤ The DRAFT RFS was circulated to the committee in the SBC Meeting invitation email for review and comment. S. Meyer, commented that he had reviewed the draft with D&W and found that the information was consistent with the OPM RFS and that many of the sections were standard MSBA language. There were no other comments or discussion on the draft Architect RFS in the meeting. ➤ D&W commented that the RFS (Request For Services) review and MSBA selection process overview takes about seven to ten days to approve. D+W has drafted the language and is looking for approval to submit to the MSBA tomorrow. <p>Vote</p> <ul style="list-style-type: none"> ➤ <u>Vote to send the RFS to the MSBA for their review:</u> A motion was made by B. Delorey and seconded by C. Magliozzi to submit the designer RFS to the MSBA. <u>Roll call vote by the representatives appointed by the Board of Selectmen:</u> C. McGown - yes M. Moran - yes M. Ward - yes S. Meyer - yes B. Delorey - yes C. Magliozzi - yes <u>All in favor. Motion Passes.</u> 	
1.12	<p>Architect Selection Committee:</p> <ul style="list-style-type: none"> ➤ T. Elmore explains that in the next meeting we should select the three representatives to attend the Designer Selection Committee Meeting. ➤ They will represent the district at the MSBA Designer Selection Panel in Boston – (includes one member designated by the school committee, the superintendent of schools or his/her designee and the chief executive officer of the city or town or his/her designee.) 	Record
1.13	<p>Other Topics not Reasonably Anticipated 48 Hours prior to the Meeting:</p> <ul style="list-style-type: none"> ➤ None. 	Record
1.14	<p>Public Comments:</p> <ul style="list-style-type: none"> ➤ None. 	Record
1.15	<p>Next SBC Meeting:</p> <ul style="list-style-type: none"> ➤ August 30th at 6:30pm in the Clinton Middle School Library. 	Record
1.16	<p>Adjourn: 7:42 pm A motion was made by S. Meyer and seconded by M. Ward to adjourn the meeting, Discussion: None. Vote: Unanimous to approve.</p>	Record

Project: Clinton Middle School
Meeting: School Building Committee
Meeting No. 1 - 08/9/2022
Page: 7

Sincerely,

DORE + WHITTIER

Aidan Place

Assistant Project Manager

Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes.



CLINTON
MIDDLE SCHOOL

Clinton Middle School Project

School Building Committee Meeting #2

**August 30, 6:30 PM – Clinton Middle
School Library**

SBC Meeting Agenda – August 30, 2022, 6:30PM

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Previous SBC Minutes approval, vote expected

(Full document included in the meeting packet)

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Meeting: School Building Committee
Meeting No. 1 - 08/9/2022
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D&W invoice #1, for the month of August:

Dore and Whittier Management Partners, LLC
 260 Merrimac Street
 Bldg. 7
 Newburyport, MA 01950

Clinton Middle School
 100 West Boylston Street
 Clinton, MA 01510

Invoice number 00001
 Date 08/29/2022

Project 22-0126 CLINTON SCHOOL
 DEPARTMENT

Description	Contract Amount	Prior Billed	Current Billed	Remaining	Total Billed
Pre Designer Selection	39,000.00	0.00	9,000.00	30,000.00	9,000.00
Feasibility Study	125,000.00	0.00	0.00	125,000.00	0.00
Schematic Design	120,000.00	0.00	0.00	120,000.00	0.00
Total	284,000.00	0.00	9,000.00	275,000.00	9,000.00

Invoice total **9,000.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00001	08/29/2022	9,000.00	9,000.00				
	Total	9,000.00	9,000.00	0.00	0.00	0.00	0.00

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Invoice approved for payment in the ___/___/___ Clinton MS SBC Meeting

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Designer Selection – By end of September 2022

- Review proposals and share thoughts at the Designer Selection Panel to review and rank the designers' submissions. This 3-person group is selected to represent the diverse community's views at the Designer Selection Panel in the selection of the designer.
 - Participants
 - #1
 - #2
 - #3

Executive advisory – Will be ongoing advisory group for entire project

- This group will regularly communicate with the project team to review and guide them on:
 - SBC Meeting dates
 - Committee agendas
 - Meeting information requirements
 - Local process and Clinton municipal department contacts
 - Participants
 - #1
 - #2
 - #3

Education programming and learning technology – Should be over by January 2023

- Work with the Architects Educational Programmer/Planner to define the educational vision for the new project.
- Help define the Districts expectations for the new facility in terms of the educational experience and classroom technology expectations in the coming years.
- Bridge the SBC and the teachers and students in the early feasibility study portion of the project.
 - Workgroup lead – _____
 - Participants - TBD
 - _____
 - _____
 - _____
 - _____

Facilities assessment working group

– Bulk of the work will be done by February 2023

- Assist the Architect with questions and concerns with regard to the existing facility.
Support future facilities maintenance and building systems discussion meetings.

- Workgroup lead – _____

- Participants - TBD

- _____
- _____
- _____
- _____

Public relations/information sharing – Will be an ongoing advisory group for the entire project

- Working with the team to develop community relations strategies and methods to get the information about the project into the Clinton Community.
- Present information to the community at various community events.
 - Workgroup lead –
 - Participants - TBD
 - _____
 - _____
 - _____

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Community Engagement



William A. Welch Elementary School Building Project

English Español Português

Home Team About Design Cost SBC News FAQ Calendar Contact

FREQUENTLY ASKED QUESTIONS

What will the project cost?
The current estimated total cost for the project is \$21.6 million.

When will construction start?
Construction will commence immediately following the end of the 2021/2022 school year (June 2022).

When will the project be completed?
Completion of all project work is targeted for October 2023.

What assurance is there that the building will be properly renovated and maintained?
The City's project team (Designer, MSBA Commissioning Agents, Owner's Project Manager, School Building Committee, Construction Manager) will oversee the overall quality control during the construction process. There are inherent checks and balances based on each party's role and responsibility during this process.

After construction is complete and the building is renovated, the City's Building Department will oversee the maintenance and grounds of the building. The City will be following a comprehensive, scheduled preventative maintenance plan for the building as well as a future capital plan.



build trust

share the facts

gain support

Clinton Middle School Building Project

[Home](#) [About](#) [Existing Conditions](#) [Community Outreach](#) [Committee](#) [News](#) [FAQ](#) [Team](#) [Contact](#)



WELCOME

Welcome to the Clinton Middle School Building Project website. We encourage you to explore the site to learn more about this project and its impact on the Town and how it involves the community.

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Goals

Step 1 – Project Goals

- ✓ Ensure the fair representations of the school district and the community at large during the decision-making process. Also, be transparent and actively and frequently engage and inform all stake holders.

Step 2 – Gathering SBC Member Project Goals

- ✓ Questionnaire

Step 3 – Combining SBC Member Project Goals

- Compile responses

Step 4 – Creating Project Goals Statements

- Looking for SBC member(s) to help condense the responses into statements that represent the sentiment of the Clinton community

Clinton Middle School - Project Goals Questionnaire

All, please take a moment to fill out your project goals based on the categories listed below.

If you do not have a particular goal for a category, please respond "None". If you have multiple goals, please feel free to list them all.

Thank you!

 telmore@doreandwhittier.com (not shared) [Switch account](#) 

* Required

Name *

Your answer

Email *

Your answer

Education Goals - (Example: "Teaching spaces need to be flexible for changing teaching techniques.") *

Your answer

Building and Facilities Goal – Example of Responses

(Full document of responses was circulated in the meeting packet)

- **Building/Facility Goals - (Example: "The building should have good air quality, natural light, and some open spaces." OR "The building surfaces should be durable and easily maintained.")**

- The building should at all times elevate the user's experience. The building should be "both/and"; both and playful, supporting structure and playfulness, community and individuality.
- Lots of daylight, fresh air. Possible outdoor space/classrooms. Electrification of HVAC systems.
- The building should be designed with durable easily cleaned surfaces without making the building look like a "cold" environment
- All of the above - lighting, air quality, heat/cooling systems, easy to maintain ceiling/walls/floors for custodial staff
- Natural light, particularly in stairwells. Good air quality in terms of the HVAC system, but with windows that are able to be opened to allow fresh air in the classrooms. Durable materials that are low maintenance.

- **Proposed Summary Statement:**

“The building should elevate the user's experience and support educational structure, playfulness, the community, and student individuality. The space needs to have lots of daylight, fresh air, efficient building systems, and durable and maintainable finishes.”

Proposed DRAFT Summary Goal Statements:

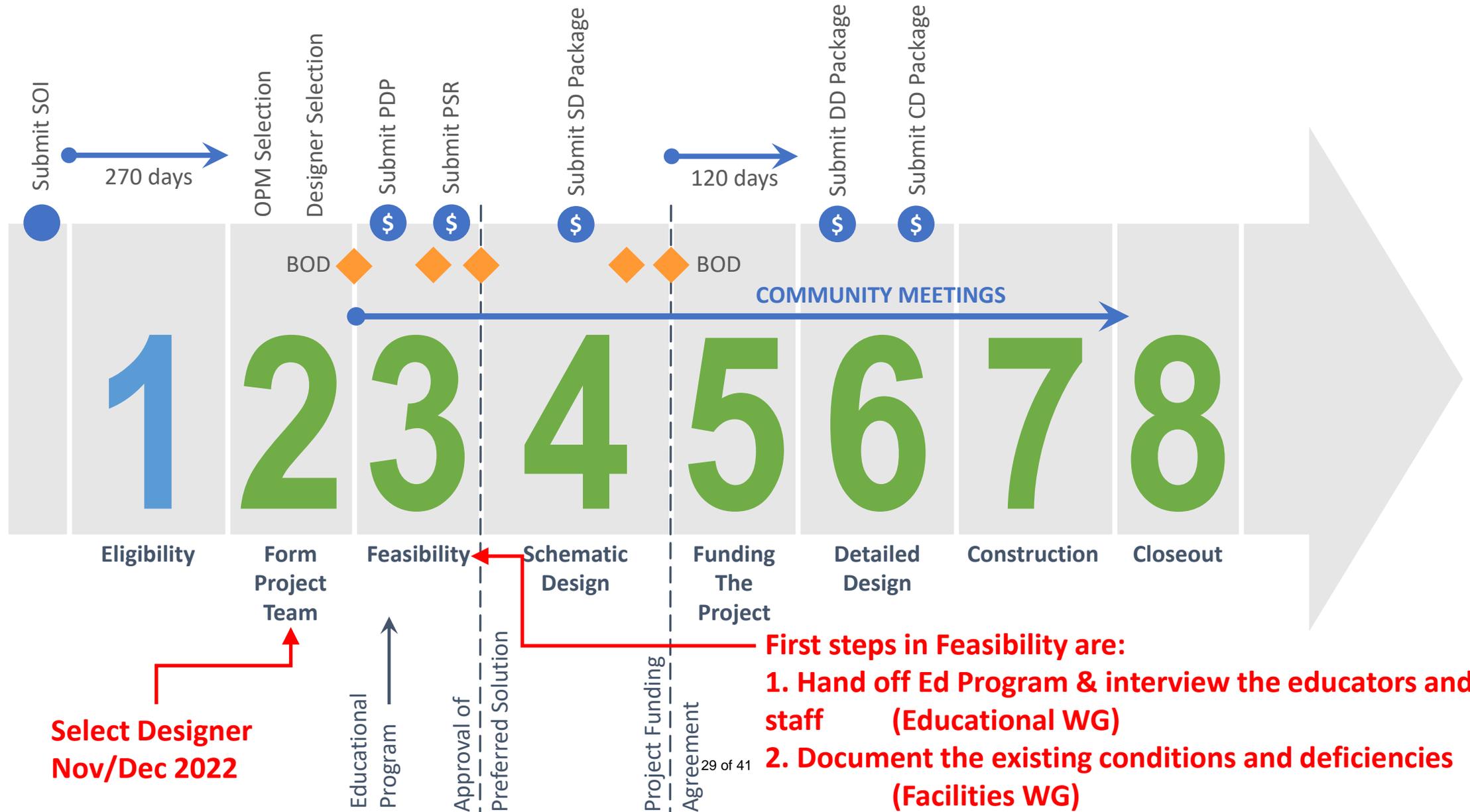
(Full document of responses was circulated in the meeting packet)

- ***“Versatile and comfortable learning spaces with flexible furnishings that facilitate collaborative and hands on learning that can be reconfigured to accommodate and support different teaching styles, class organization, technology, and curriculum.”***
- **“The building should elevate the user's experience and support educational structure, playfulness, the community, and student individuality. The space needs to have lots of daylight, fresh air, efficient building systems, and durable and maintainable finishes.”**
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- ***“The building should be an emblem of pride for the Town that support the student learning first and community use second. The building could be used for after school functions and learning, an emergency shelter, and as a center for youth sports with access to the gymnasium without access to classrooms.”***
- ***“The building design should be complimentary to the other surrounding structures. The design should take maintenance and storage into account, and if a new building is determined to be the best solution, consider all options for the existing structure.”***

SBC Meeting Agenda – August 30, 2022, 6:30PM

1. Call to Order
2. Approval of Minutes:
 - Previous SBC Meeting Minutes. Vote Expected.
3. Invoices and commitments Submitted for Approval:
 - D&W invoice #1, for the month of August \$9,000.00
4. Discussion on working groups, focus group, advisory group to the SBC
 - Designer Selection Panel Members - 3 Representatives to represent the district at the
 - Designer Selection Panel Members - 3 Representatives to represent the district at the MSBA Designer Selection Panel in Boston – (includes one member designated by the school committee, the superintendent of schools or his/her designee and the chief executive officer of the city or town or his/her designee.)
 - Education focus group – Education Program Development
 - Executive advisory group
 - Community outreach advisory group
 - Facilities focus group
5. Communication Protocol
 - Project web site - File Sharing and website reporting
6. SBC Goals –
 - Survey updates
7. Architect RFS Update:
 - RFS has been reviewed by the MSBA and edits have been made
 - Next step is to advertise the Architects RFS
8. Other Topics not Reasonably Anticipated 48 hours prior to the Meeting
9. Public Comment
10. Next Meetings
11. Adjourn

Administering a Transparent Process



Regular SBC Meetings

August 2022							September 2022							October 2022							November 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6					1	2	3							1			1★	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30★	31				25	26	27★	28	29	30		23	24	25	26	27	28	29	27	28	29★	30			
														30	31												

★ Proposed SBC Meeting(s)

★ Target Designer Selection Panel Meeting (DSP)

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11. Adjourn

Motion to adjourn by _____, 2nd by _____:

Discussion:

VOTE:

In favor

Opposed

Abstain

Meeting adjourned at _____

Education Goals - (Example: "Teaching spaces need to be flexible for changing teaching techniques.")

- Teaching spaces are shells that can be reconfigured to accommodate and support different teaching styles, class organization, technology, curriculum. Ancillary spaces (library, gymnasium, fab lab, cafeteria, performance) should support structured and unstructured learning and growing experiences.
- A school that can grow and change with the community. Bright spaces with daylight and fresh air. Focus on collaboration spaces
- I defer to the educational staff members on the committee
- Comfortable learning climate (Heat/cooling systems)
- Versatile learning spaces that facilitate collaborative and hands on learning. Furnishings that allow flexibility. Learning spaces, and common learning areas, that allow students to explore hands-on concepts and work together.

Proposed Summary Statement: *"Versatile and comfortable learning spaces with flexible furnishings that facilitate collaborative and hands on learning that can be reconfigured to accommodate and support different teaching styles, class organization, technology, and curriculum."*

Building/Facility Goals - (Example: "The building should have good air quality, natural light, and some open spaces." OR "The building surfaces should be durable and easily maintained.")

- The building should at all times elevate the user's experience. The building should be "both/and"; both and playful, supporting structure and playfulness, community and individuality.
- Lots of daylight, fresh air. Possible outdoor space/classrooms. Electrification of HVAC systems.
- The building should be designed with durable easily cleaned surfaces without making the building look like a "cold" environment
- All of the above - lighting, air quality, heat/cooling systems, easy to maintain ceiling/walls/floors for custodial staff
- Natural light, particularly in stairwells. Good air quality in terms of the HVAC system, but with windows that are able to be opened to allow fresh air in the classrooms. Durable materials that are low maintenance.

Proposed Summary Statement: *"The building should elevate the user's experience and support educational structure, playfulness, the community, and student individuality. The space needs to have lots of daylight, fresh air, efficient building systems, and durable and maintainable finishes."*

Site Goals - (Example: The site circulation should have separate bus and parent drop off areas to reduce circulation issues.)

- Building orientation should account for best practice classroom daylighting, shading, and glazing strategies, as well as passive heating/cooling. Vehicular circulation should be straight forward

and avoid unnecessary conflict and should not be the sole or necessarily most important driver of site design. Sidewalks connecting to Main Street should be included in site design.

- Traffic impact that works with the surrounding building and neighborhood.
- Utilize the existing site while keeping the existing school operational during construction
- Enough space and flow to help eliminate bottlenecks during drop off and pick up
- Proximity to Clinton High School is important to facilitate the sharing of staff and to all middle school students to access HS programming. There should be a separate parent loop and bus loop.

Proposed Summary Statement: "The building should be orientated to enhance natural lighting and passive heating and cooling. The project needs to maximize operational efficiencies on site with the high school structure and curriculum. Site access and traffic flows needs to be efficient and enhance vehicle and student safety."

Security and Student Safety Goals - (Example: "The building should be designed to have safety zones throughout the building in the case of an emergency.")

- Defer to experts
- Building access should be limited to faculty and students only during school hours. Rooms to be able to lock down for safety remotely. Camera/security systems
- Building should be designed to meet current safety standards
- Proper security systems/programs
- The building should have remote access alarms and security cameras. Entrances should have vestibules (I think that's what it's called), essentially two door entry system. Buzzers and video cameras at all doors.. Consideration should be made to allow for student safety regarding AEDs, how doors can be secured in a lockdown, areas for other medical supplies, like tourniquets or other stop bleeding supplies. Additionally, I would envision a school where the upper elementary grades (4-6) and the more junior high grades (7-8) are kept kind of separate with maybe the common areas (office, gym, cafeteria) in between them. I would also make the building so that the 7-8 side is closest to the high school.

Proposed Summary Statement: "The building key card access should be limited to faculty and students during school hours. All rooms should be lockable for safety "lockdowns" and have remote access alarms and security cameras. Entrances should have vestibules with two door entry system, with opening buzzers and video cameras. The grade configurations should be separated so the upper elementary grades (4-6) and the more junior high grades (7-8) are kept kind of separate with maybe the common areas (office, gym, cafeteria) in between them."

Community Goals - (Example: "The buildings common public use spaces can be accessed without the public having access to all areas.")

- The building should become an emblem of pride for the Town. The building should be designed for its principals users; community use should be incidental
- Inviting space to community for after school functions and learning.

- The building should be designed to be used as an community emergency shelter. Emergency Power needs to be adequately sized to keep required parts of the building operational.
- Possibly have access to the gymnasium without access to classrooms and other offices
- The athletic spaces should be large enough to serve as a community center for youth sports. There is a large your basketball and youth baseball/softball program in town and not enough indoor space for everyone.

Proposed Summary Statement: “The building should be an emblem of pride for the Town that support the student learning first and community use second. The building could be used for after school functions and learning, an emergency shelter, and as a center for youth sports with access to the gymnasium without access to classrooms.”

Other Goals - (Example: "The building should complement the other structures in the area.")

- None at the moment
- Find a way to include trade school. Can existing middle school be renovated for a trade school and build a new middle school? Building should complement the high school.
- Building exterior should be brick and complimentary to the nearby municipal building
- Agreed it should complement the structures and area around it - From a facilities perspective enough custodial closets/sinks. Each floor they should have access to allow for efficient cleaning practices and equipment storage. Also, the size and space for building maintenance staff to ensure they have enough storage space for materials, deliveries, etc. Possibly a loading dock located in an area that it would not interfere with students, teachers, parents, etc.
- Clinton is primary a brick town. I would think that while we would want to try to be sure to incorporate modern green features to the building, we would want to try to keep more of a classic brick look.

Proposed Summary Statement: “The building design should be complimentary to the other surrounding structures. The design should take maintenance and storage into account, and if a new building is determined to be the best solution, consider all options for the existing structure.”

Proposed DRAFT Summary Goal Statements:

“Versatile and comfortable learning spaces with flexible furnishings that facilitate collaborative and hands on learning that can be reconfigured to accommodate and support different teaching styles, class organization, technology, and curriculum.”

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The potential / proposed work groups list below illustrates options for the SBC to organize in a non-public meeting forum to investigate issues and make “recommendations only” to the board, before a board vote or action is taken. There is no required “Workgroup” organization by the school district or from the MSBA. This is furnished as an organizational structure example to assist the SBC in determining options as issues arise. Examples of “potential activities” are described below each work group. The following working groups “red” are recommended at this point.

• **Designer selection – By end of September 2022**

- Review proposals and share thoughts at the Designer Selection Panel to review and rank the designers’ submissions. This 3-person group is selected to represent the diverse community’s views at the Designer Selection Panel in the selection of the designer.

▪ Participants - TBD

- _____
- _____
- _____

• **Executive advisory – Will be an ongoing advisory group for the entire project**

- This group will regularly communicate with the project team to review and guide them on:

- SBC Meeting dates
- Committee agendas
- Meeting information requirements
- Local process and Clinton municipal department contacts

• Participants - TBD

- _____
- _____
- _____

• **Education programming and learning technology – Should be over by January 2023**

- Work with the Architects Educational Programmer/Planner to define the educational vision for the new project.
- Help define the Districts expectations for the new facility in terms of the educational experience and classroom technology expectations in the coming years.
- Bridge the SBC and the teachers and students in the early feasibility study portion of the project.

▪ Workgroup lead – _____

▪ Participants - TBD

- _____
- _____
- _____
- _____

- **Facilities assessment – Bulk of the work will be done by February 2023**
 - Assist the Architect with questions and concerns with regard to the existing facility. Support future facilities maintenance and building systems discussion meetings.
 - Workgroup lead – _____
 - Participants - TBD
 - _____
 - _____
 - _____
 - _____

- **Public relations/information sharing – Will be an ongoing advisory group for the entire project**
 - Develop community relations strategies and methods to get the information about the project into the Regional district.
 - Present information to the community at various community events.
 - Workgroup lead – _____
 - Participants - TBD
 - _____
 - _____
 - _____

- **Financial review – Will be an ongoing advisory group for the entire project**

Develop financial models for the voters on different cost models as presented by the team. Review cost changes throughout the construction phase that the SBC determines need a more in-depth review. Get involved with Value Engineering reviews.

 - Workgroup lead - _____
 - Participants
 - _____
 - _____
 - _____
 - _____

The groups below, as well as others that might be suggested later, do not need to be discussed at this point in the project.

- **Green buildings and sustainability initiatives – would be meeting in late spring 2023**
 - Review the new systems and initiatives to recommend elements in the project, this may include evaluating with the project team cost and benefits for each system.
 - Workgroup lead - _____
 - Participants
 - _____
 - _____
 - _____
 - _____

- **Interior design - would be meeting in winter 2023/24**
 - Working with the project team understand and recommend the interior finish elements of the building as the owner will be required to sign off on the finishes by the designer.
 - Workgroup lead - _____
 - Participants
 - _____
 - _____
 - _____
 - _____

- **Exterior design/Landscaping - would be meeting in winter 2023/24**
 - Working with the project team understand and recommend the exterior finish and Landscape elements of the building as the owner will be required to sign off on the finishes by the designer.
 - Workgroup lead - _____
 - Participants
 - _____
 - _____
 - _____
 - _____

- **Resident /regional facility use - would be meeting in late spring 2023**
 - Assist the regional school district identify way the new facility can be utilized be the community for other purposes, therefore extending the benefits to the community.
 - Workgroup lead - _____
 - Participants
 - _____
 - _____
 - _____

- **Site logistics and phased occupancy - would be meeting in spring 2024**
 - Assist the regional school district and project team identify the optimum phasing and move strategy to facilitate the best options for all involved on the project. Assist in the move and separation strategies to keep the educational and construction activities separated at all times.
 - Workgroup lead - _____
 - Participants
 - _____
 - _____
 - _____
 - _____