

Anna Reynolds Elementary School
Anna Reynolds Building Committee Meeting
Owner's Project Manager Report
Monday, May 11, 2020

I. Activities since April 8, 2020

1. Held weekly working group meetings with superintendent, central office staff, and school principal
2. Performed site visit to review architectural and MEP (mechanical, electrical, and plumbing) systems
 - a. Initial evaluation is that due to building age, physical conditions (good but aged out), and age of MEP systems, that the building is a good candidate for renovation
3. Compiled existing plans from district files
4. Compiled an existing room-by-room spreadsheet with square foot values for each as well as the entire building area
5. Received updated enrollment data from NESDEC (New England School Development Council)
6. Assessed the existing building area against the projected 8-year high space standard (still evaluating with confirmed pre-K students)
 - a. Initial space standard calculations indicate existing building is right-sized for the projected 8-year high including anticipated pre-K.
7. Confirmed existing program spaces and reviewed possible reconfiguration of existing program to create efficiencies in the building
8. Discussion on possible reconfiguration of administration area, early learning center, media center, and other spaces to improve layouts
9. Discussion on improved security issues (*Note: Most districts do not discuss proposed security measures in public session, move to executive session*)
10. Discussion on installation of new elevator to meet ADA requirements for accessing the gymnasium level off of the main corridor
11. Discussion on desired site improvements
12. Started draft Educational Specifications

II. Upcoming Activities

1. Continue hold weekly working group sessions
2. Assessment of construction phasing needs for project
3. Development of project macro-schedule and budget (based on educational specification)
4. Phase 1 Environmental Site Assessment (by District)

5. Preliminary Hazardous Materials Assessment (Enviromed)
6. Meeting with OSCG&R early June

III. Office of School Construction Grants and Review (OSCG&R)

1. Discuss educational specifications and programming
2. Review renovation status requirements
3. Review grant application submission requirements