

DESIGNER MEETING MINUTES

SECTION 3.1.8.11

PRELIMINARY DESIGN PROGRAM, MARCH 2021

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project meeting report

Date: February 25, 2021
JCJ Project No.: H20039.00
Project Name: Tyngsborough Middle School
Purpose: **First Responders / Site Security Meeting #1**
Present: *For Tyngsborough Fire Department (TFD)*

Chief Wes Russell Tyngsborough Fire Department wRussell@tyngsboroughma.gov

Assistant Chief Pat Sands Tyngsborough Fire Department psands@tyngsboroughma.gov

For Tyngsborough Public Schools (TPS)

Dr. Michael Flanagan Superintendent Michael.flanagan@tyngsboroughps.org

Christopher Pollett TMS Principal Christopher.pollett@tyngsboroughps.org

For Leftfield, LLC (Leftfield)

David Saindon Project Executive dsaindon@leftfieldpm.com

Hamdi Cobanglu Project Manager hcobanglu@leftfieldpm.com

For Warner Larson Landscape Architects (WLLA)

David Warner, ASLA President dwarner@warnerlarson.com

Joshua Millonig, RLA Senior Landscape Architect jmillonig@warnerlarson.com

For JCJ Architecture (JCJ)

Douglas Roberts, AIA Principal / Project Manager [droberts@jcj.com](mailto:d Roberts@jcj.com)

Lauren Braren, AIA Lead Designer lbraren@jcj.com

This virtual meeting was held at 1:30PM on February 25, 2021 via JCJ's RingCentral meeting platform. This purpose of this meeting was to introduce the Town of Tyngsborough First Responders to the project and to engage them in the first of a series of discussions regarding site and building security for the proposed new middle school project. The focus of this meeting's discussion was site approach and security strategies between the site perimeter and building exterior. The following items were discussed:

| Item ID | Description / Notes | Action by | Due Date |
|----------|---|--|----------------|
| 02.25.01 | <p><u>Project Goals and Objectives:</u></p> <p>After introductions and brief project overview by JCJ, the following overall project goals and objectives were discussed:</p> <ul style="list-style-type: none"> a. Find the balance between a welcoming and inviting campus that maintains the highest level of security. b. Maintain community access to schools. c. Enhance pedestrian safety at road crossings associated with emergency evacuation plans off-campus rally points. d. Address pedestrian and vehicle crossing pathways at bus and parent drop-off/pick up areas. e. TMS is used as a polling station; compartmentalization of the new building to permit simultaneous use is desired. | None | Not Applicable |
| 02.25.02 | <p><u>School Safety Plans:</u></p> <p>Dr. Flanagan confirmed the following required school safety plans are updated yearly and on file with the MA Department of Elementary and Secondary Education (DESE):</p> <ul style="list-style-type: none"> a. Multi-Hazard Evacuation Plans for Schools b. Medical Emergency Response Plan for Schools c. Anti-Bullying Efforts in Schools <p>In addition, Dr. Flanagan and Chief Russell confirmed the District maintains an Emergency Management Team that works with the Town to constantly update safety/threat assessments at least once a month in association with STARS (School Threat Assessment and Response System).</p> | None | Not Applicable |
| 02.25.03 | <p><u>Site Requirements:</u></p> <p>The following items were discussed:</p> <ul style="list-style-type: none"> a. Site Perimeter: <ul style="list-style-type: none"> 1. Add fencing to prevent dirt bike access to fields. b. Site/Building Signage: <ul style="list-style-type: none"> 1. Door and windows are labeled. 2. Room numbers are visible from the exterior. c. Hardening Measures: <ul style="list-style-type: none"> 1. Use landscape materials to create natural barriers where possible. | <p>As Noted</p> <p>JCJ/WLLA</p> <p>JCJ</p> <p>JCJ/WLLA</p> | On-going |

- d. Landscape Strategies: WLLA
 - 1. Plant material placed near the building will maintain lines of sight, prevent creating blind/hiding spots and will not be used as scaling devices.
 - 2. Evacuation plans identified rally points off-site [see Item 02.25.01(d)]. The proposed site layout may impact rally points.
- e. Paving: JCJ/WLLA
 - 1. Speed bumps/tables at pedestrian crossing acceptable; review for snow clearing.
 - 2. A continuous, 20'-0" wide (minimum) fire access lane is required around the perimeter of both buildings. The fire lane should be located out of the building collapse zone (a distance equal to 2/3's of the building's height). The fire lane should be controlled by locked gates (lock with key). TFD to provide JCJ with the types and sized of fire apparatus that will access the campus. TFD
 - 3. Fire hydrants will be required at the building corners; locations to be reviewed with TFD. TFD
- f. Lighting: JCJ/WLLA
 - 1. Provide dark sky compliant lighting at all parking areas, pedestrian walkways and loading docks/dumpster areas.
 - 2. A continuous, 20'-0" wide (minimum) fire access lane is required around the perimeter of both buildings. The fire lane should be located out of the building collapse zone (a distance equal to 2/3's of the building's height). The fire lane should be controlled by locked gates (lock with key).
- g. Video Surveillance:
 - 1. Existing cameras provide coverage of building entrances, recreational fields, synthetic turf field and parking lots.

02.25.04 Building Requirements:

As Noted

On-going

The following items were discussed:

- a. First Responder's Approach:
 - 1. Blind approach and roof hatch requirements deferred for discussion with the Tyngsborough Police Department (TPD).
- b. Main Entrance:
 - 1. Laminated glass is often recommended. If used, this would not hinder TFD access to the building.
 - 2. Knox box will be required for electronic fob.
- c. Fire Department Connection:
 - 1. Provide a four (4) inch Storz connection on the building with be required. Location to be reviewed by TFD. If possible, provide direct access from the exterior to the sprinkler valve room.
 - 2. Flow test will need to be scheduled.
- d. Emergency Communication Systems:
 - 1. The Town uses a Kingfisher full addressable emergency communication systems (fire and security).
 - 2. Coordination of EMS with door hardware and building compartmentalization will be required subject to review with TFD and TPD.
 - 3. A bidirectional signal amplifier may be required for the building.
- e. Nurse's Office:
 - 1. Provide a stretcher accessible pathway to the Nurse's Office. If possible, provide secure, direct access from the exterior to allow discreet entry and exit.
- f. Emergency Shelter:
 - 1. The new middle school will not be designed to be an emergency shelter. The Town's emergency response plan designates the elementary school as an emergency shelter the with the high school and vocational high school as alternate shelters.
 - 2. An emergency generator will be designed for the new middle school.

JCJ/TPD

Next Meeting: Follow up conversation with Tyngsborough Police Chief Howe to be confirmed.

These meeting notes represent our summary of this meeting, and will become part of the project record and form the basis upon which we will proceed. If any participant in the meeting wishes to comment or modify these minutes, please notify the undersigned prior to the next scheduled meeting.

JCJ Architecture

*Douglas K. Roberts, AIA, LEED AP
Principal/Managing Director*

Distribution: Attendees
File H20039.00 / 18.2

project meeting report

Date: March 10, 2021

JCJ Project No.: H20039.00

Project Name: Tyngsborough Middle School

Purpose: **First Responders / Site Security Meeting #2**

Present: For Tyngsborough Police Department (TPD)

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| <i>Chief Richard D. Howe</i> | <i>Tyngsborough Police Dept</i> | rhowe@tyngsboroughma.gov |
| <i>Deputy Chief Shaun M. Woods</i> | <i>Tyngsborough Police Dept</i> | swoods@tyngsboroughma.gov |
| <i>Officer Bethany Bonczar</i> | <i>Tyngsborough Police Dept</i> | bbonczar@tyngsboroughma.gov |

For Tyngsborough Public Schools (TPS)

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|-----------------------------|-----------------------|--|
| <i>Dr. Michael Flanagan</i> | <i>Superintendent</i> | Michael.flanagan@tyngsboroughps.org |
| <i>Christopher Pollet</i> | <i>TMS Principal</i> | Christopher.pollet@tyngsboroughps.org |

For Leftfield, LLC (Leftfield)

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| <i>David Saindon</i> | <i>Project Executive</i> | dsaindon@leftfieldpm.com |
| <i>Hamdi Cobanglu</i> | <i>Project Manager</i> | hcobanglu@leftfieldpm.com |

For Warner Larson Landscape Architects (WLLA)

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| <i>Joshua Millonig, RLA</i> | <i>Senior Landscape Architect</i> | jmillonig@warnerlarson.com |
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For JCJ Architecture (JCJ)

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| <i>Douglas Roberts, AIA</i> | <i>Principal / Project Manager</i> | droboterts@jcj.com |
| <i>Lauren Braren, AIA</i> | <i>Lead Designer</i> | lbraren@jcj.com |

This virtual meeting was held at 3:00PM on March 10, 2021 via JCJ's RingCentral meeting platform. This purpose of this meeting is a continuation of the February 25, 2021 discussion with the Town of Tyngsborough First Responders to introduce the project and to engage them in the first of a series of discussions regarding site and building security for the proposed new middle school project. The focus of this meeting's discussion was site approach and security strategies between the site perimeter and building exterior. The following items were discussed:

| Item ID | Description / Notes | Action by | Due Date |
|----------|--|-----------|----------------|
| 03.10.01 | <p><u>Project Goals and Objectives:</u></p> <p>After introductions, a brief project overview and summary of the previous meeting by JCJ, the following overall project goals and objectives were discussed:</p> <ul style="list-style-type: none"> a. Maintaining clear lines of sight of the site perimeter and building approach are an essential component to maintain a secure site. Time is critical to addressing a threat; 60 to 120 seconds can provide the necessary response time needed to address an on-campus threat. | None | Not Applicable |
| 03.10.02 | <p><u>Site and Building Requirements:</u></p> <p>In addition to the items noted from the February 25th meeting, the following items were discussed:</p> <ul style="list-style-type: none"> a. First Responder's Approach: <ul style="list-style-type: none"> 1. Existing site conditions are not optimal to provide a blind approach to the campus buildings where the middle school occupies ground higher in elevation than the entrance road and with limited visual buffers to the east approach. 2. TPD approach the site from Norris Road from the east and west. b. Site Layout: <ul style="list-style-type: none"> 1. The police cruiser must be highly visible upon site entry. Provide a dedicated, unobstructed (physical and visually) parking space near the building entrances. c. Hardening: <ul style="list-style-type: none"> 1. Provide measures to prevent vehicles from crashing into the building. 2. Laminated glass is preferred at all entrances and First Floor windows. d. School Resource Officer (SRO): <ul style="list-style-type: none"> 1. One SRO to serve the MS-HS campus. 2. SRO Office is currently located in the high school discretely located in the Counseling Suite located on the Second Floor. | As Noted | On-going |

3. Provide an SRO Office in the new design located on the First Floor with a direct line of sight of the main entrance with adjacency to the Administration and Guidance offices.
- e. Emergency Communication / Security Systems:
 1. The Town uses a proprietary Kingfisher full addressable emergency communication systems (fire, security and video surveillance).
 2. A bidirectional signal amplifier is recommended to eliminate gaps in radio coverage in the new design.
 3. The security system for the new building should be integrated with the Town's current key fob door entry system.

Next Meeting: To be scheduled during the Preferred Schematic Design effort.

These meeting notes represent our summary of this meeting, and will become part of the project record and form the basis upon which we will proceed. If any participant in the meeting wishes to comment or modify these minutes, please notify the undersigned prior to the next scheduled meeting.

JCJ Architecture

Douglas K. Roberts, AIA, LEED AP
Principal / Managing Director

Distribution: Attendees

Chief Wes Russell, Tyngsborough Fire Department
Assistant Chief Pat Sands, Tyngsborough Fire Department
James E. LaPosta, Jr., FAIA, JCJ
Eric E. Haggstrom, AIA, JCJ
David Warner, ASLA, WLLA
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