

NEEDHAM FACILITIES MASTER PLAN STUDY



Municipal Resources, Inc.



AGENDA: FACILITY WORKING GROUP – MEETING #1

- Outline Process for Master Plan
- Finalize Schedule
- Discuss Programming Sessions and Site Investigation
- Visioning Session #1 Format and Questions



TEAM INTRODUCTION

- HKT utilizes a Co-Principal model; Bill Hammer and Janet Slemenda will be the primary facilitators; Eric Kluz will lend expertise on schools
- Public project experience: municipal offices, public works facilities, fire and police stations, schools, recreation buildings and other buildings
- Team Members:
 - Municipal Resources – *Municipal*
 - Samiotes Consulting – *Civil*
 - Pare Corp. – *Structural*
 - Garcia Galuska DeSousa – *MEP/FP*
 - Tortora Consulting – *Cost Consultant*



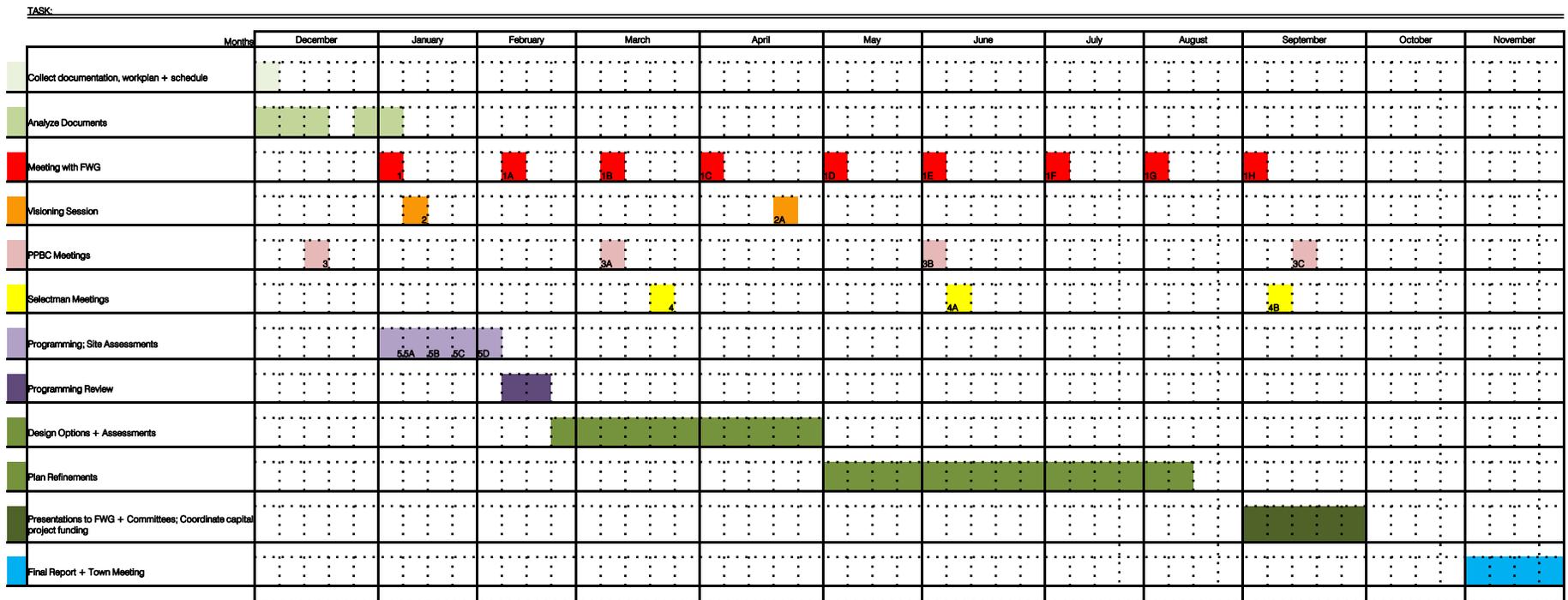
TEAM INTRODUCTION

- Principal involvement in their individual area of expertise
 - Programming and option development
 - Review with individual users
 - Develop matrix of options and priorities
- MRI and other consultant involvement
 - Review and confirm operations and best practices
 - Confirm programmatic needs; building + site assessments
 - Review/comment on matrix of options and priorities



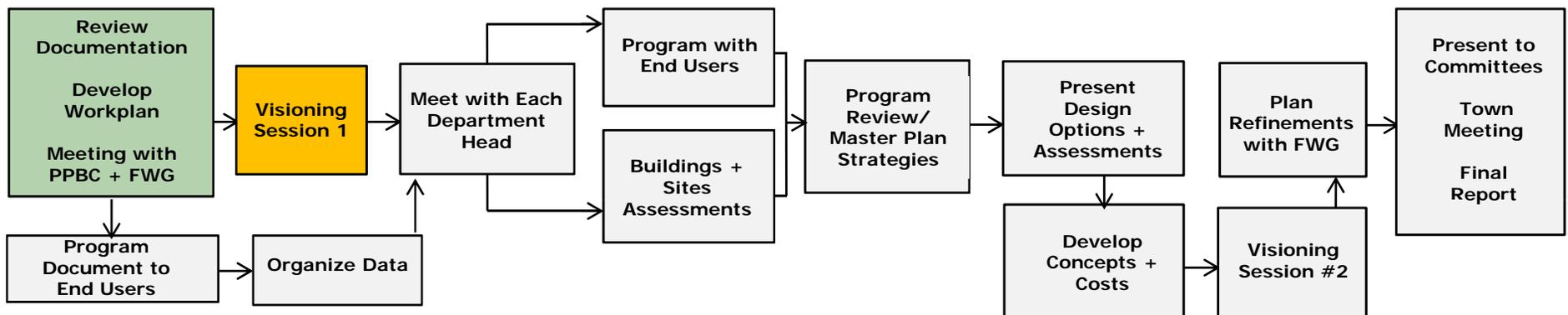
TIMELINE + PROCESS

- Monthly Scheduled Meetings with FWG with Updates to PPBC + Selectmen
- Two Visioning Sessions: Pre-programming + during option development
- Programming + Programming Review: January + February
- Design Options and Strategies for Capital Plan: March thru August



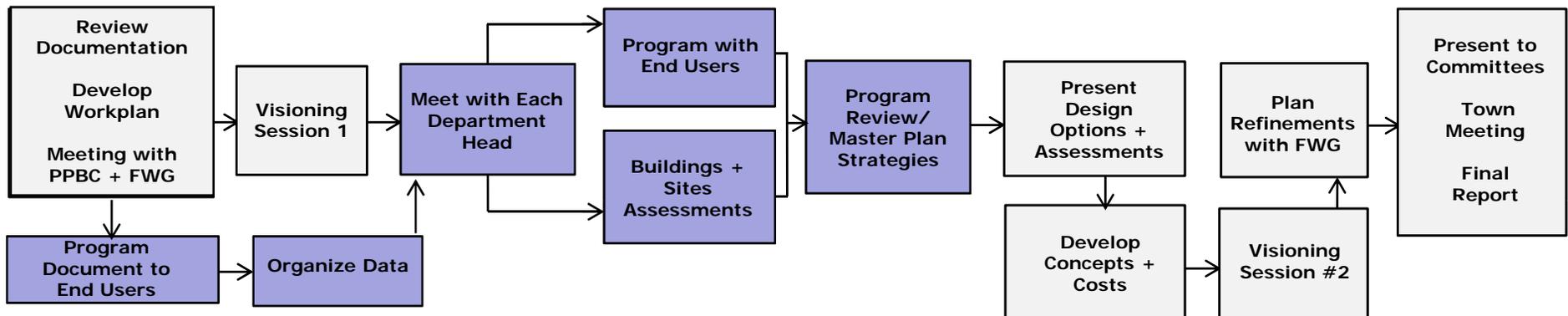
TIMELINE + PROCESS

- Review Documentation
- Meet with PPBC
- FWG Meetings: Detailed review of programming and design options
- Visioning Session #1



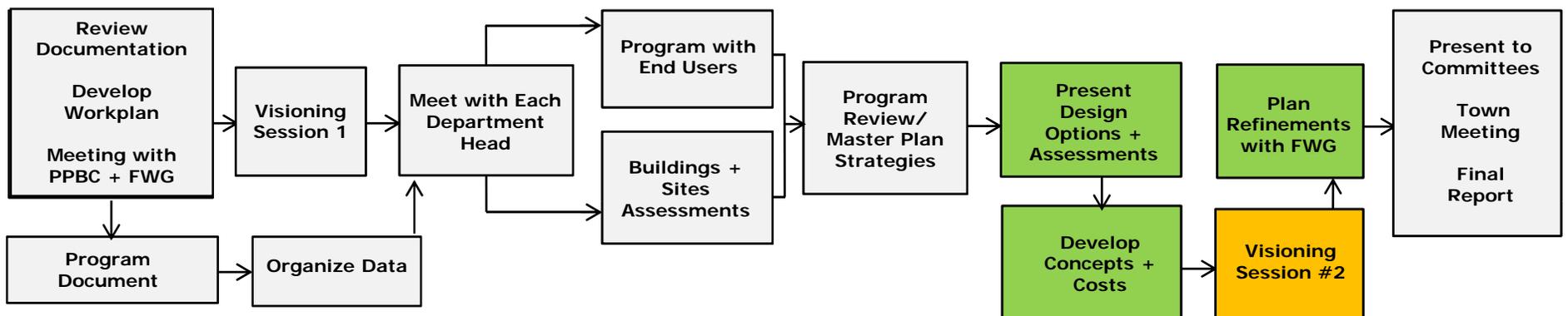
TIMELINE + PROCESS

- Programming Process
 - Documents sent to end users
 - Information collected and organized
 - Meet with Department Head and selected staff
- Conduct building assessments as needed: Architectural, Site, Structural, MEP+FP
- Program Review
- Develop Program/Master Plan strategies with FWG



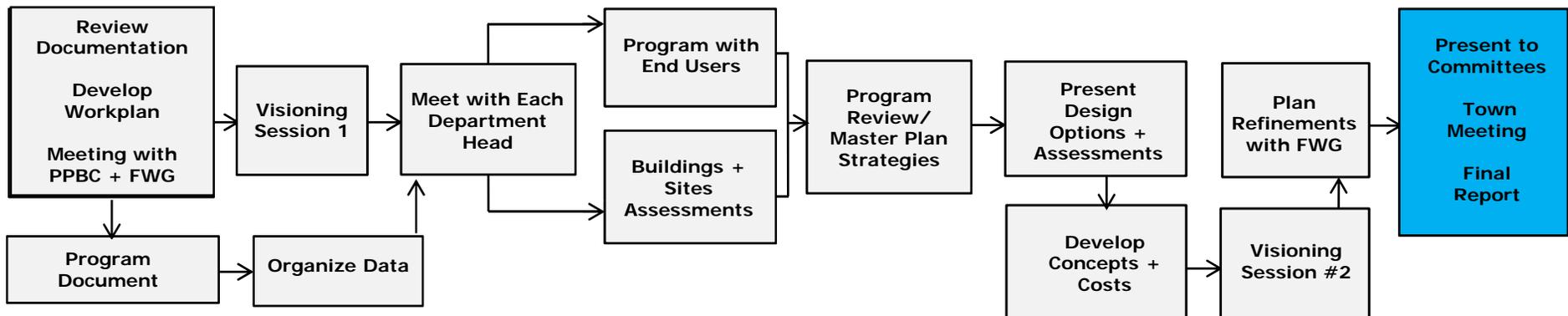
TIMELINE + PROCESS

- Present concept design options to FWG for review and discussion
 - Strategize on options and other possible concepts
- Develop concepts with associated costs
- Visioning Session #2: Present findings to establish consensus for Master Plan
- Revise accordingly with Facility Working Group



TIMELINE + PROCESS

- Present Draft Report to Facility Working Group and Town Committees
- Coordination of capital funding needs into Capital Plan
- Final Report
- Presentation at Town Meeting



TIMELINE + PROCESS

- 5 Primary Categories of work – 16 buildings/sites
 - **Fire + Police:** Public Safety Building (Police + Station #1)
Fire Station #2
 - **DPW:** 470 Dedham Ave – Vehicle storage and Maintenance;
486 Dedham Ave. – Former Water Pumping Station;
Recycling and Transfer Station
 - **Schools + Administration:** Hillside + Mitchell Elementary
Schools; Pollard Middle School; Needham High School;
Emery Grover Building; Daley Building; Nike Site
 - **Park + Recreation:** Rosemary Pool and Building;
Cricket Field Building; Community Center
 - **Ridge Hill Buildings**

TIMELINE + PROCESS



TIMELINE + PROCESS

- Distribution of Materials
 - Electronic distribution of Meeting Minutes
 - Public Information to Town Web Site
- All Communications should go through Public Facilities Department
 - Email to the architect to be copied to Steve Popper and Hank Haff
 - Email to architect should be sent to Janet Slemenda at jslemenda@hktarchitects.com
Bill Hammer at whammer@hktarchitects.com
- Existing documentation + reports: HKT has received + reviewed
- Public Facilities Department has already sent out Programming Questionnaire to each of the end users

PROGRAMMING PROCESS

- Programming Questionnaire sent to each department
 - Results will be collected and sorted prior to start of programming
 - Information will help us understand needs of departments prior to individual programming sessions
 - Individual programming sessions and site investigation will take place over the course of 5 weeks
- During programming sessions and site investigation more detail will be collected so that programming summaries reflect the needs and expectations of each department
- Information will be reviewed by Town, edited by HKT to reflect comments and then formally accepted by Town so that as design option phase begins programs will be set

FWG SCHEDULE + OBJECTIVES

- February [Mtg. 1A](#): Programming/site investigation process
 - Summary of findings with proposed square footages
 - FWG comments and finalizes proposed programs
- March + April [Mtgs. 1B + 1C](#): Update of design options + assessments
 - FWG comments on plans and approach

TASK:

Months	December	January	February	March	April	May	June	July	August	September	October	November
Meeting with FWG		1	1A	1B	1C	1D	1E	1F	1G	1H		
Visioning Session		2			2A							
PPBC Meetings	3			3A			3B			3C		
Selectman Meetings				4			4A			4B		
Programming; Site Assessments		5A 5B 5C 5D										
Programming Review												
Design Options + Assessments												
Plan Refinements												

FWG SCHEDULE + OBJECTIVES OF MEETINGS

- May [Mtg. 1D](#): Presentation of Final Design Concepts
 - FWG agrees on preferred option so that plans can be developed
- June, July + August [Mtgs. 1E, F + G](#): Update of Plan Refinements
 - FWG comments on plan refinements
 - FWG begins discussions on prioritizing options
 - FWG reviews Cost Benefit Analysis for each option

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FWG SCHEDULE + OBJECTIVES OF MEETINGS

- September Mtg. 1H: Start Presentations to committees + plan for Town Meeting

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CONSENSUS PROCESS

- Conduct Visioning Sessions to better understand individual expectations
- Create a graphic format that will clearly present data and options
 - 11 x 17
- Provide a process that is transparent + provides regular updates
 - Public presentations
 - Post information updates on Town website
- Keep end users informed and involved in the process



VISIONING SESSION

- Facility Working Group
 - What are the goals of these sessions
 - Who else should attend? Should an open invitation be extended?
- Types of Questions
 - What are some critical details that you think we should know about or are concerned we might overlook during the process
 - Previous Master Plans: what surprised or concerned you about the way items were addressed
 - What do you see as obstacles as this Master Plan Update begins



BIGGEST CHALLENGES – HOW CAN FWG HELP PROCESS

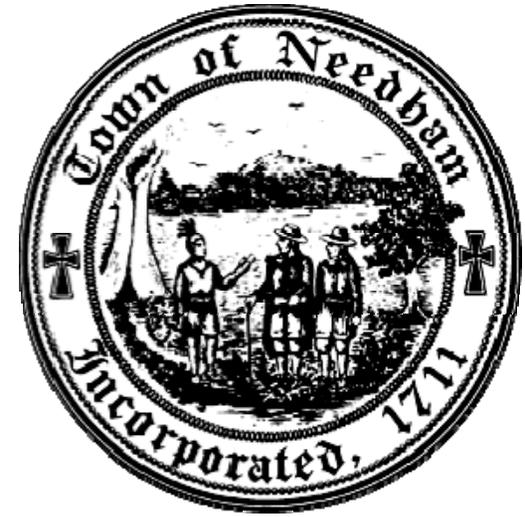
- Help manage expectations of all groups involved
- Help maintain consistency in programming and concept development
 - Comment on all programming documents
 - Challenge us with your ideas for program development
 - Critique pros and cons of each option
- Help maintain momentum over the course of a year
 - Find consensus on needs, priorities and the master plan



HIGHLIGHTS OF MOST RECENT MASTER PLAN - 2006

- Projects completed following last Master Plan:
 - Town Hall, High Rock School, PSAB, Newman Elementary, Pollard Improvement + Green Roof, Senior Center
- Current projects and studies
 - Salt Storage Building, 6 Bay Garage, Saint Mary Street Pump Station
 - Studies: Hillside + Mitchell Pre-feasibility, School Administration Bldg, Mitchell Modular Classroom
 - Studies: Rosemary Pool, Cricket Field
 - Solar Energy Exploratory





THANK YOU