
M E E T I N G M I N U T E S 0 1

**HENRY T. WING SCHOOL FEASIBILITY
STUDY
33 WATER STREET
SANDWICH, MA**

Meeting Date: February 11, 2015
KBA #15001.00

PRESENT:

Michael McKeon	Kaestle Boos Associates, Inc (KBA)
Kristen Smith	KBA
David McKinley	KBA
Michael Dwyer	Finance Committee (Town)
Bud Dunham	Town Manager (Town)
Guy Boucher	Recreation Director (Town)
Ted Hamilton	Facilities Director (Town)
Blair Haney	Town Planner (Town)
Douglas Lapp	Assistant Town Manager (Town)
R. Patrick Ellis	Selectman (Town)
Jim Pierce	Selectman (Town)

COPIES:

Attendees

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Action By	The following items were discussed:
	New Business:
1.01	Site visits are scheduled for next Tuesday, 2/17/15.
1.02	Interviews to be scheduled for 2/24 – 2/26 or 3/3 – 3/5. Broken into four groups.
1.03	Master plan studies for the centralizing of the Town offices were done in 1987 and updated in 2000. Town Manager to provide to KBA.
1.04	KBA will send a simple questionnaire to prepare town staff for interviews. Douglas Lapp to approve.
1.05	It was suggested that the Library Trustees also be included in the interview process.
1.06	Alan Hall, the school facilities director will have a list of private groups that currently use the school.
1.07	School department may want to keep the fields for school use.
1.08	Cape Cod Commission meeting, to be scheduled by the town, would have information pertaining to Wing School Waste management. KBA to determine if the CCC would need a Developmental impact statement for the Wing School reuse.
1.09	The study needs to provide options as well as the repercussions of the options (political or financial)
1.10	There is a need for more share meeting space and archive storage space for most of the town departments. Currently, storage garages are rented for archived material.
1.11	Historic District committee may have opinions as to what can and can't take place in the district. Paul Spiro is the liaison with the group. Will try to meet with them at a regularly scheduled meeting of the HD committee. KBA will review the Zoning Bylaws to determine allowed uses.
1.12	Library Director (Joanne Lamothe) and assistant (Katie Campbell) are also figures in the local Glass town cultural and arts district.
1.13	Portables should be planned to be removed from the school as they are antiquated.
1.14	KBA shall assemble a list of the major town owned properties to help understand the move

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	toward consolidation and centralization.
1.15	Recreation department lacks a gymnasium and fields. They use the Wing school fields for the youth soccer program.
1.16	Adult education is done primarily out of the town, in surrounding schools (Upper Cape Tech).
	The next Job Meeting is scheduled for Tuesday, March 4, 2015 at 8:30 AM at the Town Hall.
	<i>The preceding document constitutes the items reviewed and the decisions reached at the Pre-Construction Meeting. If you were present at the meeting and perceive a discrepancy with information given and this report, please notify KBA within 48 hours of the receipt of this document.</i>