

# MEETING MINUTES



**DATE OF MEETING:** 08/22/2019, 5:00pm  
**PROJECT:** Pentucket Regional School Building  
**PROJECT NO.:** 17-0762  
**SUBJECT:** Coaches User Meeting  
**ATTENDING:**

<b>Justin Bartholomew (JB)</b>	<b>PRSD Superintendent</b>
<b>Jonathan Seymour (JS)</b>	<b>Pentucket HS Principal</b>
<b>Greg Hadden (GH)</b>	<b>PRSD Facilities Director</b>
<b>Dan Leary</b>	<b>PRSD Athletics</b>
<b>John McNamara</b>	<b>PRSD Athletics</b>
<b>Ruth Beaton</b>	<b>PRSD Athletics</b>
<b>Steve Derro</b>	<b>PRSD Athletics</b>
<b>Michael Wendt</b>	<b>PRSD Athletics</b>
<b>Steve Theran (ST)</b>	<b>Vertex, OPM</b>
<b>Brad Dore (BD)</b>	<b>Dore &amp; Whittier Architects Inc. (D+W)</b>
<b>Josh Hagan (JH)</b>	<b>D+W</b>
<b>María Fernández-Donovan (MFD)*</b>	<b>D+W</b>

Item #	Description	Status/ Action
1.01	<p><b>Proposed Athletic Facilities</b>                      D&amp;W presented the campus site plan pointing out the proposed new athletic areas:</p> <ul style="list-style-type: none"> <li>• New fields between the parking lot and Route 113: a baseball diamond and a multi-purpose field, currently planned as grass fields.</li> <li>• The proposed school building will house south wing lower floor:                             <ul style="list-style-type: none"> <li>○ Gym at the south-east corner</li> <li>○ 2 Middle school and 2 High school/team Locker Rooms for male and female plus 2 Gender Neutral locker rooms south of the corridor</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ PE Alternative, Kinesiology and Athletic Training north of the corridor</li> <li>● Artificial Turf multi-purpose field with bleachers and press box where the existing Middle School will be demolished.</li> <li>● Stadium support building behind the bleachers will house           <ul style="list-style-type: none"> <li>○ 2 Team locker rooms, 2 Gender Neutral locker rooms</li> <li>Public bathrooms, Family bathroom.</li> <li>○ Trainer’s area, Officials’ Changing Rooms,</li> <li>○ Concessions</li> </ul> </li> </ul>	
1.02	<p><b>Grass Fields</b></p> <p>Superintendent Justin B. Stated that he and Vertex spoke with the MSBA about the feasibility of revising the grass fields to turf fields. The MSBA has no objection and provides the possibility of making the change without providing additional funding and without affecting the current funding agreement. The probability of this change will depend on fundraising efforts.</p>	PRSD
1.03	<p><b>Lockers Rooms at the School Building</b></p> <ul style="list-style-type: none"> <li>● 2 Middle School Locker Rooms, 1 each for male and female, with a connecting door to the respective PE Offices.</li> <li>● 2 Highschool Locker Rooms and Team Locker Rooms, 1 each for male and female, sharing plumbing facilities with connecting door to the respective PE Office and direct access to athletic egress corridor.</li> <li>● 2 single occupant Gender Neutral locker rooms off the corridor can be used by officials, staff and students.</li> </ul> <p>The group agreed that all lockers in the school building locker rooms will be 2-tier metal lockers.</p>	D&W
1.04	<p><b>Stadium Locker Rooms</b></p> <p>2 locker rooms, one female, one for male teams, will be used for different sports, and therefore warrant different locker types.</p> <p>2 options of lockers were discussed:</p> <ul style="list-style-type: none"> <li>● 71 single tier 18”x15”x60” lockers with integral bench, open or with doors, to store shoulder pads and helmets in lockers.</li> <li>● 142-156 2-tier metal lockers, 15”x15”x30” with bench attached, and separate athletic equipment storage racks/bins for equipment that does not fit in the lockers, to accommodate more sports and lockers.</li> </ul> <p>After conversation, the group agreed that</p> <ul style="list-style-type: none"> <li>● Male locker room, used primarily for football then for soccer, will have 71 single tier 18” wide Gearboss open mesh lockers</li> </ul>	D&W

	<ul style="list-style-type: none"> <li>with lockable doors where athletic equipment will be stored in the locker.</li> <li>Female locker rooms, used for several sports at a time, will have 142-156 2-tier 15" wide metal lockers and separate lockable athletic equipment storage for lacrosse sticks, to maximize the number of lockers for several sports.</li> </ul>	
1.05	<p><b>Press Box</b> After discussing options, all agreed that the Press Box works well per presented floor plan.</p>	Record
1.06	<p><b>Turf Field</b> D&amp;W presented the option of removing the "corridor" between the bleachers and the field in order to shift some of that space to the other side of the building, between the driveway and the locker room entries. All agreed that is acceptable.</p>	D&W
1.07	<p><b>Concessions</b> The concessions at the stadium building was received as a welcomed amenity. When asked if there is concessions area for the Gym, D&amp;W stated that there is none planed. Nevertheless, if there is a need for food at the Gym athletic events, the dining area can function as a concessions area.</p>	Record
1.08	<p><b>Trophies</b> D&amp;W showed the group the location for the "Wall of Fame" planned at the Gym Lobby. This is an area to store/exhibit selected pieces. The school will need to cull the trophy/awards collection. An option to display more items is to photograph the items and digitally store, catalogue and display the collection on a screen as part of the "Wall of Fame", instead of trying to display all items.</p>	PRSD
1.09	<p><b>Banners</b> The school will have a new collection of banners after the rebranding effort underway. A new banner system for the Gym will be worked into that effort and shall be coordinated with D&amp;W for locations in the Gym and Stadium.</p>	PRSD/ D&W
1.10	<p><b>Scoreboards</b> in the project have yet to be located. The Gym and the Turf Field will have new Audio Systems.</p>	D&W

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Coaches User Meeting  
August 22, 2019  
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The above notes reflect the summary of our meeting. Please contact me with any comments or corrections.  
After 10 days, we will accept these minutes as an accurate record of our discussion.

Sincerely,

**DORE & WHITTIER ARCHITECTS, INC.**  
Architects ▪ Project Managers

Maria Fernandez-Donovan AIA, LEED AP BD+C, MCPPO  
Project Manager

**c:** All attendees