

## PROJECT MINUTES

Project: W. Edward Balmer Elementary School Feasibility Study  
 Prepared by: Joel Seeley  
 Re: School Building Committee Meeting  
 Location: High School Media Center  
 Distribution: School Building Committee Members, Attendees (MF)

Project No.: 17020  
 Meeting Date: 10/17/2017  
 Meeting No: 13  
 Time: 6:30pm

Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	Joseph Strazzulla	Chairman, School Building Committee	Voting Member
✓	Melissa Walker	School Business Manager	Voting Member
✓	James Marzec	Representative of the Board of Selectmen	Voting Member
✓	Michael LeBrasseur	Chairman, School Committee	Voting Member
✓	Paul Bedigian	Representative of the Building, Planning, Construction Committee	Voting Member
✓	Steven Gogolinski	Representative of the Finance Committee	Voting Member
	Jeffrey Tubbs	Community Member with building design and/or construction experience	Voting Member
	Peter L'Hommedieu	Community Member with building design and/or construction experience	Voting Member
✓	Jeff Lundquist	Community Member with building design and/or construction experience	Voting Member
✓	Andrew Chagnon	Community Member with building design and/or construction experience	Voting Member
✓	Spencer Pollock	Parent Representative	Voting Member
	Adam Gaudette	Town Manager	Non-Voting Member
✓	Dr. Catherine Stickney	Superintendent of Schools	Non-Voting Member
	Steve Von Borgen	Building Maintenance Local Official	Non-Voting Member
✓	Karlene Ross	Principal, W. Edward Balmer Elementary School	Non-Voting Member
✓	Jill Healy	Principal, Northbridge Elementary School	Non-Voting Member
	Kathleen Perry	Director of Pupil Personnel Services	Non-Voting Member
✓	Lee Dore	D & W, Architect	
	Don Walter	D & W, Architect	
	Jason Boone	D & W, Architect	
✓	Thomas Hengelsberg	D & W, Architect	
✓	Joel Seeley	SMMA, OPM	

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NORTHBRIDGE TOWN CLERK  
BOULEVARD, CLERK

Item #	Action	Discussion
13.1	Record	Call to Order, 6:40 PM, meeting opened.
13.2	Record	J. Strazzulla announced the meeting will be video and audio recorded with live broadcast and future re-broadcast.
13.3	Record	A motion was made by M. LeBrasseur and seconded by J. Marzec to approve the 10/3/2017 School-Building Committee meeting minutes. Motion passed unanimous by those attending, one abstention.
13.4	J. Strazzulla J. Seeley	J. Seeley distributed and reviewed the updated Meetings and Agendas Schedule for the PSR Phase, attached.  Committee Questions:  1. J. Healy indicated the parent conferences for Balmer and NES are scheduled for 12/6/2017. <i>J. Strazzulla and J. Seeley coordinate on an alternate date for Community Forum No. 5.</i>
13.5	L. Dore	L. Dore presented and reviewed the EUI for the existing Balmer (79.3) and NES (60.7) per the US EPA Preliminary Energy Target analysis, attached. The new building EUI is 36.4.  Committee Discussion:  1. M. LeBrasseur asked if D&W will calculate the energy cost savings to operate the new facility as compared to the energy cost to operate the existing Balmer and NES? <i>J. Lundquist cautioned that there will most likely not be an energy cost savings due to the building being larger and having to provide today's code required ventilation which is most likely greater than provided with the current systems.</i> <i>L. Dore indicated D&amp;W will provide the calculation in the Schematic Design Phase.</i>
13.6	T. Hengelsberg	T. Hengelsberg to develop a 5 year total cost of ownership to maintain the Balmer and NES as compared to the cost of a new building estimate, for Committee review.
13.7	T. Hengelsberg	T. Hengelsberg to develop a cost estimate to maintain both Balmer and NES for the additional period between a new building construction duration and a phased renovation construction duration for Committee review.
13.8	Record	T. Hengelsberg distributed and reviewed the minutes from the meeting with the Northbridge Police and Fire Departments held on 9/19/2017, attached.
13.9	Record	T. Hengelsberg scheduled the meeting with the Northbridge Safety Committee to be held at 10:00am on 11/8/2017.
13.10	T. Hengelsberg C. Stickney	T. Hengelsberg and C. Stickney to determine the amount of parent vehicles to be accommodated in the on-site vehicle queue length for parent drop-off/pick-up for the PreK-5 Options.
13.11	Committee	Committee members to develop a list of possible outcomes for the disposition of NES should a Grade PreK-5 option be the selected option.
13.12	T. Hengelsberg C. Stickney L. Dore	Middle School Capacity Analysis  1. T. Hengelsberg to confirm Case 1 – Move 5 <sup>th</sup> grade to elementary school, move Central Office to Middle School, is still achievable with a 1.70 efficiency factor.

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		2. C. Stickney to provide a listing of the net spaces and their minimum sizes that currently occupy the 1905 Wing and L. Dore to re-evaluate Case 2 - Move 5 <sup>th</sup> grade to elementary school, keep Central Office at 87 Linwood, take 1905 Wing off-line, with those spaces and determine if achievable.
13.13	T. Hengelsberg	T. Hengelsberg to provide copies of the PDP submission to the Committee. The District has received their copy and an electronic version has been posted on the project website.
13.14	J. Seeley	J. Seeley to develop a list of acronyms and definitions for PR Subcommittee distribution and posting on the Project Website.
13.15	C. Stickney A. Gaudette	J. Seeley indicated Community-Wide Survey No. 1 is live on the Project Website. C. Stickney indicated the survey has been translated in several languages and hardcopies have been provided to the Library, Community Center, Senior Center and Town Hall. The school administration will send out an email notice to parents. A. Gaudette to post on the Town Website.
13.16	Record	J. Strazzulla provided an overview of the Joint Boards meeting held on 10/12/2017. Committee Discussion: <ol style="list-style-type: none"> <li>1. J. Marzec indicated the meeting was informative, with the boards asking good questions. He suggested future presentations emphasize the project timeline.</li> <li>2. S. Gogolinski indicated the Committee needs to plan for the 2018 fall Town Meeting and ballot vote. The fall Town Meeting typically occurs on the fourth Tuesday of October with the Article needing to be approved by the Selectmen in mid-August. The ballot vote should occur coincident with the State election on 11/6/2018.</li> <li>3. J. Strazzulla will schedule another Joint Boards meeting after the submission of the PSR.</li> </ol>
13.17	Record	The Project Goals from the 6/26/2017 Committee meeting were reviewed and updated as follows: All Options from the Feasibility Study are to: <ol style="list-style-type: none"> <li>1. Be approvable by MSBA and the residents of Northbridge</li> <li>2. Be Fiscally Responsible</li> <li>3. Be Cost Effective to Maintain and Operate</li> <li>4. Address the Needs of all Students including Full Accessibility</li> <li>5. Be Reflective and Supportive of the Curriculum</li> <li>6. Be developed thru a Collaborative Process and with Community Input</li> <li>7. Incorporate the Building and Site as a Learning Tool</li> <li>8. Incorporate Student Learning throughout the Design and Construction Process</li> <li>9. Be Community Friendly and Fully available for Community Use</li> <li>10. Be Safe and Secure</li> <li>11. Provide a variety of Flexible Educational Spaces for Present and Future Uses</li> <li>12. Be Sustainable and Energy Efficient</li> </ol>

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13.18	T. Hengelsberg L. Dore A. Chagnon	<p>T. Hengelsberg presented and reviewed the updated Design Options due to the surveyed wetland line, attached, as follows:</p> <ol style="list-style-type: none"> <li>1. Option B2 – Grade 2-4 New Construction – Back/Side</li> <li>2. Option C2 – Grade PK-5 Renovation/Addition – Exist CR Wing</li> <li>3. Option C3 – Grade PK-5 New Construction – Back/Side</li> <li>4. Option C3A – Grade PK-5 New Construction – Back/Side</li> <li>5. Option C5 - Grade PK-5 New Construction - Front</li> </ol> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. T. Hengelsberg to confirm if building height is exempted by the Dover Amendment.</li> <li>2. S. Pollock asked (prior meeting) if MA Natural Species has been contacted to confirm there are no impacts? <i>T. Hengelsberg indicated the environmental permitting consultant reviewed their on-line documents and found no impacts, but he will confirm that they will contact MA natural Species to confirm the findings.</i></li> <li>3. J. Strazzulla asked if the building can be built in the 100 foot wetland buffer? <i>A. Chagnon indicated the building could potentially be located within the 100 foot buffer, but not within the 50 foot no disturb zone and Conservation Commission approval would be required. A. Chagnon will reach out to the Conservation Commission to schedule an informational meeting with them.</i></li> <li>4. T. Hengelsberg will provide a chart defining the type and quantity of existing playfields at Balmer/Vail, the required parking for both the Grade 2-4 and PreK-5 Options and the parent vehicle queue length required for both. For each Option, the chart is to identify what has been provided.</li> <li>5. L. Dore indicated D&amp;W will continue to refine the grade 2-4 Option and if a three story option provides for improved siting and site utilization, than D&amp;W will explore.</li> <li>6. L. Dore indicated that D&amp;W is developing Options that have the public spaces grouped at the building end versus in the building middle.</li> <li>7. J. Marzec asked if there will be a significant amount of blasting and ledge removal at the East property line, now that the buildings have shifted so near the East property line? <i>T. Hengelsberg indicated possibly, as the cut could be ten to fifteen feet, but no borings were taken in the woods in this area. Test pits will be taken in the Schematic Design phase to confirm the underlying soils makeup.</i></li> <li>8. C. Stickney indicated the C2 Option layout does not meet the goals established in the educational visioning and program.</li> <li>9. J. Strazzulla asked how close is the new building to the existing building in Options B2, C3 and C3A? <i>T. Hengelsberg indicated within tens of feet and that he will provide examples of recent D&amp;W projects that had similar distances.</i></li> </ol>

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		<p>10. P. Bedigian asked if Option C5 would have a lower site cost due to the building not requiring such a significant cut along the East property line?  <i>T. Hengelsberg indicated possibly, but the baseball field will require a cut also.</i></p> <p>D&amp;W to continue to refine the Options for further review.</p>
13.19	T. Hengelsberg	T. Hengelsberg distributed and reviewed the Flyer for Community Forum No. 4, to be held on 10/30/2017, attached. T. Hengelsberg to update with the correct URL for the Project Website and SBC email address.
13.20	Record	T. Hengelsberg distributed and reviewed a Project Information Handout for distribution at upcoming events, attached.
13.21	M. LeBrasseur	M. LeBrasseur to provide a listing of questions from Community Forum Nos. 1-3 that are to be added to the FAQ sheet.
13.22	Committee	J. Seeley distributed and reviewed the draft Community-Wide Survey No. 2 for Committee review, attached. The survey will be released by the first week of November and close by Thanksgiving.
13.23	Committee J. Strazzulla T. Hengelsberg	<p>The PR subcommittee update:</p> <ol style="list-style-type: none"> <li>1. M. LeBrasseur issued a Google.Docs PR Calendar for upcoming meetings/events and asked Committee members to sign-up to attend.</li> <li>2. Committee members to provide a listing of any upcoming events to M. LeBrasseur that can be added to the PR Calendar.</li> <li>3. J. Strazzulla to review next steps in raising the Seniors Tax Abatement to the maximum level.</li> <li>4. J. Strazzulla to develop a generic calendar for press release issuances.</li> <li>5. Census Mailing – 8 ½ x 11, black and white, Town-wide mailing in January, needs to be submitted to the Town Clerk by October 31. T. Hengelsberg to modify the Project Information Handout removing the SBC members list, prior dates, FAQ items 2, 3, 6, 7, 10 and 15. J. Strazzulla will provide direction on what costs to show, since the mailer has to be finalized prior to the PSR costs being developed.</li> </ol>
13.24	Record	Public Comments - None
13.25	Record	Old or New Business – None
13.26	Record	<b>Community Forum No. 4: October 30, 2017 at 6:00 pm</b> at the Balmer Elementary School Library.
13.27	Record	<b>Next SBC Meeting: November 7, 2017 at 6:30 pm</b> at the High School Media Center
13.28	Record	A Motion was made by J. Marzec and seconded by S. Gogolinski to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Updated Meetings and Agendas Schedule, EUI for the existing Balmer and NES, Northbridge Police and Fire Departments 9/19/2017meeting minutes, Flyer for Community Forum No. 4, Project Information Handout, draft Community-Wide Survey No. 2, Powerpoint

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes