

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: 10/3/2017
 Meeting No: 12
 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 Bargaen	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	

NORTHBRIDGE TOWN CLERK
DOROTHY A. CERRONE

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Item #	Action	Discussion
12.1	Record	Call to Order, 6:34 PM, meeting opened.
12.2	Record	J. Strazzulla announced the meeting will be video and audio recorded with live broadcast and future re-broadcast.
12.3	Record	A motion was made by J. Marzec and seconded by P. Bedigian to approve the 9/19/2017 School Building Committee meeting minutes. Motion passed unanimous by those attending.
12.4	Record	Warrant No. 4 was reviewed. A motion was made by J. Marzec and seconded by M. LeBrasseur to approve Warrant No. 4. No discussion, motion passed unanimous.
12.5	Record	J. Seeley distributed and reviewed the Budget Status Report, dated 8/31/2017 attached.
12.6	Record	J. Seeley distributed and reviewed the updated Meetings and Agendas Schedule for the PSR Phase, attached.
12.7	L. Dore	L. Dore to complete the US EPA Preliminary Energy Target analysis for Balmer and NES and present at the next Committee meeting.
12.8	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.
12.9	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.
12.10	T. Hengelsberg	T. Hengelsberg to type and distribute the minutes from the meeting with the Northbridge Police and Fire Departments held on 9/19/2017.
12.11	T. Hengelsberg	T. Hengelsberg to schedule a meeting with the Northbridge Safety Committee.
12.12	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.
12.13	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.
12.14	T. Hengelsberg C. Stickney L. Dore	Middle School Capacity Analysis <ol style="list-style-type: none"> 1. T. Hengelsberg to confirm Case 1 – Move 5th grade to elementary school, move Central Office to Middle School, is still achievable with a 1.70 efficiency factor. 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 5th grade to elementary school, keep Central Office at 87 Linwood, take 1905 Wing off-line, with those spaces and determine if achievable.
12.15	T. Hengelsberg	T. Hengelsberg provided an update on the following site investigation consultancies: <ol style="list-style-type: none"> 1. Geotechnical Investigation – the borings are complete with initial findings indicating dense rocky soil with many boulders. Only 5 of the 8 planned borings were completed due to the drilling progress being impeded by the boulders. Water table in one of the borings was measured four feet below grade. 2. Geoenvironmental investigation – the review is complete with no adverse findings. There may need to be additional investigation in and around the underground fuel oil tank in the schematic design phase.

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		<p>3. Wetland flagging and survey – the flagging and survey is complete. The boundary of the wetlands in the back of the school is more southerly than shown on the MA-GIS, by about 60-65 feet. The design options will be adjusted in the PSR phase to accommodate the surveyed boundary.</p> <p>Committee Questions:</p> <p>1. J. Tubbs asked if the committee can receive a copy of the survey? <i>T. Hengelsberg indicated yes, D&W will forward a copy to the Committee..</i></p>
12.16	Record	<p>T. Hengelsberg reviewed the updated Space Template for the grade 2-4 and grade PK-5 options, attached. The grade PK-5 option was reduced by 1,500 GSF due to a space duplication. The cost estimates will be adjusted in the PSR phase.</p>
12.17	T. Hengelsberg L. Dore	<p>T. Hengelsberg presented and reviewed the updated Design Options including Total Project Cost, Cost to Town, Tax Impact and Construction Durations, attached, as follows:</p> <ol style="list-style-type: none"> Option A1 - Repair Only – Balmer Elementary School Option A2 - Repair Only – Northbridge Elementary School Option B1 – Grade 2-4 Renovation/Addition Option B2 – Grade 2-4 New Construction - Back Option B3 – Grade 2-4 New Construction - Front Option C1 – Grade PK-5 Renovation/Addition – New CR Wing Option C2 – Grade PK-5 Renovation/Addition – Exist CR Wing Option C3 – Grade PK-5 New Construction - Back Option C4 – Grade PK-5 New Construction - Side Option C5 - Grade PK-5 New Construction - Front <p>Committee Discussion:</p> <ol style="list-style-type: none"> J. Tubbs asked if D&W reviewed the settlement issues in the existing building to determine if renovating the classroom wing is viable. <i>T. Hengelsberg indicated renovating is viable, the cracking is not settlement related, mostly due to temperature and shrinkage cracks.</i> T. Hengelsberg to confirm if building height is exempted by the Dover Amendment. J. Tubbs asked if the renovation and addition construction cost estimates included the cost impact for phased and temporary construction? <i>T. Hengelsberg indicated yes the estimates included the costs.</i> S. Von Barga asked if the bus loop and parent vehicle loop were connected in Option C-5? <i>T. Hengelsberg indicated no, to allow student access to the fields with-out having to cross a roadway and also to keep the two loops segregated for traffic safety. A gated drive connection could be added.</i> P. L'Hommedieu asked if the construction duration of Option C-4 should be longer due to the added partial demolition and construction phase? <i>T. Hengelsberg indicated no, the added partial demolition and constriction phase should be able to be completed coincident with the final sitework phase.</i>

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		<p>6. P. Bedigian asked if the surveyed wetland line will force the new building in Option C3 to overlap with the existing Balmer footprint? <i>L. Dore indicated D&W is reviewing. The new building shape may need to be modified to ensure that construction can occur outside the footprint of the existing Balmer.</i></p> <p>7. P. Bedigian asked if a portion of the wetlands can be filled? <i>A. Chagnon recommended that all Options be developed so as to not require any wetlands filling due to cost, permitting and replication requirements.</i></p> <p>8. S. Pollock asked 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></p> <p>Each Committee member provided comments on the relative merits of each option. Upon discussion, the following votes were taken:</p> <p>A motion was made by J. Marzec and seconded by J. Lundquist to eliminate Option B1 from further consideration. No discussion, motion passed unanimous.</p> <p>A motion was made by P. Bedigian and seconded by A. Chagnon to eliminate Option B3 from further consideration. No discussion, motion passed unanimous.</p> <p>A motion was made by J. Marzec and seconded by A. Gaudette to eliminate Option C1 from further consideration. No discussion, motion passed unanimous.</p> <p>A motion was made by J. Marzec and seconded by P. Bedigian to eliminate Option C4 from further consideration. No discussion, motion passed unanimous.</p> <p>A motion was made by M. LeBrasseur and seconded by J. Marzec to further develop Options B2, C2, C3 and C5 in the PSR Phase. No discussion, motion passed unanimous.</p>
12.18	Record	<p>A Motion was made by J. Marzec and seconded by M. LeBrasseur to approve the PDP Submittal and authorize submission to the MSBA. No discussion, motion passed unanimous.</p>
12.19	J. Seeley	<p>J. Seeley distributed and reviewed the updated draft FAQ, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> M. LeBrasseur provided comments on questions 2, 9 and 11. <i>J. Seeley to incorporate the comments on questions 2, 9 and 11.</i> J. Seeley to develop a list of acronyms and definitions for PR Subcommittee distribution and posting on the Project Website. <p>The Committee approves the FAQ, with the incorporation of the comments, for PR Subcommittee distribution and posting on the Project Website.</p>
12.20	J. Seeley C. Stickney	<p>J. Seeley distributed and reviewed the updated draft Community Survey, attached.</p> <p>Committee Discussion:</p>

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		<ol style="list-style-type: none"> 1. Question 3 – Change to Traffic definition to “Improve site circulation and neighborhood traffic” 2. C. Stickney to have survey translated in several languages and provide to J. Seeley to include in the electronic survey. 3. Hardcopies to be provided to Library, Community Center, Senior Center and Town Hall. 4. Survey to be posted on Project website, Town Website and emailed out by the school administration. 5. Target start date is 10/12/2017 and target end date is 10/26/2017. <p>The Committee approves the survey, with the incorporation of the Question 3 comment, for hardcopy distribution and posting on the Project Website and Town Website.</p>
12.21	T. Hengelsberg J. Strazzulla	<p>The agenda for the Joint Boards meeting on 10/12/2017 was reviewed.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. T. Hengelsberg to forward the powerpoint to J. Strazzulla prior to the meeting for issuing to the Boards and requesting any questions they may have. 2. C. Stickney asked if this was an information sharing meeting or a meeting requesting the Boards support? <i>J. Strazzulla indicated both.</i> 3. A. Chagnon stressed the presentation needs to clearly articulate the MSBA requirements for a cost effective, sustainable and educationally appropriate solution.
12.22	Committee J. Strazzulla T. Hengelsberg M. LeBrasseur	<p>The PR subcommittee update:</p> <ol style="list-style-type: none"> 1. A “Contact Us with Any Questions” has been added to the Project Website. 2. M. LeBrasseur to issue a Google.Docs PR Calendar for upcoming meetings/events. 3. C. Stickney indicated the meeting with Council on Aging is scheduled for 11/14/2017 at 9:00am. 4. Committee members to provide a listing of any upcoming events that can be added to the PR Calendar. <i>Committee members to send their events list to M. LeBrasseur.</i> 5. T. Hengelsberg to develop a handout flyer and poster boards for distribution at upcoming events. 6. T. Hengelsberg to develop the flyer and poster boards for Community Forum No. 4. 7. J. Strazzulla to review next steps in raising the Seniors Tax Abatement to the maximum level.

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		<p>8. M. LeBrasseur distributed and reviewed the PR Subcommittee 10/2/2017 meeting minutes asked the Committee to provide direction on the list of Talking Points. . <i>Committee members to send their comments on the Talking Points list to M. LeBrasseur.</i></p> <p>9. J. Strazzulla to develop a generic calendar for press release issuances.</p>
12.23	Record	Public Comments - None
12.24	J. Seeley	<p>Old or New Business –</p> <p>1. J. Tubbs asked if copies if the PDP submission will be distributed to the Committee for review? <i>T. Hengelsberg indicated yes, 4 copies will be provided to the Committee.</i></p>
12.25	Record	Next SBC Meeting: October 17, 2017 at 6:30 pm at the High School Media Center.
12.26	Record	Community Forum No. 4: October 30, 2017 at 6:00 pm at the Balmer Elementary School Library.
12.27	Record	A Motion was made by A. Chagnon and seconded by M. LeBrasseur to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Budget Status Report, updated Meetings and Agendas Schedule, updated draft Community Survey, updated draft FAQ, 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