

## 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: 3/20/18  
 Meeting No: 21  
 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'Hormedieu	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	
✓	Thomas Hengelsberg	D & W, Architect	
✓	Joel Seeley	SMMA, OPM	

NORTHBRIDGE TOWN CLERK  
DOREEN A. CEDRONE

18 JUN 14 AM 10:47

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Item #	Action	Discussion
21.1	Record	Call to Order, 6:35 PM, meeting opened.
21.2	Record	J. Strazzulla announced the meeting will be video and audio recorded with live broadcast and future re-broadcast.
21.3	Record	A motion was made by P. Bedigian and seconded by J. Lundquist to approve the 2/28/18 School Building Committee meeting minutes. Motion passed unanimous by those attending, one abstention.
21.4	L. Dore	L. Dore will calculate the energy cost to operate the new facility as compared to the energy cost to operate the existing Balmer and NES in the Schematic Design Phase.
21.5	J. Seeley	J. Seeley to include the access drive to N. Main Street discussion on a future agenda once the CM is brought on board.
21.6	J. Seeley	<p>J. Seeley summarized the Construction Manager at Risk (CM) prequalification and selection process, since the Committee appointed the CM Prequalification and Selection Subcommittee on 11/21/17. The subcommittee developed and issued the Request for Qualifications, received and reviewed qualification packages from 7 CMs, shortlisted those 7 CMs to 4 qualified CMs, developed and issued the Request for Proposals, received and reviewed Proposals from the 4 CMs and then interviewed the 4 CMs. Based on the interviews, the subcommittee requested supplemental information from the 2 top ranked CMs, reviewed their supplemental information and voted 5 in favor and 1 against to recommend the Committee approve Fontaine Bros., Inc. as the CM. J. Seeley distributed and reviewed the CM Price Proposal Analysis, attached.</p> <p>J. Lundquist summarized his reasons for voting against the recommendation.</p> <p>Following discussion by the Committee, the recommendation was not acted upon and the issue is remanded back to the subcommittee. The subcommittee is to utilize the following equally weighted criteria: qualifications, plan/schedule and cost, and return to the Committee with a recommendation.</p> <p>J. Seeley to schedule a meeting of the subcommittee as soon as possible.</p>
21.7	Record	<p>J. Seeley distributed and reviewed an email from the MSBA, attached, providing clarification of their comment 10 under section 3.3.3. The MSBA provided their eligibility findings relative to the Maker Spaces and the Extended Learning Spaces. The Maker Spaces for grades PreK-2 will be ineligible.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Seeley asked the Committee to consider whether ineligible spaces should be considered in the project.</li> <li>2. P. Bedigian asked if the project would support the educational program if it did not include the Maker Spaces for grades PreK-2?  <i>J. Healy indicated yes.</i></li> </ol> <p>A motion was made by P. Bedigian and seconded by J. Lundquist to remove the Maker Spaces for grades PreK-2 from the project. Motion passed unanimous.</p>
21.8	Record	J. Seeley summarized the presentation for Community Forum No 6, held on 3/12/18 at the Whitinsville Social Library.
21.9	Record	T. Hengelsberg indicated the Fire Alarm Audio message will be through the FA speakers.

Item #	Action	Discussion
21.10	L. Dore	<p>T. Hengelsberg presented updated the Site Plan and buffer along the East Property line, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Strazzulla indicated the landscape buffer along the east property line needs to be maximized to reduce the impact to the residents along Mason Road. <i>T. Hengelsberg will continue to review with the Landscape Architect.</i></li> <li>2. K. Ross asked if openings will be provided in the fence along the East property line for emergency egress? <i>T. Hengelsberg indicated yes, they will be located based on the grading access.</i></li> <li>3. L. Dore indicated a meeting with all the abutters will be scheduled.</li> </ol>
21.11	T. Hengelsberg	<p>T. Hengelsberg presented building exterior façade images, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. M. LeBrasseur asked if the backside of the building can be simplified for cost control? <i>T. Hengelsberg indicated yes, but certain aspects, such as the amount of glazing in the classrooms, should be consistent to maximize daylighting.</i></li> <li>2. J. Tubbs asked if the classroom projection along the façade was required? <i>T. Hengelsberg indicated yes, the offset allows for the Extended Learning Spaces.</i></li> </ol> <p>The Committee approves the direction of the building exteriors, however with the goal to be conservative and control costs.</p>
21.12	Record	T. Hengelsberg presented an update on the structural systems, attached.
21.13	Record	<p>T. Hengelsberg presented an update on the technology systems, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. K. Perry asked if all classrooms will have a speech reinforcement system? <i>T. Hengelsberg indicated yes.</i></li> </ol>
21.14	Record	<p>T. Hengelsberg presented an update on the FFE, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Strazzulla asked if the cafeteria seating is sufficient? <i>K. Ross indicated MSBA sizes the cafeteria for 2 seatings, but most likely there would be more, currently there are 4 seatings.</i></li> </ol>
21.15	M. LeBrasseur	M. LeBrasseur indicated the School Committee will lead the process of discussing possible outcomes for the disposition of NES with other Town boards and committees.
21.16	J. Strazzulla J. Healy	<p>The PR subcommittee update:</p> <ol style="list-style-type: none"> <li>1. J. Strazzulla indicated the Seniors Tax Abatement is at the maximum level and that he will work with A. Gaudette to review strategies to assist seniors in taking advantage of the program.</li> <li>2. J. Strazzulla indicated the next press release will be when the CM is hired.</li> </ol>

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		3. J. Healy indicated the School Council will have a booth at the Kids Fair on 3/24/18.
21.17	Record	Public Comments - none
21.18	J. Strazzulla	Old or New Business 1. J. Strazzulla will coordinate with the Finance Committee, Selectman and School Committee for a joint meeting.
21.19	Record	Next <b>SBC Meeting: April 3, 2018 at 6:30 pm</b> at the High School Media Center.
21.20	Record	A Motion was made by P. Bedigian and seconded by J. Lundquist to adjourn the meeting. No discussion, motion passed unanimous.

Attachments: Agenda, CM Price Proposal Analysis, Email from the MSBA, 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