

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: 7/25/2017
 Meeting No: 6
 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	Chairman, Board of Selectmen	Voting Member
	Michael LeBrasseur	Member, 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
	Theodore Kozak	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	

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NORTHBRIDGE TOWN CLERK
DOROTHY A. CORDONE

Item #	Action	Discussion
6.1	Record	Call to Order, 6:59 PM, meeting opened.
6.2	Record	J. Strazzulla announced the meeting will be video and audio recorded with live broadcast and future re-broadcast.
6.3	Record	J. Strazzulla introduced S. Von Barga as the District's new Director of Facilities and member of the School Building Committee.
6.4	Record	A motion was made by P. Bedigian and seconded by S. Pollock to approve the 6/26/17 School Building Committee meeting minutes. Motion passed unanimous by those attending.
6.5	Record	J. Seeley distributed and reviewed the updated Meetings and Agenda Schedule for the PDP Phase, attached.
6.6	J. Marzec	J. Marzec to coordinate with Town Counsel to provide an opinion on the Riverdale Memorial Field, High School Play Fields and the Linwood Playground sites with respect to Article 97.
6.7	J. Strazzulla	J. Strazzulla indicated the Town recently obtained a property and he will add to the Town-Owned Land characteristics spreadsheet for review by the Committee.
6.8	Record	T. Hengelsberg distributed and reviewed the minutes from the Educational Leadership Team meeting, dated 7/6/17 and attached.
6.9	Record	T. Hengelsberg distributed and reviewed the agendas for the Educational Visioning Workshops, attached. Three Workshops are scheduled: 1) 7/31/17 between 8:30am and 12:30pm, 2) 8/1/17 between 8:30am and 12:30pm, and 3) 8/9/17 between 8:30am and 3:30pm. All Workshops will be held in the NHS Media Center.
6.10	Record	<p>T. Hengelsberg presented a powerpoint of the findings of the existing conditions analysis of Balmer and NES, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> J. Strazzulla asked if D&W will be producing a cost estimate for the repairs required at each school? <i>L. Dore indicated yes, that as part of the MSBA requirements, one of the Options to be developed and estimated is a Repair Only Option, that is an option that only addresses current system deficiencies, code compliance and accessibility issues.</i>
6.11	J. Seeley Committee	<p>T. Hengelsberg presented a powerpoint of the preliminary findings of the study sites, attached.</p> <ol style="list-style-type: none"> Balmer Site, including Vail Field Riverdale Memorial Field - (Map 21, Block 27) High School Play Fields- (Map 24, Block 204) Linwood Playground - (Map 24A, Block 56) Hill Street Farm – (Map 11, Block 54) Puccio Site – (Map 24, Block 21) Bald Hill – (Map 14, Block 15) <p>Committee Discussion:</p> <ol style="list-style-type: none"> S. Pollock asked if there could be two separate vehicular access drives for Balmer?

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		<p><i>T. Hengelsberg indicated the easement off North Main Street is narrow and between two residences and may be difficult to traverse with large vehicles and busses. The most likely way to obtain two separate vehicular access drives is to have both access from Crescent Street, as wide apart as possible, but both will be studied.</i></p> <p>2. J. Strazzulla indicated the private parcels may not be correctly ranked as high as shown since they will be required to be purchased.</p> <p>3. P. Bedigian indicated the same concern and that having an option that leaves a closed Balmer for the Town to have to address would lower their ranking as well.</p> <p>4. J. Strazzulla indicated losing fields without replacing them would lower the ranking of the small public parcels as well.</p> <p>5. K. Ross asked if an Impact to Student Learning criteria can be added for each site? <i>L. Dore indicated that would be more applicable once the seven potential sites are reduced in number and design options, whether renovations, renovations/additions or new construction, are developed.</i></p> <p>6. S. Pollock asked if reducing the amount of potential sites is typical at this stage of the study? <i>L. Dore indicated if there are sites that are clearly more viable than others, or vis-versa, than yes it is appropriate to reduce the quantity at this stage.</i></p> <p>J. Seeley to forward the presentation to the Committee for review. The Committee to be prepared to provide direction at the next Committee meeting on the continued viability of each site.</p>
6.12	Committee Members J. Seeley L. Dore	<p>The PR subcommittee update:</p> <p>1. C. Stickney distributed and reviewed the flyer and poster board advertisement, attached, for Community Forum No. 1 to be held at the Balmer Cafeteria on 8/1/17 between 6:00pm and 8:00pm. The poster boards have been placed in the Senior Center, Library, Town Hall, NES, NHS, Central Administration, Community Center and the Food Pantry. C. Stickney suggested the Forum utilize the "Exit Ticket" tool that the School Committee uses for public input at the conclusion of the Forum.</p> <p>2. C. Stickney indicated the student video taping of the tour of Balmer and NES has been posted on the High School Youtube channel.</p> <p>3. C. Stickney indicated NCTV will be assisting in the development of an additional video tour.</p> <p>4. The tour of Balmer and NES by Committee members was held on 7/15/2017 at 9:00am with the following Committee member impressions: <i>S. Gogolinski: The condition of NES was an eye opener</i> <i>P. L'Hommedieu: Had been in Balmer and NES multiple times, but had not really understood the aged condition of each.</i></p>

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		<p><i>S. Pollock: Had seen a lot of pictures of the conditions, but seeing the lack of ventilation, the lack of storage and the repurposed locker rooms put the conditions in better perspective.</i></p> <p>5. PR Subcommittee is working on a more formal PR program to discuss at the next Committee meeting.</p> <p>6. K. Ross indicated research is underway to confirm if this year is Balmer school's 50th anniversary. A Parent Meeting scheduled for 8/24/17 will be an opportunity to distribute information on the Study, including flyers and poster board advertisements for Community Forum No. 2, scheduled for 8/28/17.</p> <p>7. J. Strazzulla requests two additional committee members join C. Stickney, M. LeBrasseur and A. Chagnon on the PR Subcommittee.</p>
6.13	Record	J. Seeley provided an overview of the MSBA Kick-off meeting held on 7/25/17.
6.14	Record	Next SBC Meeting: July 31, 2017 at 6:30 pm at the High School Media Center.
6.15	Record	A Motion was made by P. Bedigian and seconded by J. Strazzulla to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Updated Meetings and Agenda Schedule for the PDP Phase, Educational Leadership Team meeting minutes, Educational Visioning Workshops agendas, Flyer for Community Forum No. 1, 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