

## 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: 7/31/2017  
 Meeting No: 7  
 Time: 7:04pm

## 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
	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	

NORTHBRIDGE TOWN CLERK  
SOREN A. CEDERONE

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Item #	Action	Discussion
7.1	Record	Call to Order, 6:30 PM, meeting opened.
7.2	Record	J. Strazzulla announced the meeting will be video and audio recorded with live broadcast and future re-broadcast.
7.3	Record	A motion was made by S. Gogolinski and seconded by P. Bedigian to approve the 7/25/17 School Building Committee meeting minutes. Motion passed unanimous by those attending, one abstention.
7.4	Record	J. Seeley distributed and reviewed the Project Budget Status, dated 6/30/17 and attached herein.
7.5	J. Seeley	<p>J. Seeley distributed and reviewed FSA Budget Revision Request No. 1, dated 7/31/17 adjusting the budget line items of the executed FSA to align with the final negotiated fee amounts for the Designer and OPM, with the balances re-allocated to the Environmental/Site and Other (Owner's Contingency) budget line items.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Strazzulla asked if a \$75,000 contingency is sufficient?  <i>J. Seeley indicated yes, as there is a \$150,000 budget for environmental and site consultancies, which will be awarded on an as needed basis.</i></li> <li>2. J. Strazzulla indicated J. Marzec is the CEO and M. LeBrasseur is the chair of the School Committee.  <i>J. Seeley to correct and re-issue the form for signature.</i></li> </ol> <p>A motion was made by P. Bedigian and seconded by A. Chagnon to approve FSA Budget Revision Request No. 1, dated 7/31/17 and recommend signature by J. Marzec, C. Stickney and M. LeBrasseur. No discussion, motion passed unanimous.</p>
7.6	Record	<p>Warrant No. 2 was reviewed.</p> <p>Committee Questions:</p> <ol style="list-style-type: none"> <li>1. A. Chagnon asked for an update on the MSBA ProPay process.  <i>M. Walker provided an update on the MSBA ProPay process.</i></li> </ol> <p>A motion was made by A. Chagnon and seconded by S. Pollock to approve Warrant No. 2. No discussion, motion passed unanimous.</p>
7.7	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.
7.8	Record	J. Strazzulla indicated the land made recently available for the Town to obtain was privately purchased, no further action required on this parcel.
7.9	T. Hengelsberg L. Dore J. Strazzulla Record	<p>T. Hengelsberg presented a powerpoint of the preliminary findings of the study sites, attached.</p> <ol style="list-style-type: none"> <li>1. Balmer Site, including Vail Field</li> <li>2. Riverdale Memorial Field - (Map 21, Block 27)</li> <li>3. High School Play Fields- (Map 24, Block 204)</li> <li>4. Linwood Playground - (Map 24A, Block 56)</li> <li>5. Hill Street Farm - (Map 11, Block 54)</li> <li>6. Puccio Site - (Map 24, Block 21)</li> </ol>

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		<p>7. Bald Hill – (Map 14, Block 15)</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>J. Strazzulla asked if D&amp;W has determined where the town sanitary sewer main ends with respect to the Hill Street Farm site?  <i>T. Hengelsberg indicated the High School Site study indicated the main extended to the St. Camillus Health Center, but will research if that is still current.</i></li> <li>A. Chagnon asked if D&amp;W has researched if there is a wellhead protection zone in the vicinity of the Hill Street Farm site?  <i>L. Dore indicated D&amp;W will research and provide direction.</i></li> <li>J. Healy asked how was the 4 rating for safety established for the Hill Street Farm site?  <i>T. Hengelsberg indicated some of the criteria used were: 1) the potential distance a proposed building could be from bordering roadways, 2) the extent of traffic on bordering roadways, and 3) the ability of the site to support full visibility around a proposed building.</i></li> <li>S. Gogolinski asked if an approximate cost to purchase the Hill Street Farm site could be developed?  <i>J. Strazzulla will research and determine if the site could be purchased and if so, what an approximate cost would be.</i></li> <li>J. Strazzulla asked if the town-owned parcel adjacent to the Puccio site had the same topographic and soil makeup issues as the Puccio site?  <i>T. Hengelsberg indicated the USGS maps indicate they would be similar.</i></li> <li>A. Chagnon indicated the Linwood Playground site appears to be significantly undersized and a project would displace existing playfields.</li> <li>A. Chagnon indicated the High School Play Fields site has perennial stream crossings and would displace existing playfields.</li> <li>A. Chagnon indicated all options other than the existing Balmer site leave a closed Balmer school for the town to deal with.</li> </ol> <p>A motion was made by P. Bedigian and seconded by S. Gogolinski to approve the Balmer Site, including Vail Field, as the preferred site, unless a fatal flaw is discovered by D&amp;W. No discussion, motion passed unanimous.</p>
7.10	T. Hengelsberg	D&W to develop and submit proposals for limited preliminary wetlands/survey, hazardous materials inspection, geotechnical, geoenvironmental and traffic consultancies for the Balmer site.
7.11	Record	L. Dore provided an update on the Day 1 Educational Visioning Workshop, held 7/31/17. Two more Workshops are scheduled: 1) 8/1/17 between 8:30am and 12:30pm, and 2) 8/9/17 between 8:30am and 3:30pm. All Workshops will be held in the NHS Media Center.
7.12	Record L. Dore	<p>The PR subcommittee update:</p> <ol style="list-style-type: none"> <li>The PR subcommittee will be working with NCTV to develop an additional video tour of Balmer and NES.</li> </ol>

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		<p>2. PR Subcommittee is working on a more formal PR program to discuss at the next Committee meeting.</p> <p>3. Balmer school's 50<sup>th</sup> anniversary date is being confirmed. 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>A motion was made by A. Chagnon and seconded by P. Bedigian to appoint M. LeBrasseur, C. Stickney, A. Chagnon, P. L'Hommedieu, S. Pollock and K. Perry to the PR Subcommittee with M. LeBrasseur as chairman. No discussion, motion passed unanimous.</p>
7.13	Record	Next <b>SBC Meeting: August 15, 2017 at 6:30 pm</b> at the High School Media Center.
7.14	Record	A Motion was made by M. Walker and seconded by P. L'Hommedieu to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Project Budget Status, 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