

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: 12/5/2017
 Meeting No: 16
 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	
	Thomas Hengelsberg	D & W, Architect	
✓	Joel Seeley	SMMA, OPM	

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NORTHBRIDGE TOWN CLERK
DOMEN A. CORDONE

Item #	Action	Discussion
16.1	Record	Call to Order, 6:30 PM, meeting opened.
16.2	Record	J. Strazzulla announced the meeting will be video and audio recorded with live broadcast and future re-broadcast.
16.3	Record	A motion was made by M. LeBrasseur and seconded by S. Gogolinski to approve the 11/7/17 School Building Committee meeting minutes. Motion passed unanimous by those attending, one abstention.
16.4	Record	A motion was made by J. Marzec and seconded by M. LeBrasseur to approve the 11/21/17 School Building Committee meeting minutes. Motion passed unanimous by those attending, one abstention.
16.5	J. Seeley	J. Seeley distributed and reviewed the updated Meetings and Agendas Schedule for the PSR Phase, attached. Committee Discussion: <ol style="list-style-type: none"> 1. J. Seeley to change the 12/19/17 CM Prequalification Subcommittee meeting to 5:30pm.
16.6	J. Seeley J. Strazzulla	J. Seeley distributed and reviewed the Draft Meetings and Agendas Schedule for the Schematic Design Phase, attached. Committee Discussion: <ol style="list-style-type: none"> 1. J. Seeley to change the 3/13/18 SBC meeting to 3/12/18. 2. J. Seeley to change the 3/13/18 Community Forum No. 6 to 3/12/18. 3. J. Seeley to change the 4/24/18 Community Forum No. 7 to 4/23/18. 4. J. Strazzulla will send a poll to the Committee for the 4/17/18 SBC meeting for quorum.
16.7	Record	J. Seeley distributed and reviewed the Project Budget Status, attached.
16.8	Record	J. Seeley distributed and reviewed D&W Amendment No. 8, dated 12/5/17 and attached, for Geotechnical Consulting Services in the amount of \$25,943.50 to be charged against ProPay Code budget 0003-0000, which has a balance of \$73,740.00. The Committee discussed in detail. Committee Discussion: <ol style="list-style-type: none"> 1. J. Strazzulla asked what other services are expected? <i>L. Dore indicated the topographic survey, which is estimated to be \$30-35,000.</i> 2. P. Bedigian asked if these services will include the test pits and borings in the wooded and sloped areas on the east side of the property? <i>L. Dore indicated yes the test pits and borings are included.</i> <p>A motion was made by M. LeBrasseur and seconded by J. Marzec to approve D&W Amendment No. 8, dated 12/5/17 and recommend signature by J. Marzec. No discussion, motion passed unanimous.</p>
16.9	Record	Warrant No. 6 was reviewed. A motion was made by J. Marzec and seconded by M. LeBrasseur to approve Warrant No. 6. No discussion, motion passed unanimous.

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16.10	T. Hengelsberg	T. Hengelsberg will provide direction to the Committee on which three intersections the traffic consultant will be collecting counts at.
16.11	L. Dore	L. Dore will calculate of 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.
16.12	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, at the completion of the PSR Phase.
16.13	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, at the completion of the PSR phase.
16.14	T. Hengelsberg	T. Hengelsberg to provide direction to the Committee on the appropriate parent vehicle queue length for the PreK-5 Options recommended by the traffic consultant, based on the parent survey of those parents that drop-off/pick-up at Balmer and NES.
16.15	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.
16.16	T. Hengelsberg	T. Hengelsberg to incorporate the key take-aways of the Middle School Capacity Analysis, into the Community Forum No. 5 presentation.
16.17	Record	J. Seeley posted the list of acronyms and definitions on the Project Website.
16.18	Record	J. Seeley distributed and reviewed the updated FAQ Sheet, dated 11/27/17 incorporating new question no. 17. The updated FAQ Sheet has been posted on the Project Website.
16.19	T. Hengelsberg	T. Hengelsberg to provide direction to the Committee if the structural engineer and D&W would consider prefabricated panel systems.
16.20	T. Hengelsberg	T. Hengelsberg to provide direction to the Committee if the Fire Alarm Audio message will be through the PA System or the FA speakers.
16.21	Record	J. Seeley indicated the Response Document to the MSBA comments on the PDP Submission has been submitted to MSBA and posted on the Project Website.
16.22	T. Hengelsberg	<p>L. Dore presented and reviewed the updated Design Options and Phasing Plans, attached.</p> <ol style="list-style-type: none"> Option B2 – Grade 2-4 New Construction – Back/Side Option C2 – Grade PK-5 Renovation/Addition – Exist CR Wing Option C3.1a – Grade PK-5 New Construction – Back/Side/Overlap Option C3.1b – Grade PK-5 New Construction – Back/Side Option C3.2 – Grade PK-5 New Construction – Back/Side Option C3.3 – Grade PK-5 New Construction – Back/Side Option C5 - Grade PK-5 New Construction - Front <p>Committee Discussion:</p> <ol style="list-style-type: none"> T. Hengelsberg to confirm if building height is exempted by the Dover Amendment. S. Pollock asked (prior meeting) if MA Natural Species has been contacted to confirm there are no impacts?

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		<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>
16.23	J. Seeley	<p>J. Seeley distributed and reviewed the Total Project Cost, Reimbursement Rate, MSBA Grant and Cost to Town, Tax Impact estimates and Construction Schedule for all the options, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. P. L'Hommedieu asked if the construction cost estimates can be sent to the Committee? <p><i>J. Seeley to forward the construction cost estimates to the Committee.</i></p>
16.24	L. Dore Committee	<p>L. Dore reviewed the Evaluation Matrix categories and descriptions.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. L. Dore to send out an updated Evaluations Matrix with just the Cost to Town in the Cost category. 2. Committee members to fill out the matrix and email to L. Dore by 12/11/17. 3. L. Dore will compile all the scoring for the next Committee meeting.
16.25	J. Seeley C. Stickney	<p>J. Seeley distributed and reviewed the draft Community-Wide Survey No. 2 for Committee review, attached. The survey will be released 12/6/2017 and close 12/15/2017. Survey is approved.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. J. Seeley to forward a Word version to C. Stickney for translation. 2. C. Stickney to distribute hardcopies to the Library, Community Center, Senior Center and Town Hall. 3. Survey to be posted on Project website, Town Website and emailed out by the school administration.
16.26	Record	J. Seeley distributed and reviewed the Community Forum No. 5 Flyer. The agenda was reviewed. There will be a presentation by J. Strazzulla, J. Seeley and L. Dore, followed by a breakout session to discuss and gain community feedback on the options.
16.27	J. Strazzulla L. Dore	<p>The PR subcommittee update:</p> <ol style="list-style-type: none"> 1. J. Strazzulla to review next steps in raising the Seniors Tax Abatement to the maximum level. 2. J. Strazzulla to develop a generic calendar for press release issuances. 3. Census Mailing – J. Strazzulla indicated the postage cost will be approximately \$1,200. The Committee approves the expense. L. Dore to update the flyer to include SD Phase Community Forum dates, refine the cost data and add a printed date. 4. J. Strazzulla indicated a meeting with the Blackstone Valley Chamber of Commerce will be held on 1/10/18 5. K. Ross indicated a school-based community meeting will be held on 12/11/18.
16.28	Record	Public Comments - None

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16.29	Record	Old or New Business - None
16.30	Record	Community Forum No. 5: December 11, 2017 at 6:00 pm at NES
16.31	Record	Next SBC Meeting: December 19, 2017 at 6:30 pm at the High School Media Center.
16.32	Record	A Motion was made by J. Marzec and seconded by J. Lundquist to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, updated Meetings and Agendas Schedule for PSR Phase, Draft Meetings and Agendas Schedule for the Schematic Design Phase, Project Budget Status, Total Project Cost, Reimbursement Rate, MSBA Grant and Cost to Town, Tax Impact estimates and Construction Schedule, draft Community-Wide Survey No. 2, Community Forum No. 5 Flyer, 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