

**PROJECT MINUTES**

Project: W. Edward Balmer Elementary School Feasibility Study  
 Prepared by: Joel Seeley  
 Re: School Building Committee Meeting  
 Location: High School Health Conference Room  
 Distribution: School Building Committee Members, Attendees (MF)

Project No.: 17020  
 Meeting Date: 3/7/2017  
 Meeting No: 1  
 Time: 6:30pm

Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	Joseph Strazzula	Chairman, School Building Committee	Voting Member
✓	Melissa Walker	School Business Manager	Voting Member
✓	James Marzec	Chairman, Board of Selectmen	Voting Member
	Michael LaBrasseur	Member, School Committee	Voting Member
✓	Paul Bedigian	Representative of the Building, Planning, Construction Committee	Voting Member
	Steven Goglinski	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
		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
✓	Joel Seeley	SMMA, OPM	Non-Voting Member

NORTHBRIDGE TOWN CLERK  
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Item #	Action	Discussion
1.1	Record	Call to Order, 6:30 PM, meeting opened.
1.2	Record	A motion was made by J. Marzec and seconded by J. Lundquist to approve the 9/22/2016 School Building Committee meeting minutes. No discussion, motion passed unanimous by those attending, one abstention.
1.3	Record	<p>A motion was made by A. Chagnon and seconded by J. Marzec to approve the 12/7/2016 School Building Committee meeting minutes as amended as follows:</p> <p>Change wording of Action Item III A to reflect the Selection Subcommittee is authorized to make the final selection of the OPM and recommend to the MSBA their decision and that C. Stickney is member of the Selection Subcommittee.</p> <p>Motion passed unanimous by those attending, one abstention.</p>
1.4	Record	M. Walker provided a summary of the OPM selection process and introduced J. Seeley of SMMA as the selected OPM. The Selection Subcommittee will be submitting the required documentation to MSBA in support of the decision and anticipates attending the MSBA OPM Panel meeting on 4/3/2017 to review the selection.
1.5	Record	J. Seeley introduced himself and the firm and provided an overview of the Feasibility Study process, the role of the OPM and the role of the MSBA.
1.6	Record	J. Seeley distributed and reviewed the Preliminary Project Schedule, attached.
1.7	Committee	<p>J. Seeley distributed and reviewed the draft Request for Designer Services, attached, and reviewed the designer selection process. The Committee will review the draft and provide comments at the next Committee meeting.</p> <p>The Designer Proposal Review Subcommittee members and the three SBC members to sit on the MSBA Designer Selection Panel (DSP) will be appointed at the next Committee meeting.</p>
1.8	J. Strazzula	The Committee discussed potential alternative sites to be included in the Feasibility Study. J. Strazzula will provide a list of currently known potential sites for Committee discussion at the next meeting.
1.9	J. Seeley	J. Seeley to draft a schedule of upcoming Committee meetings and agenda topics thru the end of June.
1.10	J. Seeley	J. Seeley to coordinate with C. Stickney on creating a Project Page on the NPS Website.
1.11	J. Seeley	<p>J. Seeley to develop a press release on the selection of the OPM and forward to the Committee for review.</p> <p>A PR Subcommittee will be discussed and if acceptable, members be appointed at the next Committee meeting.</p>
1.12	Record	<b>Next SBC Meeting: March 20, 2017 at 6:30 pm</b> at the High School Health Conference Room.
1.13	Record	A Motion was made by J. Tubbs and seconded by J. Lundquist to adjourn the meeting. No discussion, voted unanimously.

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Attachments: Agenda, Preliminary Project Schedule, Draft Request for Designer Services

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