

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: 5/1/2017
 Meeting No: 3
 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
		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

Item #	Action	Discussion
3.1	Record	Call to Order, 6:30 PM, meeting opened.
3.2	Record	J. Seeley distributed and reviewed the updated Meetings and Agenda Schedule for the Pre-Designer Selection Phase, attached.
3.3	Record	J. Seeley distributed and reviewed the updated Project Schedule, attached
3.4	Record	J. Seeley provided an update on the Designer Selection process. The MSBA provided minor comments to the draft Designer RFS after the OPM Panel meeting held on 4/3/2017. The finalized Designer RFS was made available to Designers on 4/12/2017. The Pre-Proposal Information Meeting and Schools Tour was held on 4/18/2017 with eight architectural firms in attendance. Several questions were asked, which were answered in Addendum No. 1, dated 4/20/2017. The Designer Proposals are due 5/2/2017. J. Seeley will forward the MSBA their proposals for review. The members of the Designer Proposal Review Subcommittee will pick up their proposals from Central Office for review. The Designer Proposal Review Subcommittee will meet on 5/15/2017.
3.5	PR subcommittee	<p>The PR subcommittee discussed several actions to undertake relative to project PR:</p> <ol style="list-style-type: none"> 1. Coordinate with NCTV to tape SBC meetings commencing with the 6/26/2017 meeting 2. Develop a video tour of Balmer and NES for community viewing 3. Coordinate a tour of Balmer and NES by SBC members <p>J. Strazzulla requests two additional committee members join C. Stickney, M. LeBrasseur and A. Chagnon on the PR Subcommittee and that the Subcommittee have a more formal PR program to discuss at the 6/26/2017 Committee meeting.</p>
3.6	J. Strazzulla J. Marzec	<p>J. Strazzulla presented a listing of Town-owned land for review and discussion. The Committee provided rankings on the characteristics of each site, attached. The Committee determined to include the following sites in the feasibility Study:</p> <ol style="list-style-type: none"> 1. Balmer Site, including Vail Field 2. Riverdale Memorial Field 3. High School Play Fields <p>J. Strazzulla will meet with the Town Planner to obtain additional information on these sites.</p> <p>M. Walker asked if a land search was undertaken for the high school project? J. Marzec will check with the Town Clerk.</p>
3.7	J. Strazzulla M. LeBrasseur J. Marzec J. Lundquist	<p>J. Strazzulla requested that a subcommittee be formed to assess the listing of Non-Town-owned land for review and discussion by the Committee.</p> <p>A motion was made by M. LeBrasseur and seconded by J. Marzec to appoint J. Strazzulla, M. LeBrasseur, J. Marzec, and J. Lundquist to the Non-Town-owned Land Review Subcommittee. Motion passed unanimous by those attending.</p> <p>The Subcommittee to assess the listing of Non-Town-owned land for:</p> <ol style="list-style-type: none"> 1. Lot Size 2. Sites Grades 3. Water and Sewer Availability 4. Electric Availability 5. Environmental and Wetlands

Item #	Action	Discussion
		6. Soils Makeup 7. Vehicular Access 8. Bussing Impact 9. Easements 10. Student Walker Safety 11. Traffic Congestion 12. Parkland
3.8	Record	J. Seeley presented a listing of recent MSBA approved elementary schools, with school size, student count, lot size and site plan information for each, attached.
3.9	Record	Next Designer Proposal Review Meeting: May 15, 2017 at 5:30 pm at the High School Health Conference Room.
3.10	Record	Next SBC Meeting: May 30, 2017 at 6:30 pm at the High School Health Conference Room.
3.11	Record	A Motion was made by J. Tubbs and seconded by J. Lundquist to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Meetings and Agenda Schedule for the Pre-Designer Selection Phase, Project Schedule, Listing of Town-Owned Land, Listing of recent MSBA approved Elementary Schools

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