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PROJECT MINUTES

NORTHBRIDGE TOWN CLERK
DOREEN A. CEDRONE

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: 5/2/18
 Meeting No: 24
 Time: 6:30pm

Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	Joseph Strazzulla	Chairman, School Building Committee	Voting Member
✓	Melissa Walker	School Business Manager	Voting Member
✓	Thomas J. Melia	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	
✓	David Fontaine	Fontaine Bros, CM	
✓	David Fontaine, Jr	Fontaine Bros, CM	
✓	Joel Seeley	SMMA, OPM	

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Item #	Action	Discussion
24.1	Record	Call to Order, 6:37 PM, meeting opened.
24.2	Record	J. Strazzulla announced the meeting will be video and audio recorded with live broadcast and future re-broadcast.
24.3	Record	Public Comments - none
24.4	J. Seeley J. Strazzulla	J. Seeley distributed and reviewed the Draft Meetings and Agendas Schedule for the Post-Schematic Design Phase, attached. Committee Discussion: 1. J. Seeley to change Community Forum No. 8 date to August 20, 2018. 2. J. Seeley to change Community Forum No. 9 date to September 19, 2018. 3. J. Seeley to coordinate with J. Strazzulla on the Community Forum locations.
24.5	M. LeBrasseur	The School Committee will lead the process of discussing possible outcomes for the disposition of NES with other Town boards and committees, M. LeBrasseur will coordinate.
24.6	J. Seeley	J. Seeley to prepare the CM at Risk Services Agreement for execution.
24.7	Record	J. Strazzulla indicated the joint meeting with the Finance Committee, Selectman and School Committee has been scheduled for 5/3/18 at 6:30pm at the High School Library.
24.8	A. Gaudette J. Seeley	A. Gaudette and J. Seeley to schedule a follow-up meeting with UniBank regarding the borrowing plan for the project.
24.9	D. Fontaine	D. Fontaine to forward a copy of the cut and fill analysis to the Committee for review.
24.10	A. Chagnon	A. Chagnon will review the potential of shifting the U-10 playfield west, closer to the 50 feet no building zone.
24.11	Record	T. Hengelsberg presented the updated site plan incorporating the Value Engineering items approved at the 4/18/18 Committee meeting. J. Seeley distributed and reviewed the Total Project Budget Form, Designer Fee proposal, dated 5/2/18 and OPM Fee proposal, dated 5/2/18, and the Approximate Tax Impact, all attached. A Motion was made by P. Bedigian and seconded by T. Melia to approve the Schematic Design Submittal and authorize submission to the MSBA. No discussion, motion passed unanimous.
24.12	J. Strazzulla T. Hengelsberg J. Seeley	Neighborhood Meeting: 1. J. Strazzulla, T. Hengelsberg and J. Seeley to coordinate a presentation for the Mason Road neighbors, tentatively scheduled for Saturday 5/19/18. 2. J. Strazzulla, T. Hengelsberg and J. Seeley to coordinate a presentation to the surrounding neighborhood, tentatively scheduled for Saturday 6/16/18. 3. J. Strazzulla distributed and reviewed a draft invitation memo to the Mason Road neighbors and the surrounding neighborhood meeting. 4. T. Hengelsberg to provide a flyer invite for the 6/16/18 neighborhood meeting.
24.13	M. LeBrasseur J. Strazzulla	The PR subcommittee update:

Item #	Action	Discussion
		<ol style="list-style-type: none">1. J. Strazzulla indicated the Seniors Tax Abatement is at the maximum level and that he will work with A. Gaudette to review strategies to assist seniors in taking advantage of the program.2. J. Strazzulla is looking into bulk mailing rates for a future informational mailing.3. M. LeBrasseur to review with the School Committee if the project name should be changed to something similar to New PreK-5 Elementary School rather than remain with the Balmer name to assist the community in understanding.4. T. Hengelsberg to update the Informational Flyer for upcoming events.5. J. Strazzulla to schedule a presentation to the Council on Aging.
24.14	Record	Old or New Business - None
24.15	J. Seeley	Next SBC Meeting: May 15, 2018 at 6:30 pm at the High School Media Center.
24.16	Record	A Motion was made by J. Lundquist and seconded by M. LeBrasseur to adjourn the meeting. No discussion, motion passed unanimous.

Attachments: Agenda, Draft Meetings and Agendas Schedule for the Post-Schematic Design Phase, Total Project Budget Form, Designer Fee proposal, OPM Fee proposal, Approximate Tax Impact Comparison, 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