

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: 6/26/2017
 Meeting No: 5
 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
✓	Lee Dore	D & W, Architect	
✓	Don Walter	D & W, Architect	
✓	Jason Boone	D & W, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
5.1	Record	Call to Order, 6:30 PM, meeting opened.
5.2	Record	J. Strazzulla announced the meeting will be video and audio recorded with live broadcast and future re-broadcast.
5.3	Record	A motion was made by J. Tubbs and seconded by A. Chagnon to approve the 5/30/2017 School Building Committee meeting minutes. Motion passed unanimous by those attending.
5.4	Record	<p>Warrant No. 1 was reviewed.</p> <p>Committee Questions:</p> <ol style="list-style-type: none"> 1. A. Chagnon asked if the amount of the SMMA invoice was consistent with the services provided. <i>J. Seeley indicated the amount is consistent and follows the monthly billing projection included in SMMA's proposal.</i> <p>A motion was made by S. Gogolinski and seconded by J. Lundquist to approve Warrant No. 1. No discussion, motion passed unanimous.</p>
5.5	Record	J. Seeley distributed and reviewed MSBA DSP correspondence, attached, summarizing the results of the MSBA DSP design firm interviews, with Dore & Whittier Architects (D&W) ranked first. J. Seeley provided an overview of the MSBA DSP shortlist and interview process.
5.6	Record	<p>J. Seeley distributed and reviewed the D&W Feasibility and Schematic Design Phase Fee Proposal, attached. The proposal is within the budget.</p> <p>Committee Questions:</p> <ol style="list-style-type: none"> 1. J. Tubbs asked if the \$150,000 budget for site and environmental consultancy is sufficient for the seven sites? <i>L. Dore indicated yes, during the PDP and PSR phases the consultancy will be at a higher level and then during Schematic Design with just the one site, the consultancy will be more detailed.</i> <p>A motion was made by A. Chagnon and seconded by P. Bedigian to accept the D&W Feasibility and Schematic Design Phase Fee Proposal and recommend signature by J. Marzec on behalf of the Town. No discussion, motion passed unanimous.</p>
5.7	Record	J. Seeley distributed and reviewed the updated draft Project Schedule, attached.
5.8	Record	J. Seeley distributed and reviewed the updated draft Meetings and Agenda Schedule for the PDP Phase, attached.
5.9	Record	D. Walter presented an excerpt of the D&W MSBA DSP Interview Presentation, attached.
5.10	L. Dore C. Stickney J. Seeley	<p>J. Boone distributed and reviewed a Sample Educational Visioning Sessions agenda, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. A. Chagnon asked what is the process for assembling the Educational Visioning Session participants?

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		<p><i>L. Dore indicated typically the participants volunteer by an open invitation to participate, but also key town, community, student and educational members may want to be invited to ensure broad representation.</i></p> <ol style="list-style-type: none"> C. Stickney indicated the Educational Leadership team has begun the process and developed a listing of key outcomes, which will be shared with the Educational Visioning Sessions participants. J. Strazzulla asked if there will be other tasks D&W will be performing while the Educational Visioning Sessions are underway? <i>L. Dore indicated yes, the architects and engineers will be performing investigation of the Balmer and NES existing site and building conditions on 7/10 and 7/11/2017.</i> J. Strazzulla indicated he would post the announcement inviting participants on social media. <i>L. Dore will develop a description of the Educational Visioning Sessions and invitation to participate for J. Strazzulla to post.</i> A discussion on the location, dates and whether the Sessions were to be (3) four hour sessions or (1) 8 hour session with (1) 4 hour session ensued. The Committee agreed to (3) four hour sessions and requested L. Dore, C. Stickney and J. Seeley to finalize dates and location and issue direction to the Committee.
5.11	Record	<p>J. Boone led a discussion of the Committee's project goals. Some of the goals, in no particular order, were expressed as follows:</p> <p>All Options from the Feasibility Study are to:</p> <ol style="list-style-type: none"> Be Fiscally Responsible Be Flexible Be Cost Effective to Maintain and Operate Address the Needs of the Students Incorporate Community Input Be Reflective of the Curriculum Be developed thru a Collaborative Process Incorporate the Building and Site as a Learning Tool Be not Overly Complicated to Operate Incorporate student learning thruout the Design and Construction Process Be Community Friendly Be Safe and Secure
5.12	J. Marzec J. Strazzulla	<p>Alternative Sites update:</p> <ol style="list-style-type: none"> J. Seeley distributed and reviewed an excerpt from the High School Feasibility Study, attached, related to the sites investigation performed. Of the five sites investigate, three are currently included within this Study. The remaining two sites are already developed.

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		<ol style="list-style-type: none"> J. Marzec indicated Town Counsel has provided an opinion that the Balmer Site, including Vail Field, is not subject to Article 97. Town Counsel will provide an opinion on the Riverdale Memorial Field, High School Play Fields and the Linwood Playground sites after 7/1/2017. J. Strazzulla indicated the Town recently obtained a property and he will add to the Town-Owned Land characteristics spreadsheet for review by the Committee.
5.13	Committee Members J. Seeley K. Ross	<p>The PR subcommittee update:</p> <ol style="list-style-type: none"> C. Stickney indicated the video taping of the tour of Balmer and NES is about 5 ½ minutes and she will record the voice overs on 6/30/2017 and then it will be released on NCTV and Channel 194. The tour of Balmer and NES by SBC members is scheduled for 7/15/2017 at 9:00am. <i>J. Seeley requested Committee members email J. Seeley if they will attend to finalize the tour.</i> <i>K. Ross will confirm the waxing schedule with the custodial staff to ensure access throughout the buildings.</i> PR Subcommittee is working on a more formal PR program to discuss at the next Committee meeting. Balmer school 50th anniversary to provide opportunities to distribute information on the project status to the Community. J. Strazzulla requests two additional committee members join C. Stickney, M. LeBrasseur and A. Chagnon on the PR Subcommittee.
5.14	Record	Next SBC Meeting: July 25, 2017 at 6:30 pm at the High School Media Center.
5.15	Record	A Motion was made by A. Chagnon and seconded by J. Lundquist to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, MSBA DSP correspondence, D&W Feasibility and Schematic Design Phase Fee Proposal, Updated Draft Project Schedule, Updated Draft Meetings and Agenda Schedule for the PDP Phase, D&W MSBA DSP Interview Presentation, Sample Educational Visioning Sessions Agenda, Excerpt from the High School Feasibility Study

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