

## 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: 8/15/2017  
 Meeting No: 8  
 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
✓	Theodore Kozak	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	
	Don Walter	D & W, Architect	
	Jason Boone	D & W, Architect	
✓	Thomas Hengelsberg	D & W, Architect	
✓	Joel Seeley	SMMA, OPM	

RECEIVED

18 JUN 14 AM 10:46

NORTHBRIDGE TOWN CLERK  
DEBORAH A. CEDERONE

Item #	Action	Discussion
8.1	Record	Call to Order, 6:30 PM, meeting opened.
8.2	Record	J. Strazzulla announced the meeting will be video and audio recorded with live broadcast and future re-broadcast.
8.3	J. Seeley	<p>A motion was made by M. LeBrasseur and seconded by S. Gogolinski to approve the 7/31/2017 School Building Committee meeting minutes with the following correction:</p> <ol style="list-style-type: none"> <li>1. The meeting start time was 7:04 PM.</li> </ol> <p>Motion passed unanimous by those attending.</p>
8.4	Record T. Hengelsberg S. Von Bargaen J. Strazzulla	<p>J. Seeley distributed and reviewed D&amp;W Amendment No. 1, dated 8/15/2017 and attached, for PDP/PSR Phase Geotechnical Investigation in the amount of \$13,195.00 to be charged against ProPay Code budget 0003-0000, which has a balance of \$150,000.00. The Committee discussed in detail.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. A. Chagnon indicated D&amp;W is to make sure the drill rig does not damage the fields, but there may be residual damage that is unavoidable that the Town may need to repair. <i>T. Hengelsberg to coordinate with the geotechnical consultant. S. Von Bargaen to review the fields after the drilling has been completed.</i></li> <li>2. T. Hengelsberg and J. Strazzulla to coordinate the scheduling of the borings work with scheduled recreational use of the fields.</li> <li>3. J. Tubbs asked about the terms and conditions appended to the consultant's proposal, they appear to be at odds with the prime agreement, particularly with respect to limitation of liability. <i>T. Hengelsberg indicated those will be struck by D&amp;W when executing the consultant's proposal. The terms and conditions of the prime agreement apply for all amendments.</i></li> </ol> <p>A motion was made by J. Marzec and seconded by M. LeBrasseur to approve D&amp;W Amendment No. 1, dated 8/15/2017 and recommend signature by J. Marzec. No discussion, motion passed unanimous.</p>
8.5	T. Hengelsberg	<p>J. Seeley distributed and reviewed D&amp;W Amendment No. 2, dated 8/15/2017 and attached, for PDP/PSR Phase GeoEnvironmental Services in the amount of \$10,285.00 to be charged against ProPay Code budget 0003-0000, which has a balance of \$136,805.00. The Committee discussed in detail.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. A. Chagnon requested D&amp;W provide detailed backup on the costs for the Phase I ESA, soil tests and field work. <i>T. Hengelsberg to provide for next meeting.</i></li> </ol>
8.6	Record	<p>J. Seeley distributed and reviewed D&amp;W Amendment No. 3, dated 8/15/2017 and attached, for PDP/PSR Phase Traffic Consulting Services in the amount of \$9,900.00 to be charged against ProPay Code budget 0003-0000, which has a balance of \$136,805.00. The Committee discussed in detail.</p> <p>Committee Discussion:</p>

Item #	Action	Discussion
		<p>1. C. Stickney indicated the traffic patterns may change over the first several weeks of school as parents and students become familiar and establish the typical pattern.  <i>T. Hengelsberg to coordinate with C. Stickney on scheduling of the traffic review to ensure the reviewed pattern is typical.</i></p> <p>A motion was made by A. Chagnon and seconded by J. Marzec to approve D&amp;W Amendment No. 3, dated 8/15/2017 and recommend signature by J. Marzec. No discussion, motion passed unanimous.</p>
8.7	Record	<p>J. Seeley distributed and reviewed D&amp;W Amendment No. 4, dated 8/15/2017 and attached, for PDP/PSR Phase Wetlands Flagging and Site Survey Services in the amount of \$14,850.00 to be charged against ProPay Code budget 0003-0000, which has a balance of \$126,905.00. The Committee discussed in detail.</p> <p>A motion was made by A. Chagnon and seconded by S. Pollock to approve D&amp;W Amendment No. 4, dated 8/15/2017 and recommend signature by J. Marzec. No discussion, motion passed unanimous.</p>
8.8	J. Marzec	J. Marzec to coordinate with Town Counsel to provide an opinion on the Vail Field, Riverdale Memorial Field, High School Play Fields and the Linwood Playground sites with respect to Article 97 and any other restrictions.
8.9	T. Hengelsberg L. Dore J. Strazzulla	<p>Hill Street Site Follow-up</p> <ol style="list-style-type: none"> <li>1. T. Hengelsberg to determine where the town sanitary sewer main ends with respect to the Hill Street Farm site and provide direction to the Committee.</li> <li>2. L. Dore to research if there is a wellhead protection zone in the vicinity of the Hill Street Farm site.</li> <li>3. J. Strazzulla to research and determine if the site could be purchased and if so, what an approximate cost would be.</li> </ol>
8.10	Record	J. Seeley distributed and reviewed the updated Project Schedule, attached, reflecting the published 2018 MSBA Board meeting dates.
8.11	Record	T. Hengelsberg presented and reviewed an overview of the three days of Educational Visioning Workshops, held on 7/31/2017, 8/1/2017, and 8/9/2017, attached.
8.12	T. Hengelsberg	<p>T. Hengelsberg presented and reviewed a Space Analysis of Balmer and NES with respect to MSBA standards, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. M. LeBrasseur asked how much, in percentage, is Balmer undersized from MSBA standards?  <i>T. Hengelsberg will calculate and provide direction at the next Committee meeting.</i></li> <li>2. J. Tubbs indicated that the size of NES should be added to Balmer when calculating the percentage from MSBA standards for the PK-5 option.  <i>T. Hengelsberg will include in the percentage calculation.</i></li> <li>3. M. LeBrasseur asked if the preferred option is the grade 2-4 option, how much will NES remain undersized by MSBA standards?</li> </ol>

Item #	Action	Discussion
		<i>T. Hengelsberg will calculate and provide direction at the next Committee meeting.</i>
8.13	T. Hengelsberg C. Stickney	<p>T. Hengelsberg presented and reviewed a Preliminary Space Summary for the Grade 2-4 and Grade PreK-5 options, attached.</p> <p>D&amp;W to meet with the Educational Working Group on 8/22/2017 to develop the MSBA Space Template (listing of spaces) for each option. The Educational Working Group will provide design guidance to D&amp;W with respect to plan and space layout to meet the educational vision and space template requirements in future meetings with D&amp;W.</p>
8.14	Record	<p>J. Seeley distributed and reviewed a Cost Summary of 2015 – 2017 MSBA Board approvals of elementary schools and their total project budget cost per square feet, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. C. Stickney asked if the square feet are net or gross square feet? <i>J. Seeley indicated they are in gross square feet.</i></li> </ol>
8.15	T. Hengelsberg	<p>T. Hengelsberg presented and reviewed preliminary Site Planning Options, attached, as follows:</p> <ol style="list-style-type: none"> <li>1. Renovation/Addition Option A – PreK-5</li> <li>2. Renovation/Addition Option B – PreK-5</li> <li>3. New Construction Option A – PreK-5</li> <li>4. New Construction Option A – PreK-5</li> </ol> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. The Committee prefers two separate access drives off Crescent Street, separated bus and parent vehicle queues and a paved drive to North Main Street for all options.</li> <li>2. The Committee would like D&amp;W to explore 3-story options to maximize site use.</li> <li>3. The Committee would like D&amp;W to explore renovating the existing classroom wing under a Renovation/Addition Option.</li> <li>4. J. Tubbs asked if the fire lane can also be used for parent vehicle queuing to reduce driveway development? <i>T. Hengelsberg to review and provide direction.</i></li> <li>5. P. L'Hommedieu indicated that site construction logistics will be very important to each of the options and whether a General Contractor or Construction Manager approach is appropriate. <i>J. Seeley agreed and the discussion on of a General Contractor or Construction Manager approach will occur at a future Committee meeting.</i></li> <li>6. K. Ross asked what accommodations will there be for students that walk or ride bikes. There are approximately 50-60 walkers and 5-7 bikers at Balmer. <i>T. Hengelsberg to incorporate into the design options.</i></li> <li>7. K. Ross indicated the bus queue does not need to accommodate all 14 full size and 3 small size busses at once. A queue of 8-10 busses is more appropriate.</li> </ol>

Item #	Action	Discussion
		<p>8. A. Chagnon asked if D&amp;W can explore a New Option that has more site presence and better relationship to the entry than to the large parking lot.</p> <p>9. J. Lundquist asked if purchasing properties adjacent to the drive to North Main Street would help in the viability of the drive as a true access, should be considered?  <i>J. Strazzulla indicated that D&amp;W should study the drive first without any land purchases.</i></p> <p>10. J. Tubbs asked if D&amp;W can review the settlement issues in the existing building and determine if renovating the classroom wing is viable.  <i>T. Hengelsberg to review and provide direction.</i></p> <p>11. J. Strazzulla asked if we can reclaim the existing playfields in the back and side of Balmer so that there is no net loss of fields by the project?  <i>T. Hengelsberg to review and provide direction.</i></p> <p>Committee members to forward any additional questions or comments to J. Seeley who will assemble and forward to D&amp;W.</p>
8.16	PR subcommittee J. Strazzulla C. Stickney J. Seeley	<p>The PR subcommittee update:</p> <ol style="list-style-type: none"> <li>M. LeBrasseur indicated the subcommittee would like direction from the Committee on the role of the PR subcommittee in order to develop a formal PR program.  <i>J. Strazzulla and C. Stickney will develop working guidelines for the next Committee meeting.</i></li> <li>The PR subcommittee will be working with NCTV to develop an additional video tour of Balmer and NES.</li> <li>C. Stickney reviewed the flyer and poster board advertisement, attached, for Community Forum No. 2 to be held at the NES Cafeteria on 8/28/2017 between 6:00pm and 8:00pm. The poster boards will be placed in the Senior Center, Library, Town Hall, NES, NHS, Central Administration, Community Center and the Food Pantry.</li> <li>M. LeBrasseur asked if Community Forum No. 2 can be announced at the 8/21/2017 Selectmen Meeting?  <i>T. Kozak will place on the agenda.</i></li> <li>Balmer school's 50<sup>th</sup> anniversary date is being confirmed. A Parent Meeting scheduled for 8/24/2017 will be an opportunity to distribute information on the Study, including flyers and poster board advertisements for Community Forum No. 2.</li> <li>A. Chagnon asked J. Seeley to develop a draft of town boards and committees to present to for the next several months.  <i>J. Seeley will develop for the next Committee Meeting.</i></li> </ol>
8.17	C. Stickney T. Hengelsberg	<p>Community Forum No. 2 Prep</p> <ol style="list-style-type: none"> <li>The format will be similar to Forum No. 1, a 40-45 minute presentation followed by questions/discussion.</li> </ol>

Item #	Action	Discussion
		<ol style="list-style-type: none"> <li>Continue to use the "Exit Ticket" strategy.</li> <li>C. Stickney to type any comments from the Forum No. 1 "Exit Tickets" and forward to D&amp;W and SMMA for inclusion in the Forum No. 2 presentation.</li> <li>T. Hengelsberg to include any relevant questions raised during Forum No. 1 in the Forum No. 2 presentation.</li> <li>A. Chagnon indicated the presentation should emphasize the reasons for selecting the Balmer site as the preferred site.</li> </ol>
8.18	J. Seeley	<p>Old or New Business</p> <ol style="list-style-type: none"> <li>J. Tubbs asked for a projection of additional site and environmental consultancies for the Balmer site thru the schematic design phase.  <i>J. Seeley will provide for the next Committee meeting.</i></li> <li>J. Strazzulla asked for a draft SBC meetings schedule for the PSR Phase for review.  <i>J. Seeley will provide for the next Committee meeting.</i></li> </ol>
8.19	Record	Next <b>SBC Meeting: August 29, 2017 at 6:30 pm</b> at the High School Media Center.
8.20	Record	A Motion was made by J. Marzec and seconded by M. LeBrasseur to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, D&W Amendment No. 1, 2, 3 and 4, Updated Project Schedule, Cost Summary of 2015 – 2017 MSBA Board approvals of Elementary Schools, Community Forum No. 2 Flyer and Poster Board, 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