

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: 9/13/2017
 Meeting No: 10
 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
	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	
	Don Walter	D & W, Architect	
	Jason Boone	D & W, Architect	
✓	Thomas Hengelsberg	D & W, Architect	
✓	Joel Seeley	SMMA, OPM	

NORTHBRIDGE TOWN CLERK
DOREEN A. O'DRONE

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Item #	Action	Discussion
10.1	Record	Call to Order, 6:30 PM, meeting opened.
10.2	Record	J. Strazzulla announced the meeting will be video and audio recorded with live broadcast and future re-broadcast.
10.3	Record	A motion was made by J. Marzec and seconded by A. Chagnon to approve the 8/29/2017 School Building Committee meeting minutes. Motion passed unanimous by those attending.
10.4	Record	<p>Warrant No. 3 was reviewed.</p> <p>Committee Questions:</p> <ol style="list-style-type: none"> 1. M. Walker indicated the First Night Uxbridge invoice is for \$360, not \$630. <i>J. Seeley to correct the Warrant cover sheet.</i> 2. S. Gogolinski disclosed his sister works for Graffiti Works. 3. A. Chagnon asked if the percentage completion reflects the stage of the Feasibility phase? <i>J. Seeley indicated yes, the percentage completion reflects the stage of the feasibility phase.</i> <p>A motion was made by J. Marzec and seconded by A. Chagnon to approve Warrant No. 3. No discussion, motion passed unanimous.</p>
10.5	Record	J. Seeley distributed and reviewed the Meetings and Agendas Schedule for the PSR Phase, attached.
10.6	Record	<p>J. Seeley distributed and reviewed the Opinion Letter from Town Counsel on the Balmer and Vail Field property, attached, indicating there are no Article 97 and any other restrictions to using either for school use.</p> <p>Town Counsel opinion on the Riverdale Memorial Field, High School Play Fields and the Linwood Playground sites with respect to Article 97 and any other restrictions is on hold and will only be asked for if the Balmer site has a fatal flaw.</p>
10.7	Record	<p>Hill Street Site Follow-up</p> <ol style="list-style-type: none"> 1. L. Dore indicated the town sanitary sewer main ends approximately one mile south of the Hill Street Farm site. L. Dore indicated the Hill Street Farm site is not in the wellhead protection zone. 2. Future research into the Hill Street Site is on hold and will only be asked for if the Balmer site has a fatal flaw.
10.8	Record	T. Hengelsberg distributed and reviewed the Playground and Recreation Committee 8/29/2017 meeting minutes, attached.
10.9	Record	<p>T. Hengelsberg presented and reviewed an overview of the tours to the Park Avenue Elementary School, Gates Middle School and the Woodland Elementary School, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. J. Strazzulla thanked the tour attendees. 2. J. Healy indicated the Woodland School was a large school but did not feel large. The design for small learning communities was very good.

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		<p>3. C. Stickney indicated the Woodland School had a good storage solution for the chrome book carts.</p> <p>4. C. Stickney indicated the Woodland School playground was well designed.</p>
10.10	L. Dore	<p>T. Hengelsberg presented and reviewed the Sustainable Design strategies for the project, including a preliminary LEED-S Version 4 scorecard.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. P. Bedigian asked if MSBA has a minimum LEED-S-Version 4 score requirement? <i>T. Hengelsberg indicated the project must achieve "certified" using LEED-S-Version 4 and must exceed the level of energy efficiency required by the Massachusetts Energy Code by 20% for the additional 2% reimbursement.</i> 2. J. Strazzulla asked if there is a cost to achieve the additional 2% reimbursement? <i>L. Dore indicated yes, but since Northbridge is a Stretch Code community, the project will be required to meet the energy efficiency requirements already and many of the other points are no-to-low cost elements.</i> 3. C. Stickney asked if the Park Avenue and Gates Schools were LEED certified? <i>L. Dore indicated they were certified to LEED Gold, however he will provide direction if they were under the LEED-S-Version 4 or the LEED-S version.</i>
10.11	L. Dore	<p>T. Hengelsberg presented and reviewed the US EPA Preliminary Energy Target analysis. The project is on target.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. J. Strazzulla asked if D&W can prepare the same analysis for Balmer and NES? <i>L. Dore indicated yes, D&W will prepare the same analysis for Balmer and NES.</i>
10.12	Record	<p>T. Hengelsberg distributed and reviewed the Educational Working Group 8/29/2017 meeting minutes, attached.</p>
10.13	T. Hengelsberg	<p>T. Hengelsberg distributed and reviewed the Updated Space Templates, attached, for the Grades 2-4 Option and Grades PreK-5 Option, reflecting a building size of 89,463 GSF and 172,845 GSF respectively.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. J. Strazzulla asked if the Updated Space Templates include the Central Office space? <i>L. Dore indicated no, the Updated Space Templates do not include the Central Office space.</i> <p>D&W to continue to refine the Space Templates with the Educational Working Group.</p>
10.14	Record	<p>T. Hengelsberg presented the updated Space Analysis for Central Administration, attached. The current Central Administration office has 4,718 NSF and the proposed would have 5,485 NSF, calculating to a GSF of 8,228.</p>
10.15	C. Stickney L. Dore	<p>T. Hengelsberg presented the Updated Middle School capacity analysis, attached and the following reconfiguration options once the 5th grade is moved to the elementary school, as follows:</p>

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		<ol style="list-style-type: none"> Case 1 – Move 5th grade to elementary school, move Central Office to Middle School – achievable within existing Middle School GSF Case 2 - Move 5th grade to elementary school, keep Central Office at 87 Linwood, take 1908 Wing off-line – not achievable within existing Middle School GSF <p>Committee Discussion:</p> <ol style="list-style-type: none"> P. Bedigian recommends using the existing 1.70 efficiency factor in the analysis and confirm if Case 1 is still achievable. <i>T. Hengelsberg will confirm Case 1 with the 1.70 efficiency factor.</i> A. Chagnon asked if the net spaces in the 1908 Wing are fully utilized, or could they be replicated in a smaller net square feet in the remaining Middle School under Case 2? <i>C. Stickney indicated the school administration will provide a listing of the net spaces and their minimum size. L. Dore indicated D&W will re-evaluate Case 2 with those spaces.</i> J. Tubbs asked what is driving the desire to take the 1908 Wing off-line? <i>C. Stickney reviewed the facility, systems, finishes and programmatic issues of the 1908 Wing.</i> <p>D&W will continue its evaluation of the Capacity findings.</p>
10.16	Committee L. Dore	<p>L. Dore distributed and reviewed a draft Evaluation Definitions, Rubric and Matrix, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> J. Strazzulla asked if criteria 7.4 is for the Cost to Northbridge or Total Project Cost? <i>L. Dore indicated it should be the Town Cost, D&W will update the form.</i> A. Chagnon asked if criteria 7.4 is to take into account both the Grade 2-4 option Town Cost plus the future NES Repair Only work? <i>L. Dore indicated yes, it should be the total Town Cost, D&W will update the form.</i> <p>The Committee to review the draft Evaluation Definitions, Rubric and Matrix for any other edits/changes for next Committee meeting.</p>
10.17	T. Hengelsberg	<p>T. Hengelsberg presented and reviewed the updated Design Options, attached, as follows:</p> <ol style="list-style-type: none"> Option A1 - Repair Only – Balmer Elementary School Option A2 - Repair Only – Northbridge Elementary School Option B1 – Grade 2-4 Renovation/Addition Option B2 – Grade 2-4 New Construction - Back Option B3 – Grade 2-4 New Construction - Front Option C1 – Grade PK-5 Renovation/Addition – New CR Wing Option C2 – Grade PK-5 Renovation/Addition – Exist CR Wing Option C3 – Grade PK-5 New Construction - Back Option C4 – Grade PK-5 New Construction - Side Option C5 - Grade PK-5 New Construction - Front

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		<p>Committee Discussion:</p> <ol style="list-style-type: none"> J. Seeley distributed and reviewed comments received from J. Lundquist, attached. <i>A. Chagnon cautioned the Committee to refrain from providing written directives in their comments that could be interpreted as scope directives.</i> T. Hengelsberg to flip the bus and parent drop-off locations in Options B3 and C5. J. Tubbs asked if D&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>D&W will continue refining the Options.</p>
10.18	Record	L. Dore distributed and reviewed the Construction Cost estimates, attached for each of the Options. J. Seeley distributed and reviewed the Total Project Cost, Reimbursement Rate, MSBA Grant and Cost to Town, and Tax Impact estimates for each option.
10.19	Committee	J. Seeley distributed and reviewed a draft Community Survey to assist the Committee in deciding the preferred option. The Committee to review and provide edits/comments and finalize the survey questions at the next Committee meeting.
10.20	PR subcommittee Committee T. Hengelsberg J. Seeley	<p>The PR subcommittee update:</p> <ol style="list-style-type: none"> J. Strazzulla distributed and reviewed the Community Forum No. 3 Flyer, attached. J. Strazzulla distributed and reviewed the PR Subcommittee 9/5/2017 and 9/12/2017 Meeting Minutes, attached. J. Strazzulla distributed and reviewed the PR Subcommittee 9/11/2017 Press Release, attached. J. Strazzulla provided an update on the Project Website. A link to the NPS YouTube page has been added and an Email Contact for the PR Subcommittee will be added. J. Strazzulla indicated the NCTV video tour of Balmer and NES is complete and accessible on the Project Website NPS YouTube link. J. Strazzulla provided a listing of upcoming meetings/events and asked for Committee Volunteers to attend: <ol style="list-style-type: none"> 9/14/2017 Balmer Curriculum Night 9/25/2017 Selectmen Meeting 9/27/2017 Finance Committee meeting 9/29/2017 PTA Meeting 10/2/2017 Historical Society <i>Committee volunteers to coordinate with M. LeBrasseur.</i> J. Strazzulla to coordinate a joint meeting with the Selectmen, School Committee and Finance Committee. C. Stickney to coordinate a meeting with the Council on Aging.

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		<p>9. C. Stickney asked Committee members to provide a listing of any upcoming events that can be added to the PR Calendar. <i>Committee members to send their events list to C. Stickney.</i></p> <p>10. T. Hengelsberg to develop a handout flyer for distribution at upcoming events.</p> <p>11. J. Seeley to develop a FAQ for the project website.</p> <p>12. J. Strazzulla to review if there is a Seniors Tax Abatement.</p>
10.21	Record	Public Comments - None
10.22	Record	Old or New Business - None
10.23	Record	Next SBC Meeting: September 19, 2017 at 6:30 pm at the High School Media Center.
10.24	Record	Community Forum No. 3: September 18, 2017 at 6:00 pm at the Balmer Elementary School Library.
10.25	Record	A Motion was made by A. Chagnon and seconded by J. Tubbs to adjourn the meeting. No discussion, voted unanimously.


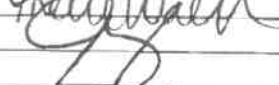
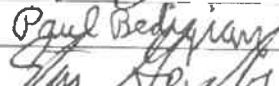
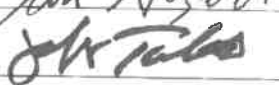



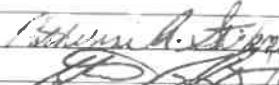
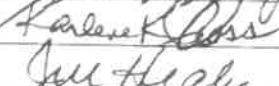
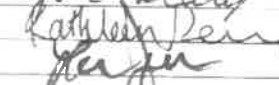
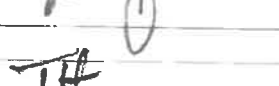

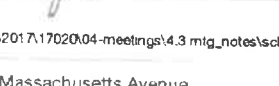

Attachments: Agenda, Meetings and Agendas Schedule for the PSR Phase, Opinion Letter from Town Counsel, Playground and Recreation Committee 8/29/2017 meeting minutes, Educational Working Group 8/29/2017 meeting minutes, Updated Space Templates, draft Evaluation Definitions, Rubric and Matrix, Construction Cost estimates, Total Project Cost, Reimbursement Rate, MSBA Grant and Cost to Town, and Tax Impact estimates, Community Forum No. 3 Flyer, PR Subcommittee 9/5/2017 and 9/12/2017 Meeting Minutes, PR Subcommittee 9/11/2017 Press Release 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

PROJECT MEETING SIGN-IN SHEET

Project: W. Edward Balmer Elementary School Feasibility Study
 Prepared by: Joel Seeley
 Re: School Building Committee Meeting
 Location: High School Media Center
 427 Linwood Avenue, Whitinsville, MA
 Distribution: Attendees, (MF)

Project No.: 17020
 Meeting Date: 9/13/2017
 Meeting No: 10
 Time: 6:30pm

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
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	Melissa Walker	mwalker@nps.org	School Business Manager, MCPPO
	James Marzec	james.r.marzec@gmail.com	Member, Board of Selectmen, CEO
	Michael LeBrasseur	mlebrasseur@nps.org	Chairman, School Committee
	Paul Bedigian	bedigianps@cdmsmith.com	Representative of the Building, Planning, Construction Committee
	Steven Gogolinski	steve@gogolinskicpa.com	Representative of the Finance Committee
	Jeffrey Tubbs	jtubbs@charter.net	Member of community with architecture, engineering and/or construction experience
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	Andrew Chagnon	achagnon@parecorp.com	Member of community with architecture, engineering and/or construction experience
	Spencer Pollock	spencerpollock22@gmail.com	Parent Representative
	Adam Gaudette	agaudette@northbridgemass.org	Town Manager
	Catherine Stickney	cstickney@nps.org	Superintendent of Schools, NPS
	Steve Von Bargaen	svonbargaen@nps.org	Building Maintenance Local Official
	Karlene Ross	kross@nps.org	Principal, W. Edward Balmer Elementary School
	Jill Healy	jhealy@nps.org	Principal, Northbridge Elementary School
	Kathleen Perry	kperry@nps.org	Director of Pupil Personnel Services
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	Joel Seeley	jseeley@smma.com	SMMA

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