

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: 9/19/2017
 Meeting No: 11
 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'BRIEN

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Item #	Action	Discussion
11.1	Record	Call to Order, 6:37 PM, meeting opened.
11.2	Record	J. Strazzulla announced the meeting will be video and audio recorded with live broadcast and future re-broadcast.
11.3	J. Seeley	<p>A motion was made by J. Marzec and seconded by M. LeBrasseur to approve the 9/13/2017 School Building Committee meeting minutes with the following correction:</p> <ol style="list-style-type: none"> 1. The original Middle School Wing is 1905, not 1908. <p>Motion passed unanimous by those attending, one abstention.</p>
11.4	Record	L. Dore indicated the Park Avenue and Gates Schools were LEED certified Gold under LEED-S, not the current LEED-S-Version 4.
11.5	L. Dore	L. Dore will complete the US EPA Preliminary Energy Target analysis for Balmer and NES and present at the next Committee meeting.
11.6	T. Hengelsberg	<p>T. Hengelsberg presented an overview of Community Forum No. 3 and a listing of the comments from the breakout session, attached.</p> <p>Comments Summary:</p> <ol style="list-style-type: none"> 1. The C Series Grades PreK-5 Options were identified as the best path forward by the attendees. 2. A 5 year total cost of ownership to maintain the Balmer and NES as compared to a new building was requested. <i>T. Hengelsberg will develop for Committee review.</i> 3. A cost to maintain both Balmer and NES for the additional period between a new building construction duration and a phased renovation construction duration was requested. <i>T. Hengelsberg will develop for Committee review.</i>
11.7	T. Hengelsberg C. Stickney	<p>T. Hengelsberg presented an overview of the meeting with the Northbridge Police and Fire Departments held on 9/19/2017.</p> <p>Discussion Summary:</p> <ol style="list-style-type: none"> 1. A meeting is to be scheduled with the Northbridge Safety Committee. <i>T. Hengelsberg to schedule a meeting with the Northbridge Safety Committee.</i> 2. Providing sufficient off-site vehicle queue length for parent drop-off/pick-up was stressed by the NPD. <i>T. Hengelsberg and C. Stickney to determine amount of parent vehicles to be accommodated for the PreK-5 Options.</i> 3. Both the NPD and FPD recommended developing a 4-way intersection with Lake Street and the new entry drive. 4. T. Hengelsberg to type and distribute the meeting minutes.
11.8	T. Hengelsberg C. Stickney L. Dore	<p>Middle School Capacity Analysis</p> <ol style="list-style-type: none"> 1. T. Hengelsberg to confirm Case 1 – Move 5th grade to elementary school, move Central Office to Middle School, is still achievable with a 1.70 efficiency factor.

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		<ol style="list-style-type: none"> C. Stickney to provide a listing of the net spaces and their minimum sizes that currently occupy the 1905 Wing and L. Dore to re-evaluate Case 2 - Move 5th grade to elementary school, keep Central Office at 87 Linwood, take 1905 Wing off-line, with those spaces and determine if achievable.
11.9	Record	L. Dore distributed and reviewed a draft Updated Evaluation Matrix, attached. The Matrix will be utilized in the PSR phase to assist the Committee in deciding the One Preferred Option.
11.10	T. Hengelsberg L. Dore	<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 <p>Committee Discussion:</p> <ol style="list-style-type: none"> T. Hengelsberg to flip the bus and parent drop-off locations in Options B3 and C5. T. Hengelsberg to add the Pre-K drop-off/pick parking lot to all Options. J. Tubbs asked (prior meeting) 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> L. Dore indicated D&W is exploring tightening up the floor plan layout of Option C4. J. Strazzulla asked if there are any zoning restrictions that would affect any of the options? <i>T. Hengelsberg indicated the 3-story options are above the 35 foot height limit, but that municipal buildings are exempt from local zoning, by the so-called Dover Amendment.</i> A. Chagnon cautioned that height may not be exempt by the Dover Amendment. <i>T. Hengelsberg to confirm if height is exempt by the Dover Amendment.</i> A. Chagnon asked if the School Administration is comfortable with the 3-story options? <i>C. Stickney indicated yes, the Educational Leadership Team is very comfortable with the 3-story options.</i> P. Bedigian agrees that the intersection with Lake Street and the new entry drive should be a 4-way intersection.

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		<p>10. K. Ross indicated the disruption to education in a Phased Renovation and Addition project is significant compared with a new construction project.</p> <p>11. J. Lundquist indicated performing asbestos abatement is much more difficult and costly in a Phased Renovation and Addition project than a new construction project.</p> <p>12. The C Series PreK-5 Options are preferable and Option C3 is preferable over Option C5 relative to disruption to Balmer school, parent queue length and safety.</p> <p>D&W will continue refining the Options.</p>
11.11	J. Strazzulla Committee	<p>L. Dore distributed and reviewed the updated Construction Cost estimates, attached for the B Series Options, which were corrected to reflect the 89,463 GSF. J. Seeley distributed and reviewed the updated Total Project Cost, Reimbursement Rate, MSBA Grant and Cost to Town, Tax Impact estimates and Construction Schedule for all the options, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> J. Marzec recommends the Committee present its progress to the Selectmen soon. <i>J. Strazzulla to present the Committee's progress to the Selectmen at their 9/25/2017 meeting.</i> J. Strazzulla to present the Committee's progress to the Finance Committee at their 9/20/2017 meeting. J. Strazzulla indicated the attendees at Community Forum No. 3 stressed that the cost for the B Series Grade 2-4 Options needed to have the A Series NES Repair cost added to them, for an apples to apples comparison to the C Series PreK-5 Options. A. Chagnon indicated that the NES cost could be higher than presented, which are in 2019 dollars, due to escalation. M. LeBrasseur indicated that over the course of the 20 year bond, the average homeowner will pay approximately \$16,000, which is the same, whether a new Grade 2-4 Balmer plus a Repair-Only NES or a new consolidated Grade PreK-5 school. J. Lundquist suggested that the Committee should identify possible outcomes for the disposition of NES should a Grade PreK-5 option be the selected option. <i>Committee members to develop a list of possible outcomes for the disposition of NES should a Grade PreK-5 option be the selected option.</i> The C Series PreK-5 Options are preferable relative to overall cost impact.
11.12	J. Seeley	<p>J. Seeley distributed and reviewed a draft Community Survey, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> Question 1 - Add Northbridge Homeowner Question 2 - delete

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		<p>3. Question 3 – Change to “Maintain current configuration ...”</p> <p>4. Question 4 – Change topics to “Cost, Education, Sustainability, Traffic, Community Use and Accessibility”</p> <p>5. Question 5 – OK</p> <p>6. Question 6 – OK</p> <p>7. New Question – add before Question 6, “How do you receive your information on Town and School news?”</p> <p>J. Seeley to update and forward to the Committee for review and approval.</p>
11.13	<p>C. Stickney Committee J. Seeley J. Strazzulla T. Hengelsberg M. LeBrasseur</p>	<p>The PR subcommittee update:</p> <ol style="list-style-type: none"> 1. A “Contact Us with Any Questions” to be added to the Project Website, C. Stickney to follow-up. 2. J. Strazzulla provided a listing of upcoming meetings/events and asked for Committee Volunteers to attend: <ol style="list-style-type: none"> a. 9/20/2017 Finance Committee Meeting b. 9/25/2017 Selectmen Meeting c. 9/29/2017 PTA Meeting d. 10/2/2017 Historical Society <p><i>Committee volunteers to coordinate with M. LeBrasseur.</i></p> 3. J. Seeley to develop a Shared Calendar for the Committee to track upcoming meetings/events. 4. J. Strazzulla to coordinate a joint meeting with the Selectmen, School Committee and Finance Committee. 5. C. Stickney to coordinate a meeting with the Council on Aging. 6. 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 M. LeBrasseur.</i> 7. T. Hengelsberg to develop a handout flyer and poster boards for distribution at upcoming events. 8. J. Seeley to develop a FAQ for the project website. 9. J. Strazzulla to review if there is a Seniors Tax Abatement. 10. M. LeBrasseur asked the Committee to provide direction on a list of Talking Points. <i>Committee members to send their Talking Points list to M. LeBrasseur.</i> 10. J. Strazzulla asked the PR Subcommittee to create an Email Mailing List of community members that provided their email addresses to receive Project Information via email on the Exit Tickets from the Community Forums. <i>M. LeBrasseur will follow-up.</i> 11. J. Marzec recommends the PR Subcommittee schedule neighborhood meetings to help get the information out to the community.

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		12. J. Marzec recommends the PR Subcommittee schedule meetings with apartment developments to help get the information out to the community.
11.14	Record	Public Comments - None
11.15	J. Seeley	Old or New Business – 1. K. Ross indicated that Community Forum No. 4 will need to be held at Balmer and Community Forum No. 5 will need to be held at NES due to a conflict with the PTA Book Fare. <i>J. Seeley to update the Meetings and Agendas Schedule for the PSR Phase.</i> 2. J. Lundquist asked if the Geotech, Geo-Environmental, Hazardous Materials and Traffic Reports can be distributed to the Committee for review? <i>T. Hengelsberg indicated yes, however, once they have been reviewed by D&W for completeness/correctness.</i>
11.16	Record	Next SBC Meeting: October 3, 2017 at 6:30 pm at the High School Media Center.
11.17	Record	Community Forum No. 4: October 30, 2017 at 6:00 pm at the Balmer Elementary School Library.
11.18	Record	A Motion was made by A. Chagnon and seconded by M. LeBrasseur to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, draft Updated Evaluation Matrix, Construction Cost estimates, Total Project Cost, Reimbursement Rate, MSBA Grant and Cost to Town, Tax Impact estimates, Construction Schedule, draft Community Survey, 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