

DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA	MEETING MINUTES
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DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 6	January 8, 2020
Location:	Public Safety Building Training Room 112 North Street
Time:	7:00 PM

Attendees:

Name	Assoc.	Present
Mike Quinlan	Chair, Medfield School Building Committee/PBC	Y
Tom Erb	SBC member/PBC	N
Michael Weber	SBC member/PBC	Y
Walter Kincaid	SBC member/PBC	Y
Timothy Bonfatti	SBC member/PBC	N
Michael Marcucci	SBC member/Board of Selectman	Y
Leo Brehm	SBC member/School Committee	N
Kristine Trierweiler	SBC member/Town Administrator	Y
Jeffrey Marsden	SBC member/School District - Superintendent	Y
Michael LaFrancesca	SBC member/School District – Dir. of Finance and Operations	Y
Stephen Grenham	SBC member/Principal – Dale Street School	N
Amy Colleran	SBC member/Town of Medfield - Director of Facilities	Y
Sharon Tatro	SBC member/Warrant Committee	N
Anna Mae O’Shea Brooke	School Committee member	Y
Lynn Stapleton	LeftField Project Management	Y
Gina Gomes-Cruz	LeftField Project Management	Y
Tim Baker	LeftField Project Management	N
Laurence Spang	Arrowstreet Architect	N
Emily Grandstaff-Rice	Arrowstreet Architect	N
Katie Ferrier	Arrowstreet Architect	N
Claes Anderson	Arrowstreet Architect	N
Jessica Bessette	Arrowstreet Architect	Y
Kate Burbriski	Arrowstreet Architect	N

Bold/Italics = SBC Voting Member

A Dale Street Elementary School Building Committee (SBC) Meeting was held to discuss the progress of the Preliminary Design Program (PDP) phase, project schedule and budget. A quorum of the SBC members was present and the following was noted:

Mike Quinlan called the meeting to order at 7:01 PM. A quorum was in attendance.
Mike Quinlan announce that the meeting was being video-taped.

I. Administrative Action

Vote on December 17, 2019 Dale Street School Building Committee Meeting Minutes

1. A call to take a formal vote to approve the December 17, 2019 Dale Street School Building Committee Meeting Minutes was made.

Discussion:

Mike Marcucci noted corrections needed to be made to the meeting minutes.

Attendees list:

- *Mike Marcucci was shown as a remote participant. This is incorrect. Mike Marcucci was present and the minutes will be amended to indicate his presence.*
- *Sharon Tatro was shown as not being present. This is incorrect. Sharon Tatro was present and the minutes will be amended to indicate her presence.*

Meeting Note 15:

- *Note 15 did not accurately state Mike's concern that potential cost implications caused by MSBA's schedule requirements that are beyond the Town's control would be the responsibility of the Town. The note will be amended as follows:
"Mike Marcucci asked about the contract language in Section 4.5 and indicated that it was not favorable to the Town. He indicated that the Architect could charge additional services due to delays in schedule or changes to the scope of work beyond the Town's control and the additional costs would be the responsibility of the Town."*

MOTION: Mike Marcucci moved, seconded by Walter Kincaid, that the Dale Street School Building Committee vote to approve the December 17, 2019 Dale Street School Building Committee Meeting as amended.

VOTE: The Dale Street School Building Committee voted to approve the December 17, 2019 Dale Street School Building Committee Meeting Minutes as amended.

In Favor: 4 Against: 0 Abstained: 0 The motion passed.

Vote on adding New School Building Committee Member from School Committee

2. It was requested that Anna Mae O'Shea be added as a School Building Committee member. O'Shea stated that the School Committee felt it was important to have representation at the School Building Committee meetings. Leo Brehm, a School Committee member as well as an SBC member, has not been able to attend many SBC meetings due to his traveling schedule. Anna Mae O'Shea is able to attend these meetings and provide coverage for the School Committee in Leo's absence. A discussion regarding whether O'Shea would be a voting or non-voting member ensued and was ultimately tabled until the next SBC Meeting.
3. A formal vote to recommend that the Board of Selectmen vote to add Anna Mae O'Shea to the School Building Committee with voting rights to be determined was taken.

MOTION: Mike Marcucci moved, seconded by Mike Weber to recommend that the Board of Selectmen vote to add Anna Mae O'Shea to the School Building Committee with voting rights to be determined.

VOTE: The Dale Street School Building Committee voted to recommend that the Board of Selectmen vote to add Anna Mae O'Shea to the School Building Committee with voting rights to be determined.

In Favor: 4 Against: 0 Abstained: 0 The motion passed.

II. Preliminary Design Program (PDP)

Educational Programming

4. Lynn Stapleton gave an update on the Educational Visioning Session Working Session 1 held on January 7, 2020. The session was led by David Stephen. He gathered information from the community through exercises and activities that allowed the community and staff to express their concerns and ideas. Notes from this session will be provided to the school to upload to the project website.
5. Proposed Meetings with Educators have been updated. The initial meeting will take place on the January 13, 2020. Arrowstreet's Jessica Bessette and Emily Grandstaff-Rice will meet with Jeffery Marsden and Steve Grenham to dive deeper into the requirements for Medfield. During this meeting, planning will take place for the meeting with staff and teachers on the January 17, 2020. The 17th is a half day of school which will allow more flexibility in scheduling staff to meet with the Architects. From these meetings, a Space Program Summary will be generated for each of the two grade configurations which will be part of the PDP submission.
6. Scheduled dates for the Educational Visioning Workshops are January 28, 2020 – Educational Visioning Workshop Session 2 and February 4, 2020 – Community Educational Visioning Workshop Session 2. At the February 4, 2020 meeting, a half hour will be dedicated to discussing Building Performance. Prior to this session, a meeting will be held with the Energy Committee and Arrowstreet's Jessica Bessette and Kate Burbriski will discuss sustainability goals for the project.
7. Mike Quinlan will attend the next Energy Committee Meeting to be held on January 16, 2020. At this meeting Mike will inform the Committee of the February 4, 2020 meeting as well as facilitate a meeting between committee members and Arrowstreet prior to this February 4th meeting.
8. Lynn Stapleton stated LEED or MA CHP certification is a requirement of MSBA and that achieving greater than 25% over Energy Code in Building Performance would gain an additional 2% reimbursement from MSBA. Mike Quinlan added that energy code requirements will put the Project at or close to LEED Silver and the SBC will be looking at what is achievable beyond the minimum requirements.

Site Selection Update

9. Lynn Stapleton stated that the Site Package previously sent will be resent with an Appendix adding recently received information about sites being considered. The committee was asked if they had reviewed the site package and Site Evaluation Matrix prior to this meeting in preparation for a discussion. The hope was to review the criteria with the committee and complete the matrix based on a consensus.
10. There were questions regarding the criteria listed in the matrix. Mike Marcucci stated that not all criteria is equally waited.
11. It was explained that the purpose of the matrix is to have an analytical understanding of the sites and is not used as a scoring system. It was emphasized that the SBC members review the matrix and mark their responses on a revised version of the matrix that will be emailed to the members. The revised document will have columns added with numbers at the top of the columns. Members will be told which number is assigned to them and they will fill in responses under the number corresponding to their name.
12. Mike Quinlan asked that the responses be color-coded utilizing the stoplight color scheme, green for favorable, yellow for neutral and red for unfavorable, which will make it easier to read graphically. LF will make this change.
13. Mike Quinlan asked that everyone review the Site Package and if there are any question, notify him and Lynn Stapleton.
14. Mike Quinlan asked if the Aquifer Protection District sites were discussed at the "All Departments Meeting" this morning. It was brought up; however, Sarah Raposa provided information regarding the questions asked by LeftField by email. This information has been distributed to the team. Lynn Stapleton stated that

sites within an Aquifer Protection District are not prohibited from construction on the site but there will be some requirements on materials and the handling of materials during construction.

Review Status of PDP Requirements Needed:

15. Deeds and Legal Designations are in the process of being acquired.
16. The Design Enrollment Certification is needed from the District.
17. Capital Budget Statement from the City, District Budget Statement from School Administration and Debt Service Analysis is required. Lynn Stapleton stated that she will send examples. Mike Quinlan stated that these are needed to show credit capacity and credit rating. The Treasurer will facilitate this.

III. Project Schedule

18. The Meetings & Milestones Schedule will be corrected and updated based on comments stated above and as noted in the meeting. An updated version of the Meetings & Milestones Schedule will be sent every Friday for posting.

IV. Budget Update

Review December 2019 Invoice Summary

19. Arrowstreet submitted an invoice for December 2019. The SBC voted to recommend that the Board of Selectmen approve Arrowstreet's contract at the December 17, 2019 SBC Meeting. There has been a delay in the formal vote and execution of the contract by the Board of Selectmen. It was requested that Arrowstreet's invoice be approved conditional to their contract being signed by the Board of Selectmen.

Vote on the Approval of December 2019 Invoices

MOTION: Mike Marcucci moved, seconded by Mike Weber, that the Dale Street School Building Committee vote to approve Leftfeld's Invoice #4 for \$15,300.00 and Arrowstreet's Invoice #726296 for \$34,000.00 for services performed in December 2019.

VOTE: The Dale Street School Building Committee voted to approve Leftfeld's Invoice #4 for \$15,300.00 and Arrowstreet's Invoice #726296 for \$34,000.00 for services performed in December 2019.

In Favor: 4 Against: 0 Abstained: 0 The motion passed.

Review Project Budget Status

20. It was noted that the first Request for Reimbursement will be submitted in ProPay and the forms will be sent to Michael LaFrancesca for signature and submission to MSBA.

Designer Contract

21. The revised compiled contract will be sent to Mike Quinlan who will forward to the Board of Selectman for review in preparation for their vote on January 21, 2020.

V. Other Business/Discussion

22. Mike Quinlan opened discussion to the Committee. There were no comments.

23. Mike Quinlan opened discussion to the public:

Ms. Potts, a Town resident, asked if the Educational Visioning Sessions scheduled on the Meetings & Milestones Schedule could all be open to the public. She stated that community involvement seemed limited and noticed that other towns which had more community involvement during this process made for a successful project. Lynn Stapleton explained that the Educational Visioning Meetings held prior to the ones open to the public were meant to gather information from the teachers and staff so that the meetings open to the public could be more focused and have goals and objectives to respond to. Ms. Potts asked if

the 2/4/20 Educational Visioning Session open to the public would be taken over by the Building Performance discussion. It was noted that only a half hour was scheduled for the Building Performance discussion. It was also noted that there would be an open comment session at the end of the 2/4/20 Educational Visioning Session. Ms. Potts provided handouts with suggestions for better communications with the public.

VI. Next Meeting

24. The next meeting scheduled is:

School Building Committee Meeting February 12, 2020 7:00 PM Public Safety Building
(This meeting is to be confirmed by Mike Quinlan.)

VII. Adjournment

25. The following motion to adjourn and vote were made:

MOTION: Mike Quinlan moved, seconded by Walter Kincaid. that the Dale Street School Building Committee vote to adjourn the meeting at 8:12 PM.

Discussion: None

VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 8:12 PM.

In Favor: 4 Against: 0 Abstained: 0 The motion passed.

DRAFT