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| DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA | MEETING MINUTES |
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| DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 7 | February 26, 2020 |
| Location: | Public Safety Building Training Room 112 North Street |
| Time: | 7:00 PM |

Attendees:

| Name | Assoc. | Present |
|--------------------------------|---|----------------|
| <i>Mike Quinlan</i> | Chair, Medfield School Building Committee/PBC | Y |
| <i>Tom Erb</i> | SBC member/PBC | Y |
| <i>Michael Weber</i> | SBC member/PBC | Y |
| <i>Walter Kincaid</i> | SBC member/PBC | Y |
| <i>Timothy Bonfatti</i> | SBC member/PBC | Y |
| <i>Michael Marcucci</i> | SBC member/Board of Selectman | Remote |
| <i>Leo Brehm</i> | SBC member/School Committee | Y |
| <i>Anna Mae O’Shea</i> | SBC member/School Committee | Y |
| Kristine Trierweiler | SBC member/Town Administrator | Y |
| <i>Jeffrey Marsden</i> | 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 |
| | | |
| Lynn Stapleton | LeftField Project Management | Y |
| Gina Gomes-Cruz | LeftField Project Management | Y |
| Tim Baker | LeftField Project Management | Y |
| | | |
| Laurence Spang | Arrowstreet Architect | Y |
| Tina T. Soo Hoo | Arrowstreet Architect | Y |
| | | |

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 announced that the meeting was being video-taped.

It was also stated the Michael Marcucci was participating remotely.

I. Administrative Action

Vote on December 11, 2019 Dale Street School Building Committee Meeting Minutes

1. A call to take a formal vote to approve the December 11, 2019 Dale Street School Building Committee Meeting Minutes was made. It was noted that due to the Special SBC Meeting on December 17, 2019, the December 11, 2019 were skipped over and never formally voted on.

MOTION: Tim Bonfatti moved, seconded by Mike Weber, that the Dale Street School Building Committee vote to approve the December 11, 2019 Dale Street School Building Committee Meeting Minutes.

VOTE: The Dale Street School Building Committee voted to approve the December 11, 2019 Dale Street School Building Committee Meeting Minutes.

There was a Roll Call taken:

- Mike Quinlan – In Favor
- Michael Weber – In Favor
- Tom Erb – in Favor
- Walter Kincaid – In Favor
- Jeffrey Marsden – Abstained
- Tim Bonfatti – In favor
- Michael Marcucci – In Favor

In Favor: 6 Against: 0 Abstained: 1 The motion passed.

Vote on January 8, 2020 Dale Street School Building Committee Meeting Minutes

2. A call to take a formal vote to approve the January 8, 2020 Dale Street School Building Committee Meeting Minutes was made.

Discussion:

Lynn Stapleton stated that Michael Marcucci had recommended a change to the DRAFT Meeting Minutes. Gina Gomes-Cruz explained that Item #3 required additional information regarding the SBC vote to recommend that the Board of Selectmen vote to add Anna Mea O'Shea to the School Building Committee with voting rights. The following information was added, "If O'Shea is added as a member with voting rights this would increase the voting members to 8. There is a concern over having an even number of voting members. There was a suggestion to give voting rights to an existing member to keep it an odd number, this too will be left to the discretion of the BOS." Item #3 was amended as stated.

MOTION: Tim Bonfatti moved, seconded by Jeff Marsden, that the Dale Street School Building Committee vote to approve the January 8, 2020 Dale Street School Building Committee Meeting as amended.

VOTE: The Dale Street School Building Committee voted to approve the January 8, 2020 Dale Street School Building Committee Meeting Minutes as amended.

There was a Roll Call taken:

- Mike Quinlan – In Favor
- Michael Weber – In Favor
- Tom Erb – In Favor
- Leo Brehm – Abstained
- Walter Kincaid – In Favor
- Jeffrey Marsden – Abstained
- Tim Bonfatti – In favor
- Michael Marcucci – In Favor

In Favor: 6 Against: 0 Abstained: 2 The motion passed.

II. Preliminary Design Program (PDP)

3. Larry Spang indicated that Jessica Bessette was leaving Arrowstreet and that Tina Soo Hoo would be taking Jessica's place as Project Manager. Tina was introduced to the SBC.

Educational Programming

4. Larry Spang made a presentation on the following:
- MSBA Process & Goals
 - Project Goals
 - Project Team
 - Overall Schedule
 - Site Selection
 - Dale and Memorial Schools Site
 - Wheelock School Site
 - Hospital Hill/Sledding Hill Site
 - McCarthy Park Site
 - Red Gate Farm Site
 - Hospital Campus Site
 - Existing School Conditions
 - Educational Programming
 - Educational Visioning
 - Grade Configuration
 - Space Summary
 - Next Steps
 - Feasibility Study Schedule

During the presentation the following comments were made:

5. It was stated that the PDP Phase is where the Team does their due diligence by investigating existing conditions, going through the site selection process and developing the Educational Program and Space Summary. At the end of this phase, the project will be prepared to enter into the Preferred Schematic Report (PSR) in which the Preferred Solution will be selected and preliminary pricing will be provided.
6. The Site Selection process reduced the 6 sites identified to 2 sites. The reasons for eliminating sites were presented. Tim Bonfatti suggested that a formal vote should be taken to solidify this result. This will be on the agenda for the March 4, 2020 SBC Meeting.
7. Among the slides presented, images from "ThoughtExchange", a crowd sourcing platform, were shown. Jeffrey Marsden presented topics that were ranked by support. Of the topics, the 3, 4, 5 grade configuration was presented, this was one of the topics ranked with the highest amount of support. Another topic presented was the idea of a campus-like setting with 2 schools per site which is favorable to families with multiple children allowing them the ability to have a one-stop drop-off and pick-up for all their children. There were over 400 participants with 10,000 thoughts rated in 6 days.
8. Mike Quinlan stated that he has scheduled a Quad Committee Meeting for April 1, 2020, which will be televised. The Committees invited were the School Committee, Board of Selectmen, Warrant Committee and School Building Committee.
9. At the Quad Committee Meeting, Jeffrey Marsden will make a presentation on the preferred grade configuration. LF/AST will prepare an agenda and presentation for this meeting

10. Topics for the Quad Meeting will include the following:
 - Site Options with Layouts and associated costs (to inform final selection)
 - Project Costs showing likely Town share and MSBA share
 - Tax implication on the residents and overall Town Debt Service
 - Schedule scenarios showing “School Opening” dates and the logistics surrounding each. Dates discussed are Fall of 2023, Winter of 2023, and Fall of 2024.
 - A Fall 2023 would most likely require a CM at Risk construction delivery method and would also necessitate the need for Design Development to be funded by the Town to bridge the gap between submission of the Schematic Design and MSBA/Town approval to avoid delays in the process. A Special Fall Town Meeting would facilitate such a request and this could be scheduled by Kristine Trierweiler.
 - A CM at Risk can increase costs but this will be compared to an increase in cost due to escalation if the project postpones to an opening to Fall 2024.
11. Draft Space Summaries were presented showing a comparison between existing, proposed and MSBA Guidelines for the 3 - 5 and 4 - 5 grade configurations.
12. The existing and proposed spaces that deviated from the MSBA Guidelines were presented and an explanation of the need was discussed. It was noted that certain programs which are unique to a school and that are part of the existing program may be supported by the MSBA if a strong case is made for keeping the program.
13. Mike Weber asked if MSBA differentiates between the cost for different types of spaces as costs for type of space can vary. For example, the cost of a music room can be higher than the cost per square foot for a gymnasium. Lynn Stapleton responded that the MSBA does not differentiate between types of space. MSBA has a cost per SF cost cap of \$333/SF and typical construction costs are higher so the MSBA’s reimbursement is leveled for all space types.
14. Mike Quinlan mentioned that the word “Cafetorium” will be mentioned. He explained that this is a multipurpose space used as a Cafeteria and Auditorium.
15. Jeffrey Marsden mentioned that the High School currently has a Day Care program which serves many staff members and contributes to retention of staff. The program has been successful and he would like to expand on the program in the proposed building.
16. Mike Quinlan stated that he would like for Arrowstreet to show a 3-story option on the Dale Street site since the available space for construction is tight.

III. Project Schedule

17. The Milestone Schedule has the following changes:
 - PDP Update Community Forum No. 3 on March 9, 2020
 - PDP Submission to SBC for Final Review on March 11, 2020
 - Quad Committee Meeting on April 1, 2020
18. Lynn Stapleton summarized the Project Schedule by reiterating the key deadlines that we are on track to meet.
 - MSBA PDP Submission on March 19, 2020
 - MSBA PSR Submission on July 8, 2020
 - MSBA Board of Directors Approval on August 26, 2020
 - MSBA Schematic Design Submission in January 2021
 - MSBA Board of Directors Approval on in February 2021

IV. Budget Update

Vote on Approval of January Invoices

19. Invoices for January 2020 were presented for review and approval. A formal vote was taken.

MOTION: Tim Bonfatti moved, seconded by Jeffrey Marsden, that the Dale Street School Building Committee vote to approve Arrowstreet's Invoice No. 726381 for \$34,000.00 and LeftField's Invoice No. 5 for \$15,300.00 for services performed in January 2020.

VOTE: The Dale Street School Building Committee voted to approve Arrowstreet's Invoice No. 726381 for \$34,000.00 and LeftField's Invoice No. 5 for \$15,300.00 for services performed in January 2020.

There was Roll Call taken:

- **Mike Quinlan – In Favor**
- **Michael Weber – In Favor**
- **Tom Erb – In Favor**
- **Leo Brehm – In Favor**
- **Walter Kincaid – In Favor**
- **Jeffrey Marsden – In Favor**
- **Tim Bonfatti – In favor**
- **Michael Marcucci – In Favor**
- **Anna Mae O'Shea – In Favor**

In Favor: 9 Against: 0 Abstained: 0 The motion passed.

Review Project Budget Status

20. Lynn Stapleton asked everyone to reference the Total Project Budget Status Report in the meeting packet and stated that 16% of the Feasibility Study/Schematic Design has been expended to date.

Update on Designer Supplemental Services

21. At the next meeting, AST will provide a summary of the supplemental services and costs associated with it.

Vote on the approval of the Feasibility Study Agreement Budget Revision Request No. 1

22. Lynn Stapleton explained that the Feasibility Study Agreement Budget Revision Request No. 1 was necessary to realign the \$1,000,000 approved Feasibility Study Agreement with the approved OPM and Designer contracts. The realignment is shown on the Total Project Budget Report.

23. A vote on the Feasibility Study Agreement Budget Revision Request No 1 was taken.

MOTION: Tim Bonfatti moved, seconded by Leo Brehm to approve the Feasibility Study Agreement Budget Revision Request No 1.

VOTE: The Dale Street School Building Committee voted to approve the Feasibility Study Agreement Budget Revision Request No 1.

There was Roll Call taken:

- **Mike Quinlan – In Favor**
- **Michael Weber – In Favor**
- **Tom Erb – In Favor**

- **Leo Brehm – In Favor**
- **Walter Kincaid – In Favor**
- **Jeffrey Marsden – In Favor**
- **Tim Bonfatti – In favor**
- **Michael Marcucci – In Favor**
- **Anna Mae O’Shea – In Favor**

In Favor: 9 Against: 0 Abstained: 0 The motion passed.

24. It was noted that signatures required for the document are Jeffrey Marsden, Superintendent of Schools; Anna Mae O’Shea, Chair of School Committee; and Gus Murby, Chief Executive Officer. Kristine Trierweiler will facilitate getting the signature of Gus Murby.

V. Other Business/Discussion

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

26. Mike Quinlan opened discussion to the public:

Ms. Potts, a Town resident, asked when the materials used at this meeting would be posted. LF will send the presentation along with the meeting packet to the school tomorrow for posting.

VI. Next Meeting

27. The next meeting scheduled is:

School Building Committee Meeting March 4, 2020 7:00 PM Public Safety Building

VII. Adjournment

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

MOTION: Mike Quinlan moved, seconded by Jeffrey Marsden. that the Dale Street School Building Committee vote to adjourn the meeting at 8:47 PM.

Discussion: None

VOTE: **The Dale Street School Building Committee voted unanimously to adjourn the meeting at 8:47 PM.**

There was Roll Call taken:

- **Mike Quinlan – In Favor**
- **Michael Weber – In Favor**
- **Tom Erb – In Favor**
- **Leo Brehm – In Favor**
- **Walter Kincaid – In Favor**
- **Jeffrey Marsden – In Favor**
- **Tim Bonfatti – In favor**
- **Michael Marcucci – In Favor**
- **Anna Mae O’Shea – In Favor**

In Favor: 9 Against: 0 Abstained: 0 The motion passed.