

DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA		MEETING MINUTES
DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 13		June 17, 2020
	Location:	Online Meeting
	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	N
<i>Michael Marcucci</i>	SBC member/Board of Selectman	Y
<i>Leo Brehm</i>	SBC member/School Committee	Y
<i>Anna Mae O’Shea-Brooke</i>	SBC member/School Committee	Y
<i>Jeffrey Marsden</i>	SBC member/School District - Superintendent	Y
Kristine Trierweiler	SBC member/Town Administrator	Y
Michael LaFrancesca	SBC member/School District – Dir. of Finance and Operations	Y
Stephen Grenham	SBC member/Principal – Dale Street School	Y
Amy Colleran	SBC member/Town of Medfield - Director of Facilities	Y
Sharon Tatro	SBC member/Warrant Committee	Y
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
Autumn Waldron	Arrowstreet Architect	Y

Bold/Italics = SBC Voting Member

A Dale Street Elementary School Building Committee (SBC) Meeting was held to discuss: Administrative Actions; Preliminary Design Submission; Preferred Schematic Report; Communications; and Project Schedule. The following was noted:

Mike Quinlan called the meeting to order at 7:04 PM. A quorum was in attendance.

It was also stated that the virtual meeting was being recorded and was in accordance with the Governor’s Executive Order issued on March 12, 2020 which suspends certain provisions of the Open Meeting Law.

I. Administrative Action

Vote on Approval of May 27, 2020 Dale Street School Building Committee Meeting Minutes

1. Mike Quinlan entertained a motion to approve the May 27, 2020 Dale Street School Building Committee Meeting Minutes.

MOTION: Jeffrey Marsden moved, seconded by Anna Mae O’Shea-Brooke that the Dale Street School Building Committee vote to approve the May 27, 2020 Dale Street School Building Committee Meeting Minutes.

Discussion: None

VOTE: The Dale Street School Building Committee voted to approve the May 27, 2020 Dale Street School Building Committee Meeting Minutes.

Roll call was taken:

Michael Marcucci – In favor

Walter Kincaid – In favor

Tom Erb – In favor

Anna Mae O’Shea-Brooke – In favor

Jeffrey Marsden – In favor

Mike Quinlan – In favor

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

II. Preliminary Schematic Report (PSR)

2. Larry Spang delivered Arrowstreet’s presentation:
The following is a link to the presentation:
<https://wetransfer.com/downloads/6a66ceb5e5f84ad778facae0ed8b03db20200617203403/5b557cc4ad4f0afaa3fdfe443f87c89120200617203403/a7c0d5>
3. Topics discussed:
 - Assembly Capacity
 - Grades 4-5 versus 3-5
 - Design Progress & Massing
 - HVAC System Options – HVAC consultant, Dominick Puniello from Garcia, Galuska & DeSousa, Inc (GGD) presented 4 systems and compared them.
 - Due Diligence update
4. It was stated that MSBA requires proposed building designs to show the ability for 15% expansion.
5. Anna Mae O’Shea-Brooke asked which of the sites allow for more building flexibility. Larry Spang referenced past design options showing a proposed location for a future wing to be built in the event the smaller grade configuration was selected. It was also stated that the Wheelock site, being a larger site, allows more flexibility compared to the Dale Street Site which is very congested. Due to the constraint on the Dale Street Site, expansion would be achieved by building upward (stacking) and this would not be a desirable option as it would be disruptive to the school operations.
6. It was also stated that it is important to keep in mind that upgrading the building to accommodate an additional grade is not limited to classroom count only. This effects the size of many other spaces such as the gymnasium, cafeteria and other spaces.
7. Anna Mae O’Shea-Brooke asked what the look and the feel of the building would be, particularly because of its close proximity to the surrounding homes. Larry Spang responded that it would have a “civic look”.
8. Mike Quinlan stated that building on the Dale Street Site does not allow for being field-neutral. Field space lost due to construction would have to be relocated to another site.

9. Jeff Marsden asked Larry Spang about the timeframe of construction from beginning to end. It was agreed that it would be roughly 2+ years for new construction and longer for a renovation.
10. Jeff Marsden expressed concern over the Dale Street Site and how 2 schools (Dale School and Memorial) would be impacted by construction for 2 years if that site is selected.
11. Mike Marcucci asked if the Dale Street Site is selected and if there was an add/reno scheme selected, is it possible to keep the existing Dale Street School gymnasium as that is the most significant part of the existing building. Mike Quinlan responded that if an add/reno is selected, there is the option to keep any portion of the existing school they choose. It was also mentioned that the add/reno schemes show only the newer addition demolished and the earlier construction intact.
12. HVAC systems were reviewed
 - Air-Cooled Heat Pump Chiller & Gas Boiler
 - Air-Cooled Heat Pump Chiller & Electric Boiler
 - Ground Source Heat Pump
 - VRF Systems (it was commented that these systems are still in the very early stages and have no established history)
13. Kate defined net 0 as all electric systems with low Energy Use Intensity (EUI) of 30 or less. The building would be able to produce as much energy as it required on or off site.
14. Mike Q. stated that the Town has not made a decision making the building net 0.
15. Kate Bubriski stated that in this phase of the project, building systems will be identified and initial pricing costs estimated, models and life cycle cost analysis will be done in the next phase.

III. Communications

16. Anna Mae O'Shea-Brooke gave an update on the Communications Subcommittee. Tom Erb has set up MailChimp in order to distribute information to the public.
17. The Subcommittee's goal will be to use the summer months to get more information out to the public through press releases and mailings.

IV. Project Schedule

18. Lynn Stapleton reviewed the project schedule which shows the PSR submission pushed out to October 27th in line with the December 16th MSBA Board Meeting.
19. The new schedule shows a Public Forum in July tentatively.
20. The goal is to have scenarios out to cost estimators in order to have numbers at the end of July to discuss.
21. August shows votes on grade configuration and site selection.
22. After the decisions on site and grade are made, options will be refined and there will be a vote on the preferred scheme allowing Arrowstreet to further develop the preferred scheme prior to the October 27th.

V. Budget Update

23. Arrowstreet and LeftField submitted invoices for May 2020. A call for a vote to approve Arrowstreet's Invoice No. 726695 for \$20,667 and LeftField's Invoice No. 9 for \$10,000.00 for services performed in May 2020, totaling \$30,667, was made.

MOTION: Mike Marcucci moved, seconded by Anna Mae O'Shea-Brooke, that the Dale Street School Building Committee vote to approve Arrowstreet's Invoice No. 726695 for \$20,667 and LeftField's Invoice No. 9 for \$10,000.00 for services performed in May 2020, totaling \$30,667, was made.

VOTE: The Dale Street School Building Committee voted to approve Arrowstreet's Invoice No. 726695 for \$20,667 and LeftField's Invoice No. 9 for \$10,000.00 for services performed in May 2020, totaling \$30,667, was made.

Roll call was taken:

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

In Favor: 8 Against: 0 Abstained: 0 The motion passed.

VI. Other Business/Discussions

24. Other Business/Questions/Comments were opened to the Committee and there was none.
25. Other Business/Questions/Comments were opened to the Public:
Question (from Ms. Chris McCue Potts) – Asked what is the MSBA’s feedback on scheduling flexibility.
Lynn Stapleton responded that the schedule change was within the timeframe allowed by MSBA to complete the Feasibility Study/Schematic Design phase and MSBA agreed to the extension. Mike Quinlan added that this is the 2nd extension requested that MSBA has approved . The is on target for a September 2024.

VII. Next Meeting

26. The next School Building Committee Meeting was confirmed for July 8, 2020 at 7:00 PM and will be an online meeting.

VIII. Adjournment

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

MOTION: Mike Marcucci moved, seconded by Jeff Marsden that the Dale Street School Building Committee vote to adjourn the meeting at 9:10 PM.

Discussion: None

VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 9:10 PM.

In Favor: 8 Against: 0 Abstained: 0 The motion passed.