

<b>DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA</b>		<b>MEETING MINUTES</b>
<b>DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 15</b>		<b>August 12, 2020</b>
	Location:	Online Meeting
	Time:	7:00 PM

**Attendees:**

<b>Name</b>	<b>Assoc.</b>	<b>Present</b>
<b><i>Mike Quinlan</i></b>	Chair, Medfield School Building Committee/PBC	Y
<b><i>Tom Erb</i></b>	SBC member/PBC	Y
<b><i>Michael Weber</i></b>	SBC member/PBC	Y
<b><i>Walter Kincaid</i></b>	SBC member/PBC	N
<b><i>Timothy Bonfatti</i></b>	SBC member/PBC	Y
<b><i>Michael Marcucci</i></b>	SBC member/Board of Selectman	Y
<b><i>Leo Brehm</i></b>	SBC member/School Committee	Y
<b><i>Anna Mae O’Shea-Brooke</i></b>	SBC member/School Committee	Y
<b><i>Jeffrey Marsden</i></b>	SBC member/School District - Superintendent	Y
Kristine Trierweiler	SBC member/Town Administrator	N
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	N
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	N
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; Preferred Schematic Report; Communications; Project Schedule; and Budget Update. The following was noted:

Anna Mae O’Shea-Brooke 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 July 8, 2020 Dale Street School Building Committee Meeting Minutes*

1. Mike Quinlan entertained a motion to approve the July 8, 2020 Dale Street School Building Committee Meeting Minutes.

**MOTION:** Leo Brehm moved, seconded by Michael Marcucci that the Dale Street School Building Committee vote to approve the July 8, 2020 Dale Street School Building Committee Meeting Minutes.

*Discussion: None*

**VOTE: The Dale Street School Building Committee voted to approve the July 8, 2020 Dale Street School Building Committee Meeting Minutes.**

**Roll call was taken:**

**Anna Mae O'Shea-Brooke – In favor**

**Michael Marcucci – In favor**

**Tim Bonfatti – In favor**

**Mike Weber – In favor**

**Jeffrey Marsden – In favor**

**Tom Erb – In favor**

**Mike Quinlan – In favor**

**Leo Brehm – In favor**

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

II. Preliminary Schematic Report (PSR)

2. Larry Spang began the discussion by stating the two topics that will be presented:
  - Site Selection Evaluation of Alternative Criteria Matrix
  - PSR Cost Estimates
3. Larry Spang stated the purpose of the Site Selection Evaluation of Alternative Criteria Matrix is to prepare for the September 9, 2020 vote by the SBC on Site Selection.
4. The Matrix was developed by listing 4 categories: Educational, Site & Building, Logistics/Security, Town Impact which are scored based on the design alternatives. Within each of these categories are a list of criteria to be ranked by assigning a score 1-5. These scored numbers are then multiplied by the criteria multiplier which allows for a weighted comparison between all alternatives.
5. SBC members will be sent a matrix to complete and return to LeftField by the end of next week, 8/21/20.
6. LeftField and Arrowstreet have each completed a matrix and will send to the SBC members for reference. In the event members have questions about the matrix, they are encouraged to reach out to LeftField and Arrowstreet.
7. Tim Bonfatti stated that based on the SBC's combined results of the Site Selection Evaluation of Alternative Criteria Matrix, some design alternatives may be eliminated.
8. Michael Marcucci asked why the SBC members should complete the matrix now when the School Committee will be voting on grade configuration on August 27, 2020 which will eliminate some of the design alternatives. Mike Quinlan stated that there are viable options on both sites for either grade configuration. The completion of the matrix is a focus on site rather than grade configuration.

9. Larry Spang stated that the PSR Cost Estimates are based on a pricing set and narratives of building systems given to the estimators. The two independent estimators used were PM&C and AM Fogarty.
10. On July 31, 2020, a Cost Estimating Reconciliation process took place to reconcile both estimates and to ensure the scope of work estimated aligned.
11. The Preliminary Alternatives and Conceptual Costs Summary was presented. Cost ranges are based on the different construction procurements - Design Bid Build (DBB) and Construction Manager at Risk (CMR). It was further explained that the DBB procurement entails the 100% completion of construction documents, one bid period and finally selecting the lowest qualified bidder. The CMR procurement selects a contractor based on qualifications early on in the process and works with them as the construction documents are being completed. Early Bid Packages can be bid to get construction started while the construction documents are being 100% completed. The reason for using a CMR procurement method is when you want to accelerate the construction schedule or if construction logistics are complexed such as with add/reno and more complicated projects. Since CMR is initially more expensive than DBB, the only reason to use CMR would be if you could recover the additional initial cost through schedule acceleration or through careful CMR buy-outs on complex construction logistics projects.
12. Comparisons between the July PSR Cost Estimates and the March PDP Cost Estimates were presented. There was an increase in the base repair and add/reno options but a decrease in the new options on both sites. Larry Spang stated that in general the numbers have come down and this is due to additional information given to the estimators and also market moves and changes in the economy.
13. It was stated that the costs at the end of Schematic Design (SD) may vary from these numbers but will be numbers based on fully vetted scope and will be locked in. The SD cost will be the cost voted on by the Town.
14. It was stated that the Base Repair option does not address educational changes.
15. The estimated project cost was derived by multiplying the estimated construction cost by 26% which is a typical percentage for OPM, Designer fees, Furniture, Fixtures and Equipment, construction testing services, moving costs, administrative costs, miscellaneous project costs and construction and owner's contingencies for unforeseen issues that could arise during construction.
16. The 3-5 grade configuration premium over a 4-5 grade configuration is \$12-\$14 million.
17. Pricing Alternatives were presented. These are the potential adds to the base cost if the Town so desired, dependent upon the site and option selected.
18. Mechanical systems were presented in 3 options, the base option does not have a premium; a geothermal system presents the largest premium and the final, VRF option, has a lower premium but is not recommended.
19. The other adds are associated with full or partial demolition of the existing Dale Street School; the replacement of sports fields; mothballing a portion of all of the existing Dale Street School; a water main being added to the Wheelock site and a traffic light proposed at the corner of South Street and Elm Street. The need for the traffic light will be confirmed once traffic studies can take place.
20. It was clarified that "mothballing" is buttoning up a building that will not be in use for some years. It includes turning off the water; reducing electric usage; installing plywood over windows to name a few. This would

be done under the guidelines of Division of Capital Asset Management and Maintenance (DCAMM). These guidelines are available online.

21. Mike Quinlan stated that abatement costs will not be part of this project if new construction is selected on the Wheelock School site.
22. Anna Mae O'Shea-Brooke asked which of the HVAC options would be closest to achieving net 0. It was confirmed that the geothermal system would be closest to achieving this. Tom Erb asked if MSBA would cover the cost of this premium. It was explained that MSBA does not take a position on HVAC and its reimbursement is based on square footage. It was further stated that MSBA will not contribute to costs that are not on site.
23. Michael Marcucci asked what was driving the differential between the two sites. It was explained that the Wheelock School site is larger. The Wheelock site includes the removal and replacement of sports fields whereas the Dale Street School site removes fields but does not replacement them due to site constraints. The Wheelock site includes site improvements that take into consideration 2 schools and addresses access drive improvements and supplemental parking costs.
24. Michael Marcucci stated that the benefits to these additional costs should be presented. Tim Bonfatti agreed and said that the extras should be separated from the base cost. Larry presented a chart showing these additional costs.
25. Anna Mae O'Shea-Brooke asked if the School Committee typically recommends or decides on the grade configuration. It was stated that the MSBA wants to see the District and the Board of Selectmen come to an agreement on the Preferred Option and the School Committee's recommendation should be strongly considered. If the District and BoS do not agree, then a further discussion is needed. Typically the SC dives the educational decisions.

### III. Communications

26. The Public Forum is scheduled for tomorrow, August 13, 2020 at 5:30 PM. The School Committee's goal will be to provide information and get feedback from the public. Thanks was given to Tim Bonfatti who helped layout the agenda for the forum and also Tom Erb who has sent information out to the public via Mail Chimp.

### IV. Project Schedule

27. The following dates were identified:
  - August 13 – Public Forum sponsored by the School Committee
  - August 27 – School Committee vote on Grade Configuration
  - September 1 – Board of Selectmen meeting to present project update and discuss SC vote
  - September 9 – School Building Committee vote on Preferred Schematic Option and Site Selection
  - September 15 – Board of Selectmen vote on Preferred Solution

### V. Budget Update

28. Arrowstreet and LeftField submitted invoices for July 2020. A call for a vote to approve Arrowstreet's Invoice No. 726807 for \$18,600.00 and LeftField's Invoice No. 11 for \$10,000.00 for services performed in July 2020, totaling \$28,600.00 was made.

**MOTION:** Tim Bonfatti moved, seconded by Jeffrey Marsden, that the Dale Street School Building Committee vote to approve Arrowstreet’s Invoice No. 726807 for \$18,600.00 and LeftField’s Invoice No. 11 for \$10,000.00 for services performed in July 2020, totaling \$28,600.00.

**VOTE:** The Dale Street School Building Committee voted to approve Arrowstreet’s Invoice No. 726807 for \$18,600.00 and LeftField’s Invoice No. 11 for \$10,000.00 for services performed in July 2020, totaling \$28,600.00.

Roll call was taken:

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

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

29. It was noted that 43% of the Feasibility Study/Schematic Design budget has been spent to date.

VI. Other Business/Discussions

30. Other Business/Questions/Comments were opened to the Committee and there was none.

31. Other Business/Questions/Comments were opened to the Public:

- Question was raised by Ms. Chris McCue Potts and a response was provided.
  - Q. What went into grade configuration costs, and how was it reduced?
    - A. Cost has nothing to do with grade configuration, the costs were refined based on additional information that was presented after further development of alternatives. The costs are based primarily on size of the building and area of development of the site. The Grade 3-5 configuration is a significantly larger building.
  - Q. What are soft costs? What other costs are not factor in?
    - A. Soft costs are not direct construction costs, they include fees for architectural, engineering and consultants, legal, OPM fees, Furniture, Fixtures and Equipment, construction testing services, moving costs, administrative costs, miscellaneous project costs and construction and owner’s contingencies for unforeseen issues that could arise during construction.
  - Q. With 8650 students projected, will more staff be needed to provide more personalization?
    - A. Hiring additional staff will be driven by enrollment and not grade configuration.
  - Q. Are there costs associated with creating a small-school feel in a larger school?
    - A. There is no premium associated with the idea of creating a “small-school feel” in a larger school. It is the product of good design.

VII. Next Meeting

32. The next School Building Committee Meeting was confirmed for September 9, 2020 at 7:00 PM and will be an online meeting.

VIII. Adjournment

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

**MOTION:** Jeffrey Marsden moved, seconded by Michael Marcucci that the Dale Street School Building Committee vote to adjourn the meeting at 8:17 PM.

*Discussion: None*

**VOTE:** The Dale Street School Building Committee voted unanimously to adjourn the meeting at 8:17 PM.

**Roll call was taken:**

**Anna Mae O'Shea-Brooke – In favor**

**Michael Marcucci – In favor**

**Tim Bonfatti – In favor**

**Mike Weber – In favor**

**Jeffrey Marsden – In favor**

**Tom Erb – In favor**

**Leo Brehm -In favor**

**Mike Quinlan – In favor**

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