

<b>DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA</b>		<b>MEETING MINUTES</b>
<b>DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 26</b>		<b>April 7, 2021</b>
	Location:	Online Meeting
	Time:	7:00 PM

**Attendees:**

<b>Name</b>	<b>Assoc.</b>	<b>Present</b>
	<b><i>School Building Committee</i></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	Y
<b><i>Timothy Bonfatti</i></b>	SBC member/PBC	N
<b><i>Michael Marcucci</i></b>	SBC member/Board of Selectman	N
<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	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
Bob Sliney	SBC member/Warrant Committee	Y
Lynn Stapleton	LeftField Project Management	Y
Gina Gomes-Cruz	LeftField Project Management	Y
Tim Baker	LeftField Project Management	Y
Jim Rogers	LeftField Project Management	Y
Laurence Spang	Arrowstreet Architect	Y
Tina T. Soo Hoo	Arrowstreet Architect	Y
Kate Bubriski	Arrowstreet Architect	Y
ClaesAndreasen	Arrowstreet Architect	Y

***Bold/Italics = SBC Voting Member***

A Dale Street Elementary School Building Committee (SBC) Meeting was held along to discuss: Administrative Actions; Schematic Design; HVAC System Options; Construction Delivery Methods; Communications Subcommittee update; Sustainability Subcommittee update; Project Schedule; and Budget Update. The following was noted:

Mike Quinlan called the SBC meeting to order at 7:06 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 March 24, 2021 Dale Street School Building Committee Meeting Minutes.*

1. Mike Quinlan entertained a motion to approve the March 24, 2021 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 March 24, 2021 Dale Street School Building Committee Meeting Minutes.

*Discussion: none*

**VOTE: The Dale Street School Building Committee voted to approve the March 24, 2021 Dale Street School Building Committee Meeting Minutes, as amended.**

**Roll call was taken:**

**Anna Mae O'Shea Brooke – In favor**

**Michael Weber – In favor**

**Tom Erb – In favor**

**Jeffrey Marsden – In favor**

**Walter Kincaid – In favor**

**Mike Quinlan – In favor**

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

II. Schematic Design

*Design Update*

*Schematic Design (SD)*

2. *Activities*

- a. *Energy modeling*
- b. *Economic Engineering Assessment of HVAC/P system options*
- c. *Determine site locations for net zero systems (geothermal, PV)*
- d. *Develop enclosure.*
- e. *Cost estimates for MEP system options*
- f. *Life Cycle Cost Assessment*
- g. *Occupant & community engagement*

3. *Schedule*

- a. *Early SD (Feb/Mar) – net zero assessment*
- b. *End of March – Present Life Cycle Cost Assessment*
- c. *March 30 – BoS decide if designing to net zero.*
- d. *April 7 – SBC decide on HVAC option for project.*
- e. *May 5 – Pricing package due*
- f. *SD ends in June*

*Gym Study Update:*

4. Previous presented Courts were presented. 2 versions of the Medium Court were shown.
  - a. Medium 1
    - i. 7826 SF
    - ii. Bleacher Occupancy: 264 people
    - iii. Plumbing fixtures: 5 water closets, 2 sinks
    - iv. Parking: 50 spaces

- b. Medium 2
    - i. 8277 SF
    - ii. Bleacher Occupancy: 352 people
    - iii. Plumbing fixtures: 5 water closets, 2 sinks
    - iv. Parking: 66 spaces
  - c. Medium 2 was preferred.
5. It was agreed that the size will allow Medfield Teams to hold games in Town vs. playing away.
  6. Mike Q added that both these options are less than the 9000 SF originally allocated for the gymnasium. The reduction in SF is an advantage in that the MSBA will participate in only 6000 SF.
  7. 2300 SF is not eligible for reimbursement, but that additional SF is required and driven from the Ed Plan and the District's needs.

*Building Design Plans Update:*

8. The Plans were overlaid by a bubble diagram identifying the Academic, Public (Arts), Public (Wellness) Zones.
9. Bob Sliney asked if the services shown in the proposed plan are services Dale currently has? Steve responded that these services are currently offered but there are no dedicated spaces for some.
10. Mike Q added that the project has followed the MSBA process for what is required other than the gymnasium additional SF and the Daycare.
11. The Academic Zone presented the Learning Stair and multi-purpose spaces for learning outside of the classroom. These breakout spaces are located at the entry of the classroom wings as well as adjacent to the egress stairs at the end of the classroom wings.
12. Classroom design is still being studied and will be presented at the next meeting.

*Building Exterior Study:*

13. Claes presented the 3-d model and toured the exterior of the building.
14. Leo stated that the Wheelock site is the best option for the new school as the Dale Street School Site size limitations would not accommodate the site features planned for the new school such as the walking path.

III. Discuss HVAC System Options

*Review HVAC System Options*

15. Mike Q. prefaced the discussion by stating that the Board of Selectmen voted to direct the School Building Committee to pursue a Net Zero Building. In pursuant of Net Zero a decision will need to be made on the HVAC System Options previously presented by Arrowstreet.
16. The options are #3 and #4:
  - a. #3 – Ground Source Heat Pump
    - i. Displacement Ventilation
    - ii. Meets Eversource's Path 1
  - b. #4 – VRF
    - i. Overhead Ventilation
    - ii. Does not meet Eversource's Path 1
17. Mike Q added that a decision must be made tonight and what should be considered is not only upfront costs but maintenance costs as well.
18. Amy Colleran, Director of Facilities, reviewed both options and concluded that:
  - a. #4:
    - i. Would have an earlier replacement of the system than #3
    - ii. VRF is a more complex system.
  - b. #3:
    - i. Easier to maintain.
    - ii. Fewer moving parts.
    - iii. Similar to existing system, less training required for staff.

19. It was agreed that although #4 has less upfront costs, the cost of maintenance over time would exceed maintenance on option #3. Also #3 has greater energy efficiency.
20. Bob Sliney agreed that option #3 is the better choice. The positive to the operating budget should be clearly identified. Mike Q added that the previous analysis, which was very conservative, showed a positive cash flow and agreed that the financial benefit vs. upfront costs is important to convey.
21. Mike Q added that the only downside to #3 is that there is an initial larger cost, but we must justify the long-term investment.
22. Bob Sliney stated, as member of the Warrant Committee, they will be looking at the sticker price and if the return on investment is worth it – this will need to be proven.
23. Jeff added that he agreed that #3 is a more reliable system over #4.
24. GGD representative added that both #3 and #4 are high performance and reliable systems however #4 VRF's have more moving parts and with that come more opportunities for things to go wrong and repairs needed.
25. Anna Mae asked the Design Team about the reliability of #3. The team responded that although the system is new many projects are exploring it as an option.
26. Mike Q added that if option #3 is selected. A test well will need to be done. The test will get data on the grounds heat absorption. New England has good geology for this and hopefully will reduce energy costs.
27. The well was explained as a closed loop flexible pipe placed underground that does not inject or take anything from the earth. The fluid that circulates through the pipe brings heat from the building and rejects it into the earth to cool the space during the warm months and does the opposite in the cold months.
28. Option #4 VRF's uses refrigerants which is not good for the environment.

*Vote on selection of HVAC System Option*

29. Mike Quinlan entertained a motion to approve Option #3 as the HVAC System Option.

**MOTION:** Walt Kincaid moved, seconded by Anna Mae O'Shea Brooke, that the Dale Street School Building Committee vote to approve Option #3 as the HVAC System Option.

*Discussion: none*

**VOTE: The Dale Street School Building Committee voted to approve Option #3 as the HVAC System Option.**

**Roll call was taken:**

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

**In Favor: 7      Against: 0      Abstained: 0      The motion passed.**

IV. Construction Delivery Method: CMR vs. DBB

*Vote on Construction Delivery Method*

30. This was tabled until the next meeting.

V. Sustainability Subcommittee Update

*Update*

31. The subcommittee is now focusing on LEED points and the associated cost. The subcommittee will further pursue PV and the selection of materials and work with the school to further study green practices and operations.

VI. Communications Subcommittee Update

*Update*

32. The subcommittee will be sending out to the public Key Facts Sheets and a series of major themes to the public.
33. The website is being redesigned to be more user-friendly and accessible to the public.
34. Anna Mae stated that she was open to suggestions on topics to share with the public.

VII. Project Schedule

*Update*

35. Lynn reviewed the Project Schedule and stated that the SBC meetings will be biweekly as draw closer to the SD deadline and it will be critical to meet more frequently to keep the process moving forward and on schedule.
36. The next push is to get the pricing set together for May 5<sup>th</sup>. Two independent cost estimators will provide pricing and then a meeting will be held to review, compare, and reconcile costs in order to get the best price.

VIII. Budget Update

*Vote on Approval of March 2021 invoices*

37. Arrowstreet and LeftField submitted invoices for March 2021. There was a call for a vote to approve Arrowstreet's Invoice No. 727279 for \$70,525.00 and their consultant's Invoice of \$23,222.65 and LeftField's Invoice No. 19 for \$5,000.00 and their consultant's Invoice of \$152.90; \$7,986.00; and \$110.08 for services performed in March 2021, totaling \$93,747.65.

**MOTION:** Anna Mae O'Shea Brooke seconded by Leo Brehm, that the Dale Street School Building Committee vote to approve Arrowstreet's Invoice No. 727279 for \$70,525.00 and their consultant's Invoice of \$23,222.65 and LeftField's Invoice No. 19 for \$5,000.00 and their consultant's Invoice of \$152.90; \$7,986.00; and \$110.08 for services performed in March 2021, totaling \$93,747.65

*Discussion: None*

**VOTE:** The Dale Street School Building Committee voted to approve Arrowstreet's Invoice No. 727279 for \$70,525.00 and their consultant's Invoice of \$23,222.65 and LeftField's Invoice No. 19 for \$5,000.00 and their consultant's Invoice of \$152.90; \$7,986.00; and \$110.08 for services performed in March 2021, totaling \$93,747.65

**Roll call was taken:**

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

**In Favor: 7      Against: 0      Abstained: 0      The motion passed.**

19 Lynn Stapleton stated that including these invoices, 73% of the Feasibility Study/Schematic Design budget has been spent.

IX. Other Business/Discussion

38. Comments from the Committee – none

39. Comments from the Public:

a. Mrs. Potts:

- i. What is the source of funds for the final feasibility closeout to get scope and budget by end of August? Mike Q responded 1 million dollars appropriated at Town Meeting.
- ii. Water Treatment Plant has gotten preliminary archeological study results and a requirement for another deeper step of analysis, what is the Wheelock site update? Mike Q responded that PAL is waiting on the permit to begin fieldwork sometime during April vacation. PAL is aware that 4-5 feet of fill is new and not native to the site, and they will not excavate below that.

X. Adjournment

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

**MOTION:** Jeffrey Marsden, seconded by Leo Brehm, that the Dale Street School Building Committee vote to adjourn the meeting at 8:55 PM.

*Discussion: None*

**VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 8:55 PM.**

**Roll call was taken:**

**Anna Mae O'Shea Brooke – In favor**

**Michael Weber – In favor**

**Tom Erb – In favor**

**Jeffrey Marsden – In favor**

**Leo Brehm – In favor**

**Walter Kincaid – In favor**

**Mike Quinlan – In favor**

**In Favor: 7    Against: 0    Abstained: 0    The motion passed.**

XI. Meeting Materials

The following materials were presented at the April 7, 2021 SBC Meeting:

- Dale Street School Building Committee Meeting no. 25 meeting minutes
- Arrowstreet Presentation dated: April 7, 2021.
- March 2021 Invoices
- Total Project Budget Status Report – March 31, 2021
- Monthly Cas Flow - March 31, 2021
- April 2021 Dale Street School Project Update Flyer
- Meeting Materials are located on the School Project website at <https://www.medfield.net/o/medfield-public-schools/page/elementary-school-project> and at the Town of Medfield's website at <https://www.town.medfield.net/AgendaCenter/Search/?term=&CIDs=69,&startDate=&endDate=&dateRange=&dateSelector=>

- The School Building Committee Meeting recordings which include the Architect's presentation can be found at <https://www.medfield.tv/schools/>