

<b>DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA</b>		<b>MEETING MINUTES</b>
<b>DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 34</b>		<b>September 1, 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	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	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
Dan Jick	Arrowstreet Architect	Y
Kate Hespenheide	Arrowstreet Architect	Y
Emily Grandstaff-Rice	Arrowstreet Architect	Y

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

A Dale Street Elementary School Building Committee (SBC) Meeting was held along to discuss: Administrative Actions; review of the Schematic Design Submission, Project Budget; Communications Subcommittee update; Project Schedule; and Budget Update. The following was noted:

Mike Quinlan called the SBC meeting to order at 7:02 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 August 18, 2021, Dale Street School Building Committee Meeting Minutes.*

1. Action was tabled to provide additional time for committee to review.

*Vote on Approval of August 2021 invoice*

2. Lynn proposed finishing up the Feasibility unexpended funds to address an invoice from Nitsche Engineering. There was no opposition to this.
3. Arrowstreet submitted an invoice for August 2021. There was a call for a vote to approve LeftFields invoice 24 for \$3,200.00 for services performed in August 2021.

**MOTION:** Mike Weber seconded by Anna Mae O'Shea Brooke that the Dale Street School Building Committee vote to approve LeftFields invoices 24 for \$3,200.00 for services performed in August 2021.

*Discussion: none.*

**VOTE:** The Dale Street School Building Committee voted to approve LeftFields invoices 24 for \$3,200.00 for services performed in August 2021.

**Roll call was taken:**

**Jeffrey Marsden – In favor**  
**Walt Kincaid – In favor**  
**Michael Marcucci – In favor**  
**Tom Erb – In favor**  
**Michael Weber – In favor**  
**Tim Bonfatti -In favor**  
**Anna Mae O'Shea Brooke – In favor**  
**Mike Quinlan – In favor**

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

4. Bob Sliney gave an overview of the up-and-coming Warrant Committee Meetings and how they will be discussing key aspects of the new school project. It was also stated that all the Warrant Committee Meetings are open to the public and are recorded and accessible for viewing via the Town website.

II. Review Final Schematic Design Submission

*Review Final Project Budget*

5. It was stated that legal fees should be added to the budget. It was decided that if needed, it can be taken from administrative fees.
6. Mike Q stated that he is still reviewing the OPM and Designer fees and the figures are not final.
7. Mike Q suggested bumping up the traffic study cost by \$60k for a post-occupancy traffic study.
8. Tim Bonfatti stated our ineligible square footage is minimal.
9. The FF&E per student reimbursable by the MSBA is \$1200. It was agreed that the allocation per student be bumped up to \$1800/per student. This would not be an add but a reallocation of costs.
10. Lynn presented the MSBA Form 3011 Template, dated 7/28/21, and described:
  - a. Formulaic Process for Eligibility and Reimbursement
  - b. Recent Changes in Current Grant Caps and Establishment of New Caps
    - i. Consultant Services, Owner's Project Management and Designer

1. Since 2009, caps for OPM – 3.5% and Designer 10% of total construction costs
2. New Caps - 3.5% and Designer 10% up to \$500/SF of construction costs
- ii. Owner’s Contingency
  1. Past Average Cap – 2%
  2. New Cap – 0.5%
- iii. Demolition and Abatement
  1. Past – No Defined Limit
  2. New Cap Requires Additional Research and Has Not Yet Been Set
- iv. Construction Cost Cap
  1. Past Cap - \$333/SF
  2. New Cap - \$360/SF
- c. District Reimbursement Rate is 43.42% of eligible costs.
- d. Actualized Probable Percentage of Reimbursement is between 22.60% to 23.11% based on new Grant Caps
- e. A breakdown of costs are as follows:
  - i. OPM Costs = \$2,466,060 (3.8%) + Owner’s Services \$240,000.
    1. Exclude Soft Costs based on new Grant Caps (Limit on OPM and A/E fees up to constructions costs of \$500/SF and exclusion of fees for ineligible SF.)
  - ii. A/E Costs including Consultants = \$6,630,650 (10.3%)
    1. Exclude Soft Costs based on new Grant Caps (Limit on OOPM and A/E fees up to Construction costs of \$500/SF and exclusion on ineligible SF)
  - iii. Reimbursable Caps:
    1. Reimbursable Caps of 3.5% for OPM and 10% for A/E based on \$500/SF or \$47,914,000. Current Fee percentages are based on actual construction costs of \$64,575,190.
    2. Reimbursable Cap on Site Costs at 8% of Construction Costs. Ineligible \$7,179,674
    3. Reimbursable Cap on Construction Cost of \$360/SF. Ineligible \$21,700,903 + \$2,454,772 mark-ups.
- f. Total Project Costs
  - i. excluding contingencies = \$77,376,000.
  - ii. including construction contingencies - 43,226,260 (5%) and owners’ contingencies - \$1,290,540 (2%) = \$81,893,663.
- g. Total Towns share is roughly \$63 million.
- h. Cost breakdown is as follows:

i. Preconstruction Services	\$ 225,000
ii. Construction Costs	\$64,535,190
iii. Miscellaneous Project Costs	\$ 450,000 +\$25(testing services)
iv. Utility Company Fees Allowance	\$ 100,000
v. Testing Services Allowance	\$ 200,000
vi. Moving & Other Project Costs Allowance	\$ 150,000
vii. Furnishings, Fixtures & Equipment	\$ 1,840,000 +\$200/student (will
	come out of Owner’s Contingency)
viii. FF&E	\$ 920,000
ix. Technology	\$ 920,000
x. Contingencies	\$ 4,516,764

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|--|--------------|
| xi. Owner's Contingency                    | \$ 1,290,504 |
| xii. Construction Contingency (keep at 5%) | \$ 3,226,260 |
- i. Not-to-Exceed Total Project Budget:
- i. Total Project Budget (with Contingencies) \$81,893,663
  - ii. Maximum Total Facilities Grant \$18,929,046
  - iii. Town Share (with full use of eligible Contingencies) 23.11% \$62,964,517
  - iv. Current Not-to-Exceed Vote Request is for \$80,893,663
11. Lynn also presented a cost comparison to other local Districts who are and have built schools in the MSBA program.
  12. Lynn stated that at the next SBC meeting, we hope to have all the numbers firmed up.
  13. The Town will appropriate the full amount of the project but only bond the Towns share.
  14. Michael Marcucci asked where would we turn to next if we need to cut costs further? Mike Q responded that the cost reduction exercise produced a list of items, some accepted and some still on the table. If the additional items were accepted, it would not be a savings of millions. The building is efficient and removing millions from the budget would cut into educational programing that may not meet our current needs.
  15. Mike Q added that Construction Contingencies can be used when bids come in higher but would not want to count on that completely in this volatile market.
  16. Michael Marcucci asked if \$10 million had to be cut, where would that happen? Mike Q responded that a cut of that size would not be possible.
  17. Lynn stated that if bids came in significantly over, you would have to reject all bids and consider bidding at a different time or changing the construction delivery method.
  18. Tim Bonfatti stated that there is possibly additional cost that could be taken out in a normal Value Engineering (VE) process.
  19. Jim added that you typically get 5% -7% in a typical VE process.
  20. Michael Marcucci stated that he understands that there is a contingency and possibly another 5% that could be squeezed out of the building and still be able to deliver the building from an educational standpoint.
  21. Jim added that the key to this is that we will be working with a Construction Manager (CM) during this process. Rather than waiting until the end we will be testing the market along the way and do nips and tucks before we go out to bid.
  22. There was a review of the floor plans highlighting the areas that exceed eligible costs.
  23. Michael Marcucci asked if the breakout areas are sized to the MSBA minimum. Mike Q confirmed that they are.
  24. Michael Marcucci stated that he now understands the importance to stick to the scope/budget we currently have.
  25. Michael Marcucci asked what the difference between the net and gross square footage is. Tina responded that the net is interior spaces not including wall thickness. Gross also includes storage rooms, circulation, toilet rooms and support areas.

*Vote on Approval to submit the Schematic Design Submission to the MSBA on 9/8/21*

26. Mike Quinlan entertained a motion to authorize LeftField to submit the Schematic Design Submission as amended in this evening's discussion.

**MOTION:** Tim Bonfatti seconded by Mike Weber that the Dale Street School Building Committee vote to authorize LeftField to submit the Schematic Design Submission as amended in this evening's discussion.

*Discussion: none.*

VOTE: The Dale Street School Building Committee voted to authorize LeftField to submit the Schematic Design Submission as amended in this evening's discussion.

**Roll call was taken:**

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

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

III. Communications Subcommittee update

27. Anna Mae reported:

- a. Last Wednesday we had our Third Community Conversation.
  - b. 8 Weeks until November – Road Shows coming up.
  - c. Mike Q is presenting at New in Town.
  - d. We will be scheduling presentations at Council on Aging and PTO.
  - e. Smaller gatherings to be provide information will be helpful.
  - f. We are working on a 1-pager to hand out at these events.
  - g. Medfield Day is coming up – Anna Mae will send out sign up genius to get folks to cover the table.
  - h. A letter to the editor of the Patch, from the SBC (Tim Bonfatti), will give a summation of the progress of the project.
  - i. We are putting together a series of video clips from notable meeting. This is almost ready to share.
  - j. We are allowed 1 mailer by the Office of Campaign and Political Finance.
  - k. Next Forum is in September to focus on costs.
  - l. Any suggestion call Anna Mae.
28. Mike Q added that we are having discussions with Kristine and her team of consultant and bond advisers and should have more solid numbers, on tax impact, by the end of next week.
29. Bob Sliney is monitoring the project activity to make sure that his fellow Warrant Committee Members are abreast of information. He went on to say that as we come closer to the Special Town meeting in November, the volume of information and the need to disseminate the facts are important. The Warrant Committee will be meeting with five other committees and local group over the next month to have more in depth conversations and address questions that have come up. All meetings are open to public and recoded for viewing. Topics are MSBA process, site selection process, Well Protection District, costs and disposition of Dale and long-term Town planning and how this project fits into it. A Warrant Committee email address has been set up for people to reach out with questions and comments. Prior to the Special Town Meeting, there will be a Warrant Committee meeting open to the public where we will discuss the Article and invite the public to comment and then Warrant Committee will vote on the Article.

IV. Project Schedule

NEXT STEPS

- a. Next SBC Meeting will be scheduled on October 6, 2021

Other Business/Discussion

V. Committee: none

VI. Public:

- a. Ms. Potts: How much time is envisioned for use of outdoor classrooms, including winter? What is the anticipated funding for teacher professional development to guide best practices using outdoor classrooms? Steve Grenham responded by saying that last year it was utilized a great deal. Grade level Science units deal with the outside world, and they spend a great deal of time outside. We would train without passing on costs to the district. There are times during the month already set aside for professional development opportunities that are no additional cost to the district.

VII. Adjournment

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 9:07 PM.

*Discussion: None*

**VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 9:07 PM.**

**Roll call was taken:**

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

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

VIII. Meeting Materials

The following materials were presented at the September 1, 2021 SBC Meeting:

- Dale Street School Building Committee Meeting no. 33 meeting minutes
- LeftField Presentation dated: August 18, 2021.
- Meetings and Milestones Schedule, 9/1/21
- Project Schedule, August 31, 2021
- August 2021 Invoices
- Total Project Budget Status Report – August 31, 2021
- Monthly Cash Flow – August 31, 2021
- 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/>