

DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA	MEETING MINUTES
DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 22	January 6, 2021
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	Y
<i>Michael Marcucci</i>	SBC member/Board of Selectman	Y
<i>Leo Brehm</i>	SBC member/School Committee	N
<i>Anna Mae O'Shea-Brooke</i>	SBC member/School Committee	N
<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
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
Laurence Spang	Arrowstreet Architect	Y
Tina T. Soo Hoo	Arrowstreet Architect	Y
Emily Grandstaff-Rice	Arrowstreet Architect	N
Kate Bubriski	Arrowstreet Architect	N

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

A Dale Street Elementary School Building Committee (SBC) Meeting was held to review: required Administrative Actions; Preferred Schematic Report Submission requirements; Project Schedule; and Budget Update. The following was noted:

Mike Quinlan called the meeting to order at 7:05 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 December 21, 2020 Dale Street School Building Committee Meeting Minutes*

1. Mike Quinlan entertained a motion to approve the December 21, 2020 Dale Street School Building Committee Meeting Minutes.

**MOTION:** Leo Brehm moved, seconded by Anna Mae O'Shea Brooke, that the Dale Street School Building Committee vote to approve the December 21, 2020 Dale Street School Building Committee Meeting Minutes.

*Discussion: None*

**VOTE: The Dale Street School Building Committee voted to approve the December 21, 2020 Dale Street School Building Committee Meeting Minutes.**

**Roll call was taken:**

**Michael Marcucci – In favor**

**Tom Erb – In favor**

**Anna Mae O'Shea Brooke – In favor**

**Leo Brehm – In favor**

**Tim Bonfatti – In favor**

**Walter Kincaid – In favor**

**Mike Quinlan – In favor**

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

II. Preferred Schematic Report (PSR)

2. The Submission of the PSR was made on December 23, 2021. A few items were missing:
  - Hancock Survey – we received a draft this week. It was not a requirement by the MSBA so it is not a strike against us.
  - The meeting minutes from the December 21, 2021 were required and that was submitted.

III. Facilities Assessment Subcommittee Meeting – January 20, 2021

3. The Design Team will give an overview of the PSR and explain the changes made from the PDP. Also discussed will be the change in grade configuration selection and presented will be the reasons for selecting the Wheelock site. As part of the PSR submission the District expressed interest in exploring the Model School Program. In response to this, the MSBA will present options that may fit with the Educational Plan that was presented in the PSR. The next step will be for the District to review the options and decide how they want to proceed. If the District decides to further investigate the program, they will interview the Architects of the Model Schools and decide to proceed with one of the schools or stay on the current path.

IV. Sustainability Subcommittee Update

4. There is a meeting scheduled with some of the Sustainability Subcommittee members, Eversource, the Design Team and Thornton Tomasetti to discuss scope.
5. Tom Erb stated that the MOU has been approved by the Board of Selectmen. Tom also mentioned that the subcommittee would like to have a representative from the Dale School on the committee. Steve Grenham has sent out a notice to faculty asking for participants. He will follow up on that.
6. A public forum is being planned. Mike Q would like to hold off on the forum until after the meeting with Eversource and Thornton Tomasetti when we can provide new information to the public. Ideally it would be good to have an energy model built along with cost impacts. Although there are cost savings down the road there are initial capital costs which are needed. These figures should be presented for people to form an opinion.

7. Meegan stated that she advocates for a more informative overview for a public forum and preferred to have one scheduled sooner. This conversation will continue at the next Sustainability Subcommittee meeting.

**V. Communications Subcommittee Update**

8. Traffic Questionnaire will be extended to the Monday, January 11<sup>th</sup>.

9. Tim Baker's recap of the responses to date:

- 84 participants
- 70 answered every question.
- 335 pages of response

10. Lynn stated that there are a lot of questions on this survey and for that reason there is a lot of data to get through. When there are fewer open questions and more multiple-choice response, the data is easier to review.

11. Anna Mae O'Shea Brooke state that these questions came directly from the engineers so hopefully the information will be helpful to them.

12. Mike Q stated that it will be important to determine reoccurring themes among many of the responses.

13. Larry asked that a report from the survey be pulled on Friday to pass on to the engineers to begin their review and Monday they can be given the final response.

14. It was suggested that the Traffic engineer should be at the forum to present mitigation options to the public.

15. Larry would like to review what will be presented to the public, particularly costs.

**VI. Project Schedule**

16. The following dates were discussed:

- January 20, 2021 - FAS Meeting
- Comments on the PSR from the MSBA should be received by the week of 18th and the Design Team has 14 days to respond to these comments in advance of the Board Meeting.
- February 11, 2021 - MSBA Board Meeting, at this time, the MSBA will tell the District to proceed with Schematic Design.
- Sometime between the January 20<sup>th</sup> FAS meeting and February 11<sup>th</sup> MSBA Board Meeting, the SBC, SC and BoS should meet to review the Model School Program.

17. The MSBA will allow the District to go with the Model School or keep on the current path. There will be no need to go in front of the board once the District decides.

18. Mike Q. recommends this joint meeting be pushed up from the Feb 10 meeting.

19. Tentative dates:

- February 1, 2021 Neighborhood Forum
- February 2, 2021 BoS Meeting
- February 2, 2021 SBC joint meeting with BoS
- February 10, 2021 – SBC meeting will be canceled.

**VII. Budget Update**

20. Arrowstreet and LeftField submitted invoices for December 2020. There was a call for a vote to approve Arrowstreet's Invoice No. 727104 for \$6,200.00 and Arrowstreet's invoice 727104 (Site & Environmental) for \$9,350.00 and LeftField's Invoice No. 16 for \$5,000.00 for services performed in December 2020, totaling \$20,550.00.

21. Mike Q questioned why Nitsch has invoiced for 100% of work when there is still work for them to do between now and February. It was stated that some of the services they have performed and will perform such as the traffic study, mitigation recommendations and their attendance at the Forum on the 1<sup>st</sup> will be covered by money originally allocated for the SD phase – this will be confirmed.

22. Larry asked that the SBC authorize up to this payment and we revisit this and confirm Nitsch scope and costs for this phase and next.

**MOTION:** Mike Weber motioned seconded by AnnaMae O'Shea Brooke, that the Dale Street School Building Committee approve the December 2021 invoices totaling \$20,550.00 subject to Mike Q. receiving answers regarding Nitsch's invoice

*Discussion: None*

**VOTE:** The Dale Street School Building Committee voted to approve the December 2021 invoices totaling \$20,550.00 subject to Mike Q. receiving answers regarding Nitsch's invoice.

**Roll call was taken:**

**Michael Marcucci – In favor**

**Tom Erb – In favor**

**Anna Mae O'Shea Brooke – In favor**

**Leo Brehm – In favor**

**Tim Bonfatti – In favor**

**Walter Kincaid – In favor**

**Mike Weber – In favor**

**Mike Quinlan – In favor**

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

23. This leaves us at 56% spent of the Total Feasibility Study/Schematic Design.

**VIII. Other Business/Discussions**

24. No comments from the Committee

25. Comments from the Public:

- Ms. Potts – Regarding MH has Environmental Notification Form been filed?  
Lynn responded – We have not filed the Environment Notification Form yet because we are investigating the Model School program which could change the Architect on the project.
- Ms. Potts - Will the SBC be sharing the comments from the MSBA on PSR Submission with the public?  
Response – The February 3<sup>rd</sup> meeting will review this.

**IX. Next Meeting**

26. February 3, 2021 tentatively

**X. Adjournment**

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

**MOTION:** Mike Weber moved, seconded by Anna Mae O'Shea Brooke, that the Dale Street School Building Committee vote to adjourn the meeting at 7:59 PM.

*Discussion: None*

**VOTE:** The Dale Street School Building Committee voted unanimously to adjourn the meeting at 7:59 PM.

**Roll call was taken:**

**Michael Marcucci – In favor**

**Tom Erb – In favor**

**Anna Mae O'Shea Brooke – In favor**

**Leo Brehm – In favor**  
**Tim Bonfatti – In favor**  
**Walter Kincaid – In favor**  
**Mike Weber – In favor**  
**Mike Quinlan – In favor**

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

**XI. Meeting Documents**

28. The following documents were presented and reviewed at the December 21, 2020 SBC Meeting:

- Dale Street School Building Committee Meeting Minutes:
  - December 21, 2020 (SBC Mtg. No. 21)
- Meeting and Milestones Schedule – 1/5/21
- Dale Street Elementary School Preliminary Project Schedule Feasibility Study/Schematic Design Phase – December 31, 2020
- Dale Street School – December 20 Invoice Summary
- LeftField invoice 16 – 12/31/20
- Arrowstreet invoice 727104 – January 4, 2021
- Nitsch Engineering invoice 70592 – November 1, 2020
- Total Project Budget Status Report – December 31, 2020
- Dale Street School – Monthly Cash Flow – December 31, 2020
- Dale Street School Project Update Flyer – January 2021
- Meeting Documents are located on the School Project website at <https://www.medfield.net/o/medfield-public-schools> and at the Town of Medfield's website at <https://www.town.medfield.net/AgendaCenter/Search/?term=&IDs=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/>