

DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA	MEETING MINUTES
<b>DALE STREET SUSTAINABILITY SUB-COMMITTEE</b> <span style="float: right;">January 07, 2021</span>	
Location:	ONLINE – ZOOM CONFERENCE CALL
Time:	4:30 PM

**Attendees:**

Name	Association	Present
<b>Alec Stevens</b>	Medfield Energy Committee	Y
<b>Megan Sullivan</b>	Community Member	Y
<b>Tom Erb</b>	SBC member/PBC	Y
<b>Walter Kinkaid</b>	SBC member/PBC	N
<b>Amy Colleran</b>	Director of Facilities – Town of Medfield/Medfield Energy Committee	Y
Michael Quinlan	Chair, Medfield School Building Committee/PBC	Y
Lynn Stapleton	LeftField Project Management	Y
Gina Gomes-Cruz	LeftField Project Management	N
Tim Baker	LeftField Project Management	Y
Adam Keane	LeftField Project Management	N
Laurence Spang	Arrowstreet Architect	Y
Tina T. Soo Hoo	Arrowstreet Architect	N
Emily Grandstaff-Rice	Arrowstreet Architect	N
Kate Bubriski	Arrowstreet Architect	Y

***Bold/Italics = Sustainability Sub-Committee Members***

Megan Sullivan called the meeting to order at 4:39 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

1. Megan Sullivan reviewed and discussed her corrections to the 12/17/20 meeting minute draft.  
 Megan Sullivan entertained a motion to approve the draft 12/17/20 Dale Street School Sustainability Sub-Committee meeting minutes.  
**Motion:** Alec Stevens moved, seconded by Tom Erb to approve the draft 12/17/20 Dale Street School Sustainability Sub-Committee meeting minutes.

Amy Colleran inquired if she could vote to approve the meeting minutes even though she was not in attendance. Michael Quinlan stated that she could vote “yes” and state that she has reviewed the minutes or she could abstain. Amy Colleran confirmed that she had read and reviewed the meeting minutes.

**The Dale Street School Sustainability Sub-Committee voted to approve the 12/17/20 Dale Street School Sustainability Sub-Committee meeting minutes:**

**Alec Stevens – in favor**

**Tom Erb – In favor**

**Megan Sullivan – in favor**

**II. Dale Street School Community Member**

2. Megan Sullivan has inquired with Superintendent Marsden about an additional member to the sub-committee from the Dale Street School community. Megan is awaiting confirmation from the Superintendent on the selection. **(From 12/03/20 meeting)**

**III. Eversource Memorandum of Understanding (MOU)**

1. Mike Quinlan sent the MOU to the town administrator to sign. Once Eversource receives the signed MOU from the Town of Medfield, they will then issue their proposal for services. Leftfield, Arrowstreet, and members of the Sustainability Subcommittee engaged with GGD (Arrowstreet’s Design Consultant) Eversource, and their design consultant (Thorton TomaSetti) for a scoping meeting on 01/07/2020 at 11am. Kate Burbriski reported back to the Sub-Committee about the Eversource meeting and discussed Arrowstreet’s sustainability design process.

**IV. Building Performance user Data Checklist**

2. Utility Usage Data Review is in process. Arrowstreet requested the rate that Town is charged (either Dale Street or the District average) to be submitted as well. Arrowstreet received a year’s worth of Utility Bills for Arrowstreet and the consultants to review. Arrowstreet confirmed that they received water usage, energy usage, and utility rates. Arrowstreet and submitted the data to GGD and TT for review. Arrowstreet received the existing equipment schedule from Amy Colleran.
3. The only outstanding document is the Occupancy schedule, which is one of the more critical data sets need for the energy modeling. Amy Colleran confirmed she had discussed occupancy with Michael LaFrancesca from the School Department. He expected to have the completed Occupancy Schedule completed by tomorrow. Kate Burbriski inquired if the Occupancy Schedule will reflect current occupancy and usage or will also factor in anticipated the new/additional occupancy and usage in the newly constructed school. Larry Spang requested they any planned additional usage of the new facilities like the new gymnasium is included. Amy Colleran will follow-up with Michael LaFrancesca. Michael Quinlan stated that the Dale Street School Principal would be another great resource to include in the usage discussion.
4. Kate Burbriski inquired about a generator at the New School. There is no current plan to utilize the school as an emergency shelter, so Michael Quinlan anticipated to minimize the size of the emergency generator as much as possible, but this subject will need to be discussed further with School Department officials and members of the Dale Street School Building Committee. The Town currently mostly uses Diesel Generators. There is an existing generator at the Wheelock School.

**V. Next Community Forum**

5. The first Sustainability Sub-Committee public forum is tentatively scheduled for early February. Kaye Burbriski from Arrowstreet went over her proposed agenda for the forum. The forum would begin with a recap of the 2/4/2020 public forum and update on project schedule. We may want to have some participants break out into individual groups (in zoom rooms) to discuss potential overall sustainability goals for the project. Arrowstreet would then introduce the subject of a “Net-Zero” or “Net-Zero Ready” school. Eversource will present the utility incentives available to the project/Town of Medfield. Arrowstreet will conclude by summarizing the overall analysis process to assist Medfield in making the right decision for the Town. Sub-Committee will propose potential dates for the forum at the 1/21/21 meeting. Megan Sullivan and Kate Burbriski will finalize agenda items for the forum for the next meeting.

VI. Geo-thermal test well & Solar permitting

6. Amy Colleran followed-up with Town Hall regarding any zoning/permitting requirements for drilling a test well for a potential Geo-thermal system and is awaiting a response from Town Hall. Amy Colleran stated that there are no current building requirements existing in Medfield since this is relatively new technology. Michael Quinlan estimates that drilling for the test well would occur in April 2021 to give the design team enough time to review the data and for the Schematic Design cost estimate. The anticipated depth of the well is around 600 feet.
7. Kate Burbriski from Arrowstreet and Adam Keane from Leftfield will meet with the Solar Panel Working Group of the Medfield's Energy Committee to provide project background.

VII. Life Cycle Analysis

8. Megan Sullivan presented a total life cycle cost comparison model. Arrowstreet requested that the excel document be sent to them to review and report back to the sub-committee and coordinate with the relevant design consultants to review as well. Michael Quinlan stated that he would like to see the baseline difference between the ground-sourced heat pumps and the air-sourced heat pumps, although he does not expect the project will pursue the air-sourced heat pumps. The analysis will also include comparing electric boilers and gas boilers. A decision will be made later which systems receive the more intensive analysis.

VIII. Adjournment

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

**MOTION:** Tom Erb moved, seconded by Amy Colleran, that the Dale Street School Sustainability Sub-Committee vote to adjourn the meeting at 5:48 PM.

*Discussion: None*

**VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 5:48 PM.**

**Roll call was taken:**

**Alec Stevens – in favor**

**Tom Erb – In favor**

**Amy Colleran – in favor**

**Megan Sullivan – in favor**

**Next Meeting: February 04, 2021 at 4:30 PM**