

<b>DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA</b>	<b>MEETING MINUTES</b>
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<b>DALE STREET SUSTAINABILITY SUB-COMMITTEE</b>	<b>January 21, 2021</b>
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Location:	ONLINE – ZOOM CONFERENCE CALL
Time:	4:30 PM

**Attendees:**

<b>Name</b>	<b>Association</b>	<b>Present</b>
<i>Alec Stevens</i>	Medfield Energy Committee	N
<i>Megan Sullivan</i>	Community Member	Y
<i>Tom Erb</i>	SBC member/PBC	Y
<i>Walter Kincaid</i>	SBC member/PBC	Y
<i>Amy Colleran</i>	Director of Facilities – Town of Medfield/Medfield Energy Committee	Y
Michael Quinlan	Chair, Medfield School Building Committee/PBC	N
Lynn Stapleton	LeftField Project Management	Y
Gina Gomes-Cruz	LeftField Project Management	Y
Tim Baker	LeftField Project Management	Y
Adam Keane	LeftField Project Management	N
Laurence Spang	Arrowstreet Architect	Y
Tina T. Soo Hoo	Arrowstreet Architect	Y
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 4:34 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 01/07/21 meeting minute draft.

Megan Sullivan entertained a motion to approve the draft 01/07/21 Dale Street School Sustainability Sub-Committee meeting minutes as amended.

**Motion:** Tom Erb moved, seconded by Amy Colleran to approve the draft 01/07/21 Dale Street School Sustainability Sub-Committee meeting minutes as amended.

**The Dale Street School Sustainability Sub-Committee voted to approve the 01/07/21 Dale Street School Sustainability Sub-Committee meeting minutes as amended:**

**Tom Erb – In favor**

**Walter Kincaid – In favor**

**Amy Colleran – 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. It was decided that Dale Street School Principal, Stephen Grenham, will serve in the interim. He will be added to the email distribution list for all administrative items but is unlikely to attend a meeting unless requested. Megan Sullivan will reach out to the PTO to see if there are any parents who would like to volunteer to serve in the sub-committee.

III. Eversource Memorandum of Understanding (MOU)

3. Leftfield will follow-up on status of MOU from town administrator.

IV. Building Performance user Data Checklist

4. Arrowstreet received all items requested from the Town and School Department, including the Occupancy schedule. Arrowstreet has reviewed the information and will issue their questions/comments to the district. Once the MOU is finalized, Arrowstreet will submit the data to GGD and TT to be included in the energy modeling.

V. Next Community Forum

5. Megan Sullivan stated that the proposed format of the Forum is 80% will be specifically about sustainability goals and options associated with the New Dale Street School Project. 20% will be on discussing sustainability options for private residents that are available through various organizations. The next Sustainability Sub-Committee public forum is tentatively scheduled for either February 9<sup>th</sup> or February 10<sup>th</sup> and will be jointly hosted with the SBC and the Medfield Energy Committee. If both proposed dates do not work, then the backup date would be February 25<sup>th</sup>. The proposed dates work for members of the sub-committee and design team. Megan will request the members of the Select Board attend the forum. Megan will also coordinate outreach with the Communication's sub-committee.

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 stated that there are no current building requirements existing in Medfield since this is relatively new technology. Wells are overseen by the Medfield Board of Health. Amy Colleran stated that she would notify the building department, but that they do not have any jurisdiction in permitting. Amy Colleran will request that the Health Officer from the Board of Health issue an email to Arrowstreet outlining an application process, if applicable. Arrowstreet will issue any permitting for the test wells for another project as an example for Medfield.
7. Leftfield stated that we may need to amend the proposed Archaeological Survey to include the well field. Arrowstreet will send Leftfield the approximate size of the well field to get a pricing proposal on the additional area of land under investigation. The proposal only currently includes land that is being disturbed by construction of the new school. Leftfield will issue a map marking the locations of the test well and possible future well field for review. The well field will contain approximately 75-90 wells. This is a very preliminary estimation.

VII. Life Cycle Analysis

8. Megan Sullivan will reach out to Mark Sandine about sharing his analysis model with Arrowstreet to review and have Thorton Tomasetti include in their report.

VIII. Adjournment

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

**MOTION:** Walter Kincaid moved, seconded by Tom Erb , 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 5:14 PM.

Roll call was taken:

**Alec Stevens – in favor**

**Tom Erb – In favor**

**Amy Colleran – in favor**

**Megan Sullivan – in favor**

**Next Meeting: February 11, 2021 at 4:30 PM**