

DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA	MEETING MINUTES
DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 23 Joint Meeting with Board of Selectmen and School Committee Members	February 3, 2021
Location:	Online Meeting
Time:	7:00 PM

**Attendees:**

Name	Assoc.	Present
<b><i>School Building Committee</i></b>		
<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	Y
<i>Anna Mae O'Shea-Brooke</i>	SBC member/School Committee	Y
<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
<b><i>Board of Selectmen</i></b>		
Osler Peterson	BoS member/Chair	Y
Gus Murby	BoS member/Third Member	Y
Michael Marcucci	BoS member/Clerk	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	Y
Kate Bubriski	Arrowstreet Architect	N

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

A Dale Street Elementary School Building Committee (SBC) Meeting was held along with the Board of Selectmen (BoS) to discuss: Administrative Actions; Preferred Schematic Report Update; Project Schedule Update; and Budget Update. The following was noted:

Osler Peterson called the BoS meeting to order at 7:05 PM. A quorum was in attendance.

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 January 6, 2021 Dale Street School Building Committee Meeting Minutes.*

1. Mike Quinlan entertained a motion to approve the January 6, 2021 Dale Street School Building Committee Meeting Minutes.

**MOTION:** Leo Brehm moved, seconded by Jeffrey Marsden, that the Dale Street School Building Committee vote to approve the January 6, 2021 Dale Street School Building Committee Meeting Minutes.

*Discussion: None*

**VOTE:** The Dale Street School Building Committee voted to approve the January 6, 2021 Dale Street School Building Committee Meeting Minutes.

**Roll call was taken:**

**Michael Weber – In favor**

**Walter Kincaid – In favor**

**Leo Brehm – In favor**

**Anna Mae O'Shea Brooke – in favor**

**Jeffrey Marsden – In favor**

**Tom Erb – In favor**

**Michael Marcucci – In favor**

**Mike Quinlan – In favor**

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

*Vote on Approval of Thornton Tomasetti proposal (Energy Modeling)*

2. Mike Quinlan entertained a motion to approve the Thornton Tomasetti proposal to complete the Schematic Design Phase and Photovoltaic System Analysis scopes of work.

**DISCUSSION:**

- The scope of work by Thornton Tomasetti will provide the information needed to determine whether to proceed toward Net Zero Energy.
- Of the \$17K required for the Schematic Design (SD) scope of work, Eversource will provide \$8K and Medfield will be responsible for \$13k. The scope for PV analysis is \$4K, that too will be part of the projects cost.
- Mike Q. asked when the PV analysis is required. Larry Spang responded by stating that Eversource will determine that. That said, both the SD and PV analysis need to be approved at this to complete the analysis required for the SD Submission.

**MOTION:** Walt Kincaid moved, seconded by Michael Weber, that the Dale Street School Building Committee vote to approve the Thornton Tomasetti proposal to complete the Schematic Design Phase and Photovoltaic System Analysis scopes of work.

**VOTE:** The Dale Street School Building Committee voted to approve the Thornton Tomasetti proposal to complete the Schematic Design Phase and Photovoltaic System Analysis scopes of work.

**Roll call was taken:**

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

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

*Vote to authorize Mike Quinlan to sign the Thornton Tomasetti proposal.*

3. Mike Quinlan entertained a motion to authorize Mike Quinlan to sign the Thornton Tomasetti proposal.

**MOTION:** Anna Mae O’Shea Brooke moved, seconded by Tom Erb, that the Dale Street School Building Committee vote to authorize Mike Quinlan to sign the Thornton Tomasetti proposal.

*Discussion: None*

**VOTE:** The Dale Street School Building Committee voted to authorize Mike Quinlan to sign the Thornton Tomasetti proposal.

**Roll call was taken:**

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

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

*Vote on Approval of P.A.L. Proposal (Archeological Intensive Locational Investigative Survey)*

4. Mike Quinlan entertained a motion to approve the P.A.L. proposal (Archeological Intensive Locational Investigative Survey).

**DISCUSSION:**

- The Massachusetts Historical Commission (MHC) is requiring an Archeological Survey to be done on the Wheelock site. LeftField has solicited bids from consultants which have been reviewed by the Design Team. The lowest bidder is P.A.L. who is also currently working on a project in Medfield.
- It was agreed that there are benefits to having a single consultant currently engaged with the Town.

- The scope for this work will be covered under LeftField's contract. LF's contract will be amended to cover this cost.

**MOTION:** Leo Brehm moved, seconded by Michael Weber, that the Dale Street School Building Committee vote to approve the P.A.L. Proposal (Archeological Intensive Locational Investigative Survey).

**VOTE:** The Dale Street School Building Committee voted to approve the P.A.L. Proposal (Archeological Intensive Locational Investigative Survey).

**Roll call was taken:**

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

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

**II. Preferred Schematic Report (PSR)**

5. AST has completed their responses to the MSBA comments on the PSR. LF is wrapping up their response and by the end of day tomorrow (February 4<sup>th</sup>), the District will have their responses complete. LF will combine all comments into one document and circulate to the Design Team for review on Friday. The final document will be sent to the MSBA on February 8, 2021. After submission, the document will be ready to post to the website.

**III. FAS Meeting Recap**

6. It was stated that the feedback from the MSBA on the PSR submission was very good. The Educational Plan was thoughtfully done and well-executed in the design of the building.
7. Regarding the Model School Program, it was stated that the MSBA financial incentive to participate in the program are longer available.
8. The MSBA offered 5 Model Schools to select from:
  - Andover, Bancroft Elementary School designed by SMMA
  - Burlington, Memorial Elementary School designed by Raymond Design Associates
  - Lexington, Estabrook Elementary School designed by Dinisco Design, Inc.
  - New Bedford, Lincoln Elementary School designed by Mount Vernon Group Architects Inc.
  - Norfolk, Freeman-Kennedy Elementary School designed by Flansburgh Architects.
9. Jeffrey Marsden stated that a year and a half was spent developing an Educational Plan to produce a design for a new school that fulfilled the stated educational goals and objectives. Utilizing a Model School may not achieve the same results. He provided feedback on all 5 of the Model Schools. He made the following points:
  - **Bancroft Elementary School**
    - Design does not incorporate a "Main Street" within the building.
    - Gym is smaller than what the District would like.
    - Media Center is not in a good location.
    - The building has 3 levels, the Wheelock site would be overpowered by 3 levels.
    - It is a K-5 design – which would trigger classroom design changes.

- **Freeman-Kennedy Elementary School**
  - Design does not fit the District's vision.
  - Narrow corridors without breakout spaces
  - Design does not incorporate a "Main Street" within the building.
  - It does have features which allow students to interact with the building's energy usage.
- **Estabrook Elementary School**
  - It is a K-5 design – which would trigger classroom design changes.
  - Dining area is smaller than what the District would like.
  - The gym is on the second floor – not what the District would like.
  - The music space is much smaller than what the District needs.
  - Classrooms are in pairs with breakout areas between, not what the District has proposed.
  - Linear building with narrow hall.
- **Memorial Elementary School**
  - The school had a smaller capacity than Dale Street by about 100 so more modifications would be required to accommodate Dale Street's enrollment.
  - Was opened 10 years ago which may require additional code upgrades
  - The gym is smaller than what the District would like.
  - The cafeteria and stage area are smaller than needed.
- **Lincoln Elementary School**
  - The layout was not desirable nor conducive to "Main Street" concept.
  - The small center courtyard is not desirable.

10. Lynn S. presented plans of the five Model Schools for all to view.
11. Mike Q. stated that he had asked for data on cost savings from Marlboro who had recently utilized a Model School, but he has not received any information and cannot identify any significant savings other than the reduction in Design and OPM fees.
12. The Model School Program was designed around the idea of cost savings and not necessarily to a District's specific Educational Plan. It appears the costs savings were not as significant as thought and is likely the reason the incentive points are no longer available.
13. Gus Murby asked what criteria is used by the MSBA when selecting Model Schools for a District.
14. Mike Q. responded that currently there are only 5 elementary schools in the program, and all 5 were presented.
15. Gus Murby stated that his reason for exploring the Model School Program was to find potential cost savings but now understands the reason for not pursuing the program. He did reiterate that the cost of the project is very high and efforts must be made to reduce the overall cost of the project with a focus on reducing the Town's share of the cost.
16. Mike Q. responded that the SBC would commit to reduce the price without sacrificing educational needs.
17. Mike Quinlan entertained a motion to approve discontinuing pursuit of the Model School Program.

**MOTION:** Leo Brehm moved, seconded by Tim Bonfatti, that the Dale Street School Building Committee vote to approve discontinuing pursuit of the Model School Program.

*Discussion: None*

**VOTE:** The Dale Street School Building Committee voted to approve discontinuing pursuit of the Model School Program.

**Roll call was taken:**

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

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

18. Lynn S. will notify the MSBA of this decision.
19. The following motion to adjourn the Board of Selectmen Meeting and vote were made:

**MOTION:** Michael Marcucci moved, seconded by Gus Murby, that the Board of Selectmen vote to adjourn the meeting at 8:16 PM.

*Discussion: None*

**VOTE: The Board of Selectmen voted to adjourn the meeting at 8:16 PM.**

**Roll call was taken:**

**Osler Peterson – In favor**  
**Gus Murby – In favor**  
**Michael Marcucci – In favor**

**In Favor: 3      Against: 0      Abstained: 0      The motion passed.**

**IV. Construction Delivery Method: CM-R vs. DBB**

20. Jim R. presented a comparison of the two Construction Delivery Methods.
  - The following topics were presented:
    - Overall Comparison of Design-Bid-Build vs. Construction Manager at Risk
    - Advantages of both Design-Bid-Build and Construction Manager at Risk
    - The disadvantages of both Design-Bid-Build and Construction Manager at Risk
    - Cost Comparison of the two Construction Delivery Methods
    - Schedule Comparison of the two Construction Delivery Methods
    - Project Delivery Metrics for Analysis
    - General Project Risks with both Construction Delivery Methods
21. It was stated that with CM-R you are buying design intent. With items that may not be shown on the drawings, if the intent is there, those items are included in the project cost.
22. With DBB, only scope shown on the drawings is owned. If it is not on the drawings, it's not included in the project cost and will be a change order.
23. CM-R builds in contingencies to cover design intent.
24. DBB cost includes only what is on the drawings.
25. Complex projects use more suited for CM-R. Less complicated projects are more suited use DBB.
26. It was agreed that the Wheelock site may not justify CM-R's additional premium.
27. LF stated that early site packages would be necessary to achieve Fall 2024 School Opening regardless of CM-R or DBB.
28. Not everyone agreed that early site packages would gain additional time.
29. It was agreed to table the issue to the next meeting and continue the conversation offline.

V. Sustainability Subcommittee Update

30. Megan Sullivan provided an update:

- Data collecting nearly complete.
- Targeting a mid-March meeting to present findings to the Board of Selectmen.
- February 25, 2021 is the date of the Sustainability Forum - "Building Performance – what is Net Zero?"
  - 80% will focus on the Dale Street School Project
  - 20% will focus on residential homes.

31. Question from the public (Mrs. Potts) - Will the Subcommittee be looking beyond energy issues as well?

Megan responded that the Subcommittee's current focus is on energy efficiency and later tasks will also include a focus on sustainability.

VI. Communications Subcommittee Update

28. Anna Mae O'Shea Brooke provided an update:

- Training with the Office of Campaign and Political Finance went well. The Subcommittee will reach out to them as needed.
- The Wheelock Neighborhood Traffic Questionnaire Survey had 105 participants and there were 35 in attendance at the Wheelock Neighborhood Forum. It was appreciated that the Police Chief was in attendance and part of the dialogue.
- The Subcommittee will continue to have monthly updates to provide to the public.
- Nicole Drummond has resigned from the Communication Subcommittee to join a PAC.

VII. Project Schedule

32. Lynn S. reviewed the following dates:

- February 11, 2021 – MSBA Board Meeting (approve the District moving forward into Schematic Design)
- February 25, 2021 – Sustainability Forum
- March 10, 2021 – next SBC meeting – It was noted that there were no conflicts with this date.

33. Larry added that future SBC Meetings may need to take place twice a month with the many decisions that will need to be made to keep the SD process going.

VIII. Budget Update

*Vote on Approval of January 2021 Invoices*

34. Arrowstreet and LeftField submitted invoices for January 2021. There was a call for a vote to approve Arrowstreet's Invoice No. 727159 for \$6,200.00 and LeftField's Invoice No. 17 for \$5,000.00 for services performed in January 2021, totaling \$11,200.00.

**MOTION:** Leo Brehm moved, seconded by Anna Mae O'Shea Brooke, that the Dale Street School Building Committee vote to approve Arrowstreet's Invoice No. 727159 for \$6,200.00 and LeftField's Invoice No. 17 for \$5,000.00 for services performed in January 2021, totaling \$11,200.00.

*Discussion: None*

**VOTE:** The Dale Street School Building Committee voted to approve Arrowstreet's Invoice No. 727159 for \$6,200.00 and LeftField's Invoice No. 17 for \$5,000.00 for services performed in January 2021, totaling \$11,200.00.

**Roll call was taken:**

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

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

35. Lynn Stapleton stated that including these invoices, 57% of the Feasibility Study/Schematic Design budget has been spent.
36. Mike Q. asked that LF update the Project Budget to include P.A.L. and Thornton Tomasetti’s proposals.

**IX. Other Business/Discussions**

23. Comments from the Committee:

- Tim Bonfatti asked if it is possible for the Town to provide interim funding for the Architect to proceed with Design Development for the 2-1/2 months after submission of the Schematic Design up to the Town Meeting vote on the project.
- These funds will allow the project to continue moving forward to allow the School Opening of Fall 2024 to be maintained with a DBB Construction Delivery.
- The Design Team will develop scope and costs for this period.
- This additional cost will be brought to the Warrant Committee for approval to include as an Article in the Annual Town Meeting.

24. Comments from the Public:

- Mrs. Potts asked when the responses to the MSBA comments on the PSR would be posted to the website?  
The Response are due to the MSBA on February 8, 2021. The document will be posted after that.
- Mrs. Potts asked when the land survey will be posted to the website?  
AST responded that the land survey is complete and in review and will be posted soon.

**X. Adjournment**

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

**MOTION:** Jeffrey Marsden moved, seconded by Leo Brehm, that the Dale Street School Building Committee vote to adjourn the meeting at 9:23 PM.

*Discussion: None*

**VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 9:23 PM.**

**Roll call was taken:**

**Michael Weber – In favor**  
**Walter Kincaid – In favor**  
**Leo Brehm – In favor**  
**Anna Mae O’Shea Brooke – in favor**

**Jeffrey Marsden – In favor**

**Tom Erb – In favor**

**Michael Marcucci – In favor**

**Tim Bonfatti – In favor**

**Mike Quinlan – In favor**

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

**XI. Meeting Materials**

The following materials were presented at the February 3, 2021 SBC Meeting:

- Dale Street School Building Committee Meeting no. 22 meeting minutes
- Dale Street School Project Meetings and Milestones Schedule – 02/01/2021
- Dale Street Elementary School Preliminary Project Schedule Feasibility Study/Schematic Design Phase January 31, 2021.
- Dale Street School – January 2021 Invoice Summary
- LeftField Invoice no. 17 - 1/31/21
- Arrowstreet Invoice no. 727029 - 1/29/21
- Dale Street School Total Project Budget Status Report January 31, 2021
- Dale Street School – Monthly Cash Flow – January 31, 2021
- Dale Street School – Cumulative Cash Flow – January 31, 2021
- Dale Street School Project Update Flyer - February 2021
- Arrowstreet and Leftfield's Meeting Presentation – Dale Street School Building Committee and Medfield Board of Selectmen – February 3, 2021
- Meeting Materials 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/>