

DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA	MEETING MINUTES
DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 24 Joint Meeting with Board of Selectmen and School Committee Members	March 10, 2021
Location:	Online Meeting
Time:	7:00 PM

**Attendees:**

Name	Assoc.	Present
<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	N
<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
Laurence Spang	Arrowstreet Architect	Y
Tina T. Soo Hoo	Arrowstreet Architect	Y
Claes Andreasen	Arrowstreet Architect	Y
Emily Grandstaff-Rice	Arrowstreet Architect	Y
Autumn Waldron	Arrowstreet Architect	Y
Kate Bubriski	Arrowstreet Architect	N

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

A Dale Street Elementary School Building Committee (SBC) Meeting was held to discuss: Administrative Actions; Arrowstreet Presentation; Construction Delivery Method; Project Schedule; Budget Update; Archeological Survey; Sustainability Subcommittee and Communications Subcommittee updates. The following was noted:

Mike Quinlan called the meeting to order at 7:04 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 February 3, 2021 Dale Street School Building Committee Meeting Minutes.*

1. Mike Quinlan entertained a motion to approve the February 3, 2021 Dale Street School Building Committee Meeting Minutes.

**MOTION:** Anna Mae O'Shea-Brooke moved, seconded by Jeffrey Marsden, that the Dale Street School Building Committee vote to approve the February 3, 2021 Dale Street School Building Committee Meeting Minutes.

*Discussion: None*

**VOTE: The Dale Street School Building Committee voted to approve the February 3, 2021 Dale Street School Building Committee Meeting Minutes.**

**Roll call was taken:**

**Tom Erb – In favor**

**Jeffrey Marsden – In favor**

**Michael Marcucci – In favor**

**Anna Mae O'Shea Brooke – 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. Arrowstreet Presentation**

*Arrowstreet Presentation - Design Review*

2. Design Schedule:

- 10-MAR SBC MEETING - DESIGN REVIEW (PROGRAMMING, BUILDING EXTERIOR/MASSING UPDATE)
- 24-MAR SBC/BOS MEETING- BUILDING EXTERIOR DESIGN REVIEW / NZE DECISION / TRAFFIC MITIGATION DECISIONS
- 7-APR SBC MEETING - SITE / LANDSCAPE DESIGN REVIEW
- 21-APR SBC MEETING – BUILDING INTERIOR REVIEW
- 5-MAY SBC MEETING- PRICING PACKAGE, DESIGN REVIEW
- 19-MAY SBC MEETING- DESIGN REVIEW AS NEEDED
- 2-JUNE SBC MEETING- DESIGN REVIEW AS NEEDED
- 16-JUNE SBC MEETING - COST REVIEW, PROGRESS SD DOCUMENTS (80% - 90% COMPLETE)
- 18-JUNE 100% SD DOCUMENTS FOR SBC'S REVIEW
- 23-JUNE SBC MEETING- VOTE ON FINAL SD DOCUMENTS
- 30-JUNE MSBA SUBMISSION - SD DOCUMENTS

3. Design Studies:

- Gym Diagrams were presented – NCAA full; NFHS; Youth Size Court; Short Youth Size Court; Large Layout; Medium Layout.
- The following comments were made:
  - o NHHS – Medium Layout is preferred.
  - o A large full court with the capability to divide into 2 youth courts is preferred.

- Side lines and endzone should not be designed to minimum requirements.
- Bleacher space for 350 people should be shown but less seating should also be presented as an option.
- It was noted that larger seating capacity will trigger more parking spaces and a larger fixture count.
- It was also noted that the gyms square footage over the guidelines will not be eligible for MSBA reimbursement.
- The gym will be utilized for a variety of uses - educational, assemblies, athletics (organized games with spectators) – this should be kept in mind as the space is being designed.

4. Site Design Studies, issues presented:

- Open courtyard to allow more light into the building.
- OT/PT remote from other Health and Wellness Programs
- Art is remote from student activity center.
- Learning Stair is remote from student activity center.
- Service area is constrained for loading and MEP.
- Kitchen has difficult adjacency with classroom.
- The following comments were made:
  - AST has been meeting with staff to further develop the design of the spaces.
  - Art is shown pushed to the entrance – more welcoming.
  - The Learning Center is centralized within the classroom wings. This space will access great views and the space will be designed to optimize natural light.
  - The gym and cafeteria are located in such a way that can easily be closed off from the rest of the building when these spaces are utilized on the weekends.
  - Tim Bonfatti asked if the Learning Center is part of the Program. Jeffrey Marsden responded that this space is “classroom space” needed to hold presentations for 2 classes at a time which is a space outside the traditional classroom.
  - Tim Bonfatti asked why the sf of the stage is above the guidelines. Jeffrey Marsden responded the size will allow 4<sup>th</sup> and 5<sup>th</sup> graders to perform together on stage without having to utilize the high school stage.
  - Larry stated that the step in the design process will be overlaying the structural grid.

5. Site Design Studies:

- The following comments were made:
  - Reduction of existing site curb cuts was presented.
  - The introduction of stop signs give buses the right-away and slows traffic.
  - An option showing a dedicated bus loop separate from staff and parents’ vehicular traffic was presented.
  - All options will require crossing guards to ease traffic congestion on site.
  - The length of the bus loops will be based on number of busses - this will be confirmed.
  - It was stated that stop signs may not slow traffic without a crossing guard present.
  - It was stated that it is best to have crossing guards on site vs. on Elm Street.
  - It was stated that traffic congestion on site may not be as problematic as the bus ridership returns to pre-Covid numbers.
  - The path between Wheelock and the new school can be utilized by parents dropping off multiple students at both schools, prioritizing the younger child drop off at Wheelock and allowing the older child to walk to the new school. Steve mentioned that currently parents make similar arrangements while dropping off their children at Memorial and Dale.

6. Traffic Mitigation. Top 6 Concerns presented:

- Intersection Overload at South Street / Elm (Mitigation part of School project)
- Roadway Capacity on Elm Street Street (Mitigation part of School project)
- Lack of Sidewalks, Cross Street & Philip Street (Town decision for Improvements)
- Cut-through Roads, Knollwood Road (Mitigation part of School project)
- Bridge / Easterly Direction on Elm Street (Town decision for Improvements)

- School Start Times Overlap with High School/Middle School vs. Elementary Schools (HS/MS and Elementary Schools currently do not overlap school start times)
- The following options were presented, and comments were made:
  - o The intersection at South and Elm:
    - The "round-about" option was removed.
    - A 4 way stop sign may be an option.
    - A traffic light also an option, but greater expense and maintenance.
    - Restriping to make left and right turns only may be an option.
    - It may be best to start with the less expensive option of introducing a stop sign and later replace with a traffic light if necessary.
    - AST will confirm the required distance from train tracks to stop lights.
  - o Elm Street:
    - Post speed (currently no signage posted)
    - Restripe road for narrower lanes.
  - o Sidewalks:
    - Introducing a sidewalk on South Street may not be worth the effort and money as there are not many homes in that direction. Improvements to the existing sidewalks may be a better option.

7. Medfield Historic Context:

- Images of existing Medfield Civic Buildings were presented.

8. Pricing Alternates presented are as follows:

- 1a HVAC (all electric) (Being analyzed)
- 1b HVAC (Geothermal) (Being analyzed)
- 1c HVAC (VRF) (Being analyzed)
- 2 Additional parking lot (approx. 85 spaces)
- 3 One new soccer/lacrosse field (natural grass)
- 4 One new soccer/lacrosse field (artificial turf)

*Vote on Pricing Alternatives to be included in Schematic Design.*

9. Mike Quinlan entertained a motion to vote to reject Pricing Alternate #2.

**MOTION:** Tim Bonfatti moved, seconded by Anna Mae O'Shea-Brooke that the Dale Street School Building Committee vote to reject Pricing Alternate #2.

*Discussion: The current existing Wheelock parking spaces were counted in conjunction with spaces observed on grassy areas. These factors were considered when developing the number of spaces for Wheelock. The additional 85 proposed spaces are not necessary.*

**VOTE: The Dale Street School Building Committee voted to reject Pricing Alternative #2.**

**Roll call was taken:**

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

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

10. Mike Quinlan entertained a motion to vote to include Pricing Alternate #3 as an alternate in the base contract.

**MOTION:** Tim Bonfatti moved, seconded by Leo Brehm that the Dale Street School Building Committee vote to include Pricing Alternate #3 as an alternate in the base contract.

*Discussion: None*

**VOTE:** The Dale Street School Building Committee voted to include Pricing Alternate #3 as an alternate in the base contract.

**Roll call was taken:**

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

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

**III. Construction Delivery Method: CMR v. DBB**

11. LeftField presented 2 Construction Schedule scenarios as opposed to the 3 presented at the previous SBC Meeting. The scenario removed from the options was to have the Town provide funding to keep the construction documentation moving prior to the Town vote on the new Elementary School project.
12. Jim R. presented a review of the two Construction Delivery Methods – DBB and CMR. Jim stated that the CMR method may have upfront costs but savings can be realized with the ability to accelerate schedule. This is LeftField’s preferred Construction Delivery method to achieve the Fall 2024 school opening.
13. Michael Marcucci asked how can the costs vary from what is bonded? When does escalation occur? It was explained that the baseline pricing indicated for DBB and CMR were from the two reconciled cost estimates that assumed the same construction start date and duration for both DBB and CMR. Because the DBB construction starts later and ends later than CMR, the difference in escalation due to extended time makes up for the higher initial cost of CMR. In DBB, you are stuck with the bid price that come in at bid time regardless of whether it is in budget or not. With CMR, you work with the CM throughout the design, bid and construction to stay within the approved budget.
14. Michael Marcucci stated that the numbers presented do not show CMR including escalation as DBB does and requested that the numbers be represented. (Note explanation above. Both DBB and CMR have escalation in the baseline pricing based on the same schedule. Because DBB will extend beyond the estimated schedule DBB has additional escalation. The CMR schedule will end likely 12 months earlier than a DBB schedule.)
15. The topic was tabled until next meeting.
16. Mike Q stated that the decision on Construction Delivery Method must be decide soon.

**IV. Project Schedule**

17. The Topic was tabled as the schedule had previously been reviewed during AST’s presentation.

**V. Budget Update**

*Vote on Approval of February 2021 Invoices*

18. Arrowstreet and LeftField submitted invoices for February 2021. There was a call for a vote to approve Arrowstreet's Invoice No. 727222 for \$31,000.00, their consultant's Invoice of \$11,977.23 and LeftField's Invoice No. 18 for \$5,000.00 for services performed in February 2021, totaling \$47,977.35.

**MOTION:** Tim Bonfatti, seconded by Walt Kincaid, that the Dale Street School Building Committee vote to approve Arrowstreet's Invoice No. 727222 for \$31,000.00, their consultant's Invoice of \$11,977.23 and LeftField's Invoice No. 18 for \$5,000.00 for services performed in February 2021, totaling \$47,977.35.

*Discussion: None*

**VOTE:** The Dale Street School Building Committee voted to approve Arrowstreet's Invoice No. 727222 for \$31,000.00, their consultant's Invoice of \$11,977.23 and LeftField's Invoice No. 18 for \$5,000.00 for services performed in February 2021, totaling \$47,977.35.

**Roll call was taken:**

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

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

19 Lynn Stapleton stated that including these invoices, 62% of the Feasibility Study/Schematic Design budget has been spent.

*Vote on OPM Contract Amendment for reimbursable services.*

20. Lynn presented Contract for Project Management Services Amendment No. 1 for \$40,926.68. Reimbursable Services include:

-A.M. Fogarty - PSR Estimates - \$ 7,986.00  
-A.M. Fogarty - SD Estimate - \$14,850.00  
-P.A.L. - Investigations & Report - \$17,827.70  
-Signarama - Sandwich Board - \$ 159.90  
-Wicked Local - Advertisement - 10.08

**Total: \$40,926.68**

21. Mike Quinlan entertained a motion to approve the Contract for Project Management Services Amendment No. 1 for \$40,926.68.

**MOTION:** Tim Bonfatti moved, seconded by Walt Kincaid, that the Dale Street School Building Committee vote to approve the Contract for Project Management Services Amendment No. 1 for \$40,926.68.

**VOTE:** The Dale Street School Building Committee voted to approve the Contract for Project Management Services Amendment No. 1 for \$40,926.68.

**Roll call was taken:**

Tom Erb – In favor  
Jeffrey Marsden – In favor  
Michael Marcucci – In favor

**Anna Mae O'Shea Brooke – in favor**  
**Tim Bonfatti – In favor**  
**Walter Kincaid – In favor**  
**Leo Brehm – in favor**  
**Mike Quinlan – In favor**

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

**VI. Archeological Survey**

22. Mike Q addressed an article posted in the *Patch* stating misleading information regarding the impact on well water by the proposed school. Mike contacted Moe Goulet of DPW to address this issue. Mr. Goulet reached out to a 3<sup>rd</sup> party water consultant to review project documents against bylaws and Town codes and concluded that the proposed school does not pose a risk to the well water. This letter has been posted to the website. Mike Q will also write a letter to the *Patch* to clarify this misinformation.

**VII. Sustainability Subcommittee Update**

23. P.A.L has rescheduled their initial site review as the ground is still frozen and would not allow them to do initial investigation work. They are rescheduling their visit for March 17, 2021.

*Vote to add Jason Uzzell to the Sustainability Subcommittee*

24. Mike Quinlan entertained a motion to vote to approve Jason Uzzell as a member of the Sustainability Subcommittee.

**MOTION:** Jeffrey Marsden moved, seconded by Leo Brehm, that the Dale Street School Building Committee vote to approve Jason Uzzell as a member of the Sustainability Subcommittee.

**VOTE: The Dale Street School Building Committee voted to approve Jason Uzzell as a member of the Sustainability Subcommittee.**

**Roll call was taken:**

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

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

25. Megan Sullivan reviewed the Subcommittee's activities now that the MOU has been approved. The consultant Thornton Tomasetti and Arrowstreet and their engineers are gathering information to develop an energy model to provide information to be presented to the BoS to determine if the project will pursue Net Zero Energy.
26. Mike Q confirmed that the next SBC Meeting on March 24<sup>th</sup> will be a joint meeting with the BoS allowing them to hear the information on Net Zero Energy prior to their vote on April 6, 2021.

VIII. Communications Subcommittee Update

27. Anna Mae O'Shea Brooke addressed the project's new name: "Elementary School Project" and explained how the new branding will clarify the location of the proposed school and how the new name will be updated throughout all means of communications the Subcommittee has been using to reach out to the public. The next initiative the Subcommittee is taking on is presenting the "Basics" to the public which will address common questions.

IX. Other Business/Discussions

28. Comments from the Committee: none

29. Comments from the Public:

- Mrs. Potts comments/questions are as following questions:
  - What are the impacts to the neighbors behind the Wheelock Site, this was mentioned previously by Mike Q. Mike Q. responded that there is a wooded buffer between them and the site and welcomes their input.
  - The design of the back of the building should not be a secondary thought.
  - How many traffic guards will be on site and is there a particular number from a safety standpoint?
  - The 4<sup>th</sup> and 5<sup>th</sup> graders enjoy performing at the High School.
  - Is there a list of total ineligible costs on this project? Mike Q. stated the cost estimate will be part of the SD submission.
  - Could Working Group meetings be reduced to save costs. Mike Q responded that a reduction of these meetings does not save costs on the project.

X. Adjournment

30. 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 9:39 PM.

*Discussion: None*

**VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 9:39 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 March 10, 2021 SBC Meeting:

- Arrowstreet presentation – March 10, 2021

- Dale Street School Building Committee Meeting no 23 February 3, 2021 meeting minutes.
- Dale Street School Project Meetings and Milestones Schedule – 03/10/2021
- Dale Street Elementary School Preliminary Project Schedule Feasibility Study/Schematic Design Phase February 28, 2021.
- Dale Street School – February 2021 Invoice Summary
- LeftField Invoice no. 18 - 2/28/21
- Arrowstreet Invoice no. 727222 - 3/03/21
- Hancock Associate Invoice 72016 – 12/30/20
- Eastern Topographics Invoice 14397-1 – 1/24/2021
- Dale Street School Total Project Budget Status Report February 29, 2021
- Dale Street School – Monthly Cash Flow – February 29, 2021
- Dale Street School – Cumulative Cash Flow – February 29, 2021
- Dale Street School Project Update Flyer - March 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/>