

DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA		MEETING MINUTES
DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 9		March 26, 2020
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	N
<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	N
Sharon Tatro	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
Autumn Waldron	Arrowstreet Architect	Y

Bold/Italics = SBC Voting Member

A Dale Street Elementary School Building Committee (SBC) Meeting was held to discuss: Administrative Actions; Preliminary Design Program; Project Schedule; and Budget Update. A quorum of the SBC members was present and the following was noted:

Mike Quinlan called the meeting to order at 7:06 PM. A quorum was in attendance.

It was also stated that the virtual meeting is 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 March 4, 2020 Dale Street School Building Committee Meeting Minutes

1. A call to take a formal vote to approve the March 4, 2020 Dale Street School Building Committee Meeting Minutes was made.

MOTION: Jeffrey Marsden moved, seconded by Leo Brehm that the Dale Street School Building Committee vote to approve the March 4, 2020 Dale Street School Building Committee Meeting Minutes.

VOTE: The Dale Street School Building Committee voted to approve the March 4, 2020 Dale Street School Building Committee Meeting Minutes.

Roll call was taken:

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

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

Vote on Arrowstreet Staff Change

2. Larry Spang explained the staff change which was due to Jessica Bessette, who was Project Manager on the project, making the decision to leave the firm to be at home with her two small children. Jessica had been with Arrowstreet for 13 years. Tina Soo Hoo will take on the role of Project Manager, she has been with Arrowstreet for 13 years as well.

3. A call to take a formal vote to approve Arrowstreet Staff Change was made.

MOTION: Michael Marcucci moved, seconded by Anna Mae O’Shea Brooke that the Dale Street School Building Committee vote to approve Arrowstreet’s Staff Change.

VOTE: The Dale Street School Building Committee voted to approve Arrowstreet’s Staff Change.

Roll call was taken:

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

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

II. Preliminary Design Program (PDP)

Review PDP Submission

4. Larry Spang made a presentation summarizing the Preliminary Design Program (PDP). (Reference presentation: <https://www.medfield.net/o/medfield-public-schools/browse/109519>)

Vote to Approve PDP Submission to MSBA

5. A call to take a formal vote to approve the PDP submission to MSBA was made.

MOTION: Leo Brehm moved, seconded by Michael Weber that the Dale Street School Building Committee vote to approve the PDP submission to MSBA on March 27, 2020.

VOTE: The Dale Street School Building Committee voted to approve the PDP submission to MSBA on March 27, 2020.

Roll call was taken:

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

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

Review Forms Requiring Signatures for Submission

1. Local Approvals and Certification Letter – This document requires the signatures of Jeffrey Marsden, Gus Murby and Anna Mae O’Shea-Brooke. Once the signatures are complete, the letter will then be scanned and included in PDP submission. If required an original with wet signatures can be mailed to MSBA at a later date.
2. Certification Letter of Vote to submit PDP – This document requires the signature of Jeffrey Marsden only and is included to certify the votes prior to an SBC vote on the meeting minutes in which the vote was recorded. Once complete, the letter will be scanned and included in PDP submission. If required an original with wet signature can be mailed to MSBA at a later date.

III. Project Schedule

Key Meeting and Milestone Update

3. L. Stapleton referenced the schedule going into the PSR phase, noting that many tasks and meetings have to be determined for a date. LeftField will work to fill in when each task must be complete and what meetings are required to keep the project on schedule. Additional Working Group Meetings have been scheduled to keep the process moving forward and to work towards the July 8, 2020 PSR Submission date. The Working Group Meetings will continue on a weekly basis.

PSR Work Plan

4. A Work Plan for the PSR has been started by AST and LF and will be further developed. Meeting topics will be added to the meetings as it becomes clearer which task by certain dates are required to stay on track.
5. It was agreed that the Quad Meeting should be scheduled sooner rather than later. A tentative date of April 7, 2020 was made. Mike Quinlan will reach out to the groups and confirm the date.

Project Schedule Update

6. The Design Team and SBC will continue to work towards the original schedule despite the week's loss on the PDP Submission delivery. For now, the Team should hold the original July 8, 2020 PSR Submission. We will work to ensure that all work that must happen to maintain that deadline can be accomplished and will report to the SBC if there are any issues.

IV. Budget Update

Update on Designer Supplemental Services

7. Larry Spang presented the Supplemental Services. There was a discussion as to what services should be performed on both sites prior to the PSR Submission and which services will be performed after a site has been selected which in turn would create a cost savings to help maintain the Supplemental Services within the \$100,000 budget allowance. HazMat, Geo-technical and Phase 1 Environmental Site Assessment can be performed on both site and doesn't require a site to be selected. Geo-environmental and Survey Services should be performed once a site is selected. Initial Traffic Studies could be performed on both sites but would need to wait until school is back in session. A more detailed Traffic Study will take place on the selected site in the Schematic Design phase.

V. Other Business/Discussions

8. Mike Quinlan opened discussion to the Committee. There were no comments.
9. Mike Quinlan opened discussion to the Public. Ms. Potts, Town Resident, asked if the PDP which is posted on the Project Website that has a date of March 19, 2020 was submitted on the March 19, 2020. The response was that the PDP dated March 19, 2020 was a draft and that the final submission will be dated March 27, 2020 and will be submitted on that date to MSBA. She noted that the use of the softball field between the Dale Street and Memorial Schools was not used by the High School for softball. J. Marsden responded that High School Field Hockey used the field. She asked if modular units were planned for overflow and if chrome books were a part the curriculum as a result of the presented Education Plans. J. Marsden indicated that modular will be used as needed and that the Education Plans make provisions for one-to-one technology such as use of chrome books to future-proof the new school. She also questioned the Archaeological Protection Zone noted on one of the sites. It was noted that this will be further addressed in the PSR.

VI. Next Meeting

10. Quad Meeting – date and time to be confirmed.
11. The next Dale Street School Building Committee Meeting will be scheduled for April 22, 2020 at 7:00 PM. It may likely be an online meeting and LeftField with coordinate with Medfield IT.

VII. Adjournment

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

MOTION: Leo Brehm moved, seconded by Anna Mae O'Shea-Brooke that the Dale Street School Building Committee vote to adjourn the meeting at 8:47 PM.

Discussion: None

VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 8:47 PM.

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