

<b>DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA</b>	<b>MEETING MINUTES</b>
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<b>DALE STREET SUSTAINABILITY SUB-COMMITTEE</b>	<b>April 01, 2021</b>
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Location:	ONLINE – ZOOM CONFERENCE CALL
Time:	4:30 PM

**Attendees:**

Name	Association	Present
<i>Alec Stevens</i>	Medfield Energy Committee	Y
<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
<i>Jason Uzzell</i>	Parent Representative	Y
Michael Quinlan	Chair, Medfield School Building Committee/PBC	Y
Fred Davis	Chair, Medfield Energy Committee	Y
Lynn Stapleton	LeftField Project Management	N
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
Autumn Waldron	Arrowstreet Architect	Y

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

Tom Erb called the meeting to order at 4:31 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 corrections to the 03/18/21 meeting minute draft.  
Megan Sullivan entertained a motion to approve the draft 03/18/21 Dale Street School Sustainability

Sub-Committee meeting minutes as amended.

**Motion:** Amy Colleran moved, seconded by Jason Uzzell to approve the draft 03/18/21 Dale Street School Sustainability Sub-Committee meeting minutes as amended.

**The Dale Street School Sustainability Sub-Committee voted to approve the 03/18/21 Dale Street School Sustainability Sub-Committee meeting minutes as amended:**

**Tom Erb – In favor**

**Amy Colleran – In favor**

**Megan Sullivan –In favor**

**Jason Uzzell – In Favor**

Walt Kincaid and Alec Stevens arrived to the meeting after meeting minute approval.

II. All Electric/Net Zero/Boiler Design

1. The Medfield Board of Selectmen voted to direct the New Elementary School Project to pursue Net Zero in the design of the new Elementary School. The Board of Selectman is planning on voting at the April 6<sup>th</sup> meeting boiler type between Option #3: Geo-Thermal, and Option #4: VFP.
2. Next steps for the Sub-Committee and Design Team are to review the different available manufacturers/models available to make a selection to be incorporated into the design.
3. Thornton Tomasetti (TT) will begin their enclosure assessment that will identify any enclosure options that may reduce energy usage and will identify any additional savings that can be captured by different enclosure design options.

III. Solar Panels

1. Megan Sullivan stated that she will be spending the next week finalizing a plan for moving forward on a solar panel study and how the sub-committee will evaluate choosing a pursuing PPA or Town ownership of the solar panels. Arrowstreet stated the goal for the Schematic Design phase is to finalize what costs will be included in the Schematic Design estimate, whether in base cost or as a bid alternate to be finalized in a later phase of the project.
2. Mike Quinlan inquired if there was grant money available for a solar study. Megan Sullivan stated she believed Eversource's Green Community Program had funds available, but this would need to be confirmed with Eversource.
3. Megan Sullivan reviewed a couple of additional items that the Medfield Energy Committee's Solar sub-committee:
  - a. PV in Parking Area
  - b. EV Charging Stations
  - c. Electric Buses Test program
  - d. Identify additional areas of Town where Solar units could be installed.
  - e. Installation of Battery units on site.
4. Mike Quinlan stated that while these are important items for consideration, they are outside the purview of the New Elementary School Sustainability Sub-Committee and that a recommendation would first need to be made by the Medfield Energy Committee.
5. Fred Davis inquired when the next opportunity for Medfield to apply to the Green Community Program. Amy Colleran confirmed the next submission deadline is October 2021.
6. Fred Davis stated that the Town is currently reviewing the most efficient solar policy: whether ownership or Power Purchase Agreement (PPA). He stated that the most recent evaluation indicated that a "hybrid" approach is the best option, and that this evaluation was completed as part of the study for third solar installation at the DPW. Mike Quinlan stated that the Town owns the panels for the two solar installation already built in Town.
7. Megan Sullivan inquired if the School will be utilized as a shelter. Mike Quinlan stated that that decision will be evaluated later in the design process.

IV. Geo-Thermal Test Well

1. Mike Quinlan stated that construction of the test well will not be until after project approval at the special town meeting in September since it does not make sense to spend the money if the project is not approved. Leftfield will include the amount in the amended total project budget and tentatively schedule the testing for October 2021.

V. LEED Workshop

1. Arrowstreet reviewed current LEED action items list that need to be decided during the schematic design below. Arrowstreet will bring pricing information for two options to the next meeting on 4/15.
  - a. Electric Vehicle (EV) Charging Stations
    - i. 13 EV charging spacing or 25 EV ready spaces.
    - ii. Revert to LEED v.4 requirement of 5 EV charging + 13 green vehicle spaces.
  - b. Heat Island Reduction: Need to discuss with town comfortability with maintenance of pervious paving options.
  - c. Outdoor Water Use Reduction: Confirm with Town who currently maintains the fields and if irrigation is required or existing on the site.
  - d. Process Water Use: MPS: determine HVAC system.
  - e. Optimize Energy Performance v4: MPS to determine HVAC system.
  - f. Enhanced Refrigerant Management: MPS to determine HVAC system.
  - g. Innovation: Green Building Education: MPS to determine two (2) strategies to pursue: signage program, manual/case study, and educational outreach program/tours.
2. Arrowstreet confirmed the current LEED score for the project. 52 “yes” credits and 36 “maybe” credits.
3. Megan Sullivan and Arrowstreet will schedule a meeting to create a work plan to gather the necessary information for the credits. Will update the sub-committee at the next meeting on 4/15.
4. Amy Colleran confirmed that the Town currently has single-stream recycling at the schools.

VI. Adjournment

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

**MOTION:** Tom Erb moved, seconded by Tom Erb, that the Dale Street School Sustainability Sub-Committee vote to adjourn the meeting at 6:19 PM.

*Discussion: None*

**VOTE:** The Dale Street School Building Committee voted unanimously to adjourn the meeting at 6:19 PM.

Roll call was taken:

**Tom Erb – In favor**  
**Alec Stevens – In favor**  
**Walt Kincaid – In favor**  
**Amy Colleran – In favor**  
**Megan Sullivan –In favor**  
**Jason Uzzell – In Favor**

**Next Meeting: April 15, 2021 at 4:30 PM**

VI. Meeting Materials

The following materials were presented:

- **April 01, 2021 DRAFT Meeting Minutes**
- **LEED V. 4.1 Scorecard**