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| DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA | MEETING MINUTES |
| DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 28 | May 12, 2021 |
| Location: | Online Meeting |
| Time: | 7:00 PM |

Attendees:

| Name | Assoc. | Present |
|---|---|---------|
| <i>School Building Committee</i> | | |
| <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 | N |
| <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 |
| | | |
| Lynn Stapleton | LeftField Project Management | Y |
| Gina Gomes-Cruz | LeftField Project Management | Y |
| Tim Baker | LeftField Project Management | Y |
| Jim Rogers | LeftField Project Management | Y |
| | | |
| Laurence Spang | Arrowstreet Architect | Y |
| Tina T. Soo Hoo | Arrowstreet Architect | Y |
| Claes Andrreasen | Arrowstreet Architect | Y |
| Emily Grandstaff-Rice | Arrowstreet Architect | Y |

Bold/Italics = SBC Voting Member

A Dale Street Elementary School Building Committee (SBC) Meeting was held to discuss: Administrative Actions; Schematic Design; AST staff and consultant changes; Communications Subcommittee update; Sustainability Subcommittee update; Project Schedule; and Budget Update. The following was noted:

Mike Quinlan called the SBC meeting to order at 7:03 PM. A quorum was in attendance.

It was 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 April 28, 2021 Dale Street School Building Committee Meeting Minutes.

1. Mike Quinlan entertained a motion to approve the April 28, 2021 Dale Street School Building Committee Meeting Minutes.

MOTION: Tom Erb moved, seconded by Anna Mae O'Shea Brooke, that the Dale Street School Building Committee vote to approve the April 28, 2021 Dale Street School Building Committee Meeting Minutes.

Discussion: none

VOTE: The Dale Street School Building Committee voted to approve the April 28, 2021 Dale Street School Building Committee Meeting Minutes.

Roll call was taken:

Tom Erb – In favor

Walter Kincaid – In favor

Jeffrey Marsden – In favor

Anna Mae O'Shea Brooke – In favor

Michael Marcucci – in favor

Mike Quinlan – In favor

Leo Brehm – In favor

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

II. Schematic Design

Design Update

Floor Plan Update

2. The daycare has been removed from school program and with that some adjustments have been made. OT/PT shifted toward the playground area and the mechanical/back-of-house area shifted as well. These are the only major changes that have been made to the floor plan. Smaller changes are the addition of electrical rooms and other minor tweaks to the plan.
3. Tim Bonfatti asked about the use of the breakout areas in the Educational Wing. Tina responded that these spaces are for small student groups to gather outside the classroom. These spaces are open unlike the breakout areas that are enclosed for private one on one teaching/meetings.

Interior Design Concept

4. Kate H stated that the interior design concept was based on Medfield's community and the school program. The first part of the concept is "Time", inspired by the Electric Time Company, located in Medfield. The company is donating a clock to the project. The second part of the concept is "Music" which is an important part of the school's program. The plan is to tie visual representation of these concepts into the school itself. Conceptual ideas represented in physical space were presented. An example of this is through patterning in flooring and details in the design. The concept of "Time" was thought about in two different ways: hourly and seasonal. Light brought in from windows and skylights can track moments in time by use of a sun dial. Another way time was thought about was seasonally. A good way to develop a color pallet through the space is by identifying certain seasonally colors with certain parts of the building.
5. Comments:
 - a. Tim Bonfatti appreciated bringing the donation of the clock into the design.
 - b. Mike Q stated that both concepts are linked together and can be an awesome feature.

- c. Anna Mae O'Shea Brooke appreciated incorporating the music concept into the design as it is a hallmark of Medfield.
- d. Jeff likes that both concepts can be incorporated equally into the school design.

Environmental Graphic Design

- 6. Examples of graphics were presented. Core values and quotations are some examples which are tailored to the mission of the school. Window vinyl are also used to identify spaces.
- 7. Claes added that the exterior and interior design along with these graphics will be looked at holistically.
- 8. Tim Bonfatti added that these graphics are a great way to engage the larger community such as high school art students, local historic commission, and other groups.

Interior Materials

- 9. Interior materials were presents for the core educational spaces and common areas. No specific products have been selected only the type of product.
- 10. Mike Q. added that Amy Colleran has met with the design team so that she has opportunity to review proposed materials and have any of her concerns and/or questions answered.
- 11. Tina added that AST will review a variety of criteria when vetting a product.
- 12. Jeff asked if vinyl tile is lower maintenance. Tina responded that it is very durable and does not require waxing only light level cleaning.

Aerial Renderings

- 13. Updated renderings were presented from a North and South perspective. Proposed site features were shown as well as existing fields and vegetation that are being preserved.

Well Protection District Update

- 14. Presented was an updated zoning map which shows where the well protection district is. To the East of the Wheelock School is a property recently purchased by a developer who had an engineer challenge the Town saying the map was incorrect and the Town Planner went to the GIS consultant and had them correct it.
- 15. This does not impact the project, there were no requirements that would change the design of the building, but it is important for the design team to show where this line is relative to where the project is being built.

III. Arrowstreet Staff and Consultant Additions/Changes

Vote on Approval of Arrowstreet's staff and consultant changes.

- 16. The change is the replacement of Project Architect Katie Ferrier with Dan Jick and their Kitchen and Food Service Consultant, Tavares Design with Crabtree McGrath. The reason for both these changes are because they are no longer available due to the timing of the project.
- 17. Larry reiterated the reason for the change is due to the project's time extensions.
- 18. Tim Bonfatti asked that Larry explain the role of the Project Architect. Larry responded that the Project Architect puts together the set of drawings from a technical standpoint. Dan has been working on the Schematic Design set of drawings and if the project goes forward, will work on the next phase, Design Development through Construction Documents.
- 19. Mike Q stated that Dan has not missed out on any design to date as the Project Architect joins as drawings become more specific.
- 20. Mike Quinlan entertained a motion to approve Arrowstreet' staffing changes as presented.
- 21. **MOTION:** Leo Brehm moved, seconded by Tim Bonfatti, that the Dale Street School Building Committee vote to approve Arrowstreets' staffing changes as presented.

VOTE: The Dale Street School Building Committee voted to approve Arrowstreets' staffing changes as presented.

Roll call was taken:

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

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

IV. Sustainability Subcommittee Update

22. The Civil Engineer has indicated that the current infiltration scope is sufficient to meet the 80th percentile runoff event. With that comes 1 point from LEED.
23. Tom Erb stated that the subcommittee is not exploring rain water reuse due to the expense associated with it.

V. Communications Subcommittee Update

24. Anna Mae stated that they are preparing for 2 events, one being the annual Town Meeting where there will be posters on display at both entrances. The Subcommittee is sending out weekly emails and has a press release coming out announcing the Community Conversation. Members of the Design Team will host the conversation and the public is invited to ask questions. Anna Mae asked that the SBC members pass on the MailChimp email to friends and neighbors encouraging them to attend the Town Meeting.

VI. Project Schedule

25. Gina gave an update on the project schedule:

May 5 – Pricing set to Estimators
May 27 – Estimates expected
June 1 – Cost Reconciliation Meeting
July 7 – Schematic Design Submission
August 25 – MSBA Board Meeting

26. Mike Q added that the MSBA has requested Towns to submit the SD earlier because there are many submissions expected at the same time. Our options are to 1 - submit early, which may be difficult, 2 - continue as planned or 3 - submit later, aiming for an MSBA Board Meeting in late October.
27. Tim Bonfatti stated his concern over pricing volatility and wants to make sure we have enough time to evaluate pricing beforehand. Mike Q has asked the Design Team to look at VE items.

VII. Budget Update

Vote on Approval of March 2021 invoices

28. Arrowstreet and LeftField submitted invoices for April 2021. There was a call for a vote to approve Arrowstreet's Invoice No. 727329 for \$62,000.00 and their consultant's Invoice of \$2,475 and LeftField's Invoice No. 20 for \$5,000.00 for services performed in April 2021, totaling \$69,475.00.
29. Mike Q added that we will have spent 80% of Feasibility Study monies as well as committed to 95%.
30. **MOTION:** Tim Bonfatti moved, seconded by Walt Kincaid, that the Dale Street School Building Committee vote to approve Arrowstreet's Invoice No. 727329 for \$62,000.00 and their consultant's Invoice of \$2,475 and LeftField's Invoice No. 20 for \$5,000.00 for services performed in April 2021, totaling \$69,475.00.
Discussion: None

31. **VOTE:** The Dale Street School Building Committee voted to approve Arrowstreet's Invoice No. 727329 for \$62,000.00 and their consultant's Invoice of \$2,475 and LeftField's Invoice No. 20 for \$5,000.00 for services performed in April 2021, totaling \$69,475.00.

Roll call was taken:

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

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

VIII. Other Business/Discussion

32. Comments from the Committee – none
33. Comments from the public

- a. Janie Boylan asked: is there enough parking? She counted 160 cars this weekend and it was not as busy as she has seen it in the past. With the Basketball courts being a revenue generator there is the possibility of even more cars. Mike Q responded with the help of Tina that there will be 232 spaces. Mike Q added that the parking loop could also provide additional parking. Tina confirmed that the loop is wide enough for cars to park and for cars to pass.
- b. Chris McCue Potts asked: the PAL contract indicated results of the Archeological Survey would be relayed immediately after field work. That work ended at the end of April, what preliminary information has been relayed? Mike Q responded that the final report is being worked on and the preliminary report stated that there are zero archeological resources that this project would affect. They tested all areas that this project will encompass including the building, parking lots, fields and found nothing and no further testing or surveying is required. They did find one artifact (smoking pipe) in an area that is not affected by this project.
- c. Sarah Liu (6 Steven Lane): wanted to make sure that a "No Entry" sign for Steven Lane is included in the traffic mitigation plan, same as for Knollwood and Cross to prevent Steven from becoming a cross through. Mike Q stated he had no issue with this being done limited within certain timeframes. He asked if anyone opposed. There was no opposition.

IX. Adjournment

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

MOTION: Anna Mae O'Shea Brooke, seconded by Tom Erb, that the Dale Street School Building Committee vote to adjourn the meeting at 8:06 PM.

Discussion: None

VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 8:06 PM.

Roll call was taken:

Tom Erb – In favor
Walter Kincaid – In favor
Jeffrey Marsden – In favor

Anna Mae O'Shea Brooke – In favor
Michael Marcucci – in favor
Tim Bonfatti
Leo Brehm – In favor
Mike Quinlan – In favor

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

X. **Meeting Materials**

The following materials were presented at the May 12, 2021 SBC Meeting:

- Dale Street School Building Committee Meeting no. 27 meeting minutes
- Arrowstreet Presentation dated: May 12, 2021.
- Project Meetings and Milestones Schedule – 5/10/21
- Dale Street Elementary School Preliminary Project Schedule Schematic Design Phase – April 30, 2021
- Dale Street School – April 2021 Invoice Summary
- Total Project Budget Status Report – April 2021
- Monthly Cash Flow – April 2021
- Dale Street School Project Update – May 2021
- Arrowstreet Staff and Consultant Change Letter
- Meeting Materials are located on the School Project website at <https://www.medfield.net/o/medfield-public-schools/page/elementary-school-project> 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/>