

DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA		MEETING MINUTES
DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 14		July 8, 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	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
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; Preferred Schematic Report; Communications; Project Schedule; and Budget Update. The following was noted:

Anna Mae O’Shea-Brooke called the meeting to order at 7:03 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 Approval of June 17, 2020 Dale Street School Building Committee Meeting Minutes

1. Anna Mae O'Shea-Brooke entertained a motion to approve the June 17, 2020 Dale Street School Building Committee Meeting Minutes.

MOTION: Anna Mae O'Shea-Brooke moved, seconded by Leo Brehm that the Dale Street School Building Committee vote to approve the June 17, 2020 Dale Street School Building Committee Meeting Minutes.

Discussion: None

VOTE: The Dale Street School Building Committee voted to approve the June 17, 2020 Dale Street School Building Committee Meeting Minutes.

Roll call was taken:

Michael Marcucci – In favor

Leo Brehm – In favor

Tom Erb – In favor

Walter Kincaid – In favor

Mike Weber – In favor

Anna Mae O'Shea-Brooke – In favor

In Favor: 6 Against: 0 Abstained: 0 The motion passed.

II. Preliminary Schematic Report (PSR)

2. Tina Soo Hoo delivered Arrowstreet's presentation:

The following is a link to the presentation: [Arrowstreet's Presentation](#)

Topics discussed:

- Design Progress
 - Evaluation of Alternatives
 - Evaluation of Existing Conditions
 - Sustainability
3. 4-5 Grade Configuration schemes were presented, options: B1, E1, E1.3, G1, and J1. Tina stated that the design of the 3-5 Grade Configurations are similar to that of the 4-5 with an additional story added. There are some programmatic spaces that are smaller in the 4-5 option however the gymnasium is the same size in both configurations.
 4. The MSBA requires viable options for 15% expansion of classrooms be shown on all schemes.
 5. It was clarified that the 15% increase in classrooms generally can be accommodated by the common space allowances of the base design.
 6. Anna Mae asked which of the options would more easily accommodate an additional grade. It was stated that the options are not being developed to accommodate an entire grade but will only to satisfy the 15% expansion required by the MSBA.
 7. The Evaluation of Alternatives: Criteria Matrix compares the Base Repair and all options highlighting Educational Program & Building; Site; Phasing Issues and Gross Area. This matrix will be replaced with one that has been suggested by Mike Quinlan. AST will revise and present to the SBC to complete. Tim Bonfatti stated that this document will be important in showing the public how the selected site was determined.

8. Evaluation of Existing Conditions were presented. The recent geotechnical study at the Dale Street School described the layering and depth of the existing surficial organic soil as fill, sand, gravel and groundwater. Recommendations were presented as to how these materials would be treated in the scenario of the proposed school being built at this site. The same was done for the Wheelock site.
9. The LEED SCORECARD Project Work Plan was presented. It showed credits for viable credits, probable credits and credits that are not achievable. This is a first pass and once a site is selected and the building begins to take shape the scorecard will continue to evolve.

III. Communications

10. The date for the Public Forum was scheduled for August 13, 2020. It will be sponsored by the School Committee. It was reiterated that the Public Forum will be a segment within the School Committee Meeting. The focus will be on grade configuration and the School Committee will present advantages and disadvantages of both grade configurations.

IV. Project Schedule

11. The following dates were identified:
 - July 10 – Drawings to Estimators
 - July 31 – Cost Estimate Reconciliation Meeting scheduled
 - August 10 – Estimates and Projects Costs organized and prepared for presentation to the School Building Committee on August 12
 - August 13 – Public Forum sponsored by the School Committee
 - August 27 – School Committee vote on Grade Configuration
 - September 1 – Board of Selectmen meeting to present project update (to be confirmed)
 - September 9 – School Building Committee vote on Preferred Schematic Option and Site Selection
 - September 15 – Board of Selectmen vote on Preferred Solution

V. Budget Update

12. Arrowstreet and LeftField submitted invoices for June 2020. A call for a vote to approve Arrowstreet's Invoice No. 726749 for (A/E-Feasibility Study/Schematic Design) \$19,633.00 and for (A/E – Environmental & Site) \$26,785.22 and LeftField's Invoice No. 10 for \$10,000.00 for services performed in June 2020, totaling \$56,418.22, was made.

MOTION: Tim Bonfatti moved, seconded by Jeffrey Marsden, that the Dale Street School Building Committee to approve Arrowstreet's Invoice No. 726749 for (A/E-Feasibility Study/Schematic Design) \$19,633.00 and for (A/E – Environmental & Site) \$26,785.22 and LeftField's Invoice No. 10 for \$10,000.00 for services performed in June 2020, totaling \$56,418.22.

VOTE: The Dale Street School Building Committee voted to approve Arrowstreet's Invoice No. 726749 for (A/E-Feasibility Study/Schematic Design) \$19,633.00 and for (A/E – Environmental & Site) \$26,785.22 and LeftField's Invoice No. 10 for \$10,000.00 for services performed in June 2020, totaling \$56,418.22, was made.

Roll call was taken:

Tom Erb – In favor
Walter Kincaid – In favor
Tim Bonfatti – In favor
Mike Weber – In favor

Michael Marcucci – In favor
Mike Quinlan – In favor
Anna Mae O’Shea-Brooke – In favor
Jeffrey Marsden – In favor
Leo Brehm -In favor

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

13. It was noted that 40% of the Feasibility Study/Schematic Design budget has been spent to date.

VI. Other Business/Discussions

14. Other Business/Questions/Comments were opened to the Committee and there was none.

15. Other Business/Questions/Comments were opened to the Public:

- Question was raised by Ms. Chris McCue Potts and a response was provided.

VII. Next Meeting

16. The next School Building Committee Meeting was confirmed for August 12, 2020 at 7:00 PM and will be an online meeting.

VIII. Adjournment

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

MOTION: Leo Brehm moved, seconded by Jeffrey Marsden that the Dale Street School Building Committee vote to adjourn the meeting at 8:30 PM.

Discussion: None

VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 8:30 PM.

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