

DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA	MEETING MINUTES
DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 32	July 28, 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	Y
<b><i>Walter Kincaid</i></b>	SBC member/PBC	N
<b><i>Timothy Bonfatti</i></b>	SBC member/PBC	Y
<b><i>Michael Marcucci</i></b>	SBC member/Board of Selectman	N
<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
Jim Rogers	LeftField Project Management	Y
Laurence Spang	Arrowstreet Architect	Y
Tina T. Soo Hoo	Arrowstreet Architect	Y
Kate Bubriski	Arrowstreet Architect	Y
ClaesAndreasen	Arrowstreet Architect	Y

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

A Dale Street Elementary School Building Committee (SBC) Meeting was held along to discuss: Administrative Actions; Schematic Design; HVAC System Options; Construction Delivery Methods; Communications Subcommittee update; Sustainability Subcommittee update; Project Schedule; and Budget Update. The following was noted:

Mike Quinlan called the SBC meeting to order at 7:04 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 June 23, 2021, and June 30, 2021, Dale Street School Building Committee Meeting Minutes.*

1. Mike Quinlan entertained a motion to approve the June 23, 2021, and June 30, 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 June 23, 2021, and June 30, 2021, Dale Street School Building Committee Meeting Minutes.

*Discussion: none*

**VOTE:** The Dale Street School Building Committee voted to approve the June 23, 2021, and June 30, 2021, Dale Street School Building Committee Meeting Minutes, as amended.

**Roll call was taken:**

**Jeffrey Marsden – In favor**

**Anna Mae O'Shea Brooke – In favor**

**Michael Weber – In favor**

**Leo Brehm – In favor**

**Tom Erb – In favor**

**Mike Quinlan – In favor**

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

**II. Review Draft of the Schematic Design Submission**

2. Tina reviewed the content of the submission as follows:

- a. Report (Binder)
    - i. Project Description
    - ii. Design Narratives
    - iii. Cost Estimates
    - iv. Project Work Plan
    - v. Local Actions & Approvals
  - b. Project Manual (Outline Specifications)
  - c. Department of Elementary and Secondary Education (DESE) Submittal
    - i. Special Education Delivery method
    - ii. Special Education Space Summary
  - d. Drawings
    - i. Civil
    - ii. Landscape
    - iii. Structure
    - iv. Architecture
    - v. Electrical
    - vi. Mechanical
    - vii. Plumbing

3. Next Steps:

- a. July 28 – August 4: (1 week) SBC review and comment on Draft SD Documents

- b. August 4 – August 11: (1 week) Design Team and LF to respond/address SBC comments
- c. August 18: SBC Meeting
  - i. Review SD comments and responses to SD documents
  - ii. Review Project Budget
- d. August 25: LF submits Project Budget to MSBA
- e. August 18 – August 31: Design Team and LF finalize SD documents
- f. September 1: SBC Meeting – vote on final SD documents for submission to MSBA
- g. September 8: LF submits SD documents to MSBA (anticipated Board Action Approval October 27, 2021)

III. Review Project Budget

- 4. Tina presented a slide showing the construction cost before the savings and the total cost savings from the 34 SBC approved value engineering items and what the cost is after the savings.
- 5. List of potential items will be kept in the event more savings are needed. This information is in the Schematic Design Submission.
- 6. Lynn stated that we are still waiting on consultants' fees to make up the Total Project Budget. The Total Project Budget will be presented to the SBC prior to the August 18th SBC meeting.

IV. Communications Subcommittee update

- 7. Four points:
  - a. Community Conversations – second one scheduled tomorrow night at Wheelock Library, in person and virtual. Topics are educational benefit of new school and building features. It will be informal and informative.
  - b. The Communications Team is compiling videos and articles to send out to public.
  - c. Medfield Day, September 25, 2021 – we have a booth and hope folks come for information to make an informed decision in the Fall.
  - d. Asking people to host gatherings in their neighborhood to inform the public about the project.

V. Sustainability Subcommittee Update

- 8. The SBC agreed to add the EV conduit to the parking lots to the total project budget as we recommended.
- 9. Mike Q direct AST to make this change.
- 10. Late on Wednesday 7/28 Solar Design Associates provided Leftfield with a proposal (\$2,250) to do some analysis as to whether the solar component of the project should be an ownership model or a PPA model so we could understand the financial impact of that decision. While the SBC agreed this analysis is important and were generally supportive of doing the work, they also felt that the time was short and adding the capital cost of the panels to the project between now and August 18th wasn't a good idea. Instead, they agreed that when the project goes forward, we can ask SDA (or similar vendor) for the analysis to help make this decision. Mike Quinlan noted that if it makes sense for ownership, he could make this case at a future town meeting.
- 11. As we concluded, Megan said she would connect with Lynn Stapleton to make sure there are adequate funds in the total project budget to address analysis and oversight of the solar panel installation whether ownership or PPA. SDA outlined a complete scope of work and Medfield should make sure the solar panel arrays, whether PPA or ownership, are designed, installed, and operating to our standards & specifications.
- 12. Mike Q feels this conversation can continue once the project is approved.

VI. Project Schedule

- 13. See information above

VII. Budget Update

*Vote on Approval of June 2021 invoices*

14. Lynn stated that MHC responded by letter regarding the PAL report. It was noted that the archeologically sensitive area identified was outside the construction work zone but that the identified area was in proximity to the project impact area. Therefore, MHC requested that an Archeological Site Avoidance and Protection Plan (ASAPP) be provided to MHC for review prior to the start of construction. The ASAPP was required to include protective fencing of the sensitive site, signage, and contractor briefings. The ASAPP is to remain and be maintained throughout construction and removed upon completion. MHC requested that the report not be made public due to the sensitivity of the subject and to preserve the archeological findings. PAL said that they may be able to include to ASAAPP plan in their original fee. Lynn is waiting to hear back from them.
15. Mike Q added that only after approval of the project would they proceed with having PAL do this work.
16. Mike Weber asked if the findings close this issue. Mike Q responded that it does and added that no significant archaeological resources were found within the construction work zone.
17. Bob stated that this information should be made public.
18. Lynn will send Anna Mae bullet points on this topic for use by the Communications Subcommittee.
19. Arrowstreet and LeftField submitted invoices for June 2021. There was a call for a vote to approve Arrowstreet's Invoice No. 727456 for \$62,000 and LeftFields invoice 22 for \$5,000 and their consultants' invoice for \$2,842.66; \$10,270.85; \$3,551.56 for services performed in June 2021, totaling \$83,665.07.

**MOTION:** Mike Weber seconded by Anna Mae O'Shea Brooke, that the Dale Street School Building Committee vote to approve Arrowstreet's Invoice No. 727456 for \$62,000 and LeftFields invoice 22 for \$5,000 and their consultants' invoice for \$2,842.66; \$10,270.85; and \$3,551.56 for services performed in June 2021, totaling \$83,665.07.

*Discussion: none.*

**VOTE:** The Dale Street School Building Committee voted to approve Arrowstreet's Invoice No. 727456 for \$62,000 and LeftFields invoice 22 for \$5,000 and their consultants' invoice for \$2,842.66; \$10,270.85; and \$3,551.56 for services performed in June 2021, totaling \$83,665.07.

**Roll call was taken:**

**Jeffrey Marsden – In favor**

**Anna Mae O'Shea Brooke – In favor**

**Michael Weber – In favor**

**Leo Brehm – In favor**

**Tom Erb – In favor**

**Tim Bonfatti – In favor**

**Mike Quinlan – In favor**

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

20. Lynn Stapleton stated that including these invoices, 95% of the Feasibility Study/Schematic Design budget has been spent.

VIII. Other Business/Discussion

21. Committee: none
22. Public:

- a. Mrs. Potts: Just to confirm, there is no plan for a public forum on costs before the SBC votes on August 18<sup>th</sup>. Mike Q responded that August 25<sup>th</sup> will be the next forum and stated that questions about costs can also be asked at these SBC meetings.
- b. Mrs. Potts: Meeting Minutes and tapes have not been accessible on the website lately. Gina will circle back to be sure everything is up to date on the website. Anything not posted is inadvertent and can always be requested.
- c. Mrs. Potts: What other aspect of sustainability will be added to the project cost? Tina stated that there is a LEED check list that was part of PSR submission and is included in the SD submission. The project is targeting certification of Silver. Details of this design will be evaluated further in Design Development.

IX. Adjournment

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

**MOTION:** Jeffrey Marsden, seconded by Anna Mae O'Shea Brooke, that the Dale Street School Building Committee vote to adjourn the meeting at 8:11 PM.

*Discussion: None*

**VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 8:11 PM.**

**Roll call was taken:**

**Jeffrey Marsden – In favor**

**Anna Mae O'Shea Brooke – In favor**

**Michael Weber – In favor**

**Leo Brehm – In favor**

**Tom Erb – In favor**

**Tim Bonfatti – in favor**

**Mike Quinlan – In favor**

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

X. Meeting Materials

The following materials were presented at the July 28, 2021 SBC Meeting:

- Dale Street School Building Committee Meeting no. 30 and 31 meeting minutes
- Arrowstreet Presentation dated: July 28, 2021.
- June 2021 Invoices
- Total Project Budget Status Report – June 30, 2021
- Monthly Cash Flow – June 30, 2021
- July 2021 Dale Street School Project Update Flyer
- 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/>