

DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA	MEETING MINUTES
DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 33	August 18 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	Y
<b><i>Timothy Bonfatti</i></b>	SBC member/PBC	N
<b><i>Michael Marcucci</i></b>	SBC member/Board of Selectman	Y
<b><i>Leo Brehm</i></b>	SBC member/School Committee	Y
<b><i>Anna Mae O'Shea-Brooke</i></b>	SBC member/School Committee	N
<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	N
Laurence Spang	Arrowstreet Architect	Y
Tina T. Soo Hoo	Arrowstreet Architect	Y
Dan Jick	Arrowstreet Architect	Y
Kate Hespenheide	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 along to discuss: Administrative Actions; review of the Schematic Design Submission, Project Budget; Communications Subcommittee update; Project Schedule; and Budget Update. The following was noted:

Mike Quinlan called the SBC meeting to order at 7:06 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 July 28, 2021, Dale Street School Building Committee Meeting Minutes.*

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

*Discussion: Walt Kincaid was not in attendance at this meeting and the attendance list will be changed to reflect this.*

**MOTION:** Leo Brehm moved, seconded by Jeffrey Marsden, that the Dale Street School Building Committee vote to approve the July 28, 2021, Dale Street School Building Committee Meeting Minutes as amended.

**VOTE: The Dale Street School Building Committee voted to approve the July 28, 2021, Dale Street School Building Committee Meeting Minutes as amended.**

**Roll call was taken:**

**Jeffrey Marsden – In favor**

**Walt Kincaid – Abstained**

**Tom Erb – In favor**

**Michael Marcucci – In favor**

**Michael Weber – In favor**

**Leo Brehm – In favor**

**Mike Quinlan – In favor**

**In Favor: 6      Against: 1      Abstained: 0      The motion passed.**

2. Mike Quinlan entertained a motion to approve the June 13, 2021, Community Forum Meeting Minutes.

**MOTION:** Leo Brehm moved, seconded by Michael Weber, that the Dale Street School Building Committee vote to approve the June 13, 2021, Community Forum Meeting Minutes.

**VOTE: The Dale Street School Building Committee voted to approve the June 13, 2021, Community Forum Meeting Minutes.**

**Roll call was taken:**

**Jeffrey Marsden – In favor**

**Walt Kincaid – Abstained**

**Tom Erb – In favor**

**Michael Marcucci – In favor**

**Michael Weber – In favor**

**Leo Brehm – In favor**

**Mike Quinlan – In favor**

**In Favor: 6      Against: 1      Abstained: 0      The motion passed.**

II. Review Draft of the Schematic Design Submission, Comments, and Responses

*Design Updates*

3. Tina and Kate presented:
  - a. Interior Renderings
    - i. Classroom Hallway
    - ii. Classrooms
4. Tina presented a floor plan highlighting classroom, and hallways with breakout space locations to provide context for the 3-d renderings that will be shown.
5. Kate presented colors and finishes being explored in the spaces. The renderings conveyed further development in colors schemes, patterning and design intent.
6. Also reviewed were the following classroom items:
  - a. Teaching Wall & Smart Technology
  - b. Sinks for health, safety, and clean ups
  - c. Variety of seating types for improved learning
  - d. Student cubbies & classroom storage
  - e. Operable windows
  - f. Ergonomic furniture
  - g. Acoustics
  - h. Dimmable lighting
  - i. Ventilation diffusers below the Teaching Boards
  - j. Sustainable and renewable materials
7. Comments:
  - a. Questions regarding furniture layout were brought up. Mike Q. responded that the current furniture layout is a placeholder for what will be further developed in the next phase of the project.

*Comments on Draft Schematic Design Submission*

8. Lynn asked the SBC if there were any other comments/questions on the Draft Submission in addition to the few comments that were sent in over the past week.
9. Jeff Marsden had the following comments:
  - a. In the Project Manual, pg. 18 – there was a reference to aluminum sunshades, Jeff asked if these if these were like the ones seen at the school in Harvard. Larry responded, yes.
  - b. In the Project Manual, pg. 18 – listed was (1) 8' markerboard, Jeff would like to have further discussion on this to confirm that this is adequate.
  - c. In the Project Manual, pg. 38 – regarding the ventilation piece, he appreciates merv 13 and 14 filters being called out.
  - d. Regarding the generator, it is being listed as diesel, is this what was decided? Tina confirmed that diesel will be proposed and its up for discussion if it will be diesel or biodiesel and that is not a decision that needs to be made now because the equipment for either is the same.
  - e. What does Mike Weber think about the Uninterruptible Power Supply (UPS), are those specifications what they need to be? Mike Q confirmed that this is a discussion we'll need to have.
  - f. He appreciates the section discussing the donation of the clock by Tom Erb.
  - g. On the Educational Plan, in the design response, AST really captured what the district put into the Ed Plan and conveyed that in the design of the building, and this is greatly appreciated.
10. Mike Q stated that there is still time for more comments and questions as we will be voting on the SD submission in early September.
11. Tim Bonfatti comments (Mike Q stated the comment in Tim's absence):
  - a. Architecturally Exposed Structural Steel (AESS) has been very expensive, and the design team minimize the use of AELESS. Tina responded that there is no AELESS being used on the project.
12. Mike Weber comments:
  - a. Drawings were overall good. There is room to tighten specifications regarding vendor selection.

III. Review Total Construction Cost at Schematic Design

13. Lynn presented the following:

- a. MSBA Changes in Grant Cap
  - i. Effective for the Districts receiving approval of the Project Scope and Budget after June 1, 2021
  - ii. Changes in Caps for eligibility and reimbursement have evolved from MSBA's continuous monitoring of the dedicated sales tax revenue, increases in construction costs and the growth in the need for funding assistance in all Districts in the Commonwealth.
  - iii. Goals are for:
    - 1. To provide more consistent distribution of the limited grant funds.
    - 2. To maximize the amount of funding that can be awarded and distributed within the established Grant Cap limitations.
    - 3. To allow reallocation of unused grant funds to line items that will benefit Districts.
- b. MSBA Changes to Caps for Eligibility and Reimbursement
  - i. Consultant Services, Owner's Project Management and Designer.
    - 1. Since 2009, caps for OPM – 3.5% and Designer 10% of total construction costs.
    - 2. New Caps - 3.5% and Designer 10% up to \$500/SF of construction costs.
  - ii. Owner's Contingency
    - 1. Past Average Cap – 2%
    - 2. New Cap – 0.5%
  - iii. Demolition and Abatement
    - 1. Past – No Defined Limit
    - 2. New Cap Requires Additional Research and Has Not Yet Been Set
  - iv. Construction Cost Cap
    - 1. Past Cap - \$333/SF
    - 2. New Cap - \$360/SF
- c. Total Project Budget Form
  - i. MSBA Form 3011 Template (7/28/21)
  - ii. Formulaic Process for Eligibility and Reimbursement
  - iii. Recent Changes in Current Grant Caps and Establishment of New Caps
  - iv. District Reimbursement Rate is 43.42% of eligible costs
  - v. Actualized Probable Percentage of Reimbursement is 22.60% to 23.11% based on new Grant Caps
- d. Mike Q added that our actual reimbursement rate is 39% but we are seeking incentive points. 1.5% for maintenance, and additional 2% for the Green School Energy Efficiency Program which bumps it up to 43.42%
- e. Lynn stated that if you look closely at the 3011, you'll see that some of the spaces designed exceeded the MSBA guidelines but for the most part they accepted the excess square footage except for 2 categories.
- f. Proposed Total Project Budget for the New Medfield Elementary School
  - i. Preconstruction Services \$ 225,000
  - ii. Construction Costs \$ 64,535,190
  - iii. Miscellaneous Project Costs
    - 1. Utility Company Fees Allowance \$ 100,000
    - 2. Testing Services Allowance \$ 200,000

3. Moving & Other Project Costs Allowance	\$ 150,000
iv. Furnishings, Fixtures & Equipment	
1. FF&E	\$ 920,000
2. Technology	\$ 920,000
v. Contingencies	
1. Owner's Contingency	\$1,290,504
2. Construction Contingency	\$3,266,260
g. Proposed Total Project Budget for the New Medfield Elementary School	
i. Feasibility Study/ Schematic Design	\$ 1,000,000
ii. Owner's Project Manager	\$ 2,466,060
iii. Owner Services (included as needed)	\$ 240,000
1. Reimbursables & Other Services Allowance	\$ 50,000
2. Optional 3rd Party Estimate at Allowance	\$ 65,000
3. Advertising & Printing Services Allowance	\$ 25,000
4. Other Administrative Costs Allowance	\$ 100,000
iv. Architecture & Engineering (including allowances below)	\$ 6,630,650
1. Printing Allowance	\$ 10,000
2. Other Reimbursable Costs Allowance	\$ 250,000
3. Geotechnical & Geo-Environmental Allowance	\$ 399,000
4. Site Survey Allowance	\$ 23,000
5. Traffic Studies Allowance	\$ 43,000
h. Mike Q added that the negotiations between the OPM and Design Team have not been finalized but will be prior to the SD submission.	
i. Mike Q added that some risk is built in due to escalation.	
j. Proposed Total Project Budget for the New Medfield Elementary School	
i. Total Project Budget (excluding Contingencies)	\$77,376,900
ii. Estimated Maximum Total Facilities Grant	\$18,508,793
iii. Probable Town Share (excluding usage of Contingencies)	\$58,868,107
iv. Total Project Budget (with Contingencies)	\$81,893,663
v. Maximum Total Facilities Grant	\$18,929,046
vi. Town Share (with full use of eligible Contingencies) 23.11%	\$62,964,517
k. Lynn pointed out that the numbers will likely fall somewhere in between these two groups of numbers once all is said and done.	

IV. Vote for finalized Project Budget

14. Lynn stated that the MSBA requires that (2) weeks prior to the submission of the Schematic Design documents that we provide a letter stating the OPM and Designers Cost Estimators reconciled cost estimate and what the OPM's probable Total Project Budget is and what the district does not want the Total Project Budget to exceed. The MSBA then reviews the drawings to be sure the scope aligns with the cost not to exceed.
15. Mike Q added that what we need to do tonight is to set that cap not to exceed. We decided on a range between \$80 and \$ 82 million.
16. Michael Marcucci asked:
  - a. What would the building look like if we made significant cuts to the cost? Mike Q responded that its tough to do that without parameters. The VE exercise allowed for additional items to remain on a list that can be taken advantage of if additional savings are required however that could impact programming. Larry added that the size of the classroom and space programming is set by the MSBA so the size of the building is pretty fixed for the net and gross square footage. A reduction

of the size of the building can provide savings but our hands are tied by the requirements of the MSBA. The 3011 shows where the square footage exceeds required square footage that the MSBA will not participate in, it is roughly 3000 square feet.

- b. Mike Q added that to reduce the budget by a million or 2 is a possibility but not 5 -10 million, with a cut such as that, he does not see a path to the project.
- c. Michael Marcucci concluded that presumably we would have to comply with the MSBA minimums to apply for the reimbursements and cutting back would disqualify us from the program. Mike Q agreed.

17. Mike Weber asked:

- a. Could level of finishes contribute to saving? What level is being specified? Larry responded that they are specifying what schools around us are using.

18. Leo added that we should make sure we are using products that are maintainable and get a building that is long-lasting.

19. Mike Quinlan entertained a motion to approve the OPM to submit the Budget Letter to the MSBA with a not to exceed amount of \$82 million for the Total Project Budget.

**MOTION:** Mike Weber moved, seconded by Michael Marcucci, that the Dale Street School Building Committee vote to approve the OPM to submit the Budget Letter to the MSBA with a not to exceed amount of \$ 82 million for the Total Project Budget.

**VOTE:** The Dale Street School Building Committee voted to approve the OPM to submit the Budget Letter to the MSBA with a not to exceed amount of \$82 million for the Total Project Budget.

**Roll call was taken:**

Jeffrey Marsden – In favor  
Walt Kincaid – In favor  
Tom Erb – In favor  
Michael Marcucci – In favor  
Michael Weber – In favor  
Leo Brehm – In favor  
Mike Quinlan – In favor

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

20. Mike Q added that the next steps will be determining Tax Impact, as well as meeting with the Warrant Committee and finally provide information to the public.

**V. Communications Subcommittee update**

21. Gina provided a report from Anna Mae:

- a. We have 10 weeks until November and we'd really like to engage and inform Medfield residents as much as possible: sending out weekly emails with recordings of previous meetings, along with timestamps of standout moments.
- b. We're creating mini videos clips of many of these meetings as a quick resource and we're working on adding them to a YouTube channel...we'll share as soon as it's ready.
- c. We're trying to be more present on social media with a couple of weekly posts, followed by links to more information.
- d. We have regular updates in the Hometown Weekly.
- e. Our next Community Conversation is Wed. Aug. 25...once a date for a Fall Forum is set, we'll advertise that.

- f. Reminder that Medfield Day is coming up on Sept. 25...we'll be sending out a signup in hopes of SBC members covering slots if possible; please pass on fun engaging suggestions to Leo.
- g. Please consider hosting a neighborhood/friend/book club gathering to share information about the project, let AMO know if you need anything.
- h. Any suggestions to improve communications or for suggested posts, please pass along Anna Mae

22. Jeff gave an update of the Community Conversation that took place on July 29<sup>th</sup>: He stated that it went very well and was well attended. At the event Steve Grenham and Mary Gruel spoke about the educational benefits of the proposed school on the Wheelock site. It was a positive night and hope to get more people at the next event now that the summer is ending.

VI. Sustainability Subcommittee Update

23. No updates

VII. Project Schedule

24. NEXT STEPS

a. Community Conversations:	August 25 Community
b. Forums:	September and October
c. August 18-27	Design Team and Leftfield finalizes SD document
d. August 25	Leftfield submits Project Budget to MSBA
e. August 27	SBC receives Final SD documents
f. September 1	SBC Meeting: 1. Review Debt Service 2. Votes on Final SD documents for submission to MSBA
g. September 8	Leftfield submits SD documents to MSBA
h. First Week of November	Special Town Meeting
i. Second Week of November	Ballot Vote

25. Budget Update

*Vote on Approval of July 2021 invoices*

26. Arrowstreet and LeftField submitted invoices for July 2021. There was a call for a vote to approve Arrowstreet's Invoice No. 727513 for \$21,600.18 and LeftFields invoices 23 for \$3,500.00 and their consultants' invoice 23 for \$14,850.00 for services performed in July 2021, totaling \$39,950.18.

**MOTION:** Mike Weber seconded by Tom Erb, that the Dale Street School Building Committee vote to approve Arrowstreet's Invoice No. 727513 for \$21,600.18 and LeftFields invoices 23 for \$3,500.00 and their consultants' invoice 23 for \$14,850.00 for services performed in July 2021, totaling \$39,950.18.

*Discussion: none.*

**VOTE:** The Dale Street School Building Committee voted to approve Arrowstreet's Invoice No. 727513 for \$21,600.18 and LeftFields invoices 23 for \$3,500.00 and their consultants' invoice 23 for \$14,850.00 for services performed in July 2021, totaling \$39,950.18.

**Roll call was taken:**

**Jeffrey Marsden – In favor**

**Walt Kincaid – In favor**

**Tom Erb – In favor**

**Michael Marcucci – In favor**

**Michael Weber – In favor**

**Leo Brehm – In favor**  
**Mike Quinlan – In favor**

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

27. Lynn Stapleton stated that including these invoices, 99% of the Feasibility Study/Schematic Design budget has been spent.

Other Business/Discussion

28. Committee: none

29. Public:

- a. Robert Aigler: Our house overlooks the front of the Wheelock School. The schematic notes that the existing trees lining Elm Street will remain following the construction of the new, extended parking lot. Does the schematic note refer to all the existing (oak and maple) trees or only certain trees? If the latter, then what trees will be removed and what trees will remain? Additionally, will new trees be planted along Elm Street to mitigate the lighting and noise effects of the much larger parking lot? Response: Mike Q stated that the plan is to save as many of the existing trees. Some will be removed due to the curb cuts and there will be some added. Tina confirmed and added that new trees are shown on the Schematic Drawings and will be further looked at in the next phase. Mike stated that there will be less cars facing the house as there is only 1 in and out for the Wheelock School and 1 for the proposed school and this can be further studied in the next phase to avoid light spillage onto the houses facing the school. AST did a walkthrough with the Tree Warden, and he was okay with what was being proposed.
- b. Christine McCue Potts: MSBA sent an enrollment re-certification letter to the chair of our Board of Selectmen dated July 13, and it was due back to the MSBA by August. Three signatures of the School Committee chair and superintendent. What is the status of this letter? Surprised it was not on tonight's agenda since it is overdue. This question was sent to SBC chair, but I did not hear back. Response: This committee is not voting on it or signing it and that is why it is not on the agenda. The MSBA has been notified of the delay and understands it will be sent to them soon.

30. Adjournment

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

**MOTION:** Jeffrey Marsden, seconded by Tom Erb, that the Dale Street School Building Committee vote to adjourn the meeting at 8:41 PM.

*Discussion: None*

**VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 8:41 PM.**

**Roll call was taken:**

**Jeffrey Marsden – In favor**  
**Walt Kincaid – In favor**  
**Tom Erb – In favor**  
**Michael Marcucci – In favor**  
**Michael Weber – In favor**  
**Leo Brehm – In favor**  
**Mike Quinlan – In favor**

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

32. Meeting Materials

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

- Dale Street School Building Committee Meeting no. 32 meeting minutes
- June 13, 2021, Community Forum Meeting Minutes
- Arrowstreet Presentation dated: August 18, 2021.
- July 2021 Invoices
- Total Project Budget Status Report – July 31, 2021
- Monthly Cash Flow – July 31, 2021
- August 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=](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/>