



Medfield School Building  
Committee  
Meeting Packet  
November 1, 2023

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**MEDFIELD SCHOOL BUILDING COMMITTEE**

October 3, 2023 7:00 pm  
Medfield High School

**Attendees:**

Mike Weber  
Carolyn Casey  
Michelle Kirkby  
Kristin Simonini  
Meredith Chamberland  
William Werner  
Teresa James  
Robert Meaney  
Jeffrey Marsden  
Steve Grenham  
Bob Sliney (Warrant Committee)  
Brittney Franklin

**Not in Attendance:**

Anthony Papantonis  
Robert Worth  
Mather Eldred

Rollcall to start the meeting. Purpose of meeting is to review Medfield Day, to find a replacement of SBC member, to create an education subcommittee, to confirm the joint meeting of SBC with SC and SB, to discuss location of a new facility, and to approve meeting minutes.

**Medfield Day Recap**

Ms. Casey begins with a review of Medfield Day. Despite the rainy weather, many people stopped by to ask what SBC is doing, asked where SBC is in the process, shared their thoughts, many said thank you and when we asked "Do you believe Dale Street needs fixing" everyone said yes. Ms. Casey felt it was a moment to talk to people and connect. A lot of magnets were given out in addition to two handouts which are now on the SBC website. Not many people left their emails, but many took the magnets which had the QR code so hopefully those who check in to the website will sign up for alerts. Ms. Simonini added that the feedback we got at the booth was reflective of the feedback SBC received on the survey. The goal was met to introduce people to SBC and to get people talking and thinking about a new facility.

**New Member Selection**

The Select Board is meeting tonight to find a new member, to discuss and to vote. Mr. Weber is hoping to fill the seat as soon as possible.

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### **Creation of an Education Subcommittee**

Ms. Chamberland explains the need for an education subcommittee. She emphasizes that when building a school, it is important to integrate what is happening in the schools, how education has changed over the years, what is important today to design a school with the correct space requirements and what are the best practices to keep in mind for a new school. Mr. Marsden and Mr. Grenham met with department chairs and various teachers to create an education plan back in February 2019. Mr. Marsden said the education plan is a huge requirement with the MSBA process. The education plan adds to the building piece and a separate meeting is dedicated to just that plan. Mr. Marsden mentioned that when MSBA looked at this education plan they were told that the plan was good. Ms. Simonini suggests that it might be beneficial to share that education plan with the committee at the next meeting and offer up any thoughts or revisions. Proposal is to present the education plan on November 1<sup>st</sup>.

### **Joint Meeting of SBC with SC and SB**

Mr. Weber confirms that School Building Committee will meet with the School Committee and the Select Board and suggests adding in the Warrant Committee on November 14<sup>th</sup> for a joint meeting. This meeting is to give an update to the Select Board and School Committee (bylaws say it needs to be done every 6 months). Mr. Weber will prepare what SBC has done to date (use the flyer to share what has been done and where SBC is at). Mr. Weber will post it as a meeting so that we have many people attend. Mr. Weber asks what do we want to address at this meeting? Mr. Werner suggests survey results, any updates and additional costs so there are no surprises down the road including any next steps. Ms. Chamberland wants to make sure that there is enough time for everyone at the meeting to ask questions. Mr. Werner suggests the starting point of meeting is to address important topics from the survey such as finance. Ms. Simonini wants to educate community as to what could be, and there is no forgone conclusion because we just don't know. It could be more expensive as costs have increased. Ms. Casey says we don't have a plan yet, but we are looking at all the options. Mr. Weber adds, if we get a yes from the MSBA then we have clearer steps (they are mapped out for us). Mr. Weber asks, are we doing enough? Ms. Casey emphasizes that we need to be more concrete. Mr. Werner believes what is important to people are cost, location, and the education plan. Mr. Weber agrees and says we need to have a plan.

### **Location of a New Facility**

What is the best location for a new facility. Mr. Weber at the last meeting shared with the committee a list of possible locations but he is not sure that it can be narrowed down to two. Or can that list be expanded? Ms. Casey asks, can we reuse parts of a building, to save money? What could be reused at Dale? Mr. Weber explains that there are parts of a building that can be reused, but it's weighing a cost benefit. Ms. Casey continues with Is it important as a committee to explain to the public what could be saved and if it is beneficial to save parts of the building. Ms. Casey suggests getting the information to share with the community so that all these questions are being answered. Ms. Chamberland said the survey showed more people are concerned less about saving Dale but about a location and cost. Mr. Meaney mentions that it is important to address the historic aspect of Dale Street School as to why something can or cannot be saved. As a committee SBC needs to be well prepared to answer those questions before moving on to the next. Ms. Simonini, Mr. Werner and

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Ms. Casey add that there needs to be clear answers (facts vs an opinion) as to why or why not something is used or not used. Mr. Weber said the goal of this committee is to continue to talk through where a new facility location will be and soon one meeting will be dedicated to just talking about a location and as a committee that decision will be something we have to decide on. There will be a feasibility study to be done once a decision is made.

**Meeting Minutes**

Roll call to approve meeting minutes 5-16-23 yes by Ms. Simonini, Ms. Casey, Ms. Kirkby, Mr. Werner, Ms. James, Mr. Meaney, Mr. Weber, Ms. Chamberland

Roll call to approve meeting minutes 6-7-23 yes by Ms. Simonini, Ms. Casey, Ms. Kirkby, Mr. Werner, Ms. James, Mr. Meaney, Mr. Weber, Ms. Chamberland

Roll call to approve meeting minutes 6-26-23 yes by Ms. Simonini, Ms. Casey, Ms. Kirkby, Mr. Werner, Ms. James, Mr. Meaney, Mr. Weber, Ms. Chamberland

Meeting minutes for 7/24, 8/21 and 9/11 will have to be approved at another meeting as not enough voters for these minutes were present.

**Next Meetings**

1<sup>st</sup> Wednesday of every month.

November 1<sup>st</sup> 2023

7pm Public Safety Building

Meeting adjourned

Submitted by

Marion Fields

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## **MEDFIELD SCHOOL BUILDING COMMITTEE**

September 11, 2023 5:30 pm  
Remote Meeting on Zoom

**Attendees:**

Mike Weber  
Carolyn Casey  
Jeffrey Marsden  
Michelle Kirkby  
Kristin Simonini  
Meredith Chamberland  
Robert Worth  
Steve Grenham  
Brittney Franklin

**Not in Attendance:**

Kristine Trierweiler  
Anthony Papantonis  
William Werner  
Mather Eldred  
Teresa James

Roll call to start meeting. Purpose of meeting is to approve past meeting minutes and to discuss plans for upcoming Medfield Day.

**Meeting Minutes:**

Meeting minutes cannot be approved today since there are only 7 voting members present. There needs to be 8 voting members present. This will be reviewed at the next meeting on October 3, 2023.

**Medfield Day Planning:**

Ms. Casey begins:

The communications subcommittee has been working on a couple of things since the last meeting. A handout about MSBC (Medfield School Building Committee) was drafted and edited and recently sent to all in SBC. Mr. Worth created a draft image of a banner for Medfield Day. Mr. Marsden put together a handout on what the MSBA (Massachusetts School Building Authority) is. Ms. Casey is asking for thoughts and edits from the members.

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**Banner:** (Mr. Worth)

- White background with MSBC and Medfield School Building Committee lettering in Carolina Blue.
- QR code in the left-hand corner. The QR code will link up to the MSBC website.
- Adding a tag line under the MSBC that says, “Building a Foundation for Learning” which would be italicized and a bit smaller in size and below the ‘rectangle’.

Image is approved by all and Ms. Trierweiler will be asked to order.

**Handout #1 MSBC:**(Ms. Casey)one sheet double sided with a QR code, 300 to be printed

Ms. Casey gives an overview of the handout. The handout starts with an intro into what MSBC is trying to do, followed by the history of the Dale Street School. There is a list of the current concerns of the Dale Street School along with the project highlights and the next steps for 2023.

Current concerns (adding, rewording, editing):

- Inadequate spaces versus meeting spaces.
- Limited access for students with disabilities.
- Outdated systems (heating, electrical, plumbing, kitchen equipment)

Project Highlights

- Adding number of meetings to 9, and the number of communications subcommittee meetings needs to be added.
- Reviewed plans from former SBC
- All links on handout will be available on website so people can click on those links there.

Project Next Steps for 2023

Ms Kirkby suggests do a joint meeting with SBC, School Committee and Select Board to hear information being shared and have the public attend so questions can be answered. Also include creative ways to fund this project. Ms. Casey and Mr. Weber agree that this is important to do. Ms. Chamberland suggests the best time to hold a meeting like this would be the first two weeks in November (between sports and holiday). Mr. Weber asks how to organize a meeting like this, and Ms. Kirkby suggests asking the select board to see what they think. Ms. Chamberland brings up the idea of using Dale Street to hold a meeting of this sort. Mr. Weber will write an email to the Select Board and forward this email to Ms. Kirkby for the School Committee to begin the process of getting all three boards together. Ms. Chamberland suggests having babysitting available for families with younger kids since this will eventually impact those families in the future. Mr. Weber adds that the focus is to update the town on what SBC has done so far and then focusing on what the concerns are for both the boards and the public.

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Adding that it would be helpful to share what is going on within a 15-mile radius of Medfield as to what other communities are doing.

**Handout #2 MSBA:** (Mr. Marsden) one sheet, 300 to be printed.

Mr. Marsden says this handout was created so that people can understand who MSBA (Massachusetts School Building Authority) is, what they do and how they are funded. To date MSBA has given 16.6 billion to city and towns. Mr. Marsden emphasized that if Medfield were to be chosen that the current rate for reimbursement would be about 42%. Ms. Casey asks if there could be a sentence in this handout to explain how many projects MSBA funds in a year. It would be important to explain that not all projects get funded. Mr. Marsden will look that number up which is on the MSBA webpage and add that in.

### **Medfield Day Extra Details**

- Mr. Weber working on pictures for the booth of classrooms, Dale Street School
- Sign-ups for the booth from 9-4 have been received and more spots are available. (Ms. Simonini)
- Give-aways (chip clips with logo on it) Mrs. Casey and Mr. Weber will work with Ms. Trierweiler on this. Purchase 100-150 based on a vendor's price break.
- 2-3 Clip boards to collect emails and for answering the question "Do you think the conditions at Dale Street needs fixing" (Y/N)
- Bring tent, tables, duct tape, zip ties for banner, easels for poster board and pictures.
- Have candy on table for kids/parents.
- MSBC Booth is booth # 80 near the Unitarian Church

### **Next Meeting**

October 3, 2023 in person at 7:00 pm

#### **Agenda for next meeting**

- Approve Meeting Minutes
- Form an Education Subcommittee (Ms. Chamberland)
- Create a November Meeting with School Committee Board and Select Board
- Find a replacement for newly resigned SBC member
- Debrief on Medfield Day
- Discuss pros and cons location/size of a new school

Motion to adjourn by Ms. Kirkby. Second by Ms. Simonini. Meeting adjourned.

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Submitted by

Marion Fields

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**MEDFIELD SCHOOL BUILDING COMMITTEE**

August 21, 2023 5:00 pm  
Remote Meeting on Zoom

**Attendees:**

Mike Weber  
Anthony Papantonis  
Bob Meany  
Carolyn Casey  
Dr. Jeffrey Marsden  
Michelle Kirkby  
William Werner  
Kristin Simonini  
Steve Grenham  
Mather Eldred  
Kristine Trierweiler

**Not in Attendance:**

Dr. Meredith Chamberland  
Teresa James  
Robert Worth

Meeting Summary: Medfield School Building Committee will be at Medfield Day on September 23. Plans are being finalized for the booth. A handout will be available for distribution, along with a giveaway item, a banner and a video identifying who SBC is and what their goals are for the community.

**Notes:**

1. Mr. Weber begins the meeting with a roll call. Since only seven of the eleven school building committee members were present for today's meeting, the meeting minutes from May 16, June 7 and June 26 will not be voted on today and will be done at the next meeting. According to the bylaws there needs to be 8 members present to take a vote and that also applies to voting on the meeting minutes. The meeting minutes have been resent to all members for review.

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2. Ms. Casey along with Mr. Weber discuss plans for the upcoming Medfield Day MSBC booth. (September 23 10am-4pm). The SBC booth will be located at spot # 80. Mr. Weber will provide the tent and Ms. Simonini will put together the sign-up genius to organize volunteer times. Mr. Weber and Mr. Grenham are available for the set up.
3. Ms. Casey is working with Mr. Worth to create a banner that will be hung on the front of the tent. The banner design will be simple so that it can be used at the upcoming Medfield Day and for future purposes and will include SBC in bold lettering along with the website address. The banner will be in the colors of Carolina Blue and White.
4. Ms. Casey is also working with her subcommittee on a one-page (front and back) handout. Mr. Weber referred to it as the "history of where we are so far". This will include a QR code and will be given out at the booth at Medfield Day.
5. A give away item has been decided on and Ms. Trierweiler is asking Sarah Raposa for help with the vendor's name. The giveaway item is a chip clip and will have the SBC website written on the clip. She can handle the ordering once the item and design are finalized.
6. Mr. Weber suggests for each member to either email or text him with their 15 second video introducing themselves. (Who you are, name, how long you have been in town, current profession, why you are passionate about SBC.) Mr. Weber will ask Medfield TV to help splice it all together.
7. Other items discussed in preparation for Medfield Day is to hang up pictures and put poster boards on easels. Mr. Meaney said he will bring bricks, string and clips to secure the poster boards to the easels so that the wind does not knock them around. At the booth the idea is to get the message out, to get more people involved, to talk to people and hear what people are saying. Bring along clipboards to write down comments, gather more information from people visiting the booth and to get people to sign up for the email distribution list. Mr. Weber will be working on getting pictures to hang at the booth and to put the QR code on poster boards. Also bring candy for parents and kids visiting the booth

Next Meeting: September 11<sup>th</sup> at 5:30 pm zoom call. Action items: Finalize plans for Medfield Day and Approve Meeting Minutes (in the SBC email that was sent on August 21)

Ms. Casey is holding a subcommittee meeting on Thursday August 24 at 7 pm via zoom with Mr. Meany and Ms. James to work on the handout. On September 6 they will meet again in person at the town hall 7 pm and Mr. Werner will also be there to finalize the content of this handout for Medfield Day. If needed, Ms. Simonini is available to help with editing of the document.

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An October SBC Meeting is scheduled for October 3, 2023 at 7 pm at the Public Safety Building  
(in person meeting)

This meeting will include:

Recap of Medfield Day

Next Steps as a Committee

Timelines

Site Selection

Organizing MSBC around educational outreach

Finding out what surrounding towns have done in the last 5 years.

Dr. Marsden suggested that the members visit Ashland School who just rebuild their new David A Mindness School (3,4,5 grades) adjacent to where the old school was. He thought it is a great example of how to build next to an existing school and that they are using geothermal versus A/C. Ms. Casey asked about the field next to Dale Street and whether it was an area that could be used. Dr. Marsden knows that the field is names Veteran Field, but he is not aware of any known objection to using the area. Ms. Trierweiler will do some research to see if it ever went through town meeting and will also reach out to Richard DeSorgher. Mr. Weber suggested at the October 3<sup>rd</sup> meeting that the committee should schedule a site visit to the new Ashland school.

Meeting adjourned

Submitted by

Marion Fields

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## **MEDFIELD SCHOOL BUILDING COMMITTEE**

July 24, 2023 5:00 pm  
Remote Meeting on Zoom

**Attendees:**

Mike Weber  
Carolyn Casey  
Dr. Jeffrey Marsden  
Michelle Kirkby  
Kristin Simonini  
Dr. Meredith Chamberland  
Robert Worth  
Steve Grenham  
Robert Donahoe  
Kristine Trierweiler

**Not in Attendance:**

Anthony Papantonis  
William Werner  
Mather Eldred  
Teresa James

Roll call to start meeting. Purpose of meeting is to approve meeting minutes for 5/16, 6/7 and 6/26, to start planning for Medfield Day and to talk about the project timeline and project location options.

### **Plans for Medfield Day**

1. Ms. Casey with the help of Ms. Trierweiler has a booth for Medfield Day and now needs help from the committee to make plans for it. All in attendance share their ideas as to what would be best to have in the booth and more importantly how to get people attending Medfield Day to stop by the booth.
2. Ms. Casey suggests creating a handout; something that identifies who SBC is, what the committee has done so far and what the committee will be working on this fall. Ms. Kirkby emphasizes that what is important is to make people aware that this new group exists, to gather emails and what the road ahead looks like and less about stickier topics like site selection. The survey is a good idea as to what has been collected so far.
3. Mr. Worth suggests handing something out with a QR code, something tangible like a magnet or stickers, something that will remind them of SBC and the QR code can help connect people with the SBC website and get them to sign up for alerts. Mr. Worth also suggests making a video to personalize the committee; introducing selves and saying why this new committee is important to us. Mr. Weber suggested to the committee members to send a quick 20 second video which he could link together introducing MSBC

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4. Mr. Donahoe discusses preparing poster boards for the booth with renderings of classrooms, an interior view of what a new school could look like. This could be a good focal point and draw people into the booth. Dr. Marsden will look for any pictures that could be used.

Mr. Weber summarizes with the Medfield Day plans as follows:

Organize a video.

Create a handout highlighting what SBC has been doing.

MSBA (Massachusetts School Building Authority) (what it is)

Purchase sticker, magnet with QR code or the MSBC website

Order a banner.

Plan who will bring folding tables, tent and other supplies.

Next meeting will be dedicated to planning for Medfield Day. August 21, 2023 at 5:00 pm

### **Project Timeline Discussion**

#### **Slide #1**

#### **Project Details**

Ms. Simonini comments that what is important for this committee and for the community is to get organized with what the next steps are and help get the community understand what the process is. There are certain decision gates like what is going to happen, settle on site, size, figure out what we will need to do about the funding. Documenting these and then sharing with the community to help them understand what the process is.

Mr. Weber shares word document titled Medfield Elementary School Project Timelines.

Mr. Weber has put together a timeline identifying steps to the process based on MSBA order and what needs to be done. Currently we have the SBC form completed, MSBA invitation has been sent in, have some funds for feasibility study which needs to be done or refreshed, OPM will need to be selected along with an architect. Evaluation of sites need to be done and grade configuration needs to be done and that will be based on the school committee research into what the enrollment data is currently.

Dr. Marsden brings up an important point that cost for a new building is based on it's square footage and enrollment of kids and not on the number of grades. That is an important point to bring up again.

Mr. Weber asks what we can be doing now while other decisions such as site selection and grade selection is being ironed out. Ms. Casey adds in that we need ample time to inform committee and for people to hear pros and cons. Ms. Casey emphasizes that this was a major factor last time with the rush of getting information out to the public. Mr. Weber agrees that the most important thing is to start the discussion now.

Ms. Simonini brings up the topic of where we go as a committee if we do or don't get the funding for a new school. Will we get MSBA funding? Do we all agree if we get the green light on the MSBA funding that will we all agree to go forward and take that funding. Or if we don't get the funding, will we still move forward and are we all aligned on that as a committee?

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Ms. Simonini wants to move ahead either way. The pros outweigh the cons.

Mr. Donahoe suggests that we should move forward with MSBA funding. It is the best way to go, and if we don't get approval, we need a plan B.

Mr. Weber adds that he is not sure if this project can pass without the MSBA funding. The state has this funding for communities like ours. There is no reason to not use this funding.

Dr. Chamberland says it is hard to know unless the community supports this project.

Mr. Worth agrees with Mr. Weber. He notes that if we are unsuccessful, I don't see how this could happen. Unless the town miraculously develops an industry to help support the tax base which probably will not happen, that kind of extra money is just not there. The community does not want their taxes to increase without MSBA funding. It is unrealistic.

Mr. Donahoe does not know if the community understands how impactful it is to have MSBA funding and asks do we need to make the bullet point to let people know how critical it is. Should we be focusing on getting that point out (to have this funding to move forward)

Ms. Casey suggests adding a handout at Medfield Day to explain what MSBA is and what if we get the funding (up to 38 %) how it can help us build a new school. She believes there is some misunderstanding as to being part of the program, some believe having the state funding will only slow down the project.

Ms. Simonini adds we need to get ahead of these issues and to be on the same page if there needs to be more community education that we do it and move forward.

Dr. Cumberland mentions that the survey showed us that cost was number one factor in deciding no on this project, so we need to get people to understand how impactful getting the funding is.

Dr. Marsden added that MSBA was not a factor in slowing us down, but it was COVID.

Ms. Casey asks. For Medfield Day would it be helpful to have a sheet on MSBA funding and how it impacts us. There is something on the website, but it would be good to have a handout.

Ms. Casey agrees that it would be best to have MSBA funds, but it also has been a long time that anything has been done to Dale St. Afraid to wait longer on fixing Dale St School.

Ms. Kirkby believes it is important to get MSBA funding but cautions that our messaging is not just pro MSBA especially if we don't get the funding. We need a plan if we don't get funding from MSBA from a financial standpoint that serves our community best.

Mr. Weber concludes MSBA process is very structured and keeps you on a timeline and allows for a lot of community involvement and that a building can go up in 2 years for construction. Timelines we need to hit, to keep project rolling.

**Project Location Option Discussion**

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Slide #2

Project Sites

Mr. Weber This list includes Dale St site, Wheelock site, Hospital Hill/ Sledding Hill, McCarthy Park Site, Red Gate Farm Site, Hospital Campus, Metacomet Park. From last time this list was quickly narrowed down to two sites: Dale and Wheelock). Mr. Weber stated when we talk about real possibilities, I would take out McCarthy Park, Red Gate Farm site and Hospital Campus. There are Pros and Cons to every site.

Ms. Casey and Mr. Donahoe discussed they need to put into dollar and sense if needing to relocate fields, add sewer and electrical.

Ms. Casey asked what about Veteran Field next to the Dale Street School? Dr. Marsden stated they not know if we could consider the Veterans Field in between Memorial School and Dale St School.

Ms. Simonini stated on the first pass of figuring out site selection I believe we need to focus on the no's. Which areas cannot be used and we need to separate out ones that are absolutely not possible because of those whys and not possible. The town will have to come up with compromises and bend on somethings. But we need to focus on things we need to eliminate, and with other locations we need to get confirmation on ones that might be an option. Eliminate things we cannot work on. Do some research to see if certain areas could be possibilities.

Mr. Weber stated the reality is it might come down to only two or three sites that could be an option. When we hire an architect that is part of their due diligence. Another option is we focus on one site and think of things we can do without knowing if we have the MSBA funding.

Ms. Simonini said a top priority should be focusing on a site and then deciding on the best site is my opinion.

Mr. Worth asked are there any land areas that might be donated or parcel of lands that are privately owned.

Dr. Marsden answered some schools do take property by eminent domain in Massachusetts but that adds cost to a project and Medfield has been fortunate to own many parcels of land that are usable.

Mr. Weber added what to do with Dale St. School location if that is not the choice?

Mr. Donahoe asked why is that such a critical question. Ms. Casey explains that it takes money to take care of a building (one such building was the state hospital buildings that sat abandoned for so long) or demolish a building or board up a building. Or a town could sell that properties and you didn't know what was going to be on that spot. Fears of leaving a space vacant and not having a plan gave a lot of no votes on the survey. There was no indication of a plan for what to do with Dale Street if it was not being used.

Mr. Weber said that was a good question and a great answer. One to have an answer to if Dale Street site was not the proposed site.

Next meeting: August 21 2023

Public Comment:

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Christine Potts:

Sent around a document that is food for thought for building trust in the community.

Motion to adjourn.

Submitted by

Marion Fields