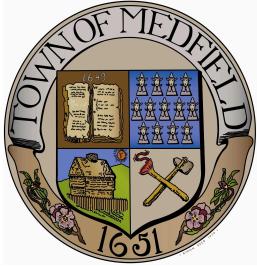




School Building Committee  
Meeting Packet  
December 3, 2025



# **TOWN OF MEDFIELD**

## **MEETING**

## **NOTICE**

Posted in accordance with the provisions of M.G.L. c. 30A, §§18-25

This meeting will be held in a hybrid format. The School Building Committee will attend in person and members of the public may attend in person. In addition, members of the public who wish to participate via Zoom may do so by joining by one of the following options:

1. To join online, use this link:

<https://medfield-net.zoom.us/j/89128196884?pwd=ZDkvZ1RObHZS1VKRDFkQlp1VU9Zdz09>

- a. Webinar ID: 891 2819 6884
- b. Password: 898514

2. To join through a conference call, dial 929-436-2866 or 312-626-6799 or 253-215-8782 or 301-715-8592 or 346-248-7799 or 669-900-6833
  - a. Enter the Webinar ID: 891 2819 6884
  - b. Enter the password: 898514

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### **School Building Committee**

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#### **Board or Committee**

<b>PLACE OF MEETING</b>	<b>DAY, DATE, AND TIME</b>
1st Floor Training Room, Public Safety Building Also available remotely on Zoom	Wednesday, December 3, 2025, 7:00 pm

### **Agenda (Subject to Change)**

1. Call to Order 7:00
2. Approval of meeting minutes for August 20, 2025
3. Approval of meeting minutes for September 3, 2025
4. Approval of meeting minutes for October 6, 2025
5. Update and discussion of recent MSBA meeting on enrollment projections.
6. Preparation for upcoming December 12th MSBA meeting
7. Discussion of Town Goals as presented by Select Board in November
8. Preliminary discussion of the process for hiring an OPM (Owner's Project Manager)
9. Communication Subcommittee update
10. Future agenda topics
11. Public Participation

# Medfield School Building Committee

## Meeting Minutes

**Date:** August 20, 2025

**Location:** [Remote / In-person at Public Safety Building]

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## Opening

Ms. Carolyn Casey opened the meeting and confirmed that a quorum was present. She stated that the committee required seven members for a quorum and eight members in order to conduct votes. With members present, a quorum was established. Ms. Casey also acknowledged that Ms. Michelle Kirkby would be joining shortly, which would allow the committee to proceed with votes.

**MOTION:** Ms. Casey made a motion to open the meeting.

**VOTE:**

- Mr. John Messina
- Ms. Carolyn Casey
- Mr. Bob Meaney
- Mr. Peter Michelson
- Mr. Robert Worth
- Mr. Bill Werner
- Mr. Leo Brehm
- Ms. Michelle Kirkby (8:20)

Non Voting Members Present:

- Ms. Eileen Murphy
- Dr. Jeff Marsden
- Ms. Kristine Trierweiler

Absent Members:

- Meredith Chamberland
- Teresa James
- Anthony Papantonis

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**MOTION CARRIES.**

## **MSBA Update**

Dr. Marsden reported that he contacted the MSBA representative on July 2, 2025. Both times he was informed that the enrollment team was still finalizing projections and would reach out once a meeting was scheduled.

Ms. Casey explained that the town submitted all required Module 1 documentation in June. The next step was the enrollment meeting. Once completed, and if approved, the project would advance to Module 2, beginning the feasibility study. Until then, the project remained in a holding pattern.

Dr. Marsden summarized MSBA program backlog data, noting 174 projects currently in the pipeline: 66 in early phases, 41 with full project funding, and 67 in close-out. He warned that Medfield might not advance until as late as February 2026 due to the backlog.

Mr. Brehm shared his experience in Dighton, where his district faced similar delays in OPM and designer selection. He confirmed that Medfield's persistence in communicating readiness with the MSBA would be critical.

Mr. Werner asked whether additional advocacy could help accelerate the process. Dr. Marsden responded that once enrollment was completed, progress would resume, though delays were likely to continue.

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Ms. Michelle Kirkby joined the meeting.

## **Approval of Minutes**

Ms. Casey stated that the committee had two sets of meeting minutes for approval: May 5, 2025, and June 4, 2025. She deferred action until Ms. Kirkby arrived to provide the required eighth voting member. Upon Ms. Kirkby's arrival, the committee returned to the minutes approval.

**MOTION:** Mr. Meaney made a motion to approve the minutes of May 5, 2025.

### **VOTE:**

- Mr. John Messina - yes
- Ms. Carolyn Casey - yes
- Mr. Bob Meaney - yes
- Mr. Peter Michelson - yes
- Mr. Robert Worth - yes
- Mr. Bill Werner - yes
- Mr. Leo Brehm - yes
- Ms. Michelle Kirkby - yes

**MOTION:** Mr. Meaney made a motion to approve the minutes of June 4, 2025.

**VOTE:**

- Mr. John Messina - yes
- Ms. Carolyn Casey - yes
- Mr. Bob Meaney - yes
- Mr. Peter Michelson - yes
- Mr. Robert Worth - yes
- Mr. Bill Werner - yes
- Mr. Leo Brehm - yes
- Ms. Michelle Kirkby - yes

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**Medfield Day Planning**

Ms. Casey led the discussion on preparations for Medfield Day. She reported that neighborhood captains and SBC members would have brightly colored t-shirts with QR codes on the back linking to project updates.

Mr. Michelson inquired about booth scheduling, and Ms. Casey confirmed that she would circulate a Google Doc sign-up sheet.

Mr. Brehm confirmed his participation and emphasized the importance of outreach, noting that email updates had reached 550 residents. Members agreed to provide candy at the booth, display Dale Street posters, and distribute fact sheets.

Dr. Marsden suggested creating a simplified project timeline visual to illustrate key stages without dates. Mr. Werner supported a milestone-only chart.

Mr. Brehm proposed surveying subscribers for questions through the next email update. Members also discussed creating a visible “progress milestone” sign outside Dale Street to remind residents that progress was occurring even without visible construction activity.

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**Community Outreach**

Ms. Casey reported that she had submitted a request to the PTO to attend school open houses but had not received a response.

Dr. Marsden recommended contacting school principals directly. Dr. Marsden agreed to share open house dates with Ms. Casey so she could request space for either a table or brief remarks.

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**Communications Subcommittee Update**

Mr. Werner emphasized the importance of consistent messaging and recommended creating a one-page fact sheet to serve as a living document, updated periodically.

*Draft*

Ms. Casey confirmed that enthusiasm remained high among 20–22 neighborhood captains, who would next meet on August 25. She reiterated that Medfield Day planning and t-shirt distribution were priorities.

Committee members discussed the importance of visibility, and lighthearted remarks were exchanged regarding the brightness of the t-shirts.

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## **Financial and Planning Considerations**

Mr. Werner raised concerns about rising school construction costs and anticipated public questions.

Mr. Michelson observed that costs originally projected near \$100 million might approach \$110 million due to tariffs and inflation. He cautioned that no figures should be released publicly until firmer estimates were available.

The committee discussed the town's free cash allocations, the stabilization fund for school construction, and other financial pressures including roof repairs, facilities maintenance, and the potential need for an operational override.

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## **Future Meeting Dates**

Ms. Casey asked about scheduling the next meeting on September 3, 2025. Mr. Michelson suggested postponing to September 10, but members agreed to keep the September 3 date to avoid conflicts with school open houses.

Mr. Michelson further suggested meeting every other month until MSBA advanced the process, but Ms. Casey and Mr. Werner emphasized the importance of continuing regular meetings to maintain visibility and accessibility.

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## **School Tours and Professional Development**

Ms. Casey suggested using time for tours of recently completed schools to observe design features.

Mr. Brehm informed members about a conference on innovation in classroom design at Gillette Stadium on October 15–16, 2025, including exhibits and presentations. He offered to share registration details and seek discounted rates.

Dr. Marsden recommended the Kennedy School in Natick as another example worth touring.

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## **Enrollment Trends**

*Draft*

Dr. Marsden reported unexpectedly high preschool enrollment, noting that classroom availability had declined due to demographic shifts and increased early childhood demand.

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## **Public Participation**

Mr. Scott McDermott, a resident of Woodridge Road, addressed the committee. He expressed strong personal investment in the project and thanked the committee for its efforts, and emphasized the importance of projecting a timeline.

Committee members responded that a fact sheet with milestones would be prepared for Medfield Day. Mr. Werner and Mr. Brehm explained that a firm project calendar would not be possible until the feasibility study in Module 2. Mr. Brehm emphasized that backward planning from the eventual town vote would drive the project schedule.

Members cited MSBA documentation confirming that Medfield would not be invited to the Project Scope and Budget phase before July 1, 2027.

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## **Committee Membership Update**

Ms. Casey reported that the Select Board had recently appointed a new member to the Permanent Planning and Building Committee, which would designate its SBC representative to fill the vacancy created by the resignation of Mr. Mike Weber.

Ms. Casey and Ms. Murphy confirmed that only one SBC vacancy remained and that appointments would be finalized once the Planning and Building Committee organized.

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## **Adjournment**

**MOTION:** Mr. Bob Meaney made a motion to adjourn the meeting.

**VOTE:**

- Mr. John Messina - yes
- Ms. Carolyn Casey - yes
- Mr. Bob Meaney - yes
- Mr. Peter Michelson - yes
- Mr. Robert Worth - yes
- Mr. Bill Werner - yes
- Mr. Leo Brehm - yes
- Ms. Michelle Kirkby - yes

**MOTION CARRIES.**

*Draft*

The meeting adjourned at 8:04 PM. Ms. Casey noted that the Communications Subcommittee would meet immediately following adjournment.

# Medfield School Building Committee

## Meeting Minutes

**Date:** September 03,2025

**Location:** Remote meeting

Audio difficulties during the first ~15 minutes, subsequently resolved

## Opening and Attendance

Ms. Carolyn Casey opened the meeting and acknowledged initial sound issues. After audio was corrected, she restated that the meeting had been opened. The agenda announced by Ms. Casey included: approval of meeting minutes from August 20th; Medfield Day preparation; community outreach; Communications Subcommittee update; discussion of touring a new school; future agenda topics; and public participation.

A headcount established that seven members were present, short of the eight members required to conduct votes. Ms. Casey stated that approval of prior minutes would be deferred to a subsequent meeting when eight voting members were present.

**Present:** Ms. Carolyn Casey, Ms. Kristine Trierweiler, Dr. Jeffrey J. Marsden, Ms. Meredith Chamberland, Ms. Michelle Kirkby, Mr. Peter Michelson, Mr. Bob Meaney, Ms. Eileen Murphy, Teresa James,

## Medfield Day Preparation; Parent Information (“PIN”) Nights; Visibility and Materials

Ms. Casey stated she had circulated a document that morning containing (1) a Medfield Day staffing schedule and (2) PIN Night schedules for each school. She reported that principals had responded promptly and would provide a table location for the SBC: in some schools the lobby/foyer; at the middle school outside a gym door near the cafeteria. She explained the plan that two, and no more than three, SBC members would staff a given night; the goal was visibility rather than formal presentation, recognizing that families prioritize meeting teachers.

Ms. Casey described a one-page handout she had shared via Google Doc, labeled “for SBC updates,” with a QR code that links to an email sign-up (first name, last name, email). She suggested printing copies for PIN Nights so passersby could scan and subscribe.

Ms. Casey noted that the middle school principal holds a parent presentation at PIN Night and had indicated a slide from the SBC could be included. She said the Communications

Subcommittee would discuss creating a single slide to insert into that presentation to reinforce that the SBC meets regularly and provides updates.

Ms. Meredith Chamberland informed the committee that the eighth-grade night at the middle school was the next evening and that, if a slide were to be used, that timeline was imminent. Ms. Casey acknowledged the short turnaround, including that she was unwell. She invited anyone able to compose a draft slide to send it to her. She observed that even a timely slide might not be feasible for insertion on such short notice, but the idea should be prepared for subsequent PIN Nights.

Ms. Michelle Kirkby explained that School Committee members would also be staffing tables at the upcoming PIN Nights (Blake grades 7–8, Wheelock, and Memorial). She said that either she or Mr. Leo Brehm would attend, and because both serve on the SBC, their presence could allow the SBC to lighten its staffing on the first four PIN Nights and concentrate coverage on Dale, the high school, and sixth grade, where School Committee liaisons are not on the SBC. In response to Ms. Casey's question, Ms. Kirkby clarified that at elementary PIN Nights there is no formal School Committee speaking segment; instead, groups (PTO, School Committee, food services, and the SBC) share a common table area for parent questions before families proceed to the principal's program (at Blake) and then to follow their students' schedules. Dr. Jeffrey J. Marsden confirmed the high-school format, under which parents move class-to-class by schedule; he recalled speaking with many families at the high school the prior year.

Ms. Casey invited School Committee liaisons to place their names on the SBC's PIN Night staffing sheet for the corresponding dates and said the SBC would add an additional member at those events so both tables were covered.

Mr. Michelson reported that, although he had signed up for September 30, he had just realized a conflict and had emailed Ms. Casey to withdraw from that slot.

Turning to Medfield Day, Ms. Casey assigned Dr. Marsden to provide the folding table, which he accepted. She said Mr. Bob Meaney would again supply candy; she would provide a basket, posters, and the SBC banner. She noted that Mr. Bill Werner might bring a high-level timeline graphic to illustrate where the project is and where it is headed, to be printed poster-size and mounted to a tent pole. Ms. Casey invited additions via comments in the shared Google document, where she had left a placeholder question mark for any missing items.

## **Event Location Correction**

Mr. Bob Meaney reminded the group that a prior publication had incorrectly stated that the SBC would be behind Town Hall at Medfield Day. He said the SBC would be in its normal spot, "over by the church," and on North Street. Ms. Casey thanked him and restated the correction: the SBC table would be at the exit of Jane's Ave, as in prior years, not behind Town Hall. She said she would issue a short notice the week of Medfield Day with the correct booth location, explaining that the area behind Town Hall would be dedicated to children's games and activities,

which would draw foot traffic down Jane's Ave toward the food vendors and other displays, passing the SBC booth.

## **SBC T-Shirts (Communications/Branding)**

Ms. Casey presented the proposed SBC T-shirt concept developed after a neighborhood captains meeting (22 captains were signed up; attendance had been small). She said the group wanted the shirts to include "Dale" and a message of collective effort. Working with Ms. Brittney Franklin at Town Hall, they created a yellow shirt with a front reading "Together let's →" and a back reading "Invest in Dale," with a QR code. She displayed mock-ups on screen.

Ms. Kristine Trierweiler reported that Ms. Franklin had changed vendors and that printing the QR code would not be a problem. Ms. Casey added that the arrow graphic had been adjusted so it did not resemble a widely recognized commercial logo. She emphasized that "invest" tested better than "fix" (the earlier phrase "let's fix Dale together" had been reconsidered), with "invest" being more positive. Mr. Bob Meaney endorsed the design. Ms. Eileen Murphy offered a brief aside about the era of T-shirts and QR codes.

Ms. Casey proposed ordering enough shirts for SBC members and neighborhood captains, with porch pickup at her home once they arrived; she would also bring a quantity to Medfield Day. She asked for a simple thumbs-up concurrence to proceed. She said sizes would be men's small, medium, and large based on prior ordering experience.

Ms. Chamberland asked whether those sizes would be sufficiently inclusive for neighborhood captains of varying sizes. Ms. Casey replied that the shirts run somewhat large and loose, and that Medfield Day could be cool, with shirts worn over layers, so generous sizing would likely be acceptable. Ms. Casey added that if the shirts proved useful for sign-ups and engagement, the SBC could continue ordering them and encourage broader wear around town for visibility.

## **Community Outreach (Parks & Recreation; Reaching Pre-K Families)**

Ms. Kirkby revisited a challenge discussed in June: local preschools preferred not to participate in SBC messaging, leaving a gap with pre-K families who are not yet in the district's communication streams. She proposed partnering with Parks & Recreation at youth programs that draw nearly all families, citing a soccer program. She suggested that the SBC could "sponsor popsicles" one morning and request Parks & Recreation to distribute a targeted SBC email, allowing the SBC to reinforce its brand with the demographic whose children would attend the future school.

Ms. Chamberland volunteered to be on site with the QR code during those crowded arrivals, noting the heavy foot traffic. Ms. Casey asked whether she needed permission to appear at the fields; Ms. Trierweiler said simply standing there was fine, but a popsicle sponsorship would

require coordination with Parks & Recreation. She also urged sensitivity to parents' focus on watching their children and cautioned against intrusive solicitation. She supported exploring a formal partnership that would enable tasteful, helpful messaging and possibly access to larger display space. Ms. Casey agreed to email Parks & Recreation and to coordinate next steps with Ms. Chamberland, including printing large quantities of QR-coded handouts (the existing one-page could be reduced to multiple per sheet for efficiency).

## **Communications Subcommittee Update; MSBA Status**

Ms. Casey said the Communications Subcommittee's recent work had centered on the T-shirts. Given modest attendance at the captains meeting and that the project was not yet in its most intensive phase, she did not plan to convene the subcommittee again until there was a specific need.

Ms. Casey asked Dr. Marsden whether there was any update from the MSBA. Dr. Marsden replied, "No news." Ms. Chamberland remarked that the prior week's timing (first week of school, families returning late, followed by Labor Day) had been unusually busy.

## **School Tours (October and November); Meeting Cadence**

Ms. Casey proposed using the next meeting date to tour a recently constructed elementary school in lieu of an evening session. She reported that she had visited the Pine Hill School (Westwood) the prior week and that both the superintendent and principal were receptive to hosting the SBC. She suggested **Wednesday, October 1, at 4:00 PM** at Pine Hill (the first Wednesday of October), after student dismissal, with no photos or recordings for student safety; she would prepare minutes afterward based on observations. She asked whether there was sufficient interest to justify the request of Westwood Public Schools.

Mr. Bob Meaney expressed interest, as did Ms. Trierweiler. Ms. Trierweiler recommended Ms. Casey email the full SBC to obtain firmer commitments, noting that more than the seven present would likely want to attend. Ms. Chamberland pointed out that the start of a Jewish holiday would occur at sundown, so the earlier time was appropriate. Ms. Casey estimated a duration of one to two hours. Dr. Marsden recalled the earlier tour taking about ninety minutes.

Ms. Casey said that on her prior visit Pine Hill staff had described geothermal wells and a building-wide setpoint system that maintains constant temperature year-round without air-conditioning and with windows kept shut; she said the system took several months to fine-tune but had been functioning well on a warm day during her visit. She proposed asking Mr. Tim Bonfati, who has school construction experience and was involved with Pine Hill, to serve as a technical guide for detailed questions; Dr. Marsden offered to contact him and the Westwood superintendent about logistics.

For **November (first Wednesday)**, Dr. Marsden recommended a tour of a recently completed Ashland elementary school, praising its design on a very small footprint and its highly effective

building-wide climate system (“not AC,” yet consistently maintaining the set temperature in every classroom). He said it was a strong example of building a new school on the same site as the existing facility while keeping the old school operational until transition. He also referenced a widely reported “bees” incident at that school (news coverage), noting that despite that episode the facility remained an instructive example. Ms. Casey asked Dr. Marsden to check availability for the first Wednesday in November; he agreed.

Ms. Casey suggested that if no MSBA updates were expected, the committee might **skip December** and reconvene in **January** for a regular evening meeting.

## **Holiday Stroll / Street Closure (Potential Outreach Opportunity)**

Ms. Murphy reported that, following a recent Select Board vote, Route 109 would be closed during the Holiday Stroll (from Brothers Marketplace toward CVS), creating more sidewalk activation space and a different pedestrian experience at dusk when sunset is early. She suggested the SBC consider whether to have a presence along the route, even if only an information table. Ms. Casey supported keeping the item on a running list of outreach ideas and mentioned the possibility of handing out candy canes, a suggestion echoed by Mr. Bob Meaney.

## **Scheduling Notes and Administrative Items**

Ms. Casey reiterated the goal of having **at least three** people at each Medfield Day staffing slot so that members could take brief breaks while maintaining coverage. She confirmed that the August 20 minutes would be held until a meeting with eight voting members. She said she would email her home address (near Brothers Marketplace) for T-shirt porch pickup and would send clarifications as needed regarding Medfield Day shifts and PIN Night staffing.

At the close of the meeting, Ms. Casey again noted that eight voting members were not present (she listed those missing as Leo, Bill, Tony, and Robert) and that, depending on October and November tours, it might be some time before a sit-down session to adopt minutes.

## **Motion(s) and Vote(s)**

- **MOTION:** Mr. Bob Meaney made a motion to adjourn.  
**SECONDED:** Not clearly stated on the recording.  
**RESULT:** The Chair declared the meeting adjourned.

# Medfield School Building Committee

## Meeting Minutes – October 6, 2025

**Location:** Public Safety Building, 1st Floor Training Room (Hybrid – In-person and via Zoom)

**Time:** 7:00 p.m.

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### Members Present

- **Ms. Carolyn Casey**, Co-Chair (Town Moderator appointment, resident at large)
- **Mr. William C. Werner** Co-Chair (Town Moderator appointment, resident at large)
- **Mr. Peter Michelson** (Town Moderator appointment, Warrant Committee member)
- **Mr. Robert Meaney** (Town Moderator appointment, senior Medfield resident 65 years of age or over)
- **Mr. Leo Brehm** (School Committee interim appointment, School Committee member)
- **Ms. Michelle Kirkby** (School Committee appointment, School Committee member)
- **Mr. John Messina** (Select Board appointment)
- **Mr. Anthony Papantonis** (Select Board appointment)
- **Dr. Jeffrey J. Marsden**, Superintendent of Schools (ex-officio, non-voting member)
- **Ms. Eileen Murphy**, attending as a Select Board (ex-officio, non-voting member)
- **Ms. Kristine Trierweiler** (Town Administrator, ex-officio, non-voting member)
- **Mr. Stephen Grenham** (Principal, Dale Street School, ex-officio, non-voting member)

### Members Absent

- **Ms. Meredith Chamberland** (School Committee appointment)
- **Mr. Robert Worth** (School Committee appointment)
- **Ms. Teresa James** (Select Board appointment, Planning Board member)

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### 1. Call to Order

Ms. Carolyn Casey opened the hybrid meeting at approximately 7:00 p.m. Technical difficulties were noted as Ms. Michelle Kirkby asked if there was sound, and Ms. Eileen Murphy confirmed

she could hear. Ms. Casey apologized for the issue, after which Mr. William Werner requested to be promoted in Zoom to share his presentation.

Ms. Casey then read the evening's agenda, which included:

- Discussion of the recent MSBA meeting and enrollment projections, with a potential vote on an MSBA enrollment projection of 445;
- Discussion of Medfield Day;
- Communication Subcommittee update;
- Future agenda topics;
- Public participation.

She explained that any vote on the MSBA enrollment number would occur following public comment.

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## **2. Attendance and Quorum**

Ms. Casey conducted attendance and confirmed that Ms. Murphy was a non-voting member. After Mr. Leo Brehm joined remotely, she established that quorum was achieved with eight voting members. Mr. Brehm apologized for joining late, joking that he had mistaken the evening for a free night.

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## **3. Announcements**

Ms. Casey announced a Board and Committee Recognition Night on October 16, 2025, at the Zullo Gallery and encouraged members to RSVP to Brittany. Mr. Brehm noted that the event conflicted with the high school soccer teams' games at Gillette Stadium. Ms. Murphy confirmed that both boys' and girls' teams would be playing that evening.

Ms. Casey also introduced Mr. Andrew Jarrell, a member of the Energy Committee, who would serve as a liaison to the SBC. Mr. Jarrell stated that he had served on the Energy Committee since 2021 and offered the committee's assistance in any capacity. Ms. Casey thanked him and noted that he had joined the recent school tour.

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## **4. MSBA Enrollment Projection Presentation**

Ms. Casey transitioned to the main agenda item and explained that a small delegation—including the superintendent and several SBC members—had met with MSBA to review data and projections for the proposed 4th–5th grade school.

She invited Mr. William Werner to present the findings.

### **Mr. Werner’s Presentation**

Mr. Werner summarized that the MSBA’s dataset was the third independent analysis, supplementing the committee’s FutureThink and NESDEC studies. He explained that the MSBA projections relied on:

1. Projected female population (total and ages 20–39) to estimate births;
2. Application of fertility rates to determine expected births;
3. “Birth-to-Kindergarten” ratios and grade-to-grade “survival ratios” to project total enrollment.

He explained that for every local birth, approximately 1.6 kindergarten students enroll, reflecting families moving into Medfield as children reach school age. He stated that MSBA’s 10-year projection averaged 424 students for grades 4 and 5 combined, and after accounting for the new housing at the State Hospital, MSBA’s final projection was 445 students, equivalent to ten classrooms per grade.

Ms. Casey confirmed that Trinity’s State Hospital redevelopment projected approximately 70 students, not all in multi-bedroom units. Mr. Werner said MSBA’s adjustments yielded a total of 445 students for design purposes.

### **Committee Discussion**

Mr. Peter Michelson asked whether MSBA’s model considered multi-generational housing turnover. Mr. Werner replied that population growth data reflected such trends.

Ms. Casey and Dr. Marsden discussed MSBA’s design-phase policy requiring an additional 10% capacity growth factor, raising effective design enrollment to approximately 485 students.

Mr. Brehm and Ms. Kirkby both supported this 10% growth allowance as a reasonable safeguard. Ms. Casey agreed that “better safe than sorry” was the committee’s shared view.

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## **5. Public Participation**

Ms. Casey opened the floor for public comment.

Ms. Chris McCue Potts noted that the 4th–5th grade model functions differently from a K–4 or K–5 configuration and experiences attrition as some students move to private schools. She said that, given the 10% design factor, the MSBA projection appeared sound.

## **6. Committee Deliberation and Motion on Enrollment**

Mr. Michelson asked if the committee would vote that night. Ms. Casey stated that the committee could either vote conditionally or defer. Dr. Marsden cautioned that MSBA needed an approved enrollment vote to issue the official letter and to keep Medfield on track for the December 12, 2025 MSBA Board meeting.

After discussion, Mr. Brehm suggested language approving a range “no less than 445 and no higher than 500.” Hearing no additional public comment, Ms. Casey proceeded to a vote.

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**MOTION:** To approve the MSBA design enrollment as a range between 445 and 500, with the final number to be determined following further discussion with MSBA.

**SECONDED:** [Second not recorded]

**VOTE:**

- Ms. Michelle Kirkby- aye
- Mr. Leo Brehm- aye
- Ms. Carolyn Casey- aye
- Mr. John Messina- aye
- Mr. Robert Meany- aye
- Mr. Peter Michelson- aye
- Mr. Anthony Papantonis- aye
- Mr. William Werner- aye

**MOTION CARRIES: 8-0**

Ms. Casey thanked the members and reiterated that the next MSBA Board meeting was scheduled for December 12, 2025, when Medfield’s enrollment figure would be formally considered.

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## **7. School Tours and Future Meetings**

Ms. Casey reported that members had recently toured Westwood’s Pine Hill School and that the November meeting would consist of a tour of Ashland’s Mindess School at 4:00 p.m. She confirmed that she had sent a letter thanking the Pine Hill leadership for their hospitality.

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## **8. Medfield Day Recap**

Ms. Casey described Medfield Day as very well attended, with strong community engagement at the SBC booth. The committee's shirts drew attention, though a QR code linking issue prevented some sign-ups.

She praised Mr. Werner's large printed project timeline, which visually conveyed the project's status and future milestones. She said that residents asked questions about the Dale Street site and appreciated the printed handouts.

Mr. Michelson reported that some residents asked whether a recreation center could be included in the project. He stated he was not opposed to the idea but expressed concern that MSBA would not reimburse such facilities and that it could increase the project's cost.

Ms. Murphy agreed, clarifying that any recreation facility was under the Parks and Recreation Commission's purview and not the SBC's. Mr. Michelson noted that any such decision would need to happen early in design. Ms. Casey agreed, emphasizing the importance of keeping the project on schedule.

Mr. Meaney stated that knowing the future of the existing building and property would help the committee plan for field and access design. Ms. Murphy stated it was likely the Parks and Rec building would eventually be demolished, not renovated, and that next steps rested with the elected Park and Recreation Commission.

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## **9. Communications Subcommittee**

Ms. Casey thanked Mr. Werner again for his timeline and visuals used during Medfield Day. No additional updates were reported.

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## **10. Future Agenda Topics**

Ms. Casey proposed that November be reserved for the site tour and that the December meeting focus on the Owner's Project Manager (OPM) selection process, allowing the committee to begin promptly in January. Dr. Marsden agreed.

Ms. Kirkby asked about outstanding minutes; Ms. Casey acknowledged she had forgotten to place them on the agenda and stated that two sets of minutes would be ready for approval at the December meeting. Mr. Meaney confirmed that, given the enrollment vote, no additional meeting was needed before December.

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## **11. Adjournment**

With no further business or public comment, Ms. Casey called for a motion to adjourn.

**MOTION:** To adjourn the October 6, 2025, School Building Committee meeting.

**SECONDED:** Mr. Robert Meaney

**VOTE:**

- Ms. Michelle Kirkby- aye
- Mr. Leo Brehm- aye
- Ms. Carolyn Casey- aye
- Mr. John Messina- aye
- Mr. Robert Meany- aye
- Mr. Peter Michelson- aye
- Mr. Anthony Papantonis- aye
- Mr. William Werner- aye

**MOTION CARRIES: 8-0**

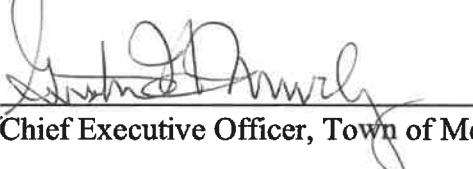
The meeting adjourned at **8:14 p.m.** Ms. Casey noted that a brief Communications Subcommittee meeting would follow immediately after adjournment.



**MASSACHUSETTS SCHOOL BUILDING AUTHORITY  
TOWN OF MEDFIELD  
DALE STREET ELEMENTARY SCHOOL  
DESIGN ENROLLMENT CERTIFICATION**

As a result of a collaborative analysis with the Massachusetts School Building Authority (the "MSBA") of enrollment projections and space capacity needs for the proposed project at the Dale Street Elementary School, the Town of Medfield hereby acknowledges and agrees that the design of the proposed project at the Dale Street Elementary School shall be based on an enrollment of no more than 460 students in grades 4-5. The Town of Medfield further acknowledges and agrees that pursuant to 963 CMR 2.00 *et seq.*, the MSBA shall determine the square feet per student space allowance and total square footage for grades 4-5 in an elementary school serving 460 students. The Town of Medfield acknowledges and agrees that it has no right or entitlement to any particular design enrollment, square feet per student space allowance, or total square footage and that it has no right or entitlement to a design enrollment any greater than 460 students for the Dale Street Elementary School, and further acknowledges and agrees that it shall not bring any claim or action, legal or equitable, against the MSBA, or any of its officers or employees, for the purpose of obtaining an increase in the design enrollment of the Dale Street Elementary School that it has acknowledged and agreed to herein. The Town of Medfield further acknowledges and agrees that, among other things, the design enrollment, square feet per student space allowance, and total square footage of the Dale Street Elementary School shall be subject to the approval of the MSBA's Board and that the final approval of a proposed project at the Dale Street Elementary School shall be within the sole discretion of the MSBA's Board.

The undersigned, for themselves and the Town of Medfield, hereby certify that they have read and understand the contents of this Design Enrollment Certification and that each of the above statements is true, complete and accurate. The undersigned also hereby certify that they have been duly authorized by the appropriate governmental body to execute this Certification on behalf of the Town of Medfield and to bind the Town of Medfield to its terms.

  
\_\_\_\_\_  
Chief Executive Officer, Town of Medfield

11/18/25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Duly Authorized Representative of School Committee

11/21/25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Superintendent of Schools

11/17/25  
\_\_\_\_\_  
Date



**Deborah B. Goldberg**  
*Chair, State Treasurer*

**James A. MacDonald**  
*Chief Executive Officer*

**Mary L. Pichetti**  
*Executive Director / Deputy CEO*

November 7, 2025

Dr. Jeffrey J. Marsden, Superintendent  
Medfield Public Schools  
459 Main Street, Third Floor  
Medfield, MA 02052

Re: Town of Medfield, Dale Street Elementary School

Dear Dr. Marsden:

I would like to thank representatives of the Town of Medfield (the “District”) for meeting with the Massachusetts School Building Authority (the “MSBA”) staff on September 24, 2025, and a follow-up meeting on October 15, 2025, to review enrollment projections and methodologies for the Dale Street Elementary School project (the “Proposed Project”) and for the additional information provided on October 28, 2025. As discussed, the next critical step is for the MSBA and the District to agree on a design enrollment for the Proposed Project.

The MSBA works with local communities to create affordable, sustainable, and energy-efficient schools across Massachusetts. A critical early component in achieving these objectives begins with an appropriate design enrollment that positions the District to efficiently meet space capacity needs throughout potential future enrollment variations.

The MSBA uses a data-driven enrollment projection methodology based on the widely accepted modified grade-to-grade cohort survival methodology (the “enrollment methodology”). The MSBA’s enrollment methodology generates a baseline enrollment projection as discussed during the September 24, 2025, enrollment meeting, and as further described on the MSBA’s website, found under the ‘Building With Us’, ‘MSBA Enrollment Methodology’ section.

Based on discussions with and information supplied by the District, and on data from sources such as the Department of Elementary and Secondary Education (“DESE”) and the Department of Public Health, the MSBA has prepared an enrollment projection for the Proposed Project as follows.

Dale Street School currently serves the District’s grade 4-5 enrollment. Based on information provided by the District, the MSBA understands that the District would like its Feasibility Study to evaluate maintaining the current grade configuration of grades 4-5.

The table below illustrates the District's K-12 enrollment over the most recent 10-year period, including the 2025-2026 school year, as reported by the District.

School Year	K-5	6-8	9-12	4-5	Total
2016-17	1,076	626	841	369	2,543
2017-18	1,110	622	828	365	2,560
2018-19	1,151	598	799	377	2,548
2019-20	1,172	575	804	398	2,551
2020-21	1,140	560	773	407	2,473
2021-22	1,165	566	749	391	2,480
2022-23	1,143	582	740	389	2,465
2023-24	1,163	585	699	404	2,447
2024-25	1,153	574	701	384	2,428
2025-26	1,117	567	709	383	2,393

A version of the above table with more detail regarding the District's historic enrollment may also be found in the District's updated Enrollment Projection package, attached.

The total grade 4-5 enrollment in the Town of Medfield, as reported by the District for the 2025-2026 school year, was 383 students. This reflects a decrease of approximately 24 students (-5.90%) from the maximum grade 4-5 enrollment reported during the preceding ten-year period. Additionally, the 2025-2026 grade 4-5 enrollment reflects a decrease of approximately four students (-0.96%) from the average grade 4-5 enrollment reported during the preceding ten-year period. The MSBA understands that the District is proposing to accommodate approximately 500 students in grades 4-5, which is higher than the 383 students reported to DESE for the 2025-2026 school year.

Regarding future enrollments, the MSBA's base enrollment projection trended upward and then peaked during the 2019-20 school year. It has been stable through the 2025-2026 school year and is projected to experience an upward trend. In accordance with the MSBA's Enrollment Methodology, the baseline enrollment is calculated using the ten-year average of projected enrollments. As such, the average base enrollment projection for the Proposed Project through the 2035-2036 school year is 440 students, rounded to the nearest five students.

As a result of a sensitivity analysis performed by the MSBA on this base enrollment projection and further discussion with the District, the following adjustment has been made to the base enrollment projection:

- Out-of-District Enrollment
  - In order to adjust for fluctuations in the out-of-district enrollment patterns of the District's residents over time, the MSBA has made an additional adjustment to the base enrollment projection.

- In order to make this adjustment, the MSBA adjusted the grade-to-grade survival ratios for grade 4-5 enrollment by a total of 3.3% throughout a four-year period in the projection.
- This adjustment added five students to the base enrollment for grades 4-5 as compared to the projection without this adjustment.
- Development
  - Based on the discussions between the District and the MSBA regarding new housing developments and development information provided by the District, the MSBA enrollment model was adjusted to account for the potential impact of developments that are beyond what is typically experienced in the District.
  - This adjustment added 15 students to the base enrollment for grades 4-5 as compared to the base enrollment projection.

As a result of the analysis of the base enrollment projection, the adjustments to the base projection described above, as well as the historical enrollment trends of the District, the MSBA recommends a design enrollment of 460 students in grades 4-5 for the Proposed Project.

The MSBA believes that this design enrollment recommendation will efficiently position the District to meet its space capacity needs throughout future enrollment variations. Please sign and return the attached certification within 21 calendar days to confirm agreement with this design enrollment recommendation. If the District feels that this design enrollment recommendation does not meet the needs of the District, please respond to this letter via e-mail to Carley Belfield and propose a meeting/conference call time at which the District can be available.

If you have any questions regarding this matter, please do not hesitate to contact me or Carley Belfield (Carley.Belfield@MassSchoolBuildings.org) at 617-720-4466.

Sincerely,



Michael McGurl  
Director of Capital Planning

Cc: Legislative Delegation  
Kristine Trierweiler, Medfield Town Administrator  
Gus Murby, Chair, Medfield Board of Selectmen  
Michelle Kirkby, Chair, Medfield School Committee  
File: 10.2 Letters (Region 4)