

DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA		MEETING MINUTES
DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 20		December 9, 2020
	Location:	Online Meeting
	Time:	7:00 PM

Attendees:

Name	Assoc.	Present
<i>Mike Quinlan</i>	Chair, Medfield School Building Committee/PBC	Y
<i>Tom Erb</i>	SBC member/PBC	Y
<i>Michael Weber</i>	SBC member/PBC	Y
<i>Walter Kincaid</i>	SBC member/PBC	Y
<i>Timothy Bonfatti</i>	SBC member/PBC	Y
<i>Michael Marcucci</i>	SBC member/Board of Selectman	Y
<i>Leo Brehm</i>	SBC member/School Committee	Y
<i>Anna Mae O'Shea-Brooke</i>	SBC member/School Committee	Y
<i>Jeffrey Marsden</i>	SBC member/School District - Superintendent	Y
Kristine Trierweiler	SBC member/Town Administrator	Y
Michael LaFrancesca	SBC member/School District – Dir. of Finance and Operations	Y
Stephen Grenham	SBC member/Principal – Dale Street School	Y
Amy Colleran	SBC member/Town of Medfield - Director of Facilities	N
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
Laurence Spang	Arrowstreet Architect	Y
Tina T. Soo Hoo	Arrowstreet Architect	Y
Emily Grandstaff-Rice	Arrowstreet Architect	Y
Kate Bubriski	Arrowstreet Architect	Y

Bold/Italics = SBC Voting Member

A Dale Street Elementary School Building Committee (SBC) Meeting was held to discuss: Administrative Actions; Preferred Schematic Report; Project Schedule; and Budget Update. The following was noted:

Mike Quinlan called the meeting to order at 7:03 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 November 23, 2020 Dale Street School Building Committee Meeting Minutes.

1. Mike Quinlan entertained a motion to approve the November 23, 2020 Dale Street School Building Committee Meeting Minutes.

MOTION: Jeffrey Marsden moved, seconded by Leo Brehm, that the Dale Street School Building Committee vote to approve the November 23, 2020 Dale Street School Building Committee Meeting Minutes.

Discussion: None

VOTE: The Dale Street School Building Committee voted to approve the November 23, 2020 Dale Street School Building Committee Meeting Minutes.

Roll call was taken:

Tom Erb – In favor
Michael Marcucci – In favor
Jeffrey Marsden – In favor
Anna Mae O’Shea Brooke – in favor
Walter Kincaid – In favor
Leo Brehm – In favor
Michael Weber – In favor
Tim Bonfatti – In favor
Mike Quinlan – In favor

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

II. Preferred Schematic Report (PSR)

2. Larry Spang presented a review of the Draft PSR (section by section) and opened the meeting to the SBC members for questions, comments and/or concerns. Comments were as follows (minor edits were called out and the more significant comments are noted):
3. Cover Letter:
 - Michael Marcucci wanted clarification as to who the “Town” is referring to. It was stated that the School Building Committee represents the “Town” Michael M. suggested the word “Town” be removed from the sentence since the SBC is already referenced.
 - Mike Q. also called out that the Chair of the BoS is no longer Gus Murby and is now Osler Peterson – this correction needs to be made.
4. TOC:
 - AST clarified that the site survey is being completed and will be added to the report.
 - Mike Weber called out that in Section 3.3.6 Appendices, Section B is missing. It was clarified that this is the red-lined version of the PDP Education Plan marked up – it will be included in the final report.
5. PSR Introduction:
 - Michael M. stated that the capitalization of Dale should be corrected throughout.
6. PSR Final Evaluation of Alternatives:
 - Michael M. mentioned that the advantages and disadvantage of the sites and key points on both are not fully covered. For instance, on page 104, Alternatives E1 and E1.3 and E2 and E2.3, there was

conversation between the committee members related to the advantages and disadvantages of these schemes which should be captured in this section.

- Jeffrey Marsden mentioned that Dale be referenced consistently, either by “Dale” or “Dale Street School” – either is fine but should be consistent.

7. Preferred Solution:

- Michael M. stated that the sentence suggesting that the final vote was taken based on the matrix is not accurate and the Pros/Cons List (pg. 197) is a better summary of the discussion.

8. General:

- Mike Q. stated all reference to 3rd graders should be removed.
- Michael M. stated that when referencing the enrollment projections, we should state that we agreed to MSBA enrollment projection but do not have to believe the projections to be accurate. It was clarified that the MSBA sets the enrollment and the Town agrees to it. An additional sentence will be added to indicate that these numbers are in accordance with the agreed upon design enrollment with MSBA and referencing the document that was included in the PDP Submission.
- Mike Q. stated that the percentage growth stated as 153%, is incorrect and needs to be fixed. It was agreed that the % should be taken out and the number be stated.

9. Next Steps:

- Mike Q. described the MSBA Model School Program. MSBA offers District select model schools that they believe meets the District’s educational plan. The goal is to achieve cost savings by selecting a school already designed with only minor modification required. The SBC would have to discuss this and see if there are benefits to the Town. If we do choose to explore this program, the OPM and District will both write a cover letter to accompany the PSR asking the MBSA to evaluate the District’s Educational Plan and determine if there are any model schools that would be a good fit for the Dale Street School.

Pros:

- Reduced Architect’s fees due to reduced scope of work
- Reduced OPM’s fees due to reduced scope of work
- Wheelock site is large and flat which would accommodate most any school layout
- DBB Chapter 149 procurement would be more feasible since issues during construction should be worked out since it has been previously built
- Some contingencies could be eliminated as the building has already been built and should be less risk

Cons:

- No model school has been designed to be Net Zero Energy.
- Lynn Stapleton and Jeffrey Marsden will write a letter asking the MSBA to evaluate the District’s Educational Plan and compare it with the available model school designs. At the Facilities Assessment Meeting in January, the MSBA will either say there is no model to choose from or provide the available models that would pair with the Ed Plan. The District will be allowed to pursue model school Architects while continuing to compare with the Preferred Schematic design selected. The District would interview the existing Architect and the Architects of the model schools selected (who can decline). After interviews, the SBC would then make a decision to remain on course with the existing design or to go with one of the model schools. If the SBC agrees to further investigate the Model School Program, there is no commitment. A decision can be made after the MSBA Board vote on February 11, 2020.

10. Comments:

- Leo Brehm asked how there could be a savings in construction if the cost per square foot is set? Mike Q. stated that there could be time savings in constructing a building that has already been built particularly if the same contractor has the low bid. This would equate to a savings in construction costs.
- Anna Mae O'Shea Brooke asked why only 3 Districts pursued this if there are so many advantages?
- Michael M. agreed that the SBC should explore this option and not rule it out if there is potential for cost savings.
- Mike Q iterated that the SBC will investigate the option but not at the expense of compromising the educational needs of the District.
- Tim Bonfatti added that the cost savings are speculative initially.
- Mike W. asked if this would add time to the project right now – it will not.
- No members were opposed to requesting to explore the Model School Program in the cover letter.
- AST has a member of their team who previously worked for MSBA and can provide insight on this process. Mike Q will set up a meeting with AST to discuss.
- Walt Kincaid understands that because the Model School Program has been brought up, it needs to be vetted; however, he does not want the MSBA to feel the District is not ready to build a school. Mike Q. explained this is not the message that will be conveyed.
- Mike Q. asked that Jeff and Lynn draft the cover letters.

11. Comments from Public:

- Ms. Potts asked if the missing document (Hancock Survey and Debt Service information from the Town) have been seen by the SBC prior to them voting on the PSR. Mike Q. responded that these documents will be shared with them prior to the submission of the PSR. Ms. Potts also stated that the Pros/Cons should be updated.
- Tom Powers asked about the Traffic Report on pg. 261. Mike Q responded that traffic is a huge concern and mitigation efforts will happen to address issues.

12. Mike Quinlan entertained a motion to authorize LeftField to submit the Preferred Schematic Report (PSR), as amended and with the cover letter indicating interest in the Model School Program, subject to the changes discussed and agreed upon tonight and subject to an opportunity for the members of the SBC to review any additional materials that will be added to the PSR prior to the submission deadline of December 29, 2020.

13. **MOTION:** Michael Marcucci moved, seconded by Jeffrey Marsden, to authorize LeftField to submit the Preferred Schematic Report (PSR), as amended and with the cover letter indicating interest in the Model School Program, subject to the changes discussed and agreed upon tonight and subject to an opportunity for the members of the SBC to review any additional materials that will be added to the PSR prior to the submission deadline of December 29, 2020.

14. **VOTE:** The Dale Street School Building Committee voted to authorize LeftField to submit the Preferred Schematic Report (PSR), as amended and with the cover letter indicating interest in the Model School Program, subject to the changes discussed and agreed upon tonight and subject to an opportunity for the members of the SBC to review any additional materials that will be added to the PSR prior to the submission deadline of December 29, 2020.

Roll call was taken:

Tom Erb – In favor

Michael Marcucci – In favor
Jeffrey Marsden – In favor
Anna Mae O’Shea Brooke – in favor
Walter Kincaid – In favor
Leo Brehm – In favor
Michael Weber – In favor
Tim Bonfatti – In favor
Mike Quinlan – In favor

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

III. Sustainability Subcommittee Update

15. Mike Q. stated that the Subcommittee met and Megan Sullivan and Tom Erb have agreed to co-chair this committee.
16. Megan S. stated the need to add members to the group such as building users and community members. The focus of the Subcommittee will be the decision on Net Zero Energy or Net Zero Energy ready. Other areas of sustainability will also be explored. Next steps are to bring the MOU with Eversource to the BoS to take the first steps in the MassSave Program. AST has suggested holding a forum in January to engage and provide information to community. The Subcommittee is currently gathering data on existing and proposed utilities and will discuss further at the next meeting which will be held on December 17, 2020 at 4:30PM.
17. Anna Mae O’ Shea Brooke added that if the Subcommittee needs help getting the word out, the Communication Subcommittee can assist with that.

V. Communications Subcommittee Update

18. Anna Mae O’Shea Brooke stated that the traffic questionnaire is being updated and sent out in the next week or two in preparation for the next January Forum. The goal is to engage and educate the community.
19. It was suggested that a meeting/training be held with the Office of Campaign and Political Finance and the SBC regarding engagement with the public. The meeting will be held January 12, 2021 at 10:00 AM.
20. Mike Quinlan entertained a motion to approve the addition of Nicole Drummond and Tracey Rogers to the Communications Subcommittee Meeting.

MOTION: Jeffrey Marsden moved, seconded by Leo Brehm, that the Dale Street School Building Committee vote to approve the addition of Nicole Drummond and Tracey Rogers to the Communications Subcommittee.

VOTE: The Dale Street School Building Committee voted to approve the addition of Nicole Drummond and Tracey Rogers to the Communications Subcommittee.

Roll call was taken:

Tom Erb – In favor
Michael Marcucci – In favor
Jeffrey Marsden – In favor
Anna Mae O’Shea Brooke – in favor
Walter Kincaid – In favor
Leo Brehm – In favor
Michael Weber – In favor
Tim Bonfatti – In favor
Mike Quinlan – In favor

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

VI. Project Schedule

21. Lynn Stapleton reviewed the Project Milestone:

- December 18, 2020 – Submit PSR to MSBA (MSBA deadline for submission is December 29, 2020) early to avoid the holidays.
- January 13/20, 2021 – Facilities Assessment Subcommittee (FAS) Review of PSR (this is when the MSBA will provide model school designs if available)
- January 6, 2021 – next SBC meeting - no objections to this date.
- February 11, 2021 – MSBA Board Meeting to approve proceeding into Schematic Design

VII. Budget Update

Vote on Approval of October 2020 Invoices

22. Arrowstreet and LeftField submitted invoices for November 2020. There was a call for a vote to approve Arrowstreet's Invoice No. 727029 for \$12,897.00 and LeftField's Invoice No. 15 for \$5,000.00 for services performed in November 2020, totaling \$17,897.00.

MOTION: Tim Bonfatti moved, seconded by Leo Brehm, that the Dale Street School Building Committee vote to approve Arrowstreet's Invoice No. 727029 for \$12,897.00 and LeftField's Invoice No. 15 for \$5,000.00 for services performed in November 2020, totaling \$17,897.00.

Discussion: None

VOTE: The Dale Street School Building Committee voted to approve Arrowstreet's Invoice No. 727029 for \$12,897.00 and LeftField's Invoice No. 15 for \$5,000.00 for services performed in November 2020, totaling \$17,897.00.

Roll call was taken:

Tom Erb – In favor
Michael Marcucci – In favor
Jeffrey Marsden – In favor
Anna Mae O'Shea Brooke – in favor
Walter Kincaid – In favor
Leo Brehm – In favor
Michael Weber – In favor
Tim Bonfatti – In favor
Mike Quinlan – In favor

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

23. Lynn Stapleton stated that including these invoices, 53% of the Feasibility Study/Schematic Design budget has been spent.

24. Mike Q. stated we want to put money aside for the MassSave Program.

25. Lynn added that there is \$49,074 in the Other Contingency budget line. In past projects, the Town's share for the energy modeling has been approximately \$7k but could go up to \$10k.

26. Mike Q. stated that if a geothermal test well was to be pursued during the SD phase, this would max out or exceed the contingency.

VIII. Other Business/Discussions

23. The Project Notification Form (PNF) was submitted to Mass Historical Commission on November 16, 2020. The local Historic Commission will be discussing the Dale Street School Project at a meeting on December 19, 2020 at 7:30PM.

IX. Adjournment

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

MOTION: Mike Weber moved, seconded by Jeffrey Marsden, that the Dale Street School Building Committee vote to adjourn the meeting at 8:21 PM.

Discussion: None

VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 8:21 PM.

Roll call was taken:

Tom Erb – In favor
Michael Marcucci – In favor
Jeffrey Marsden – In favor
Anna Mae O’Shea Brooke – in favor
Walter Kincaid – In favor
Leo Brehm – In favor
Michael Weber – In favor
Tim Bonfatti – In favor
Mike Quinlan – In favor

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

X. Meeting Materials

The following materials were presented at the December 9, 2020 SBC Meeting:

- Dale Street School Building Committee Meeting no. 19 meeting minutes
- Dale Street School Project Meetings and Milestones Schedule – 12/09/2020
- Dale Street Elementary School Preliminary Project Schedule Feasibility Study/Schematic Design Phase November 30, 2020.
- Dale Street School – November 2020 Invoice Summary
- LeftField Invoice no. 15 - 11/30/20
- Arrowstreet Invoice no. 727029 - 11/30/20
- PEER Consulting, P.C. Invoice no. 34562 0 11/03/20
- PEER Consulting, P.C. Invoice no. 34563 0 11/03/20
- Dale Street School Total Project Budget Status Report November 30, 2020
- Dale Street School – Monthly Cash Flow – November 30, 2020
- Dale Street School – Cumulative Cash Flow – November 30, 2020
- Dale Street School Project Update - December 2020
- Meeting Materials are located on the School Project website at <https://www.medfield.net/o/medfield-public-schools> and at the Town of Medfield’s website at <https://www.town.medfield.net/AgendaCenter/Search/?term=&CIDs=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/>

DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA		MEETING MINUTES
DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 19		November 23, 2020
	Location:	Online Meeting
	Time:	7:00 PM

Attendees:

Name	Assoc.	Present
<i>Mike Quinlan</i>	Chair, Medfield School Building Committee/PBC	Y
<i>Tom Erb</i>	SBC member/PBC	Y
<i>Michael Weber</i>	SBC member/PBC	Y
<i>Walter Kincaid</i>	SBC member/PBC	Y
<i>Timothy Bonfatti</i>	SBC member/PBC	N
<i>Michael Marcucci</i>	SBC member/Board of Selectman	Y
<i>Leo Brehm</i>	SBC member/School Committee	Y
<i>Anna Mae O’Shea-Brooke</i>	SBC member/School Committee	Y
<i>Jeffrey Marsden</i>	SBC member/School District - Superintendent	Y
Kristine Trierweiler	SBC member/Town Administrator	Y
Michael LaFrancesca	SBC member/School District – Dir. of Finance and Operations	Y
Stephen Grenham	SBC member/Principal – Dale Street School	Y
Amy Colleran	SBC member/Town of Medfield - Director of Facilities	N
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
Laurence Spang	Arrowstreet Architect	Y
Tina T. Soo Hoo	Arrowstreet Architect	Y
Emily Grandstaff-Rice	Arrowstreet Architect	Y
Kate Bubriski	Arrowstreet Architect	Y

Bold/Italics = SBC Voting Member

A Dale Street Elementary School Building Committee (SBC) Meeting was held to discuss: Administrative Actions; Preferred Schematic Report; Project Schedule; and Budget Update. The following was noted:

Mike Quinlan called the meeting to order at 7:07 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 October 21, 2020 Dale Street School Building Committee Meeting Minutes.

1. Mike Quinlan entertained a motion to approve the October 21, 2020 Dale Street School Building Committee Meeting Minutes.

Discussion:

Michael Weber stated that he was marked as being present but was not. This error will be corrected. The October 21, 2020 Meeting Minutes will be approved as amended.

MOTION: Jeffrey Marsden, seconded by Leo Brehm that the Dale Street School Building Committee vote to approve the October 21, 2020 Dale Street School Building Committee Meeting Minutes, as amended.

VOTE: The Dale Street School Building Committee voted to approve the October 21, 2020 Dale Street School Building Committee Meeting Minutes, as amended.

Roll call was taken:

Michael Marcucci – In favor

Tom Erb – In favor

Michael Weber - abstained

Leo Brehm – In favor

Jeffrey Marsden – In favor

Walter Kincaid – In favor

Mike Quinlan – In favor

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

2. Michael Quinlan introduced Bob Sliney who will be taking over for Sharon Tatro as a new member of the School Building Committee. Bob is also member of the Warrant Committee.

II. MA Historical Commission (MHC) update

3. The Project Notification Form was sent to Mass Historical Commission on November 16, 2020, now that a site has been selected. MHC will have 30 days from the submission to make any comments. The local Historic Society will review as well. If no comments are received, the project can proceed as planned.

III. Preferred Schematic Report (PSR)

4. Lynn Stapleton briefly reviewed the PSR deliverables. There is a budget statement required by the District along with the Towns funding capacity; list of municipal projects underway; local process for authorization and funding of the proposed project and estimated impact to local property tax. There are also Local Actions and Approval, on Town letterhead, which require the signatures of the Chair of the Board of Selectmen, Superintendent of Schools and Chair of the School Committee. LF will facilitate the gathering of these signatures.
5. Larry Spang stated that the Draft of the PSR is being prepared for December 1st for review by the SBC and will also be available to the public. December 9, 2020 is next SBC meeting where there will be a vote to submit the PSR to MSBA. The plan is to submit the PSR on December 18, 2020, prior to the holidays.
6. AST made a presented the G1 scheme updated in preparation for the PSR.
7. During the presentation the following comments were made:

8. During the review of the proposed landscape plan, Michael Weber asked where the proposed expansion of the school would be. Larry Spang responded that the center wing faces an area on the plan identified as "Open Lawn (unprogrammed play space)" and expansion could be accommodated in this area.
9. Tina Soo Hoo describe a future connector between the Wheelock school and the proposed school that would facilitate the sharing of resources.
10. Mike Q. called attention to the loop surrounding the proposed school and explained the current trend in safety where continuous access surrounding the school is designed in the event of an emergency.
11. Larry Spang stated there is a robust amount of parking shown on the site and there is still an option to add athletic fields to the site. It will be important to begin thinking about this possibility now as we will have to decide early in the Schematic Design phase.
12. Comment for the Public: (Mrs. Potts) asked where on the proposed site will MAP go? Larry Spang responded that they are currently looking to see if the existing modular buildings that house MAP can be relocated or will have to be left in place.
13. Megan Sullivan asked if the green space within the bus and parent drop off loop could be used as a play area. Mike Q. explained that children will be kept far from this area due to traffic.

IV. Sustainability

14. Kate Bubriski presented Sustainability activities and decisions that have been made in the PSR phase and will be made in the Schematic Design phase.
15. Comment for the Public: (Mrs. Potts) asked how deep are wellfield? Mike Q. responded 500-600 feet.
16. Jeffrey Marsden asked if data will be provided around the operations and service life of the equipment. Kate responded that this will be provided as well as energy modeling and performance.
17. Mike Q. proposed the forming of a subcommittee made up of School Building Committee members and some of Medfield's Energy Committee members to gather information and present back to the Committees. It was agreed that this is a good idea as there is a lot of information to cover and decision to be made as it relates to upfront costs versus savings over time.
18. Michael Weber agreed that setting up a committee is a great idea as there is a lot of information to cover.
19. Michael Marcucci added that there is a lot of detail we will need to understand: the economic and technical issues and impact. We need people who will really dig into the numbers so we can make a recommendation to the Town Meeting as to how we should proceed. This will be both a technical and financial committee as we will have to understand the numbers and what they mean. If the recommendation will be based on the comparison of the upfront costs vs. the savings over time, from a taxpayers perspective, if we are asking the taxpayers to make a larger investment up front they should receive the long-term benefit of the annual energy savings. If we do go the net zero route with the building, by whatever amount by which we increase the building costs, I would propose we lower the tax levy by whatever that annualize savings is and not just freeing up more money for the government to spend.
20. Mike Quinlan added that this is all the more reason to form the committee which will be led by Arrowstreet who has experience and knowledge on the this.
21. Mike introduced the Medfield Energy Committee – Fred Davis, Alec Steven, and Megan Sullivan.
22. Fred Davis stated that the Energy Committee has been assessing and addressing these questions for the past year and a half to two years on both the Dale Project and the Medfield State Hospital. He mentioned two other project Lexington and Acton Boxborough that are a couple years ahead of this project and are examples of how it can be done and are ready to put that to work in Medfield.
23. Mike Quinlan entertained a motion to approve the forming of a Sustainability Subcommittee made up of Medfield's Energy Committee members: Alec Stevens, and Megan Sullivan and School Building Committee members Tom Erb, Walter Kincaid, and Amy Colleran. This will be a subcommittee, a legal public body, meetings will be posted and held publicly.
24. Walt Kincaid asked clarification on the type of Committee if it will be a full spectrum sustainability committee.

25. Mike Q. responded that the primary driver behind this is getting to the decision about new zero. The SBC has already decided to pursue the sustainability incentive points from the MSBA. AST will generate how we do this. There is always a cost upfront and there are different ways negotiating that whether the Town pays it, if there is a PPA which make the project financial different from what the base cost would be. There is a lot of work that goes into that. The first step is deciding if we pursue it and if we do pursue it, how far do we go?

MOTION: Leo Brehm, seconded by Michael Weber that the Dale Street School Building Committee vote to approve the forming of a *Sustainability Subcommittee made up of Medfield's Energy Committee members: Alec Stevens, and Megan Sullivan and School Building Committee members Tom Erb, Walter Kincaid, and Amy Colleran.*

Discussion: None

VOTE: The Dale Street School Building Committee voted the forming of a *Sustainability Subcommittee made up of Medfield's Energy Committee members: Alec Stevens, and Megan Sullivan and School Building Committee members Tom Erb, Walter Kincaid, and Amy Colleran.*

Roll call was taken:

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

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

V. Communications Subcommittee Update

26. Anna Mae O'Shea gave an update on the Communications Subcommittee's activities:

- A Wheelock neighborhood email subscription link has been added to the Dale St Project website...we will push to gather more emails:
 - Send an email to the Zoom attendees
 - Ask individuals to share with neighbors
 - Hopefully identify neighborhood representatives to be part of efforts to engage and listen to neighbors
- During the neighborhood forum, the traffic engineer mentioned that neighborhood traffic feedback was important, and he developed questions that could go out to the neighborhood once approved
- Perhaps results of the questionnaire could be a focal point of the next neighborhood public forum (ideas about date?)
- The subcommittee identified major themes to focus on in the coming months to help spread awareness and greater understanding of the new Dale:
 - Traffic
 - Why the Wheelock site?
 - Cost: household and town level
 - Will this be field neutral?
 - What would happen to Dale (beyond our jurisdiction and control, but it is a lingering question)

- features of the new building
27. It was determined that the survey should go out during the first week of December and the next Neighborhood forum will take place in mid-January.
28. In preparation for the next forum, 6 concerns from the 1st forum will be discussed.
29. Mike Q. mentioned inviting the Police Chief be involved in the conversation on traffic.

VI. Project Schedule

30. Lynn Stapleton reviewed the Project Milestone:
- December 1, 2020 – Issue Draft PSR to SBC
 - December 9, 2020 – Vote on PSR Submission to MSBA
 - December 18, 2020 – Submit PSR to MSBA (original date for submission is December 29th but the design Team has decided to send it earlier to avoid a deadline close to the holidays)

VII. Budget Update

Vote on Approval of October 2020 Invoices

31. Arrowstreet and LeftField submitted invoices for October 2020. There was a call for a vote to approve Arrowstreet's Invoice No. 726977 for \$9,300.00 and LeftField's Invoice No. 14 for \$7,500.00 for services performed in October 2020, totaling \$16,800.00.

MOTION: Leo Brehm moved, seconded by Michael Weber, that the Dale Street School Building Committee vote to approve Arrowstreet's Invoice No. 726977 for \$9,300.00 and LeftField's Invoice No. 14 for \$7,500.00 for services performed in October 2020, totaling \$16,800.00.

Discussion: None

VOTE: The Dale Street School Building Committee voted to approve Arrowstreet's Invoice No. 726977 for \$9,300.00 and LeftField's Invoice No. 14 for \$7,500.00 for services performed in October 2020, totaling \$16,800.00.

Roll call was taken:

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

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

32. Lynn Stapleton stated that including these invoices, 52% of the Feasibility Study/Schematic Design budget has been spent.

Vote on Approval to Authorize Arrowstreet to pay Hancock Associated Deposit

33. Hancock Associated submitted an invoice to Arrowstreet for the deposit to Prepare the Existing Conditions Plan of the Ralph Wheelock School in the amount of \$13,915.00. There was a call for a vote to approve the

invoice for the deposit to Prepare the Existing Conditions Plan of the Ralph Wheelock School in the amount of \$13,915.00.

MOTION: Jeffrey Marsden moved, seconded by Leo Brehm, that the Dale Street School Building Committee vote to approve the invoice for the deposit to Prepare the Existing Conditions Plan of the Ralph Wheelock School in the amount of \$13,915.00.

Discussion: None

VOTE: The Dale Street School Building Committee voted to approve the invoice for the deposit to Prepare the Existing Conditions Plan of the Ralph Wheelock School in the amount of \$13,915.00.

Roll call was taken:

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

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

VIII. Other Business/Discussions

23. It was agreed that the addition of Tracey Rogers and Nicole Drummond to the Communications Subcommittee will vote to formally appoint them at the next SBC meeting in December.

24. Mike Q. opened discussion to the Committee. There were no comments.

25. Mike Q. opened discussion to the Public.

Mrs. Potts asked the cost difference between having 475 and 575 students at the proposed school.

Mike Q. responded that 475 is not an option available to the Town while in the MSBA program.

IX. Adjournment

26. The meeting was adjourned at 8:34PM.

X. Meeting Materials

The following materials were presented:

- Dale Street School Building Committee Meeting no. 18 meeting minutes
- Dale Street School Project Meetings and Milestones Schedule – 11/18/2020
- Dale Street Elementary School Preliminary Project Schedule Feasibility Study/Schematic Design Phase October 31, 2020.
- Dale Street School – September 2020 Invoice Summary
- LeftField Invoice no. 14 - 10/31/20
- Arrowstreet Invoice no. 726977 - 11/3/20
- Dale Street School Total Project Budget Status Report October 31, 2020
- Dale Street School – Monthly Cash Flow – October 31, 2020
- Dale Street School – Cumulative Cash Flow – October 31, 2020
- Arrowstreet Invoice no. 726993 - 11/17/20
- Hancock Associate Invoice no. – 11/17/20
- Dale Street School Project Update - November 2020
- Meeting Materials are located on the School Project website at <https://www.medfield.net/o/medfield-public-schools> and at the Town of Medfield’s website at

<https://www.town.medfield.net/AgendaCenter/Search/?term=&CIDs=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/>

DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA		MEETING MINUTES
DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 18		October 21, 2020
	Location:	Online Meeting
	Time:	7:00 PM

Attendees:

Name	Assoc.	Present
<i>Mike Quinlan</i>	Chair, Medfield School Building Committee/PBC	Y
<i>Tom Erb</i>	SBC member/PBC	Y
<i>Michael Weber</i>	SBC member/PBC	N
<i>Walter Kincaid</i>	SBC member/PBC	Y
<i>Timothy Bonfatti</i>	SBC member/PBC	Y
<i>Michael Marcucci</i>	SBC member/Board of Selectman	Y
<i>Leo Brehm</i>	SBC member/School Committee	Y
<i>Anna Mae O'Shea-Brooke</i>	SBC member/School Committee	Y
<i>Jeffrey Marsden</i>	SBC member/School District - Superintendent	Y
Kristine Trierweiler	SBC member/Town Administrator	Y
Michael LaFrancesca	SBC member/School District – Dir. of Finance and Operations	Y
Stephen Grenham	SBC member/Principal – Dale Street School	Y
Amy Colleran	SBC member/Town of Medfield - Director of Facilities	Y
Sharon Tatro	SBC member/Warrant Committee	Y
Lynn Stapleton	LeftField Project Management	Y
Gina Gomes-Cruz	LeftField Project Management	Y
Tim Baker	LeftField Project Management	Y
Laurence Spang	Arrowstreet Architect	Y
Tina T. Soo Hoo	Arrowstreet Architect	Y
Emily Grandstaff-Rice	Arrowstreet Architect	Y

Bold/Italics = SBC Voting Member

A Dale Street Elementary School Building Committee (SBC) Meeting was held to discuss: Administrative Actions; Preferred Schematic Report; Project Schedule; and Budget Update. The following was noted:

Mike Quinlan called the meeting to order at 7:07 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 September 16, 2020 Dale Street School Building Committee Meeting

1. Mike Quinlan entertained a motion to approve the September 16, 2020 Dale Street School Building Committee Meeting Minutes.

Discussion:

Michael Marcucci stated that corrections are needed to the spelling of some of the names of those who spoke from the public and that the description of what he said under number 45 is incorrect. He stated he was not talking about the 15% expansion required by the MSBA. Delete reference to the 15% and the statement is fine.

MOTION: Leo Brehm moved, seconded by Jeffrey Marsden that the Dale Street School Building Committee vote to approve the September 16, 2020 Dale Street School Building Committee Meeting Minutes, as amended.

VOTE: The Dale Street School Building Committee voted to approve the September 16, 2020 Dale Street School Building Committee Meeting Minutes, as amended.

Roll call was taken:

Jeffrey Marsden – In favor
Tom Erb – In favor
Tim Bonfatti – In favor
Walter Kincaid – In favor
Anna Mae O’Shea-Brooke – In favor
Michael Marcucci – In favor
Leo Brehm – In favor
Mike Quinlan – In favor

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

II. Preferred Schematic Report (PSR)

2. Lynn Stapleton stated that we have an outline of the PSR deliverables and schedule that we will be working on as soon as we get a vote on the Preferred Option. We will be sending out a list of items required by the District/Town which includes a list of all municipal projects, tax implication to residents, operational costs, and District’s budget and revenue statement.
3. Anna Mae O’Shea-Brooke gave an update on the Communications Subcommittee’s plans for the Wheelock Neighborhood Public Forum:
 - Pre-recorded aerial tour will be presented as part of the presentation (AST will work on this.)
 - AST will utilize a drone and coordinate with the school on Friday, 10/23 after 3pm and combine the filming with an image of the 3-d model of the school to best convey the proposed building.
4. Tina Soo Hoo gave an update on the traffic study. Tina presented a slide showing where traffic lights currently are and where the traffic counts are being conducted.
Historic data received from the DOT drove the location for these studies. A comparison between the 2019 traffic study and current studies will help determine future traffic in the Wheelock School area. There are cameras located at the South and Elm Street intersection. This will determine not only how many cars go through the intersection but also how many cars turn left/right. Once Nitsch, the traffic engineers, receive this information they will perform an analysis with information such as current student population and the future population and determine how it may affect the traffic.

5. Larry Spang stated that what we are hearing from the traffic engineers is that DOT is indicating the traffic, at this time, is similar to what they saw in 2019. Because people are not taking as much public transportation, this is making up for the differential in those working from home.
6. A question arose as to why traffic studies were being conducted on days when there is remote learning. Tina responded that studies are being taken when there is commuter traffic, school traffic and a combination and all will be compared.
7. It was determined that in order to capture the attention of the residents within the Wheelock neighborhood that have not been engaged so far, flyers or postcards will be mailed to them. Kristine Trierweiler suggested the Board of Assessors run a list of addresses within the geographic area indicated. Mike Quinlan identified an area and will work with Kristine to gather these addresses.
8. It was determined that the Wheelock School Neighborhood Public Forum will be scheduled for November 2, 2020 at 7:00 PM.6/20.
9. Larry confirmed that the traffic analysis will be received in time for the November 2nd Neighborhood Public Forum.
10. Lynn Stapleton asked if a Dale Street Neighborhood Public Forum would be needed. Mike Marcucci responded he did not see a need for a Dale Street specific traffic meeting. If the school goes to the Wheelock site, traffic will be reduced at Dale which is not a concern. If the school stays at Dale Street, traffic will not change. Regarding Wheelock, School Building Committee members had mentioned steps they've taken on other projects, options that give them confidence that the traffic situation can be mitigated at Wheelock. These options should be discussed with the neighbors in the greater Elm Street area.
11. Tim Bonfatti stated that the traffic study will provide recommendations on how to mitigate traffic concerns. The SBC members should review the study prior to Public Forum to prepare for discussion.
12. FAQ will be combined and made into a living document that will be posted on the project website.

III. Communications Subcommittee Update

13. Anna Mae O'Shea added that there will be a posting campaign to get out 5 of the most important topics from the FAQ.

IV. Project Schedule

14. Larry Spang presented an outline of the Preferred Schematic Report schedule along with the Table of Contents presenting all items required for the PSR submission.
15. It was agreed that the following Project Schedule changes would be made:
 - Nov. 2 - Wheelock Neighborhood Meeting
 - Nov. 10 - Board of Selectmen Meeting
 - Nov. 23 - School Building Committee Meeting – Developed plans of the Preferred Scheme
 - Dec. 1 - Submit PSR Draft to School Building Committee for review
 - Dec. 9 - School Building Committee Meeting – vote on PSR
 - Dec. 18 - Submit Final PSR to MSBA
16. This targets a Schematic Design submission of July 7, 2021 for an August 25, 2020 MSBA Board meeting which results in a mid-September/Fall special Town Meeting for a vote.
17. Main construction will begin in the Fall of 2022 with early site packages out during the spring/summer to guarantee a Fall 2024 opening.
18. Feasibility Study Agreement expires on June 12, 2021 and was extended to November 30, 2021. MSBA approved the change this week.

V. Budget Update

19. Arrowstreet and LeftField submitted invoices for September 2020. There was a call for a vote to approve Arrowstreet's Invoice No. 726919 for \$15,500.00 and LeftField's Invoice No. 13 for \$10,000.00 for services performed in September 2020, totaling \$25,000.00.

MOTION: Tim Bonfatti moved, seconded by Jeffrey Marsden, that the Dale Street School Building Committee vote to approve Arrowstreet's Invoice No. 726919 for \$15,500.00 and LeftField's Invoice No. 13 for \$10,000.00 for services performed in September 2020, totaling \$25,000.00.

Discussion: None

VOTE: The Dale Street School Building Committee voted to approve Arrowstreet's Invoice No. 726919 for \$15,500.00 and LeftField's Invoice No. 13 for \$10,000.00 for services performed in September 2020, totaling \$25,000.00.

Roll call was taken:

Jeffrey Marsden – In favor
Tom Erb – In favor
Tim Bonfatti – In favor
Walter Kincaid – In favor
Anna Mae O'Shea-Brooke – In favor
Michael Marcucci – In favor
Leo Brehm – In favor
Mike Quinlan – In favor

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

20. Lynn Stapleton stated that including these invoices, 51% of the Feasibility Study/Schematic Design budget has been spent.

VI. Other Business/Discussions

21. Other Business/Questions/Comments were opened to the Committee:

- Larry Spang suggested holding a meeting date, as a placeholder, after the BoS Meeting, in the event the BoS does not approve the Preferred Option.
- November 12th the SBC will discuss if a meeting is needed.

22. Other Business/Questions/Comments were open to the Public:

- Question from Mrs. Potts: Was 9/9 SBC meeting minutes approved at the last 9/16 SBC meeting?
- Answer: Yes
- Question from Mrs. Potts: Is there plan to engage the community on the PSR draft before it is sent to the MSBA?
- Answer: There will be a review of the PSR at the SBC Meeting on December 9th which is a public meeting.
- Question from Mrs. Potts: Why was it stated at the Public Forum that the Mine Brook Bridge on Elm Street was not publicly owned?
- Answerer: No one recalls this statement.
- Question from Mrs. Potts: When will the Project Notification Form (PNF) for Mass Historical be submitted?
- Answer: Cannot happen until the Selectmen vote to accept the preferred option and it is not required until the Schematic Design phase.

23. Leo Brehm asked how many people were in attendance at this meeting? Mike Quinlan responded that outside of the panelists, there were 2.

VII. Adjournment

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

MOTION: Leo Brehm moved, seconded by Jeffrey Marsden, that the Dale Street School Building Committee vote to adjourn the meeting at 8:08 PM.

Discussion: None

VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 8:08 PM.

Roll call was taken:

Jeffrey Marsden – In favor

Tom Erb – In favor

Tim Bonfatti – In favor

Walter Kincaid – In favor

Anna Mae O’Shea-Brooke – In favor

Michael Marcucci – In favor

Leo Brehm – In favor

Mike Quinlan – In favor

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

VIII. Meeting Materials

The following materials were presented:

- Dale Street School Building Committee Meeting no. 17 meeting minutes
- Dale Street School Project Meetings and Milestones Schedule – 10/16/2020
- Dale Street Elementary School Preliminary Project Schedule Feasibility Study/Schematic Design Phase September 30, 2020.
- Dale Street School – September 2020 Invoice Summary
- LeftField Invoice no. 13 - 9/30/20
- Arrowstreet Invoice no. 726919 - 10/1/20
- Dale Street School Total Project Budget Status Report September 30, 2020
- Dale Street School – Monthly Cash Flow – September 30, 2020
- Dale Street School – Cumulative Cash Flow – September 30, 2020
- Dale Street School Project Update - October 2020
- Meeting Materials are located on the School Project website at <https://www.medfield.net/o/medfield-public-schools> and at the Town of Medfield’s website at <https://www.town.medfield.net/AgendaCenter/Search/?term=&CIDs=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/>

DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA	MEETING MINUTES
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DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 17	September 16, 2020
Location:	Online Meeting
Time:	5:00 PM

Attendees:

Name	Assoc.	Present
<i>Mike Quinlan</i>	Chair, Medfield School Building Committee/PBC	Y
<i>Tom Erb</i>	SBC member/PBC	Y
<i>Michael Weber</i>	SBC member/PBC	Y
<i>Walter Kincaid</i>	SBC member/PBC	Y
<i>Timothy Bonfatti</i>	SBC member/PBC	Y
<i>Michael Marcucci</i>	SBC member/Board of Selectman	Y
<i>Leo Brehm</i>	SBC member/School Committee	Y
<i>Anna Mae O’Shea-Brooke</i>	SBC member/School Committee	Y
<i>Jeffrey Marsden</i>	SBC member/School District - Superintendent	Y
Kristine Trierweiler	SBC member/Town Administrator	Y
Michael LaFrancesca	SBC member/School District – Dir. of Finance and Operations	Y
Stephen Grenham	SBC member/Principal – Dale Street School	Y
Amy Colleran	SBC member/Town of Medfield - Director of Facilities	Y
Sharon Tatro	SBC member/Warrant Committee	Y
Lynn Stapleton	LeftField Project Management	Y
Gina Gomes-Cruz	LeftField Project Management	Y
Tim Baker	LeftField Project Management	Y
Laurence Spang	Arrowstreet Architect	Y
Tina T. Soo Hoo	Arrowstreet Architect	Y
Autumn Waldron	Arrowstreet Architect	Y

Bold/Italics = SBC Voting Member

A Dale Street Elementary School Building Committee (SBC) Meeting was held to discuss: Administrative Actions; Preferred Schematic Report; Project Schedule; and Budget Update. The following was noted:

Mike Quinlan called the meeting to order at 5:05 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

1. All administrative votes were moved to the front of the meeting to allow for public comment after the presentation.

Vote on Approval of September 9, 2020 Dale Street School Building Committee Meeting

2. Lynn Stapleton stated that the meeting minutes that were originally sent out in the meeting packet had been modified to reflect what was stated in the second half of the meeting. At the time of the first meeting packet distribution, the recording of the second half of the meeting was not available to ensure the comments from the public were accurately depicted. The revised minutes were distributed to the SBC for their review prior to this meeting.
3. Mike Marcucci stated that the revised minutes accurately stated that the first half of the meeting ended due to technical difficulties; however, there were additional comments made following the statement. For clarity, it should be stated that once the meeting resumed, it was agreed that the discussion portion of the meeting would continue but no additional votes would be taken.
4. The meeting minutes will be amended to make this clarification.
5. Mike Quinlan entertained a motion to approve the September 9, 2020 Dale Street School Building Committee Meeting Minutes as amended to state, "...once the meeting resumed, it was agreed that the discussion portion of the meeting would continue but no additional votes would be taken."

MOTION: Michael Marcucci moved, seconded by Anna Mae O'Shea-Brooke that the Dale Street School Building Committee vote to approve the September 9, 2020 Dale Street School Building Committee Meeting Minutes as amended to state, "...once the meeting resumed, it was agreed that the discussion portion of the meeting would continue but no additional votes would be taken."

Discussion: None

VOTE: The Dale Street School Building Committee voted to approve the September 9, 2020 Dale Street School Building Committee Meeting Minutes as amended to state, "...once the meeting resumed, it was agreed that the discussion portion of the meeting would continue but no additional votes would be taken."

Roll call was taken:

Jeffrey Marsden – In favor
Walter Kincaid – In favor
Mike Weber – In favor
Tim Bonfatti – In favor
Tom Erb – In favor
Michael Marcucci – In favor
Anna Mae O'Shea-Brooke – In favor
Mike Quinlan – In favor

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

II. Budget Update

6. Arrowstreet and LeftField submitted invoices for August 2020. A call for a vote to approve Arrowstreet's Invoice No. 726857 for \$18,600.00 for A/E Services Feasibility Study/Schematic Design and Invoice No.

726857 for A/E Consultant Services for Traffic Studies and Environmental Site Assessment and LeftField's Invoice No. 12 for \$10,000.00 for services performed in August 2020, totaling \$52,993.60.

MOTION: Tim Bonfatti moved, seconded by Mike Weber, that the Dale Street School Building Committee vote to approve Arrowstreet's Invoice No. 726857 for \$18,600.00 for A/E Services Feasibility Study/Schematic Design and Invoice No. 726857 for A/E Consultant Services for Traffic Studies and Environmental Site Assessment and LeftField's Invoice No. 12 for \$10,000.00 for services performed in August 2020, totaling \$52,993.60.

VOTE: The Dale Street School Building Committee voted to approve Arrowstreet's Invoice No. 726857 for \$18,600.00 for A/E Services Feasibility Study/Schematic Design and Invoice No. 726857 for A/E Consultant Services for Traffic Studies and Environmental Site Assessment and LeftField's Invoice No. 12 for \$10,000.00 for services performed in August 2020, totaling \$52,993.60.

Roll call was taken:

Jeffrey Marsden – In favor
Walter Kincaid – In favor
Mike Weber – In favor
Tim Bonfatti – In favor
Tom Erb – In favor
Michael Marcucci – In favor
Anna Mae O'Shea-Brooke – In favor
Mike Quinlan – In favor

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

7. Tim Bonatti asked what is the remaining in the uncommitted contingency. Lynn responded that \$49,074.00 remained in the FS/SD Contingency.

III. Next Meeting

8. The next SBC meeting has been pushed out to October 21, 2020 to give Arrowstreet time to further develop the Preferred Schematic Report (PSR) which will involve a draft submission to the SBC to give them an opportunity to review the report prior to the vote on October 21, 2020.

IV. Preferred Schematic Report (PSR)

Vote on Consultant Change Letter (Code Consultant and Site Surveyor)

9. Arrowstreet stated that consultant changes were required for the Site Surveyor and the Code Consultants. To maintain the Feasibility Study budget, Arrowstreet engaged two other firms to get a more competitive and appropriate price on Surveying and selected Hancock Associates. The original Code Consultant was unable to continue to provide services on the project and Arrowstreet selected Code Red as replacement. Arrowstreet would like to proceed with these Consultant Changes upon approval and have the District request MSBA approval of the changes.

MOTION: Tim Bonfatti moved, second by Anna Mae O'Shea-Brooke to approve the change in consultants.

VOTE: The Dale Street School Building Committee voted to approve the change in consultants.

Roll call was taken:

Jeffrey Marsden – In favor
Walter Kincaid – In favor
Mike Weber – In favor
Tim Bonfatti – In favor
Tom Erb – In favor
Michael Marcucci – In favor
Anna Mae O’Shea-Brooke – In favor
Mike Quinlan – In favor

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

Arrowstreet’s presentation: https://1drv.ms/b/s!AiAizcRotW8Dga5eFrqC7Nwy_VizRQ?e=prXPu5

10. Larry Spang reiterated the plan to have the draft PSR sent to the SBC for review prior to the SBC vote on October 21, 2020 to submit the PSR to MSBA on October 27, 2020.
11. The plan for this presentation is not to review slides previously presented at last weeks meeting but instead to address some of the questions that were brought up previously with a few new exhibits. Items for discussion are as follows:
 - Walking Times & Distances
 - Overlay Ariel Plans
 - Zoning and Permitting
12. Tim Bonfatti noted that on the “Permitting Requirements” slide, under State Approvals, Wheelock is the only site listed needing State review however it was clarified that a Project Notification Form (PNF) would be required to be submitted on both the Dale and Wheelock sites.
13. Mike Q. stated, not just public utilities or facilities are allowed in the Aquifer Protection District, as shown on the slide, but other permitted uses are allowed such as “residential”. AST will correct language.
14. Mike Q. emphasized that building a school in an Aquifer Protection District is permitted and does not require any special permitting.
15. Larry reviewed the Design Alternatives.
16. The SBC members spoke to their response to the site evaluation matrix.
17. Mike Q:
 - Eliminating one of the 3 transition points in 6 years is an improvement.
 - Wheelock has larger outdoor space and is accessible to fields.
 - Outdoor learning opportunities at Wheelock are better than at Dale which will be a very tight site.
 - Add/Reno has significantly more risks than new construction. There are many unknowns which can be considerably more expensive.
18. Jeff Marsden:
 - Impacting 2 buildings (Dale and Memorial) at the same time during construction is a concern.
 - A Wheelock campus with grades 2-5 allows for shared resources.
 - Dale adjacent to Memorial does not have grade continuity and is not a natural fit.
 - Wheelock’s open space is something you don’t have at Dale.
 - G1 is the preferred option. It makes improvements to the existing Wheelock traffic patterns and parking lots and maintains playing fields.

19. Anna Mae O'Shea-Brooke:

- Stated the School Committee's vote for a 4-5 grade configuration was due to the current economic climate but believes that building on the Wheelock site can fulfill a lot of the advantages a 3-5 grade configuration could have had.
- Wheelock's grades 2-5 campus would have efficiencies.
- Professional development would be more efficient on the Wheelock site.
- Expansion could happen in the future at Wheelock.
- Selecting the Dale site would disrupt two schools.
- Dale site is too tight of a site and Wheelock is a better fit.
- Walking to Downtown is not that much further from Wheelock.
- Dale could be used for Parks and Rec.

20. Tim Bonfatti:

- A 4-5 grade configuration is the best choice at this time.
- Disruption at Dale would be a concern.
- Dale is too tight of a site.
- Unpredictability in a Add/Reno is an issue.
- Concern over the lack of accurate traffic studies at both sites is an issue but he is confident that mitigation strategies will be available. He suggested hiring an additional traffic consultant later on.
- G1 option is preferred which has pods/learning neighborhoods.

21. Walt Kincaid:

- Stated that building the best school facility would be at Wheelock.
- Dale is a tight site parking would be an issue as well.
- The new building option at Dale is very linear and due to space constraints does not allow for the pod option you see in the G1 option. State of the Art schools are building the pod design—it's preferable.
- G1 option has great efficiencies in student drop off.

22. Tom Erb:

- G1 is the best option
- Renovation is painful for students (would want to avoid Add/Reno at Dale)
- Site improvements at Wheelock as well as stormwater management will be a plus at that site.
- It would be a beautiful site for a new building.

23. Mike Weber:

- Efficiencies at a Wheelock 2-5 campus is a benefit.
- Add/Reno is an unknown.
- Wheelock has wide open space for a new building with ability to be field neutral.
- Building a new school at Dale would create a tight site.
- Educational advantages of shared resources.

24. Leo Brehm:

- G1 pod design is an attractive instructional environment.
- Dale Street traffic is an issue now and with population growth, there would be even more congestion.
- Building new at Dale would have 3 large structures side by side and that would be tight with the school built close to the street.

- Building at Wheelock would leave opportunities at Dale to improve site conditions and possibly hold events in the center of Town.
- Add/Reno can be very difficult.
- Continuity of the campus at Wheelock is a benefit and supports continuity of learning.
- Echo's Tim concerns with traffic studies.

V. Public Input on Site Selection

25. Joanne Candlen

Q. Won't we have to deal with the Dale St. Building anyway? If we build at Wheelock won't we have to spend additional money now or later dealing with the Dale Street property?

A. (Mike Q.) MSBA requires that if we abandon Dale, we take the steps to decide its future. A committee would be formed to determine future use. Ideas for future use that have been discussed are a Parks and Recreation Center; senior housing; potential swing space if there is a surge in enrollment; and early childhood center.

The new school would not be built until 2024 so there is a lot of time to think about what could happen to the Dale building.

26. Mrs. Lia (abutter to Wheelock)

Comment. The Wheelock area consists of – athletic fields, school and conservation land with trails which are frequented daily by residents of Medfield and other towns. Fields are utilized on the weekends which drive traffic and parking is at a premium. Fields are rented to an adult men's soccer club on Sunday mornings and because of the noise, locals cannot use their porches. Memorial weekend the fields are rented which increases traffic significantly and impacts local residents. Elm Street is lovely but narrow and can be dangerous. With additional students at the Wheelock site, more students will be traveling on this road.

27. Susan Toohey

Q. I have heard add/reno is not possible structurally but rec center will be able to go there so we will be paying the bill for that too?

A. (Mike Q.) Add/reno is possible structurally but more challenging due to the concrete structure and the reconfiguration of classrooms to be brought up to today's standards. Paying for Parks and Rec Center is not part of this project.

28. Joyce Sabia

Q. If we don't use the Dale Street Buildings, what cost will the Town have to maintain the building and what are the thoughts to do with this space?

A. (Mike Q.) (see #26.answer)

A. (Mike M.) Cost associated with demo or mothballing should be provided.

A. (Larry Spang) Costs are carried as alternates for demo and mothballing.

A. (Tina Soo Hoo) To achieve DCAMM standards for mothballing, the cost range is from \$900,000 to \$1 million depending on extent.

A. (Mike Q.) We would have to determine what the building will be used for and to what extent mothballing is required, if at all.

29. Tom

Q. What type of mitigation is possible (regarding traffic) in what amounts to a dead end street?

A. (Mike Q.) We would set up a meeting with the neighbors to hear concerns as well as traffic engineers to talk about mitigation efforts. For the purpose of being conservative, we have carried a traffic light to help ease congestion which affects neighbors on nearby streets. We would also look at ways to divert traffic from that area.

30. Mathew Newburg

Q. Will MAP be expanded at Wheelock?

A. (Jeff Marsden) We have had conversations with MAP and have allocated space in the building for MAP and will keep them in the loop as they are a critical part of our family.

31. J. Rafter

Q. What is the approval/move forward process for tax payers? Approving funding for the option being recommended, how does this impact the Town's budget? What are we as the residents left with on the Dale location?

A. (Mike Q.) The estimated tax increase for the Wheelock option would be \$850-\$900 annually, based on a \$675k home value assessment, in the first year and would decline over the course of the borrowing. This would be for the bonding needed to build the project. Past debt is coming off the books which would offset the tax increase.

A. (Mike Q.) The process would be making the selection tonight and if the Board of Selectmen agree with it, the Preferred Schematic Report (PSR) would be submitted to the MSBA on October 27th. The MSBA would review and decide at a board meeting in December to approve the Project to move into the next phase which is Schematic Design. In the Schematic Design phase, the preferred option would be further refined and important decisions would be made about MEP systems, sustainability, what alternates are included, what fields would be replaced, traffic studies would occur during this time and finally the Project would be brought in front of the Town for approval in Spring 2021.

32. A. Renee Howley

Q. My understanding from a previous meeting is that some State funding would be available for the demolition of Dale if Dale is selected but not if Wheelock is selected, can you comment?

A. (Mike Q.) Yes, if we move off the site, we do not have the benefit of MSBA participating in the demolition cost of the Dale Street buildings.

33. Andrea Sullivan

Q. How does the funding of the Water Treatment Facility impact tax payers?

A. (Mike Q.) The Water Treatment Facility Project being planned, at an estimated cost of \$10.5 million, would be funded under the Water and Sewer Enterprise fund and reflected in the cost of water and sewer. This does not show up on your real estate tax but your water bill.

34. Robert Aigler

Comment. The Wheelock project, 4-5, is more expensive than the Dale Street project, this is a concern for residents.

A. (Mike Q.) The Wheelock site is more expensive due to addressing site circulation issues at the existing Wheelock site and improving student drop off for both schools.

Q. The absence of a traffic study is a concern for residents.

A. (Mike Q.) Unfortunately due to Covid, this has not been possible. We will be working with the local residents to mitigate any issues. Current traffic patterns will be examined although they do not reflect the typical scenario.

A. (Jeff Marsden) The typical bus ridership is between 80-85% of the student. During Covid, this has decreased significantly as parent drop off is higher than usual. This should be taken into consideration with any studies that take place during this time.

Q. The proximity to a new school on the Wheelock site adjacent to the Aquifer Protection District is a concern, this is not a concern at the Dale site.

A. (Mike Q.) This is inaccurate, both sites are in Aquifer Protection Districts. The Wheelock site is closer to the Well Head Protection District but not in it. However, building a school is a permitted use. There is NO special permit required to build a school in an Aquifer Protection District. There is no risk to the aquifer or wells.

Q. Once the new Dale School is built, couldn't the existing school be demolished to provide space for fields?

A. (Mike Q.) That option to demo the existing Dale School received negative feedback from the community.

Q. In the poll, Dale Street was the preferred site.

A. (Mike Q.) There was a general preference but not an overwhelming one for the Dale site. Some selected Dale because they thought an add/reno would be cheaper and that's why they selected it.

35. Leo Brehm

Q. What was the percentage of students that rode the bus prior to Covid?

A. (Jeff Marsden) 80-85% for elementary students

Comment: So, the same amount of busses will be going down Elm Street as always.

A. Yes

36. Rebecca Connelly

Q. The tax increase for Wheelock would be \$850-\$900 annually, what would it be for Dale?

A. (Mike Q.) There would be a \$40 difference, \$810-\$860, in the first year.

37. Jerry Potts

Q. Survey results showed taxes and costs are a priority, why are they not a major factor in the site selection matrix?

A. (Mike Q.) Taxes and costs were factored in at a high value, weighting categories by importance. The two categories with the highest rating of 15 were educational programming and costs. This explains the reason the School Committee's selected the 4-5 grade configuration as this would be the less expensive option.

Q. Majority of the survey was taken by those with children who wanted the Dale site, why is this not factored in?

A. There were those who believed the add/reno would be cheaper and that is why they selected the Dale site. This was factored in. It was a preference but not an overwhelming one.

Q. With 12% unemployment in Town and fiscal pressures, I don't see the educational value. Our schools are performing great. \$2-4 million dollars in real money.

38. Chris Potts

Q. The site selection process has been rushed, what are the pros and cons for a February 11th MSBA meeting instead? There are still many questions regarding traffic and the use of the Dale buildings, tax implications on residents, impact on students, swing space, security and after school amenities.

A. (Mike Q.) The process has not been rushed. There have been over 40 public meetings in front of numerous Town committees all of which people have been given an opportunity to speak including yourself. Delaying the decision further does not get us any new information. We have a commitment with the MSBA to complete this process within a certain period of time. We have extended the process already through 2 extensions.

39. Kenton and Kate

Q. Can we send out a new survey with new information?

A. I don't see the benefit of a new survey.

40. Matt DePiero

Q. Tax impact for Dale project would be \$40 per household?

A. No, it is a \$40 difference. Dale being \$40 less than tax quoted for the Wheelock option.

Q. Cheaper is not always better and that is a significant amount of money for tax payers to bear which does not include increases from future renovations. How do you expect people to vote without all the necessary information?

A. We would do our best over the next 6 months to do an in-depth analysis of all issues and address in the final design.

41. Robert Hherbstuber

Comment. Concerned over traffic impact surrounding South Street, currently morning and afternoon traffic in this area is a mess and this would be added to and there is no mitigation for this.

Q. How was Security and the future expansion ranked lower at Dale on the site matrix?

A. (Mike Weber) Looking at matrix, security has a 5 on all new build.

A. (Mike Q.) New build security is ranked high across the board because of new construction capabilities. Comment is incorrect.

Q. Future flexibility and growth at Dale ranked lower, why?

A. (Mike Q.) Not a big gap between the two sites on my matrix. Comment is incorrect.

A. (Mike M.) Looking at growth and flexibility, I was not looking to build more buildings. From a flexibility/growth standpoint, having grades 4-5 at Wheelock, we would be in a better position to go from 3 to 2 elementary schools as enrollment increases and if additional space is required, building an addition on to Memorial, in lieu of building a new Wheelock, is a possibility and having the proposed school on the Dale site would not allow for this.

A. The matrix is a qualitative exercise, showing pros and cons, allowing SBC members to make their own judgements.

42. Chris Potts

Q. (for Tom Bonfatti) You had stated at a School Committee meeting that your vote would be for Dale, why did you change your mind?

A. (Tim Bonfatti) Dale would be a good site but I don't like the way the new building would sit on the site.

43. Jerry Potts

Q. Why would a add/reno to the Dale building for Park and Rec be less expensive than a renovation for a school with the assistance of the MSBA?

A. To build a Park and Rec building, in general, is cheaper (but not confirmed) and is more flexible than building a modern school which has a much different level of planning to accommodate elementary kids.

VI. Vote on Site Selection and Preferred Schematic

44. Mike Quinlan asked the School Building Committee members, based on hearing from the community, if they have thoughts, comments or concerns or if they are comfortable moving ahead with a vote. There were no comments.

45. Mike Quinlan entertained a motion to vote to recommend to the Board of Selectmen Option G1 as the Preferred Schematic for their approval.

MOTION: Mike Quinlan moved, seconded by Anna Mae O'Shea-Brooke, that the School Building Committee vote to recommend to the Board of Selectmen Option G1 as the Preferred Schematic for their approval.

Discussion: Mike Marcucci stated that his first preference was the J scheme as it appeared to more easily accommodate expansion if needed. He asked how the G1 scheme would accommodate this?

Larry Spang responded by presenting a slide showing a dashed line representing future expansion of one of the G1 wings to accommodate the expansion. Mike Marcucci understood the plan for expansion and found it acceptable.

VOTE: The Dale Street School Building Committee voted unanimously to vote to recommend to the Board of Selectmen Option G1 as the Preferred Schematic for their approval.

Roll call was taken:

Jeffrey Marsden – In favor

Walter Kincaid – In favor

Mike Weber – In favor

Tim Bonfatti – In favor

Tom Erb – In favor

Leo Brehm – In favor

Michael Marcucci – In favor

Anna Mae O'Shea-Brooke – In favor
Mike Quinlan – In favor

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

46. Mike Quinlan stated that the next step will be to present the recommendation at the Board of Selectmen meeting next week. The Project Team will be there to answer any questions.
47. Mike Marcucci stated that there will be an opportunity for public comment at this meeting.
48. Mike Quinlan asked the Committee if there was any new business to address. There was none.

VII. Adjournment

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

MOTION: Jeffrey Marsden moved, seconded by Tom Erb, that the Dale Street School Building Committee vote to adjourn the meeting at 7:12 PM.

Discussion: None

VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 7:12 PM.

Roll call was taken:

Jeffrey Marsden – In favor
Walter Kincaid – In favor
Mike Weber – In favor
Tim Bonfatti – In favor
Tom Erb – In favor
Leo Brehm – In favor
Michael Marcucci – In favor
Anna Mae O'Shea-Brooke – In favor
Mike Quinlan – In favor

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

VIII. Meeting Materials

The following materials were presented:

- Dale Street School Building Committee Meeting no. 16 meeting minutes
- Dale Street School Project Meetings and Milestones Schedule – 9/14/2020
- Dale Street Elementary School Preliminary Project Schedule Feasibility Study/Schematic Design Phase August 31, 2020.
- Dale Street School – August 2020 Invoice Summary
- LeftField Invoice no. 12 - 8/31/20
- Arrowstreet Invoice no. 726857 - 9/1/20
- Nitsch Engineering Invoice no. 68621 – 6/3/20
- PEER Consultants, P.C. invoice no. 34414 – 8/11/20
- PEER Consultants, P.C. invoice no. 34415 – 8/11/20
- PEER Consultants, P.C. invoice no. 34416 – 8/11/20
- Dale Street School Total Project Budget Status Report July 31, 2020
- Dale Street School – Monthly Cash Flow – August 30, 2020
- Dale Street School – Cumulative Cash Flow – August 30, 2020
- Dale Street School Project Update - September 2020

- Meeting Materials are located on the School Project website at <https://www.medfield.net/o/medfield-public-schools> and at the Town of Medfield's website at <https://www.town.medfield.net/AgendaCenter/Search/?term=&CIDs=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/>

DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA		MEETING MINUTES
DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 16		September 9, 2020
	Location:	Online Meeting
	Time:	7:00 PM

Attendees:

Name	Assoc.	Present
<i>Mike Quinlan</i>	Chair, Medfield School Building Committee/PBC	Y
<i>Tom Erb</i>	SBC member/PBC	Y
<i>Michael Weber</i>	SBC member/PBC	Y
<i>Walter Kincaid</i>	SBC member/PBC	Y
<i>Timothy Bonfatti</i>	SBC member/PBC	Y
<i>Michael Marcucci</i>	SBC member/Board of Selectman	Y
<i>Leo Brehm</i>	SBC member/School Committee	Y
<i>Anna Mae O’Shea-Brooke</i>	SBC member/School Committee	Y
<i>Jeffrey Marsden</i>	SBC member/School District - Superintendent	Y
Kristine Trierweiler	SBC member/Town Administrator	Y
Michael LaFrancesca	SBC member/School District – Dir. of Finance and Operations	Y
Stephen Grenham	SBC member/Principal – Dale Street School	N
Amy Colleran	SBC member/Town of Medfield - Director of Facilities	N
Sharon Tatro	SBC member/Warrant Committee	N
Lynn Stapleton	LeftField Project Management	Y
Gina Gomes-Cruz	LeftField Project Management	Y
Tim Baker	LeftField Project Management	Y
Laurence Spang	Arrowstreet Architect	Y
Tina T. Soo Hoo	Arrowstreet Architect	N
Autumn Waldron	Arrowstreet Architect	Y

Bold/Italics = SBC Voting Member

A Dale Street Elementary School Building Committee (SBC) Meeting was held to discuss: Administrative Actions; Preferred Schematic Report; Project Schedule; and Budget Update. The following was noted:

Mike Quinlan called the meeting to order at 7:04 PM. A quorum was in attendance.

It was also stated that the virtual meeting was being recorded and was in accordance with the Governor’s Executive Order issued on March 12, 2020 which suspends certain provisions of the Open Meeting Law.

I. Administrative Action

Vote on Approval of August 12, 2020 Dale Street School Building Committee Meeting Minutes

1. Mike Quinlan entertained a motion to approve the August 12, 2020 Dale Street School Building Committee Meeting Minutes.

MOTION: Leo Brehm moved, seconded by Jeff Marsden that the Dale Street School Building Committee vote to approve the August 12, 2020 Dale Street School Building Committee Meeting Minutes.

Discussion: None

VOTE: The Dale Street School Building Committee voted to approve the August 12, 2020 Dale Street School Building Committee Meeting Minutes.

Roll call was taken:

Anna Mae O'Shea-Brooke – In favor

Michael Marcucci – In favor

Tim Bonfatti – In favor

Mike Weber – In favor

Jeffrey Marsden – In favor

Walter Kincaid – In favor

Tom Erb – In favor

Mike Quinlan – In favor

Leo Brehm – In favor

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

II. Preliminary Schematic Report (PSR)

1. See link to presentation: <https://1drv.ms/b/s!AiAizcRotW8Dga5ajUEiASLtxVCNAQ?e=nEHbNi>
2. The presentation began by stating that the School Committee voted on August 27, 2020 for the 4-5 grade configuration. Anna Mae O'Shea added that although this was not the original thinking the committee had, it made the most sense during this economic climate.
3. AST began the presentation by reviewing Site and Environmental due diligence and then Geo-environmental and HAZMAT findings on both the Wheelock and Dale sites.
4. It was asked that the design schemes be reviewed prior to discussion on cost estimates. It was agreed.
5. The Design Schemes were reviewed. Presented were both grade configurations on both sites.
6. The Construction Costs presented reflect 2 types of procurement. Design Bid, Build and Construction Manager at Risk. There is a 5% delta between the options. The more conservative number will be carried until a decision is made in the Schematic Design phase.
7. It was stated that the size of the proposed buildings on both sites are similar in size. The difference in cost between the Dale and Wheelock site is attributed to site improvements required at Wheelock. Wheelock requires a new water main and possibly a new traffic light that will be determined once a traffic study can be done. Other site improvements include the reconfiguration of the existing bus and parent drop off at Wheelock.
8. The Evaluation of Alternatives Criteria Matrix was reviewed. Similar to the first matrix that was distributed there is a list of criteria to be scored as it relates to each of the schemes. Later there was feedback that some of the criteria was of greater weight than others. This matrix provided a multiplier to the criteria sections and the criteria with greater weight was given a larger multiplier. The scores are from 1-5, 5 being the best and colored coded in green. From the SBC's compiled responses, the Wheelock site is scored most favorably.
9. The SBC completed their response to the survey and the survey presented was the compiled responses into an average score.

10. "How we got here" was followed by a slide listing all public meeting when the Dale Street School Project was discussed beginning in December 2019. There have been 43 open meetings.
11. "Community Outreach" slide showed numerous attempts to reach out to the community since May of 2020.
12. "Where we are going" slide was followed by timelines which showed major votes required from August 2020 to December 2020 in order to keep the project on track.
13. Important Dates discussed:
 - School Committee vote on Grade Configuration – August 27, 2020
 - School Building Committee vote on Site Selection – September 2020
 - Board of Selectmen vote on Preferred Solution – September 2020
 - PSR submission to MSBA – October 27, 2020
 - MSBA Facilities Assessment Subcommittee Meeting – November 18, 2020
 - MSBA Board of Directors vote on Preferred Solution – December 16, 2020
 - MSBA Board Approval (target) – December 2020
 - Schematic Design (7 months)
 - MSBA Board Approval/Issue Project Scope and Budget Agreement – June 2021
 - Must have all approvals by Town and MSBA - November 2021 (or removed from MSBA pipeline)
14. Vote on Consultants Change Letter - Due to Technical Difficulties, this will be postponed until next meeting

III. Public Input on Site Selection

15. SBC Comments:
 - None

16. Public comments:

Q. (Bernd Leger) what is the usage of the Dale Street School in either scenario?

A. (Mike Q.) If the scheme selected is the add/reno. – It would be renovated as part of new school. If the Dale Site is selected – some partial demo may happen. If the Wheelock site is selected - it would be mothballed. If the school is not used, the Town would create a committee to determine future disposition. The usage would be determined after the vote next year.

Q. (Jerry Potts) comment – from the poll taken, the Dale Street site was the preferred site.

A. (Anna Mae O'Shea) – The poll in May resulted in 37% in favor, 25% not in favor, 22% not enough info, and 15% no preference.

(Jerry Potts) comment – Why is Wheelock more favorable versus the Downtown Dale Street Site since the master plan wants to promote the downtown area, has there been emphasis on this when considering the 2 sites?

A.(Mike Q.) Wheelock is not fully disconnected from Downtown and fully side walked.

(Leo Brehm) The reason for favoring the Wheelock site is because of the congestion that would be astronomical by building on the Dale site. Building at Wheelock would free up open space on the Dale site creating a more open space, accessible to town.

(Mike M.) Agrees with Leo regarding congestion on site and potential traffic.

Q. (Robert Herbstzuber) Currently, traffic off of Elm pushes traffic onto secondary roads and infrastructure is not there to support it. Prefers add/reno. instead of adding another school at this time. Wheelock is not a close walk to Downtown. Over 50% of Wheelock site (where people hang out) will be taken for development if the site is selected.

A. (Mike Q.) 50% of land use would not be lost

A. (Mike M.) This is a measureable amount. The Architect can provide this information.

Q. (Renee Howley) Why does an equivalent schools on the Dale Site score lower on the Wheelock site? How could a centrally located facility score lower than one miles down the road?

- During Mike M.'s response to Renee Howley's question, the Zoom connection was lost.

- Once the Zoom meeting resumed. It was decided that the public commentary portion of the meeting would continue but no further votes would be taken.

Q. (Kevin Stoddard) Have there been design changes or will there be design changes in response to Covid?
A. (Larry Spang) it is an emerging situation that we are all dealing with and at this time we have not received additional guidance from MSBA as it relates to design.

Q. (Ken Manning) if we go with the Wheelock site, what happens to the old Dale Street buildings? If we chose the Dale site, we will not have to worry about what will happen to these old buildings, correct? Concerns stems from what is happening with the hospital site.

A. (Mike Q.) Depending on the scheme – 2 involve utilizing the existing Dale buildings. One is the base repair option and the second is the add/reno. option. The base repair doesn't work from an educational perspective – it's there for the MSBA as a comparative tool and doesn't allow for growth and enrollment projected. The add/reno. is the more viable option. The other schemes on the Dale site involve building in the field behind Dale, between Dale and Memorial. The 2 schemes on Wheelock are located behind the existing Wheelock School. Most options for a new building would require future disposition for the existing Dale buildings. It could be mothballed, possibly used by Parks and Rec., senior housing, swing space for student growth. It has not been decided.

A. (Mike M.) Yes, if we build at Dale there will be fewer questions as to what will happen with the existing Dale buildings.

17. Comment from Mike Quinlan – We will not be voting on site selection tonight. We will continue with public commentary and will schedule time for more public commentary for those who have not had an opportunity to comment this evening.

18. Public Comment (continued):

Q. (Mary C.) \$95 million price tag, was that for both schools?

A. (Mike Q.) That was for one of the 3-5 configuration options on the Wheelock site. The larger cost is attributed to the site improvements associated with the larger site and the improvements that would be made to the existing Wheelock School drop off.

Q. (Bernd Leger) The recommended 4-5 grade configuration, is there any implication on site selection for potential future growth at a location?

A. (Mike Q.) The MSBA requires 15% growth designed into a building and there would be more space available to build in growth at the Wheelock site.

Q. Could a floor be added?

A. (Larry Spang) disruption to the school would be great and it is much easier to build out rather than up.

Q. (Chris McQue Potts)

-The process has not engaged- community enough.

-We should have seen the committee's complete matrix ahead of time and heard why they made their selections.

-Face to face meetings are important and this has not happened and should happen before major votes.

- Why is the 3-5 options being presented if the 4-5 configuration has been selected?

- What happened to community engagement on site selection?

- What happened to the water protection piece on the Wheelock Property?

A. (Leo Brehm) Over the past 6 months there has been record attendance at the Project's zoom meetings.

A. (Mike Q.) The SBC has the right to select the 3-5 configuration if they so choose and that is why the options are still being presented.

A. (Mike Q.) Both site are in aquifer protection districts and building in aquifer protection districts is quite common. This protection is not to prevent building on these sites but to prevent hazardous uses occurring on these sites. Building a school is not a hazardous use.

Q. (Jerry Potts.) What is the cost differential between the 2 buildings on the 2 locations and why is the traffic light needed.

A. (Mike Q.) Once a traffic study can take place we will be able to confirm whether a traffic light is needed, in the meantime we will carry this as an allowance. The site improvements at Wheelock is the reason for the greater cost at the Wheelock site. It would not make sense to tuck a road into the site to access the new school so more site improvements are needed to improve the Wheelock School's current circulation. Another reason for the added cost is the mile of pipe that would require a 6" line to be upgraded to an 8" line to support the new building.

19. Mike Q. stated that we will be in touch to reschedule the remainder of this meeting and we apologize for the technical difficulties.

IV. Vote on Site Selection and Preferred Schematic - Due to Technical Difficulties, this will be postponed until next meeting

V. Project Schedule – Due to Technical Difficulties, this will be postponed until next meeting

VI. Budget Update - Due to Technical Difficulties, this will be postponed until next meeting

VII. Other Business/Discussions - Due to Technical Difficulties, this will be postponed until next meeting

VIII. Next Meeting

2. TBD

IX. Adjournment

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

MOTION: Jeffrey Marsden moved, seconded by Leo Brehm that the Dale Street School Building Committee vote to adjourn the meeting at 9:06 PM.

Discussion: None

VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 9:06 PM.

Roll call was taken:

Anna Mae O'Shea-Brooke – In favor

Michael Marcucci – In favor

Tim Bonfatti – In favor

Mike Weber – In favor

Jeffrey Marsden – In favor

Walter Kincaid – In favor

Tom Erb – In favor

Leo Brehm -In favor

Mike Quinlan – In favor

In Favor: 9

Against: 0

Abstained: 0

The motion passed.

X. Meeting Materials

The following materials were presented:

- Dale Street School Building Committee Meeting no. 15 meeting minutes
- Dale Street School Project Meetings and Milestones Schedule – 9/3/2020
- Dale Street Elementary School Preliminary Project Schedule Feasibility Study/Schematic Design Phase August 31, 2020.
- Dale Street School – August 2020 Invoice Summary
- LeftField Invoice no. 12 - 8/31/20
- Arrowstreet Invoice no. 726857 - 9/1/20
- Nitsch Engineering Invoice no. 68621 – 6/3/20
- PEER Consultants, P.C. invoice no. 34414 – 8/11/20
- PEER Consultants, P.C. invoice no. 34415 – 8/11/20
- PEER Consultants, P.C. invoice no. 34416 – 8/11/20
- Dale Street School Total Project Budget Status Report July 31, 2020
- Dale Street School – Monthly Cash Flow – August 30, 2020
- Dale Street School – Cumulative Cash Flow – August 30, 2020
- Dale Street School Project Update - September 2020
- Meeting Materials are located on the School Project website at <https://www.medfield.net/o/medfield-public-schools> and at the Town of Medfield’s website at <https://www.town.medfield.net/AgendaCenter/Search/?term=&CIDs=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/>

DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA		MEETING MINUTES
DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 15		August 12, 2020
	Location:	Online Meeting
	Time:	7:00 PM

Attendees:

Name	Assoc.	Present
<i>Mike Quinlan</i>	Chair, Medfield School Building Committee/PBC	Y
<i>Tom Erb</i>	SBC member/PBC	Y
<i>Michael Weber</i>	SBC member/PBC	Y
<i>Walter Kincaid</i>	SBC member/PBC	N
<i>Timothy Bonfatti</i>	SBC member/PBC	Y
<i>Michael Marcucci</i>	SBC member/Board of Selectman	Y
<i>Leo Brehm</i>	SBC member/School Committee	Y
<i>Anna Mae O’Shea-Brooke</i>	SBC member/School Committee	Y
<i>Jeffrey Marsden</i>	SBC member/School District - Superintendent	Y
Kristine Trierweiler	SBC member/Town Administrator	N
Michael LaFrancesca	SBC member/School District – Dir. of Finance and Operations	Y
Stephen Grenham	SBC member/Principal – Dale Street School	N
Amy Colleran	SBC member/Town of Medfield - Director of Facilities	N
Sharon Tatro	SBC member/Warrant Committee	N
Lynn Stapleton	LeftField Project Management	Y
Gina Gomes-Cruz	LeftField Project Management	Y
Tim Baker	LeftField Project Management	Y
Laurence Spang	Arrowstreet Architect	Y
Tina T. Soo Hoo	Arrowstreet Architect	N
Autumn Waldron	Arrowstreet Architect	Y

Bold/Italics = SBC Voting Member

A Dale Street Elementary School Building Committee (SBC) Meeting was held to discuss: Administrative Actions; Preferred Schematic Report; Communications; Project Schedule; and Budget Update. The following was noted:

Anna Mae O’Shea-Brooke called the meeting to order at 7:04 PM. A quorum was in attendance.

It was also stated that the virtual meeting was being recorded and was in accordance with the Governor’s Executive Order issued on March 12, 2020 which suspends certain provisions of the Open Meeting Law.

I. Administrative Action

Vote on Approval of July 8, 2020 Dale Street School Building Committee Meeting Minutes

1. Mike Quinlan entertained a motion to approve the July 8, 2020 Dale Street School Building Committee Meeting Minutes.

MOTION: Leo Brehm moved, seconded by Michael Marcucci that the Dale Street School Building Committee vote to approve the July 8, 2020 Dale Street School Building Committee Meeting Minutes.

Discussion: None

VOTE: The Dale Street School Building Committee voted to approve the July 8, 2020 Dale Street School Building Committee Meeting Minutes.

Roll call was taken:

Anna Mae O'Shea-Brooke – In favor

Michael Marcucci – In favor

Tim Bonfatti – In favor

Mike Weber – In favor

Jeffrey Marsden – In favor

Tom Erb – In favor

Mike Quinlan – In favor

Leo Brehm – In favor

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

II. Preliminary Schematic Report (PSR)

2. Larry Spang began the discussion by stating the two topics that will be presented:
 - Site Selection Evaluation of Alternative Criteria Matrix
 - PSR Cost Estimates
3. Larry Spang stated the purpose of the Site Selection Evaluation of Alternative Criteria Matrix is to prepare for the September 9, 2020 vote by the SBC on Site Selection.
4. The Matrix was developed by listing 4 categories: Educational, Site & Building, Logistics/Security, Town Impact which are scored based on the design alternatives. Within each of these categories are a list of criteria to be ranked by assigning a score 1-5. These scored numbers are then multiplied by the criteria multiplier which allows for a weighted comparison between all alternatives.
5. SBC members will be sent a matrix to complete and return to LeftField by the end of next week, 8/21/20.
6. LeftField and Arrowstreet have each completed a matrix and will send to the SBC members for reference. In the event members have questions about the matrix, they are encouraged to reach out to LeftField and Arrowstreet.
7. Tim Bonfatti stated that based on the SBC's combined results of the Site Selection Evaluation of Alternative Criteria Matrix, some design alternatives may be eliminated.
8. Michael Marcucci asked why the SBC members should complete the matrix now when the School Committee will be voting on grade configuration on August 27, 2020 which will eliminate some of the design alternatives. Mike Quinlan stated that there are viable options on both sites for either grade configuration. The completion of the matrix is a focus on site rather than grade configuration.

9. Larry Spang stated that the PSR Cost Estimates are based on a pricing set and narratives of building systems given to the estimators. The two independent estimators used were PM&C and AM Fogarty.
10. On July 31, 2020, a Cost Estimating Reconciliation process took place to reconcile both estimates and to ensure the scope of work estimated aligned.
11. The Preliminary Alternatives and Conceptual Costs Summary was presented. Cost ranges are based on the different construction procurements - Design Bid Build (DBB) and Construction Manager at Risk (CMR). It was further explained that the DBB procurement entails the 100% completion of construction documents, one bid period and finally selecting the lowest qualified bidder. The CMR procurement selects a contractor based on qualifications early on in the process and works with them as the construction documents are being completed. Early Bid Packages can be bid to get construction started while the construction documents are being 100% completed. The reason for using a CMR procurement method is when you want to accelerate the construction schedule or if construction logistics are complexed such as with add/reno and more complicated projects. Since CMR is initially more expensive than DBB, the only reason to use CMR would be if you could recover the additional initial cost through schedule acceleration or through careful CMR buy-outs on complex construction logistics projects.
12. Comparisons between the July PSR Cost Estimates and the March PDP Cost Estimates were presented. There was an increase in the base repair and add/reno options but a decrease in the new options on both sites. Larry Spang stated that in general the numbers have come down and this is due to additional information given to the estimators and also market moves and changes in the economy.
13. It was stated that the costs at the end of Schematic Design (SD) may vary from these numbers but will be numbers based on fully vetted scope and will be locked in. The SD cost will be the cost voted on by the Town.
14. It was stated that the Base Repair option does not address educational changes.
15. The estimated project cost was derived by multiplying the estimated construction cost by 26% which is a typical percentage for OPM, Designer fees, Furniture, Fixtures and Equipment, construction testing services, moving costs, administrative costs, miscellaneous project costs and construction and owner's contingencies for unforeseen issues that could arise during construction.
16. The 3-5 grade configuration premium over a 4-5 grade configuration is \$12-\$14 million.
17. Pricing Alternatives were presented. These are the potential adds to the base cost if the Town so desired, dependent upon the site and option selected.
18. Mechanical systems were presented in 3 options, the base option does not have a premium; a geothermal system presents the largest premium and the final, VRF option, has a lower premium but is not recommended.
19. The other adds are associated with full or partial demolition of the existing Dale Street School; the replacement of sports fields; mothballing a portion of all of the existing Dale Street School; a water main being added to the Wheelock site and a traffic light proposed at the corner of South Street and Elm Street. The need for the traffic light will be confirmed once traffic studies can take place.
20. It was clarified that "mothballing" is buttoning up a building that will not be in use for some years. It includes turning off the water; reducing electric usage; installing plywood over windows to name a few. This would

be done under the guidelines of Division of Capital Asset Management and Maintenance (DCAMM). These guidelines are available online.

21. Mike Quinlan stated that abatement costs will not be part of this project if new construction is selected on the Wheelock School site.
22. Anna Mae O'Shea-Brooke asked which of the HVAC options would be closest to achieving net 0. It was confirmed that the geothermal system would be closest to achieving this. Tom Erb asked if MSBA would cover the cost of this premium. It was explained that MSBA does not take a position on HVAC and its reimbursement is based on square footage. It was further stated that MSBA will not contribute to costs that are not on site.
23. Michael Marcucci asked what was driving the differential between the two sites. It was explained that the Wheelock School site is larger. The Wheelock site includes the removal and replacement of sports fields whereas the Dale Street School site removes fields but does not replacement them due to site constraints. The Wheelock site includes site improvements that take into consideration 2 schools and addresses access drive improvements and supplemental parking costs.
24. Michael Marcucci stated that the benefits to these additional costs should be presented. Tim Bonfatti agreed and said that the extras should be separated from the base cost. Larry presented a chart showing these additional costs.
25. Anna Mae O'Shea-Brooke asked if the School Committee typically recommends or decides on the grade configuration. It was stated that the MSBA wants to see the District and the Board of Selectmen come to an agreement on the Preferred Option and the School Committee's recommendation should be strongly considered. If the District and BoS do not agree, then a further discussion is needed. Typically the SC dives the educational decisions.

III. Communications

26. The Public Forum is scheduled for tomorrow, August 13, 2020 at 5:30 PM. The School Committee's goal will be to provide information and get feedback from the public. Thanks was given to Tim Bonfatti who helped layout the agenda for the forum and also Tom Erb who has sent information out to the public via Mail Chimp.

IV. Project Schedule

27. The following dates were identified:
 - August 13 – Public Forum sponsored by the School Committee
 - August 27 – School Committee vote on Grade Configuration
 - September 1 – Board of Selectmen meeting to present project update and discuss SC vote
 - September 9 – School Building Committee vote on Preferred Schematic Option and Site Selection
 - September 15 – Board of Selectmen vote on Preferred Solution

V. Budget Update

28. Arrowstreet and LeftField submitted invoices for July 2020. A call for a vote to approve Arrowstreet's Invoice No. 726807 for \$18,600.00 and LeftField's Invoice No. 11 for \$10,000.00 for services performed in July 2020, totaling \$28,600.00 was made.

MOTION: Tim Bonfatti moved, seconded by Jeffrey Marsden, that the Dale Street School Building Committee vote to approve Arrowstreet's Invoice No. 726807 for \$18,600.00 and LeftField's Invoice No. 11 for \$10,000.00 for services performed in July 2020, totaling \$28,600.00.

VOTE: The Dale Street School Building Committee voted to approve Arrowstreet's Invoice No. 726807 for \$18,600.00 and LeftField's Invoice No. 11 for \$10,000.00 for services performed in July 2020, totaling \$28,600.00.

Roll call was taken:

Anna Mae O'Shea-Brooke – In favor

Michael Marcucci – In favor

Tim Bonfatti – In favor

Mike Weber – In favor

Jeffrey Marsden – In favor

Tom Erb – In favor

Leo Brehm -In favor

Mike Quinlan – In favor

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

29. It was noted that 43% of the Feasibility Study/Schematic Design budget has been spent to date.

VI. Other Business/Discussions

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

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

- Question was raised by Ms. Chris McCue Potts and a response was provided.
 - Q. What went into grade configuration costs, and how was it reduced?
 - A. Cost has nothing to do with grade configuration, the costs were refined based on additional information that was presented after further development of alternatives. The costs are based primarily on size of the building and area of development of the site. The Grade 3-5 configuration is a significantly larger building.
 - Q. What are soft costs? What other costs are not factor in?
 - A. Soft costs are not direct construction costs, they include fees for architectural, engineering and consultants, legal, OPM fees, Furniture, Fixtures and Equipment, construction testing services, moving costs, administrative costs, miscellaneous project costs and construction and owner's contingencies for unforeseen issues that could arise during construction.
 - Q. With 8650 students projected, will more staff be needed to provide more personalization?
 - A. Hiring additional staff will be driven by enrollment and not grade configuration.
 - Q. Are there costs associated with creating a small-school feel in a larger school?
 - A. There is no premium associated with the idea of creating a "small-school feel" in a larger school. It is the product of good design.

VII. Next Meeting

32. The next School Building Committee Meeting was confirmed for September 9, 2020 at 7:00 PM and will be an online meeting.

VIII. Adjournment

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

MOTION: Jeffrey Marsden moved, seconded by Michael Marcucci that the Dale Street School Building Committee vote to adjourn the meeting at 8:17 PM.

Discussion: None

VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 8:17 PM.

Roll call was taken:

Anna Mae O'Shea-Brooke – In favor

Michael Marcucci – In favor

Tim Bonfatti – In favor

Mike Weber – In favor

Jeffrey Marsden – In favor

Tom Erb – In favor

Leo Brehm -In favor

Mike Quinlan – In favor

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

IX. Meeting Materials

The following materials were presented:

- Dale Street School Building Committee Meeting no. 14 meeting minutes
- Dale Street School Project Meetings and Milestones Schedule – 8/10/2020
- Dale Street Elementary School Preliminary Project Schedule Feasibility Study/Schematic Design Phase July 31, 2020
- Dale Street School – July 2020 Invoice Summary
- LeftField Invoice no. 11 - 7/31/20
- Arrowstreet Invoice no. 726807 - 8/5/20
- Dale Street School Total Project Budget Status Report July 31, 2020
- Dale Street School – Monthly Cash Flow – July 31, 2020
- Dale Street School – Cumulative Cash Flow – July 31, 2020
- Dale Street School Project Update - August 2020
- Meeting Materials are located on the School Project website at <https://www.medfield.net/o/medfield-public-schools> and at the Town of Medfield's website at <https://www.town.medfield.net/AgendaCenter/Search/?term=&CIDs=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/>