

DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA		MEETING MINUTES
DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 14		July 8, 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	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; Communications; Project Schedule; and Budget Update. The following was noted:

Anna Mae O'Shea-Brooke called the meeting to order at 7:03 PM. A quorum was in attendance.

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

I. Administrative Action

Vote on Approval of June 17, 2020 Dale Street School Building Committee Meeting Minutes

1. Anna Mae O'Shea-Brooke entertained a motion to approve the June 17, 2020 Dale Street School Building Committee Meeting Minutes.

MOTION: Anna Mae O'Shea-Brooke moved, seconded by Leo Brehm that the Dale Street School Building Committee vote to approve the June 17, 2020 Dale Street School Building Committee Meeting Minutes.

Discussion: None

VOTE: The Dale Street School Building Committee voted to approve the June 17, 2020 Dale Street School Building Committee Meeting Minutes.

Roll call was taken:

Michael Marcucci – In favor

Leo Brehm – In favor

Tom Erb – In favor

Walter Kincaid – In favor

Mike Weber – In favor

Anna Mae O'Shea-Brooke – In favor

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

II. Preliminary Schematic Report (PSR)

2. Tina Soo Hoo delivered Arrowstreet's presentation:

The following is a link to the presentation: [Arrowstreet's Presentation](#)

Topics discussed:

- Design Progress
 - Evaluation of Alternatives
 - Evaluation of Existing Conditions
 - Sustainability
3. 4-5 Grade Configuration schemes were presented, options: B1, E1, E1.3, G1, and J1. Tina stated that the design of the 3-5 Grade Configurations are similar to that of the 4-5 with an additional story added. There are some programmatic spaces that are smaller in the 4-5 option however the gymnasium is the same size in both configurations.
 4. The MSBA requires viable options for 15% expansion of classrooms be shown on all schemes.
 5. It was clarified that the 15% increase in classrooms generally can be accommodated by the common space allowances of the base design.
 6. Anna Mae asked which of the options would more easily accommodate an additional grade. It was stated that the options are not being developed to accommodate an entire grade but will only to satisfy the 15% expansion required by the MSBA.
 7. The Evaluation of Alternatives: Criteria Matrix compares the Base Repair and all options highlighting Educational Program & Building; Site; Phasing Issues and Gross Area. This matrix will be replaced with one that has been suggested by Mike Quinlan. AST will revise and present to the SBC to complete. Tim Bonfatti stated that this document will be important in showing the public how the selected site was determined.

8. Evaluation of Existing Conditions were presented. The recent geotechnical study at the Dale Street School described the layering and depth of the existing surficial organic soil as fill, sand, gravel and groundwater. Recommendations were presented as to how these materials would be treated in the scenario of the proposed school being built at this site. The same was done for the Wheelock site.
9. The LEED SCORECARD Project Work Plan was presented. It showed credits for viable credits, probable credits and credits that are not achievable. This is a first pass and once a site is selected and the building begins to take shape the scorecard will continue to evolve.

III. Communications

10. The date for the Public Forum was scheduled for August 13, 2020. It will be sponsored by the School Committee. It was reiterated that the Public Forum will be a segment within the School Committee Meeting. The focus will be on grade configuration and the School Committee will present advantages and disadvantages of both grade configurations.

IV. Project Schedule

11. The following dates were identified:
 - July 10 – Drawings to Estimators
 - July 31 – Cost Estimate Reconciliation Meeting scheduled
 - August 10 – Estimates and Projects Costs organized and prepared for presentation to the School Building Committee on August 12
 - 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 (to be confirmed)
 - 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

12. Arrowstreet and LeftField submitted invoices for June 2020. A call for a vote to approve Arrowstreet's Invoice No. 726749 for (A/E-Feasibility Study/Schematic Design) \$19,633.00 and for (A/E – Environmental & Site) \$26,785.22 and LeftField's Invoice No. 10 for \$10,000.00 for services performed in June 2020, totaling \$56,418.22, was made.

MOTION: Tim Bonfatti moved, seconded by Jeffrey Marsden, that the Dale Street School Building Committee to approve Arrowstreet's Invoice No. 726749 for (A/E-Feasibility Study/Schematic Design) \$19,633.00 and for (A/E – Environmental & Site) \$26,785.22 and LeftField's Invoice No. 10 for \$10,000.00 for services performed in June 2020, totaling \$56,418.22.

VOTE: The Dale Street School Building Committee voted to approve Arrowstreet's Invoice No. 726749 for (A/E-Feasibility Study/Schematic Design) \$19,633.00 and for (A/E – Environmental & Site) \$26,785.22 and LeftField's Invoice No. 10 for \$10,000.00 for services performed in June 2020, totaling \$56,418.22, was made.

Roll call was taken:

Tom Erb – In favor
Walter Kincaid – In favor
Tim Bonfatti – In favor
Mike Weber – In favor

Michael Marcucci – In favor
Mike Quinlan – In favor
Anna Mae O'Shea-Brooke – In favor
Jeffrey Marsden – In favor
Leo Brehm -In favor

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

13. It was noted that 40% of the Feasibility Study/Schematic Design budget has been spent to date.

VI. Other Business/Discussions

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

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

- Question was raised by Ms. Chris McCue Potts and a response was provided.

VII. Next Meeting

16. The next School Building Committee Meeting was confirmed for August 12, 2020 at 7:00 PM and will be an online meeting.

VIII. Adjournment

17. 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 8:30 PM.

Discussion: None

VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 8:30 PM.

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. 13 meeting minutes
- Dale Street School Project Meetings and Milestones Schedule – 7/2/2020
- Dale Street Elementary School Preliminary Project Schedule Feasibility Study/Schematic Design Phase June
- Dale Street School – June 2020 Invoice Summary
- LeftField Invoice no. 10 - 6/30/20
- Arrowstreet Invoice no. 726749 - 7/6/20
- Lahlaf Geotechnical Consulting, Inc. invoice no. 2006-01 – 2/28/20
- Lahlaf Geotechnical Consulting, Inc. invoice no. 2006-02 – 6/30/20
- PEER Consultants, P.C. invoice no. 34347 – 6/29/20
- Dale Street School Total Project Budget Status Report June 30, 2020
- Dale Street School – Monthly Cash Flow – June 30, 2020
- Dale Street School – Cumulative Cash Flow – June 30, 2020
- Dale Street School Project Update - July 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. 13		June 17, 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	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; Preliminary Design Submission; Preferred Schematic Report; Communications; and Project Schedule. 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 May 27, 2020 Dale Street School Building Committee Meeting Minutes

1. Mike Quinlan entertained a motion to approve the May 27, 2020 Dale Street School Building Committee Meeting Minutes.

MOTION: Jeffrey Marsden moved, seconded by Anna Mae O'Shea-Brooke that the Dale Street School Building Committee vote to approve the May 27, 2020 Dale Street School Building Committee Meeting Minutes.

Discussion: None

VOTE: The Dale Street School Building Committee voted to approve the May 27, 2020 Dale Street School Building Committee Meeting Minutes.

Roll call was taken:

Michael Marcucci – In favor

Walter Kincaid – In favor

Tom Erb – In favor

Anna Mae O'Shea-Brooke – In favor

Jeffrey Marsden – In favor

Mike Quinlan – In favor

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

II. Preliminary Schematic Report (PSR)

2. Larry Spang delivered Arrowstreet's presentation:
The following is a link to the presentation:
<https://wettransfer.com/downloads/6a66ceb5e5f84ad778facae0ed8b03db20200617203403/5b557cc4ad4f0afaa3fdfe443f87c89120200617203403/a7c0d5>
3. Topics discussed:
 - Assembly Capacity
 - Grades 4-5 versus 3-5
 - Design Progress & Massing
 - HVAC System Options – HVAC consultant, Dominick Puniello from Garcia, Galuska & DeSousa, Inc (GGD) presented 4 systems and compared them.
 - Due Diligence update
4. It was stated that MSBA requires proposed building designs to show the ability for 15% expansion.
5. Anna Mae O'Shea-Brooke asked which of the sites allow for more building flexibility. Larry Spang referenced past design options showing a proposed location for a future wing to be built in the event the smaller grade configuration was selected. It was also stated that the Wheelock site, being a larger site, allows more flexibility compared to the Dale Street Site which is very congested. Due to the constraint on the Dale Street Site, expansion would be achieved by building upward (stacking) and this would not be a desirable option as it would be disruptive to the school operations.
6. It was also stated that it is important to keep in mind that upgrading the building to accommodate an additional grade is not limited to classroom count only. This effects the size of many other spaces such as the gymnasium, cafeteria and other spaces.
7. Anna Mae O'Shea-Brooke asked what the look and the feel of the building would be, particularly because of its close proximity to the surrounding homes. Larry Spang responded that it would have a "civic look".
8. Mike Quinlan stated that building on the Dale Street Site does not allow for being field-neutral. Field space lost due to construction would have to be relocated to another site.

9. Jeff Marsden asked Larry Spang about the timeframe of construction from beginning to end. It was agreed that it would be roughly 2+ years for new construction and longer for a renovation.
10. Jeff Marsden expressed concern over the Dale Street Site and how 2 schools (Dale School and Memorial) would be impacted by construction for 2 years if that site is selected.
11. Mike Marcucci asked if the Dale Street Site is selected and if there was an add/reno scheme selected, is it possible to keep the existing Dale Street School gymnasium as that is the most significant part of the existing building. Mike Quinlan responded that if an add/reno is selected, there is the option to keep any portion of the existing school they choose. It was also mentioned that the add/reno schemes show only the newer addition demolished and the earlier construction intact.
12. HVAC systems were reviewed
 - Air-Cooled Heat Pump Chiller & Gas Boiler
 - Air-Cooled Heat Pump Chiller & Electric Boiler
 - Ground Source Heat Pump
 - VRF Systems (it was commented that these systems are still in the very early stages and have no established history)
13. Kate defined net 0 as all electric systems with low Energy Use Intensity (EUI) of 30 or less. The building would be able to produce as much energy as it required on or off site.
14. Mike Q. stated that the Town has not made a decision making the building net 0.
15. Kate Bubriski stated that in this phase of the project, building systems will be identified and initial pricing costs estimated, models and life cycle cost analysis will be done in the next phase.

III. Communications

16. Anna Mae O'Shea-Brooke gave an update on the Communications Subcommittee. Tom Erb has set up MailChimp in order to distribute information to the public.
17. The Subcommittee's goal will be to use the summer months to get more information out to the public through press releases and mailings.

IV. Project Schedule

18. Lynn Stapleton reviewed the project schedule which shows the PSR submission pushed out to October 27th in line with the December 16th MSBA Board Meeting.
19. The new schedule shows a Public Forum in July tentatively.
20. The goal is to have scenarios out to cost estimators in order to have numbers at the end of July to discuss.
21. August shows votes on grade configuration and site selection.
22. After the decisions on site and grade are made, options will be refined and there will be a vote on the preferred scheme allowing Arrowstreet to further develop the preferred scheme prior to the October 27th.

V. Budget Update

23. Arrowstreet and LeftField submitted invoices for May 2020. A call for a vote to approve Arrowstreet's Invoice No. 726695 for \$20,667 and LeftField's Invoice No. 9 for \$10,000.00 for services performed in May 2020, totaling \$30,667, was made.

MOTION: Mike Marcucci moved, seconded by Anna Mae O'Shea-Brooke, that the Dale Street School Building Committee vote to approve Arrowstreet's Invoice No. 726695 for \$20,667 and LeftField's Invoice No. 9 for \$10,000.00 for services performed in May 2020, totaling \$30,667, was made.

VOTE: The Dale Street School Building Committee voted to approve Arrowstreet's Invoice No. 726695 for \$20,667 and LeftField's Invoice No. 9 for \$10,000.00 for services performed in May 2020, totaling \$30,667, was made.

Roll call was taken:

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

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

VI. Other Business/Discussions

24. Other Business/Questions/Comments were opened to the Committee and there was none.
25. Other Business/Questions/Comments were opened to the Public:
Question (from Ms. Chris McCue Potts) – Asked what is the MSBA's feedback on scheduling flexibility.
Lynn Stapleton responded that the schedule change was within the timeframe allowed by MSBA to complete the Feasibility Study/Schematic Design phase and MSBA agreed to the extension. Mike Quinlan added that this is the 2nd extension requested that MSBA has approved . The is on target for a September 2024.

VII. Next Meeting

26. The next School Building Committee Meeting was confirmed for July 8, 2020 at 7:00 PM and will be an online meeting.

VIII. Adjournment

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

MOTION: Mike Marcucci moved, seconded by Jeff Marsden that the Dale Street School Building Committee vote to adjourn the meeting at 9:10 PM.

Discussion: None

VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 9:10 PM.

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. 12 meeting minutes
- Dale Street School Project Meetings and Milestones Schedule – 6/15/2020
- Dale Street Elementary School Preliminary Project Schedule Feasibility Study/Schematic Design Phase May 31, 2020.
- Dale Street School – April 2020 Invoice Summary
- LeftField Invoice no. 9 - 5/31/20
- Arrowstreet Invoice no. 726695 - 6/10/20
- Dale Street School Total Project Budget Status Report May 31, 2020
- Dale Street School – Monthly Cash Flow – May 31, 2020
- Dale Street School – Cumulative Cash Flow – May 31, 2020
- Meeting Materials are located on the School Project website at <https://www.medfield.net/o/medfield-public-schools>
- 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. 12		May 27, 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	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; Preliminary Design Submission; Preferred Schematic Report; Communications; and Project Schedule. The following was noted:

Mike Quinlan called the meeting to order at 7:06 PM. A quorum was in attendance.

It was also stated that the virtual meeting is 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 May 13, 2020 Dale Street School Building Committee Meeting Minutes

1. Mike Quinlan entertained a motion to approve the May 13, 2020 Dale Street School Building Committee Meeting Minutes.

MOTION: Jeffrey Marsden moved, seconded by Anna Mae O'Shea-Brooke that the Dale Street School Building Committee vote to approve the May 13, 2020 Dale Street School Building Committee Meeting Minutes.

Discussion: None

VOTE: The Dale Street School Building Committee voted to approve the May 13, 2020 Dale Street School Building Committee Meeting Minutes.

Roll call was taken:

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

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

II. Preliminary Design Program (PDP) Submission

2. Lynn Stapleton stated that MSBA's comments on the PDP Submission were typical and the responses by the Design Team were returned to the MSBA by the deadline of May 22, 2020.

III. Preliminary Schematic Report (PSR)

3. Larry Spang delivered Arrowstreets' presentation:
The following is a link to the presentation: <https://www.dropbox.com/t/loley3uDy0l5tzu7>
4. A presentation of the Site Layout Options, Section Diagrams and Site Selection issues was made.
5. Anna Mae O'Shea-Brooke asked why neither site would be a potential location for School Bus Storage. Mike Quinlan responded that the reason for this is because both sites are in an Aquifer Protection District.
6. MSBA sustainability baseline for all schools is to achieve certification in NE-CHPS or LEED for Schools and to exceed current MA Energy Code by 10%. There is also an Optional Additional 2% reimbursement if you exceed current MA Energy Code by 20%. An overview of both the NE-CHPS and LEEDv4 certification programs was presented and discussion ensued. It was noted that 90% of MSBA projects select LEED for schools.
7. Mike Quinlan answered question regarding photovoltaics. He stated they are commonly used today and payback is relatively quick and it is something the SBC will continue to evaluate as the project progresses.
8. Mike Quinlan indicated that the Medfield Energy Committee voted to approve a referendum to recommend that this project achieve Net Zero Energy Building status. This will be presented to the Board of Selectmen (BoS) for approval and direction. It is likely the BoS will have questions for the Design Team from regarding cost to achieve. Another option may be to make the school as energy efficient as possible and Net Zero ready.
9. The SBC was asked to make a decision as to which certification program it wanted to use.

10. Mike Quinlan entertained a motion to use LEED for Schools as the sustainability metric and that the project strive to achieve the Silver level certification required to receive the additional 2% reimbursement incentive from MSBA thereby exceeding the MA Energy Code requirements by 20%.

MOTION: Tim Bonfatti moved, seconded by Tom Erb to use LEED for Schools as the sustainability metric and that we strive to exceed MA energy code by 20% for the 2 Point incentive.

Discussion: None

VOTE: The Dale Street School Building Committee voted to use LEED for Schools as the sustainability metric and that we strive to exceed MA energy code by 20% for the 2 Point incentive.

Roll call was taken:

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

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

IV. Communications

11. The Q&A from the Public Forum as well as questions received through the Project's Gmail account are being compiled, answered and will be reviewed prior to posting on the Project website.
12. The survey went live on May 20, 2020. The Survey Monkey website was shut down for part of the day on Saturday, May 23, 2020 over the weekend for maintenance. Due to the shut-down, the survey was extended by a day and will be closed at midnight on May 28, 2020.
13. Lynn Stapleton provided an overview of the survey responses to date. The survey results will be posted after the survey closes on Monday 29, 2020 and will be posted on the project website. Regarding the two key decisions of grade configuration and site section, there were 24.18% and 22.85% respectively that indicated that they did not have enough information to form an opinion.
14. Mike Quinlan added that though the higher percentage of people were in favor of the 3-5 grade configuration, there were still a significant percentage who felt they needed additional information in order to form an opinion. He also indicated that the higher percentage of people favored the Dale Street School site but that there was a significant percentage who felt they needed additional information in order to form an opinion. He is looking further into the comments but on first review, some people seem to prefer the Dale Street site because their belief is that an addition/renovation is cheaper. This is not necessarily the case and could be just as costly as new construction due to the construction phasing logistics, temporary facilities required and the added construction time required. he concluded that the Committee needs to make sure that the information is conveyed and available and that questions are answered.
15. Anna Mae O'Shea-Brooke stated that it would be good to get the survey results to the public directly through an email blast as well as to post the result on the project website and FaceBook.

V. Project Schedule

16. Mike Quinlan stated that due to these uncertain times, we should slow the project down to make sure the Town is informed and comfortable with the decisions to be made. Regarding the Preferred Schematic Report Submission (PSR), currently scheduled for submission on September 9, he proposed postponing the submission by one MSBA Board cycle which is approximately 2 months. This will allow more time to inform

and engage the public as well as see how the impact of COVID-19 evolves. At this time, we can maintain a Fall 2024 School opening but it makes a January 2024 school opening unfeasible.

17. This slow down would require the need for a Special Town Meeting in Fall 2021 to vote on the project scope and budget.
18. Mike Marcucci stated that he was not comfortable postponing more than the one MSBA Board Meeting cycle. Due to the uncertainty, he stated that our steps should be thoughtful and incremental.
19. Jeff agreed with the slow down, particularly due to the feedback from the survey which showed people needed additional information to form an opinion. Tim Bonfatti agreed that the two additional months should be used gathering information over the summer to present to the public in the fall.
20. Mike Quinlan entertained a motion to postpone the submission of the PSR from the September 9 submission date to an October 27, 2020 submission date for a December 16, 2020 MSBA Board Meeting.

MOTION: Jeff Marsden moved, seconded by Anna Mae O'Shea-Brooke to postpone the submission of the PSR from September 9 to an October 27, 2020 submission date for a December 16, 2020 MSBA Board Meeting.

VOTE: The Dale Street School Building Committee voted to postpone the submission of the PSR from September 9 to an October 27, 2020 submission date for a December 16, 2020 MSBA Board Meeting.

Roll call was taken:

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

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

VI. Other Business/Discussions

21. Mike Quinlan provided an analysis on the Town's finances and the potential impacts of this project. He explained that the Town's debt service was improving in that many major capital projects were coming off the books.
22. Other Business/Questions/Comments were opened to the Committee and there was none.
23. Other Business/Questions/Comments were opened to the Public:
Question (from Ms. Chris McCue Potts) – Which Massachusetts Districts have built or renovated 3 grade elementary schools with a projected enrollment of more than 800 students?
Answer – It was cited that the Woodland Elementary School in Milford had 985 students. It was noted that the public can request this information from the MSBA who would be able to provide a comprehensive list.

VII. Next Meeting

24. The next School Building Committee Meeting was confirmed for June 10, 2020 at 7:00 PM and will be an online meeting. *(Post Meeting: The School Building Committee Meeting was changed to June 17, 2020 at 7:00 PM and will be an online meeting.)*

VIII. Adjournment

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

MOTION: Mike Marcucci moved, seconded by Jeff Marsden that the Dale Street School Building Committee vote to adjourn the meeting at 9:09 PM.

Discussion: None

VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 9:09 PM.

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

IX. Meeting Materials

The following materials were presented:

- Dale Street School Building Committee Meeting no. 11 meeting minutes
- Dale Street School Project Meetings and Milestones Schedule – 5/26/2020
- Dale Street Elementary School Preliminary Project Schedule Feasibility Study/Schematic Design Phase September 30, 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. 11		May 13, 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	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; Preliminary Design Program Review Comments; Preliminary Schematic Report Development; project Communications; Project Schedule; and Budget Update. A quorum of the SBC members was present and 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 is being recorded and is 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 April 22, 2020 Dale Street School Building Committee Meeting Minutes

1. Mike Quinlan Called for a motion to approve the April 22, 2020 Dale Street School Building Committee Meeting Minutes.

MOTION: Jeffrey Marsden moved, seconded by Anna Mae O'Shea-Brooke, that the Dale Street School Building Committee vote to approve the April 22, 2020 Dale Street School Building Committee Meeting Minutes.

Discussion: None

VOTE: The Dale Street School Building Committee voted to approve the April 22, 2020 Dale Street School Building Committee Meeting Minutes.

Roll call was taken:

Michael Marcucci – In favor

Anna Mae O'Shea-Brooke – In favor

Jeffrey Marsden – In favor

Tom Erb – In favor

Michael Weber – In favor

Walter Kincaid – In favor

Mike Quinlan – In favor

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

II. Preliminary Design Program (PDP) Submission

2. Comments were received from the MSBA on May 8, 2020. The comments were reviewed and at the Working Group Meeting and LeftField assigned responsibility to the Designer, District, and OPM for the responses to address comments. The responses will be returned to the MSBA by May 22, 2020. It was noted that the comments were relatively minor in nature and had no significant impact on the direction of the project.

III. Preliminary Schematic Report (PSR)

3. Larry Spang delivered Arrowstreet's presentation. The following is a link to the presentation: <https://www.dropbox.com/sh/pexuntpu6wz2b5k/AADVsocV0OLz-mi5q6ul07QZa?dl=0>
4. The goal is to vote to narrow down the design options on both sites and to carry through to the Preliminary Schematic Report the most viable options. The recommended options to include in the PSR are based on previous comments from the SBC members and Working Group.
5. Lynn Stapleton stated that the MSBA will participate in the demolition of the existing Dale Street School if the Dale Street site is selected and the existing Dale Street School is demolished partially or in its entirety. That said, it is important for the Town to decide if they want to keep some or none of the existing Dale Street School.
6. Michael Marcucci asked if the options, marked with a check to further study, would eliminate MSBA participation on the demolition of the Dale Street School. Mike Quinlan clarified that one of the options included partial demolition of the existing Dale Street School, which MSBA would participate in. However, it's important to note that MSBA's participation is not solely defined by which option is selected.

7. Dale Street Site Options selected:
 - 1 – Add/Reno: Options B1, B2
 - 2 – New Constructions: Options E1, E2
 - 3 – Base Repair: Option A (MSBA requirement)
8. Mike Quinlan called for a motion to further advance from the PDP Submission, Site Layout Options B1, B2, E1, E2 and A for the Dale Street School Site.

MOTION: Michael Marcucci moved, second by Michael Weber, that the Dale Street School Building Committee vote to further advance from the PDP Submission, Site Layout Options B1, B2, E1, E2 and A for the Dale Street School Site.

Discussion: None

VOTE: The Dale Street School Building Committee vote to further advance from the PDP Submission, Site Layout Options B1, B2, E1, E2 and A for the Dale Street School Site.

Roll call was taken:

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

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

9. Wheelock Site Options selected:
 - 1 – New Construction: Options G1, G2
 - 2 – New Construction: Options J1, J2
10. Mike Quinlan called for a motion to further advance from the PDP Submission, Site Layout Options G1, G2, J1 and J2 for the Wheelock School Site.

MOTION Leo Brehm moved, second by Anna Mae O’Shea-Brooke, that the Dale Street School Building Committee vote to further advance from the PDP Submission, Site Layout Options G1, G2, J1, and J2 from the Wheelock School Site.

Discussion: None

VOTE: The Dale Street School Building Committee vote to further advance from the PDP submission options G1, G2, J1, and J2 from the Wheelock School Site.

Roll call was taken:

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

Walter Kincaid – In favor
Leo Brehm – In favor
Mike Quinlan – In favor

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

11. The presentation presented more detail on the recommended options. Comments were as follows:

- Dale Street School Options B1 and B2 shows a softball field to the left of the proposed building – there is concern that there is no “outfield”.
- Dale Street School Options B1 and B2 shows a parking area which appears undersized. This will be further studied.
- On the Wheelock site, it was emphasized that the play area should not be combined between the Wheelock School and the proposed new school.
- Wheelock schemes J1 and J2 - administration area should be close to the main entry point.
- It was presented that the Wheelock scheme could potentially lend itself to adding a future addition to the proposed school in the event the larger grade configuration is not initially selected. Mike Quinlan stated that a future addition would most likely involve scope greater than a single grade but appreciated the consideration.

IV. Communications

12. The Communications Subcommittee has met multiple times. Anna Mae O’Shea-Brooke explained that the group has come together to work on a survey that was initially going to be sent out prior to the online public forum on May 19. It was decided that the survey would be sent after the forum on May 19. Invitations will be sent out shortly. Community partners have been identified and invitations will be sent out to them as well. They are also soliciting questions ahead of time to target what’s on the minds of the Town’s people. The Survey that will come out after the forum will directly ask participants what grade configuration and what site they are in favor of. The goal is to re-engage and let the Town’s people know these decisions are need to be made soon.

V. Project Schedule

Key Meeting and Milestone Update

13. Lynn Stapleton reviewed upcoming meetings:

- 5/14 Communications Subcommittee meeting to finalize the agenda for the May 19 forum
- 5/18 Working Group Meeting to prepare for the forum
- 5/19 Online Public Forum
- 5/20 Send out survey to the public (give a week for responses)
- 5/27 Receive survey responses and distribute results prior to School Committee meeting on June 4 and School Building Committee meeting on June 10
- 6/4 School Committee votes on grade configuration
- 6/10 School Building Committee votes on site selection

VI. Budget Update

14. The Environmental & Site services that are part of the PSR phase were reviewed.

- Geotechnical Preliminary Subsurface Investigations (Dale and Wheelock) – in progress
- Geo-environmental Phase 1 Environmental Site Assessment (Dale and Wheelock) – in progress
- Preliminary Traffic Evaluation – in progress

Next Phase – After site selection on June 10:

- Geo-environmental Phase II Environmental Site Assessment and Soils Characterization
- Site Survey
- Hazardous Material Survey and Testing – Only if Dale Street School Site is selected

15. Tim Bonfatti added that it is important to review Phase 1 Environmental & Site services before moving into Phase 2 services to determine what services are needed to complete requirements.

16. It was noted that if the Dale Street Site is selected the cost for Phase 2 services will be reduced.

Vote on Designer Contract Amendment No. 2 for Supplemental Environmental & Site Services

17. It was noted that authorizing \$55,341 for the Supplemental Services related to Environmental & Site requirements, triggers the need to transfer \$926 from the Other contingency.

18. A call for a formal vote to authorize expenditures up to \$55,341 for Supplemental Services related to Environmental & Site requirements was made. Individual expenditures would be subject to the review and approval of the Working Group.

MOTION: Tim Bonfatti moved, second by Anna Mae O'Shea-Brooke, that the Dale Street School Building Committee vote to authorize expenditures up to \$55,341.00, subject to the Working Group's review and approval of the individual proposals.

Discussion: None

VOTE: The Dale Street School Building Committee voted to authorize expenditures of up to \$55,341.00, subject to the Working Group's review and approval of the individual proposals.

Roll call was taken:

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

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

19. A call for a second formal vote to approve the Feasibility Study Agreement (FSA) Budget Revision Request No. 2 to transfer \$926.00 from the Other contingency budget line to the Environmental & Site budget line was made.

Motion: Mike Weber moved, second by Jeff Marsden, that the Dale Street School Building Committee vote to approve the Feasibility Study Agreement (FSA) Budget Revision Request No. 2 to transfer \$926.00 from the Other contingency budget line to the Environmental & Site budget line.

Discussion: None

Vote: The Dale Street School Building Committee voted to approve the Feasibility Study Agreement (FSA) Budget Revision Request No. 2 to transfer \$926.00 from the Other Contingency budget line to the Environmental & Site budget line.

Roll call was taken:

Michael Marcucci – In favor
Anna Mae O'Shea-Brooke – In favor

Jeffrey Marsden – In favor
Tom Erb – In favor
Tim Bonfatti – In favor
Michael Weber – In favor
Walter Kincaid – In favor
Mike Quinlan – In favor

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

Vote on Approval of April 2020 Invoices

20. Arrowstreet and LeftField submitted invoices for April 2020. A call for a vote to approve Arrowstreets' Invoice No. 726626 for \$31,000.00 and LeftField's Invoice No. 8 for \$10,000.00 for services performed in April 2020 was made.

Motion: Tim Bonfatti moved, second by Michael Weber, that the Dale Street School Building Committee vote to approve Arrowstreet's Invoice No. 726626 for \$31,000.00 and LeftField's Invoice No. 8 for \$10,000.00 for services performed in April 2020, totaling \$41,000.00.

Discussion: None

VOTE: The Dale Street School Building Committee voted to approve Arrowstreet's Invoice No. 726626 for \$31,000.00 and LeftField's Invoice No. 8 for \$10,000.00 for services performed in April 2020, totaling \$41,000.00.

Roll call was taken:

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

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

Current Project Budget Status

21. Lynn Stapleton stated that 31% spent of the Feasibility Study/Schematic Design budget has been spent to date.

VII. Other Business/Discussions

22. Questions/Comments open to Committee:

- Walter Kincaid asked about the Milestone Schedule dates. Lynn Stapleton responded that the schedule will be sent out to the SBC.

23. Questions/Comments open to Public:

- Ms. Potts expressed concern over the Communication Subcommittees' efforts to reach out to residents without children in the school system. Those who will also experience tax implications due to this project. She also asked about the timeframe to notify the public of the next forum and thought the time that was given may not be sufficient. Ann Mae responded that the Subcommittee will reach out to the Patch, social Media and other local groups to reach out to more residents. Ms. Potts stated that

she felt major decisions such as the vote on grade configuration should be a public hearings. Ms. Potts asked if the results of the survey will be publicized. Mike Quinlan stated that it will be made public.

- Doug Jones, a neighbor to the Dale Street School, asked if anyone knows the height of the Gym at the Dale Street School. He would like a frame of reference for a potential multi-story building proposed on that site. He was directed to the schools Gmail account to ask any additional questions.

VIII. Next Meeting

24. SBC Meeting May 27, 2020 Online Meeting 7:00 PM
(There were no objections to this date)

IX. Adjournment

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

MOTION: Jeff Marsden moved, seconded by Tom Erb, that the Dale Street School Building Committee vote to adjourn the meeting at 9:09 PM.

Discussion: None

VOTE: **The Dale Street School Building Committee voted unanimously to adjourn the meeting at 9:09 PM.**

Roll call was taken:

Michael Marcucci – In favor

Anna Mae O’Shea-Brooke – In favor

Jeffrey Marsden – In favor

Tom Erb – In favor

Tim Bonfatti – In favor

Michael Weber – In favor

Walter Kincaid – In favor

Mike Quinlan – In favor

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

X. Meeting Materials

The following materials were presented:

- Dale Street School Building Committee Meeting no. 10 meeting minutes
- Dale Street School Project Meetings and Milestones Schedule – 5/11/2020
- Dale Street Elementary School Preliminary Project Schedule Feasibility Study/Schematic Design Phase April 30, 2020.
- Dale Street Elementary School – Request for Additional Services – 5/8/2020; Table of Supplemental Services; Attachment F
- Dale Street School – April 2020 Invoice Summary
- LeftField Invoice no. 8 - 4/30/20
- Arrowstreet Invoice no. 726626 - 5/7/20
- Dale Street School Total Project Budget Status Report April 30, 2020
- Dale Street School – Monthly Cash Flow – April 30, 2020
- Dale Street School – Cumulative Cash Flow – April 30, 2020
- Dale Street School Project Update - May 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. 10		April 22, 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	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; Preliminary Schematic Report; Communications; Project Schedule; and Budget Update. A quorum of the SBC members was present and the following was noted:

Mike Quinlan called the meeting to order at 7:05 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

Vote on March 26, 2020 Dale Street School Building Committee Meeting Minutes

1. A call to take a formal vote to approve the March 26, 2020 Dale Street School Building Committee Meeting Minutes was made.

MOTION: Mike Quinlan moved, seconded by Tim Bonfatti that the Dale Street School Building Committee vote to approve the March 26, 2020 Dale Street School Building Committee Meeting Minutes.

Discussion: There was a request to correct Section V, item # 9 to change from, "...not used by the High School for athletics" to read, "...not used by the High School for softball." The Meeting Minutes will be amended to reflect this change.

VOTE: The Dale Street School Building Committee voted to approve the March 26, 2020 Dale Street School Building Committee Meeting Minutes, as amended.

Roll call was taken:

Michael Marcucci – in favor

Michael Weber – in favor

Tom Erb – in favor

Anna Mae O'Shea-Brooke – in favor

Jeffrey Marsden – in favor

Tim Bonfatti – in favor

Mike Quinlan – in favor

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

II. Preliminary Schematic Report (PSR)

Overview of PSR

2. Mike Quinlan stated that based on feedback from the Quad Meeting, a July PSR Submission would not be possible due to the impact of COVID-19 and the inability to meet with the public and continue community engagement successfully. Likewise, the limitations currently in place have resulted in longer timeframes required to perform the required due diligence on each site. A decision on grade configuration and site selection would be needed in early June at the latest. Members from the Quad Meeting expressed greater public engagement would be needed prior to the Town making a decision on grade configuration and site selection. The School Building Committee will begin plans to garner additional public input. The next possible MSBA submission date for the PSR is September 9, 2020 for an October 28, 2020 MSBA Board Meeting. It was agreed that the submission would be pushed to September 9, 2020. It was stated that the submission date change pushes out the schedule by a couple of months but that the schedule impact should not significantly impact the project.
3. Tim Bonfatti expressed concern over the date of June 10, 2020 for the final vote on site selection given some of the issues we are dealing with. It was noted that to make the September 9 submission of the PSR, the decision is required by June 10 to allow time for the development of the preferred option and selected alternative options and to perform the required cost estimates as well as communicate results with all stakeholders to gain consensus prior to submission.

Design Options for the Dale Street and Wheelock Sites

4. Larry Spang made a presentation summarizing progress to date on the Preliminary Schematic Report (PSR). The following is a link to the presentation: <https://www.dropbox.com/t/JOH0ouGbZ9XH9YSW>
5. Comments were as follows:
 - Public comment on images from “precedent schools” – images of shared open spaces with lots of glass raised the question about acoustics and safety. Larry Spang responded that there are layers of security that will be implemented and that the designers consider all issues from outside to inside of a building. When designing, they work with local public safety departments to discuss their procedures on safety and follow established safety guidelines for schools. Mike Quinlan stated that once we move further along into the process, these issues will be evaluated and discussed further.
 - Public Comment regarding process. A statement was made about the importance of visiting other newly built schools and having conversations with staff on what works and does not work from a staff perspective. Due to schools currently being closed, what are the thoughts on talking to staff? Mike Quinlan agreed with the importance of this process and thought perhaps it could happen through virtual meetings like this one or conference calls.
 - Anna Mae O’Shea Brooke asked to see images of both sites from a street perspective to get a feel for a two or three story building in these neighborhoods.
 - Anna Mae also asked about future flexibility regarding switching grade configurations among the existing schools. Does that play into any of these schemes? The answer is no but Mike Quinlan elaborated that this a master planning question for the School Committee. The challenges for the Dale Street site are that the site constraints but should future expansion of the elementary school grades be required, Memorial would most likely be the choice as it is a newer school than Wheelock.
 - Tim Bonfatti asked which layouts the educators are drawn to. Jeff Marsden responded that the scheme on the Wheelock site with the two-wing configuration was preferred. They like the flexibility of student drop-off. The design of the classroom wing creates neighborhoods within the grade levels which creates a feeling of connection to a community in what will be a large school. The Library Media Center (LMC) is in the heart of the school and its adjacency to the STEM room is a plus. Cafeteria and Gym location is good for after-hours use. Steve Grenham acknowledged the community feel within the configuration of classrooms and appreciates the benefits to the student that the layout of the Art & Music and Cafeteria will have and likes the breakout spaces.
 - Tim Bonfatti commented that a proposed school on the Dale Street site placed between the existing Dale Street School and the Memorial School would create a very congested site. A better scenario would be to do an addition/renovation to the existing school. Regarding the Wheelock site, being the more generous site, allows for greater flexibility in building layout with classrooms designed around pods versus the classroom bar configuration is a positive.

III. Communications

6. Mike Quinlan stated that in an effort to show the Town leadership that the SBC is making every effort to reach out to the community in this climate where in person forums are not being allowed, the SBC proposed forming a Communications Subcommittee. This Subcommittee will engage the community and manage information to and from the public via digital media, surveying and online public forums. The proposed SBC members are Anna Mae O’Shea Brooke as chair along with Tim Bonfatti, Tim Knight and Sharon Tatro.

MOTION: Leo Brehm moved, seconded by Tim Bonfatti that the Dale Street School Building Committee vote to approve the formation of a Communications Subcommittee to report to the School Building Committee made up of the SBC members, Anna Mae O’Shea Brooke as chair along with Tim Bonfatti, Tim Knight and Sharon Tatro.

VOTE: The Dale Street School Building Committee voted to approve the formation of a Communications Subcommittee to report to the School Building Committee made up of the SBC members Anna Mae O'Shea Brooke as chair along with Tim Bonfatti, Tim Knight and Sharon Tatro.

Roll call was taken:

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

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

IV. Project Schedule

Key Meeting and Milestone Update

7. Lynn reiterated the change to the PSR submission from July to September. Dates to support the PSR development will be modified and the schedule will be revised. Mike Quinlan stated that he will reach out to the chairs of the members of the Quad Committees to get a list of comments and questions to be sure we are prepared to address these prior to the next Quad Meeting.

PSR Work Plan

8. AST has put together a work plan which will also be revised. Mike Quinlan asked that the work plan topic for each of the meetings be listed along with any votes needed and expectations in terms of decision-making. Lynn referenced the work plan and explained that detailing the meetings has begun and will be further developed.

Project Schedule Update

9. The Project Schedule attached to the package was an older schedule. As earlier discussed, this date has been revised and a more recent schedule was sent out showing the September 9, 2020 PSR submission date. In terms of the overall schedule this will push out the Schematic Design submission to February with an April 2021 Board Meeting with MSBA which puts us in line with the annual Town meeting. The intent would be to have the MSBA's approval prior to the Town meeting vote. The schedule also shows the pathway for options for the construction delivery method which is a decision that will need to be made in the schematic design phase. The School opening date is now Fall 2024. With a Fall 2024 date, we can submit one major bid package. If we want to consider a move mid-year, we would need to consider an early site package.

V. Budget Update

Vote on Designer Contract Amendment No. 1 for Supplemental Environmental & Site Services

10. Mike Quinlan stated that Designer Contract Amendment No. 1 is not the Supplement Services in its entirety but what would be needed through the PSR phase. The traffic study remains a challenge at this time. Leftfield and Arrowstreet will be asked to go back to the Traffic Consultant and ask how an educated projection can be made. The money allocated in this amendment for the traffic study is an authorization and does not mean that money will be expended until we have a better understanding of when the services can be comprehensively provided. This is an authorization to allow other work to get started to help inform

the site selection such as the full site assessment would only be needed for the selected site. The current AHERA reports should be reviewed to see if this can be used to reduce the money allocated for the Hazardous Material Report. It would be good to get started on the Geotechnical Soil Report and Phase I ESA on both sites now. Lynn mentioned that if a site is selected in June, the money for a Phase II Site Assessment would not be required on both sites. Lynn also stated that in terms of the traffic studies what will be done in the PSR is to do a narrative of existing conditions and potential issues and follow up after the PRS with traffic counts. The Town Traffic Engineer is Beta Engineering and they will be consulted. Tim Bonfatti added that analysis on Dale Street is minimal as traffic increases by 1 grade whereas the Wheelock site will incur a greater population thus potentially significantly increasing the amount of traffic.

11. Public question from Town resident Ms. McCue-Potts, can the School Department run simulated bus-only routes using the current family addresses? Utilizing Bus Routing software already in use by Medfield. Lack of access for regular-sized buses heading east on Elm Street due to weight limit on the bridge will put all buses going the same way on that street, with the biggest impact on South Street. Mike Quinlan's response was that there would be no change in the bus routing around the Elm Street area. All elementary school students ride the same buses. Jeff Marsden stated that they deal with the Elm Street Bridge accordingly now and the proposed school does not change that.
12. Designer Contract Amendment No. 1 is an amendment to Arrowstreet's base contract authorizing them to proceed with this work. The SBC is being requested to vote on the amendment to recommend approval to the he Board of Selectmen, who would then vote to execute the amendment.
13. Mike Quinlan entertained a motion to approve the Designer Contract Amendment No. 1 for Supplemental Environmental & Site Services for \$45,585.

MOTION: Leo Brehm moved, seconded by Mike Weber that the Dale Street School Building Committee vote to approve the Designer Contract Amendment No. 1 for Supplemental Environmental & Site Services for \$45,585.

VOTE: The Dale Street School Building Committee voted to approve the Designer Contract Amendment No. 1 for Supplemental Environmental & Site Services for \$45,585.

Roll call was taken:

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

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

Vote on Approval of March 2020 Invoices

14. Arrowstreet and LeftField submitted invoices for March 2020. A call to approve Arrowstreet's Invoice No. 726552 for \$52,500.00 and LeftField's Invoice No. 7 for \$12,000.00 for services performed in March 2020.

Motion: Leo Brehm moved seconded by Anna Mae O'Shea Brooke, that the Dale Street School Building Committee vote to approve the Arrowstreet and Leftfield invoices for the month of March 2020, totaling \$64,500.00.

VOTE: The Dale Street School Building Committee voted to approve the Arrowstreet and Leftfield invoices for the month of March 2020, totaling \$64,500.00.

Roll call was taken:

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

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

Current Project Budget Status

15. Lynn stated that 27% of the Feasibility Study/Schematic Design budget has been spent and that we are a little over 1/3 of the way through the process. Regarding schedule, we are on target with the original fee proposal but will have to readjust the payment schedule given the extension on the project schedule.

VI. Other Business/Discussions

16. Questions/Comments open to Committee:

- Mike Weber asked about the grade configuration and site selection decisions which are required by June 10 and what is needed to get a vote on each of these by that date. Mike Quinlan responded that the MSBA is looking for everyone to agree – School Department, School Committee and Board of Selectmen (BoS). The Quad Meetings have been scheduled to help gain consensus. From the first Quad Meeting, there are outstanding questions that must be addressed and greater community input is needed prior to decisions being made.
- Mike Marcucci responded stating that the BoS was looking for follow-up on the justification of the three-grade configuration and the advantages for the Town given the additional investment and they also wanted to see evidence of public input.
- Tim Bonfatti stated the importance of revising the site selection matrix to show the analysis that was done throughout the decision-making process.

17. Questions/Comments open to Public:

- Ms. McCue-Potts asked if it's possible to establish one or more public forum dates to give enough time for advance publicity. Mike Quinlan stated that once the digital survey is sent out, a date for a public forum where the responses can be discussed will be made.

VII. Next Meeting

18. The next SBC Meetings is tentatively scheduled for:

May 13, 2020

7:00 P.M.

Online Meeting

VIII. Adjournment

19. The following motion to adjourn and vote was made:

MOTION: Mike Marcucci moved, seconded by Jeff Marsden, that the Dale Street School Building Committee vote to adjourn the meeting at 9:32 PM.

Discussion: None

VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 9:32 PM.

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

IX. Meeting Materials

The following materials were presented:

- Dale Street School Building Committee Meeting No. 9 meeting minutes
- Dale Street School Project Meetings and Milestones Schedule – 4/15/2020
- PSR Work Plan – April 16, 2020
- Dale Street Elementary School Preliminary Project Schedule Feasibility Study/Schematic Design Phase March 31, 2020.
- Dale Street Elementary School – Request for Additional Service 4/6/20 – revised 4/16/20; Table of Supplemental Services; Attachment F
- Dale Street School – March 2020 Invoice Summary
- Arrowstreet Invoice no. 726552 – 4/8/20
- Dale Street School Total Project Budget Status Report March 31, 2020
- Dale Street School – Monthly Cash Flow – March 31, 2020
- Dale Street School – Cumulative Cash Flow – March 31, 2020
- Dale Street School Project Update - April 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. 9		March 26, 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
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; Preliminary Design Program; Project Schedule; and Budget Update. A quorum of the SBC members was present and the following was noted:

Mike Quinlan called the meeting to order at 7:06 PM. A quorum was in attendance.

It was also stated that the virtual meeting is 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 March 4, 2020 Dale Street School Building Committee Meeting Minutes

1. A call to take a formal vote to approve the March 4, 2020 Dale Street School Building Committee Meeting Minutes was made.

MOTION: Jeffrey Marsden moved, seconded by Leo Brehm that the Dale Street School Building Committee vote to approve the March 4, 2020 Dale Street School Building Committee Meeting Minutes.

VOTE: The Dale Street School Building Committee voted to approve the March 4, 2020 Dale Street School Building Committee Meeting Minutes.

Roll call was taken:

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

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

Vote on Arrowstreet Staff Change

2. Larry Spang explained the staff change which was due to Jessica Bessette, who was Project Manager on the project, making the decision to leave the firm to be at home with her two small children. Jessica had been with Arrowstreet for 13 years. Tina Soo Hoo will take on the role of Project Manager, she has been with Arrowstreet for 13 years as well.

3. A call to take a formal vote to approve Arrowstreet Staff Change was made.

MOTION: Michael Marcucci moved, seconded by Anna Mae O'Shea Brooke that the Dale Street School Building Committee vote to approve Arrowstreet's Staff Change.

VOTE: The Dale Street School Building Committee voted to approve Arrowstreet's Staff Change.

Roll call was taken:

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

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

II. Preliminary Design Program (PDP)

Review PDP Submission

4. Larry Spang made a presentation summarizing the Preliminary Design Program (PDP). (Reference presentation: <https://www.medfield.net/o/medfield-public-schools/browse/109519>)

Vote to Approve PDP Submission to MSBA

5. A call to take a formal vote to approve the PDP submission to MSBA was made.

MOTION: Leo Brehm moved, seconded by Michael Weber that the Dale Street School Building Committee vote to approve the PDP submission to MSBA on March 27, 2020.

VOTE: The Dale Street School Building Committee voted to approve the PDP submission to MSBA on March 27, 2020.

Roll call was taken:

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

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

Review Forms Requiring Signatures for Submission

1. Local Approvals and Certification Letter – This document requires the signatures of Jeffrey Marsden, Gus Murby and Anna Mae O'Shea-Brooke. Once the signatures are complete, the letter will then be scanned and included in PDP submission. If required an original with wet signatures can be mailed to MSBA at a later date.
2. Certification Letter of Vote to submit PDP – This document requires the signature of Jeffrey Marsden only and is included to certify the votes prior to an SBC vote on the meeting minutes in which the vote was recorded. Once complete, the letter will be scanned and included in PDP submission. If required an original with wet signature can be mailed to MSBA at a later date.

III. Project Schedule

Key Meeting and Milestone Update

3. L. Stapleton referenced the schedule going into the PSR phase, noting that many tasks and meetings have to be determined for a date. LeftField will work to fill in when each task must be complete and what meetings are required to keep the project on schedule. Additional Working Group Meetings have been scheduled to keep the process moving forward and to work towards the July 8, 2020 PSR Submission date. The Working Group Meetings will continue on a weekly basis.

PSR Work Plan

4. A Work Plan for the PSR has been started by AST and LF and will be further developed. Meeting topics will be added to the meetings as it becomes clearer which task by certain dates are required to stay on track.
5. It was agreed that the Quad Meeting should be scheduled sooner rather than later. A tentative date of April 7, 2020 was made. Mike Quinlan will reach out to the groups and confirm the date.

Project Schedule Update

6. The Design Team and SBC will continue to work towards the original schedule despite the week's loss on the PDP Submission delivery. For now, the Team should hold the original July 8, 2020 PSR Submission. We will work to ensure that all work that must happen to maintain that deadline can be accomplished and will report to the SBC if there are any issues.

IV. Budget Update

Update on Designer Supplemental Services

7. Larry Spang presented the Supplemental Services. There was a discussion as to what services should be performed on both sites prior to the PSR Submission and which services will be performed after a site has been selected which in turn would create a cost savings to help maintain the Supplemental Services within the \$100,000 budget allowance. HazMat, Geo-technical and Phase 1 Environmental Site Assessment can be performed on both site and doesn't require a site to be selected. Geo-environmental and Survey Services should be performed once a site is selected. Initial Traffic Studies could be performed on both sites but would need to wait until school is back in session. A more detailed Traffic Study will take place on the selected site in the Schematic Design phase.

V. Other Business/Discussions

8. Mike Quinlan opened discussion to the Committee. There were no comments.
9. Mike Quinlan opened discussion to the Public.
Ms. Potts, Town Resident, asked if the PDP which is posted on the Project Website that has a date of March 19, 2020 was submitted on the March 19, 2020. The response was that the PDP dated March 19, 2020 was a draft and that the final submission will be dated March 27, 2020 and will be submitted on that date to MSBA. She noted that the use of the softball field between the Dale Street and Memorial Schools was not used by the High School for softball. J. Marsden responded that High School Field Hockey used the field. She asked if modular units were planned for overflow and if chrome books were a part the curriculum as a result of the presented Education Plans. J. Marsden indicated that modular will be used as needed and that the Education Plans make provisions for one-to-one technology such as use of chrome books to future-proof the new school. She also questioned the Archaeological Protection Zone noted on one of the sites. It was noted that this will be further addressed in the PSR.

VI. Next Meeting

10. Quad Meeting – date and time to be confirmed.
11. The next Dale Street School Building Committee Meeting will be scheduled for April 22, 2020 at 7:00 PM. It may likely be an online meeting and LeftField with coordinate with Medfield IT.

VII. Adjournment

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

MOTION: Leo Brehm moved, seconded by Anna Mae O'Shea-Brooke that the Dale Street School Building Committee vote to adjourn the meeting at 8:47 PM.

Discussion: None

VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 8:47 PM.

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. 8 meeting minutes
- Dale Street School – Medfield, MA Designer Personnel Change letter – 3/18/20; Arrowstreet Personnel Change letter; Organizational Chart; Tina Soo Hoo resume
- Cover Letter from District to MSBA re: Preliminary Design Program Submission
- Local Action and Approval Certification re: Preliminary Design Program
- Dale Street School Project Meetings and Milestones Schedule – 3/24/2020
- 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. 8		March 4, 2020
Location:		Public Safety Building Training Room 112 North Street
Time:		7:00 PM

Attendees:

Name	Assoc.	Present
Mike Quinlan	Chair, Medfield School Building Committee/PBC	Y
Tom Erb	SBC member/PBC	Y
Michael Weber	SBC member/PBC	Y
Walter Kincaid	SBC member/PBC	Y
Timothy Bonfatti	SBC member/PBC	Y
Michael Marcucci	SBC member/Board of Selectman	Y
Leo Brehm	SBC member/School Committee	Y
Anna Mae O'Shea	SBC member/School Committee	Y
Kristine Trierweiler	SBC member/Town Administrator	N
Jeffrey Marsden	SBC member/School District - Superintendent	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 Tatso	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	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; Site Selection & Evaluation of Site Layouts; Preliminary Design Program; Project Schedule; and Budget Update. A quorum of the SBC members was present and the following was noted:

Mike Quinlan called the meeting to order at 7:02 PM. A quorum was in attendance.

It was also stated that Michael Marcucci would be joining the meeting at 7:30 PM and all voting would be postponed until he arrived. The agenda was taken out of order until his arrival.

I. Preliminary Design Program (PDP)

1. The following items, requiring signatures, are need for the PDP submission:
 - Budget Revision Request (BRR) No. 1 – Note: Jeffrey Marsden, Superintendent of Schools and Anna Mae O’Shea, Chair of School Committee have signed the document. It was noted that Gus Murby is the signature required for Chief Executive Officer instead of Kristine Trierweiler. The BRR will be revised to include Gus Murby’s name. Gus will want the back-up information for the BRR #1 prior to signing and may want to pass this by the Board of Selectmen (BOS)
 - Local Action and Approvals Certification requires the same signatures as mentioned above – Note: Mike Marcucci stated that LF should attach all the backup information required for this document when sending for signatures.
2. Arrowstreet provided a general update on the status of the PDP Submission and indicated that the draft of the PDP would be provided to the SBC on March 11, 2020 by end of day. The SBC is asked to review and comment by 3/16/20 Working Group Meeting.

II. Site Selection & Evaluation of Site Layouts

Vote on Site Selection Process (from 6 to 2 sites)

3. A call for a formal vote to move from the six sites identified as potentially viable to the two sites, the Wheelock School Site and the Dale Street Site, as the final site options was made.

MOTION: Mike Quinlan moved, seconded by Michael Marcucci to accept the Wheelock School Site and the Dale Street Site as the two final site options.

VOTE: The Dale Street School Building Committee voted to accept the Wheelock School Site and the Dale Street Site as the two final site options.

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

Review Site Layout Options

4. Larry Spang made a presentation on the following:
 - Options
 - Dale Street School Site
 - Wheelock School Site
 - Classroom Configurations
 - Exterior Programming
5. During the Presentation, the following comments were made:
 - Mike Quinlan stated that these options are preliminary at this stage.
 - It was stated that the options show a 3-story building which is roughly 45’ tall
 - The Dale Street School options will show:
 - The existing Dale Street School remaining with an addition and renovations
 - The existing Dale Street School remaining and assigned a new use with the new building located in between existing Dale and Memorial Schools
 - A new school with the existing Dale Street School demolished with an athletic field in its place.
 - It was asked, if the new Dale Street School is located on the Dale Street School Site, will Memorial’s academic configuration change to First and Second Grades. The response is that it will not because the existing Memorial school classrooms and amenities are configured for Pre-K and Kindergarten requirements.

- Challenges to the Dale Street School site is that it is narrow which may not be conducive to a new building of this size and a 3-story building height may feel out of place relative to the adjacent single story homes.
- Tim Bonatti emphasized the importance of being “Field Neutral” – replacing all athletic fields that are removed.
- Anna Mae O’Shea asked to see elevations from a street perspective to gain a better understanding of the scale of a 3-story building in relation to the existing sites and adjacent buildings. This will be provided for both sites.
- An advantage to selecting the Wheelock Site is that:
 - The new Building will create a Grades 1-5 campus
 - Adjacencies between the Wheelock and Dale Street School buildings will promote sharing of amenities and learning
 - The larger site will more easily accommodate a larger building, possibly only 2-stories, as the footprint of the building can be larger
- A concern is the visibility of the new building from the street in relation to the existing Wheelock School. There would be a contrast between the old and new that may not be appealing.
- When reviewing the proposed Wheelock Site Layouts, it was stated that parking on the site takes into consideration parking for the existing Wheelock School, the proposed school and parking for the athletic fields. In order to eliminate excessive parking spaces, the parking for the proposed school and athletic fields can be shared.
- Ideally the proposed building on the Wheelock site would not want to locate the classroom wing close to the rail road tracks.
- Mike Quinlan noted that the proposed building layout diagrams show a long bar to represent a classroom wing. He further clarified that this represents a long narrow double loaded corridor but Arrowstreet should review opportunities to create neighborhoods or other classroom groupings including break-out and project spaces within the design. AST showed examples of this type of design.
- Mike Marcucci asked what the cost implications are, over time, when designing schools based on current fads and trends. Larry Sprang responded that these break-out and project spaces can always be reassigned in the future for other uses. Tim Bonfatti mentioned that interior construction is more flexible to accommodate future changes. Larry Sprang also mentioned the implementation of movable walls that are currently being used in schools which allow for flexibility.
- After discussing the pros and cons of the Dale Street Site and Wheelock Site, Mike Marcucci stated that the Wheelock site is a larger site with more flexibility and in his opinion, it is the better site and he would like to see Arrowstreet developing more options for this site.
- It was clarified that the dimensions of the athletic field shown as 110 x 80 feet should be in yards and not feet.
- It was mentioned that the question posed to Sarah Raposa by Arrowstreet regarding the Aquifer District restrictions and whether the “No more than 40% of the lot is rendered impervious” rule applies to a new school. Sarah Raposa stated that the interpretation of this rule as it applies to a new school would need to be reviewed by a third party legal/engineering consultant. The team will continue to work toward getting a definitive answer.

III. Administrative Action

Vote on February 24, 2020 Dale Street School Building Committee Meeting Minutes

6. A call for a formal vote to approve the February 24, 2020 Dale Street School Building Committee Meeting Minutes was made.

MOTION: Michael Marcucci moved, seconded by Leo Brehm, that the Dale Street School Building Committee vote to approve the February 24, 2020 Dale Street School Building Committee Meeting Minutes.

VOTE: The Dale Street School Building Committee voted to approve the February 24, 2020 Dale Street School Building Committee Meeting Minutes.

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

7. It was noted that Project Update and Public Forum Flyers were handed out at the Town Primaries. The mobile digital signage was used to inform the public of the Public Forum and emails were sent to all parents with students in the District.

IV. Project Schedule

8. Arrowstreet will enhance their Work Plan for the Preferred Schematic Phase and Leftfield will update the Milestone Schedule as the project moves into the PSR phase.

V. Budget Update

Update on Designer's Supplemental Services

9. This discussion was be postponed until after the PDP Submission.

Vote on Approval of February 2020 Invoices

10. Arrowstreet and Leftfield submitted invoices for February 2020. A call to approve Arrowstreet's invoice no. 726462 for \$34,500 and Leftfield's invoice no. 6 for \$12,000 for services performed in February 2020 was made.
11. **MOTION:** Tim Bonfatti moved, seconded by Anna Mae O'Shea, that the Dale Street School Building Committee vote to approve Arrowstreet's invoice no. 726462 for \$34,500 and Leftfield's invoice no. 6 for \$12,000 for services performed in February 2020.

VOTE: The Dale Street School Building Committee voted to approve Arrowstreet's invoice no. 726462 for \$34,500 and Leftfield's invoice no. 6 for \$12,000 for services performed in February 2020.

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

Review Project Budget Status

12. Lynn Stapleton stated that the expenditures to date for the Feasibility Study/Schematic Design phase represents 21% of the Project Budget for this phase.

VI. Other Business/Discussions

13. Mike Quinlan opened discussion to the Committee. There were no comments.
14. Mike Quinlan opened discussion to the Public.
Ms. Potts, Town Resident, asked when the materials from the last SBC Meeting and tonight's meeting would be posted to the website. These materials are sent for posting the day after the meeting.

VII. Next Meeting

15. The next meeting scheduled is:
School Building Committee Meeting March 18, 2020 7:00 PM Public Safety Building
16. The next SBC meeting will be a review of the PDP so that everyone is aware of what is being submitted to the MSBA. A vote of the SBC to approve the PDP for submission will be required so a quorum will be needed.
17. It was noted that the SBC Meeting packets would be posted in advance of the SBC Meetings, here forward.

VIII. Adjournment

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

MOTION: Mike Quinlan moved, seconded by Mike Marcucci that the Dale Street School Building Committee vote to adjourn the meeting at 8:55 PM.

Discussion: None

VOTE: The Dale Street School Building Committee voted unanimously to adjourn the meeting at 8:55 PM.

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

IX. Meeting Materials

The following materials were presented:

- Dale Street School Building Committee Meeting no. 7 meeting minutes
- Dale Street School – February 2020 Invoice Summary
- LeftField Invoice no. 6 - 2/29/20
- Arrowstreet Invoice no. 726462 - 228/20
- Dale Street School Total Project Budget Status Report February 29, 2020
- Dale Street School – Monthly Cash Flow – February 29, 2020
- Dale Street School – Cumulative Cash Flow – February 29, 2020
- Dale Street School Project Update - October 2020
- Dale Street School Project Meetings and Milestones Schedule – 3/4/2020
- 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. 7		February 26, 2020
Location:	Public Safety Building Training Room 112 North Street	
Time:	7:00 PM	

Attendees:

Name	Assoc.	Present
Mike Quinlan	Chair, Medfield School Building Committee/PBC	Y
Tom Erb	SBC member/PBC	Y
Michael Weber	SBC member/PBC	Y
Walter Kincaid	SBC member/PBC	Y
Timothy Bonfatti	SBC member/PBC	Y
Michael Marcucci	SBC member/Board of Selectman	Remote
Leo Brehm	SBC member/School Committee	Y
Anna Mae O'Shea	SBC member/School Committee	Y
Kristine Trierweiler	SBC member/Town Administrator	Y
Jeffrey Marsden	SBC member/School District - Superintendent	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	Y
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	Y

Bold/Italics = SBC Voting Member

A Dale Street Elementary School Building Committee (SBC) Meeting was held to discuss the progress of the Preliminary Design Program (PDP) phase, project schedule and budget. A quorum of the SBC members was present and the following was noted:

Mike Quinlan called the meeting to order at 7:01 PM. A quorum was in attendance.
 Mike Quinlan announced that the meeting was being video-taped.

It was also stated the Michael Marcucci was participating remotely.

I. Administrative Action

Vote on December 11, 2019 Dale Street School Building Committee Meeting Minutes

1. A call to take a formal vote to approve the December 11, 2019 Dale Street School Building Committee Meeting Minutes was made. It was noted that due to the Special SBC Meeting on December 17, 2019, the December 11, 2019 were skipped over and never formally voted on.

MOTION: Tim Bonfatti moved, seconded by Mike Weber, that the Dale Street School Building Committee vote to approve the December 11, 2019 Dale Street School Building Committee Meeting Minutes.

VOTE: The Dale Street School Building Committee voted to approve the December 11, 2019 Dale Street School Building Committee Meeting Minutes.

There was a Roll Call taken:

- Mike Quinlan – In Favor
- Michael Weber – In Favor
- Tom Erb – in Favor
- Walter Kincaid – In Favor
- Jeffrey Marsden – Abstained
- Tim Bonfatti – In favor
- Michael Marcucci – In Favor

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

Vote on January 8, 2020 Dale Street School Building Committee Meeting Minutes

2. A call to take a formal vote to approve the January 8, 2020 Dale Street School Building Committee Meeting Minutes was made.

Discussion:

Lynn Stapleton stated that Michael Marcucci had recommended a change to the DRAFT Meeting Minutes. Gina Gomes-Cruz explained that Item #3 required additional information regarding the SBC vote to recommend that the Board of Selectmen vote to add Anna Mea O'Shea to the School Building Committee with voting rights. The following information was added, "If O'Shea is added as a member with voting rights this would increase the voting members to 8. There is a concern over having an even number of voting members. There was a suggestion to give voting rights to an existing member to keep it an odd number, this too will be left to the discretion of the BOS." Item #3 was amended as stated.

MOTION: Tim Bonfatti moved, seconded by Jeff Marsden, that the Dale Street School Building Committee vote to approve the January 8, 2020 Dale Street School Building Committee Meeting as amended.

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

There was a Roll Call taken:

- Mike Quinlan – In Favor
- Michael Weber – In Favor
- Tom Erb – In Favor
- Leo Brehm – Abstained
- Walter Kincaid – In Favor
- Jeffrey Marsden – Abstained
- Tim Bonfatti – In favor
- Michael Marcucci – In Favor

In Favor: 6 Against: 0 Abstained: 2 The motion passed.

II. Preliminary Design Program (PDP)

3. Larry Spang indicated that Jessica Bessette was leaving Arrowstreet and that Tina Soo Hoo would be taking Jessica's place as Project Manager. Tina was introduced to the SBC.

Educational Programming

4. Larry Spang made a presentation on the following:

- MSBA Process & Goals
 - Project Goals
 - Project Team
 - Overall Schedule
- Site Selection
 - Dale and Memorial Schools Site
 - Wheelock School Site
 - Hospital Hill/Sledding Hill Site
 - McCarthy Park Site
 - Red Gate Farm Site
 - Hospital Campus Site
- Existing School Conditions
- Educational Programming
 - Educational Visioning
 - Grade Configuration
- Space Summary
- Next Steps
 - Feasibility Study Schedule

During the presentation the following comments were made:

5. It was stated that the PDP Phase is where the Team does their due diligence by investigating existing conditions, going through the site selection process and developing the Educational Program and Space Summary. At the end of this phase, the project will be prepared to enter into the Preferred Schematic Report (PSR) in which the Preferred Solution will be selected and preliminary pricing will be provided.
6. The Site Selection process reduced the 6 sites identified to 2 sites. The reasons for eliminating sites were presented. Tim Bonfatti suggested that a formal vote should be taken to solidify this result. This will be on the agenda for the March 4, 2020 SBC Meeting.
7. Among the slides presented, images from "ThoughtExchange", a crowd sourcing platform, were shown. Jeffrey Marsden presented topics that were ranked by support. Of the topics, the 3, 4, 5 grade configuration was presented, this was one of the topics ranked with the highest amount of support. Another topic presented was the idea of a campus-like setting with 2 schools per site which is favorable to families with multiple children allowing them the ability to have a one-stop drop-off and pick-up for all their children. There were over 400 participants with 10,000 thoughts rated in 6 days.
8. Mike Quinlan stated that he has scheduled a Quad Committee Meeting for April 1, 2020, which will be televised. The Committees invited were the School Committee, Board of Selectmen, Warrant Committee and School Building Committee.
9. At the Quad Committee Meeting, Jeffrey Marsden will make a presentation on the preferred grade configuration. LF/AST will prepare an agenda and presentation for this meeting

10. Topics for the Quad Meeting will include the following:
 - Site Options with Layouts and associated costs (to inform final selection)
 - Project Costs showing likely Town share and MSBA share
 - Tax implication on the residents and overall Town Debt Service
 - Schedule scenarios showing “School Opening” dates and the logistics surrounding each. Dates discussed are Fall of 2023, Winter of 2023, and Fall of 2024.
 - A Fall 2023 would most likely require a CM at Risk construction delivery method and would also necessitate the need for Design Development to be funded by the Town to bridge the gap between submission of the Schematic Design and MSBA/Town approval to avoid delays in the process. A Special Fall Town Meeting would facilitate such a request and this could be scheduled by Kristine Trierweiler.
 - A CM at Risk can increase costs but this will be compared to an increase in cost due to escalation if the project postpones to an opening to Fall 2024.
11. Draft Space Summaries were presented showing a comparison between existing, proposed and MSBA Guidelines for the 3 - 5 and 4 - 5 grade configurations.
12. The existing and proposed spaces that deviated from the MSBA Guidelines were presented and an explanation of the need was discussed. It was noted that certain programs which are unique to a school and that are part of the existing program may be supported by the MSBA if a strong case is made for keeping the program.
13. Mike Weber asked if MSBA differentiates between the cost for different types of spaces as costs for type of space can vary. For example, the cost of a music room can be higher than the cost per square foot for a gymnasium. Lynn Stapleton responded that the MSBA does not differentiate between types of space. MSBA has a cost per SF cost cap of \$333/SF and typical construction costs are higher so the MSBA’s reimbursement is leveled for all space types.
14. Mike Quinlan mentioned that the word “Cafetorium” will be mentioned. He explained that this is a multipurpose space used as a Cafeteria and Auditorium.
15. Jeffrey Marsden mentioned that the High School currently has a Day Care program which serves many staff members and contributes to retention of staff. The program has been successful and he would like to expand on the program in the proposed building.
16. Mike Quinlan stated that he would like for Arrowstreet to show a 3-story option on the Dale Street site since the available space for construction is tight.

III. Project Schedule

17. The Milestone Schedule has the following changes:
 - PDP Update Community Forum No. 3 on March 9, 2020
 - PDP Submission to SBC for Final Review on March 11, 2020
 - Quad Committee Meeting on April 1, 2020
18. Lynn Stapleton summarized the Project Schedule by reiterating the key deadlines that we are on track to meet.
 - MSBA PDP Submission on March 19, 2020
 - MSBA PSR Submission on July 8, 2020
 - MSBA Board of Directors Approval on August 26, 2020
 - MSBA Schematic Design Submission in January 2021
 - MSBA Board of Directors Approval on in February 2021

IV. Budget Update

Vote on Approval of January Invoices

19. Invoices for January 2020 were presented for review and approval. A formal vote was taken.

MOTION: Tim Bonfatti moved, seconded by Jeffrey Marsden, that the Dale Street School Building Committee vote to approve Arrowstreet's Invoice No. 726381 for \$34,000.00 and LeftField's Invoice No. 5 for \$15,300.00 for services performed in January 2020.

VOTE: The Dale Street School Building Committee voted to approve Arrowstreet's Invoice No. 726381 for \$34,000.00 and LeftField's Invoice No. 5 for \$15,300.00 for services performed in January 2020.

There was Roll Call taken:

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

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

Review Project Budget Status

20. Lynn Stapleton asked everyone to reference the Total Project Budget Status Report in the meeting packet and stated that 16% of the Feasibility Study/Schematic Design has been expended to date.

Update on Designer Supplemental Services

21. At the next meeting, AST will provide a summary of the supplemental services and costs associated with it.

Vote on the approval of the Feasibility Study Agreement Budget Revision Request No. 1

22. Lynn Stapleton explained that the Feasibility Study Agreement Budget Revision Request No. 1 was necessary to realign the \$1,000,000 approved Feasibility Study Agreement with the approved OPM and Designer contracts. The realignment is shown on the Total Project Budget Report.

23. A vote on the Feasibility Study Agreement Budget Revision Request No 1 was taken.

MOTION: Tim Bonfatti moved, seconded by Leo Brehm to approve the Feasibility Study Agreement Budget Revision Request No 1.

VOTE: The Dale Street School Building Committee voted to approve the Feasibility Study Agreement Budget Revision Request No 1.

There was Roll Call taken:

- Mike Quinlan – In Favor
- Michael Weber – In Favor
- Tom Erb – In Favor

- **Leo Brehm – In Favor**
- **Walter Kincaid – In Favor**
- **Jeffrey Marsden – In Favor**
- **Tim Bonfatti – In favor**
- **Michael Marcucci – In Favor**
- **Anna Mae O’Shea – In Favor**

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

24. It was noted that signatures required for the document are Jeffrey Marsden, Superintendent of Schools; Anna Mae O’Shea, Chair of School Committee; and Gus Murby, Chief Executive Officer. Kristine Trierweiler will facilitate getting the signature of Gus Murby.

V. Other Business/Discussion

25. Mike Quinlan opened discussion to the Committee. There were no comments.
26. Mike Quinlan opened discussion to the public:
Ms. Potts, a Town resident, asked when the materials used at this meeting would be posted. LF will send the presentation along with the meeting packet to the school tomorrow for posting.

VI. Next Meeting

27. The next meeting scheduled is:
School Building Committee Meeting March 4, 2020 7:00 PM Public Safety Building

VII. Adjournment

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

MOTION: Mike Quinlan moved, seconded by Jeffrey Marsden. that the Dale Street School Building Committee vote to adjourn the meeting at 8:47 PM.

Discussion: None

VOTE: **The Dale Street School Building Committee voted unanimously to adjourn the meeting at 8:47 PM.**

There was Roll Call taken:

- **Mike Quinlan – In Favor**
- **Michael Weber – In Favor**
- **Tom Erb – In Favor**
- **Leo Brehm – In Favor**
- **Walter Kincaid – In Favor**
- **Jeffrey Marsden – In Favor**
- **Tim Bonfatti – In favor**
- **Michael Marcucci – In Favor**
- **Anna Mae O’Shea – 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. 4 meeting minutes
- Dale Street School Building Committee Meeting no. 6 meeting minutes
- Dale Street School – January 2020 Invoice Summary
- LeftField Invoice no. 5 - 1/31/20
- Arrowstreet Invoice no. 726381 - 1/30/20
- Dale Street School Total Project Budget Status Report January 31, 2020
- Dale Street School – Monthly Cash Flow – January 31, 2020
- Dale Street School – Cumulative Cash Flow – January 31, 2020
- Feasibility Study Agreement Budget Revision Request No. 1 – 3/12/20
- Dale Street School Project Meetings and Milestones Schedule – 2/25/2020
- Dale Street School Project Update - February 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/>