
DALE STREET SCHOOL – Medfield, MA

SCHOOL BUILDING COMMITTEE MEETING No. 5

Tuesday, December 17, 2019

Medfield Town Hall, 459 Main Street, Chenery Room

7:00 AM

Agenda

1. Administrative Action

Designer Contract

- Review Fee Proposal and Supplemental
- Vote to Approve the Designer Contract

Formation of Educational Programming Subcommittee

- Nomination of Educational Programming Subcommittee Members
- Vote to Approve the Formation of the Educational Programming Subcommittee

2. Other Business/Discussions

3. Next Meeting

- School Building Committee Meeting January 8, 2020 Public Safety Building 7:00 PM

DALE STREET ELEMENTARY SCHOOL – MEDFIELD, MA		MEETING MINUTES
DALE STREET SCHOOL BUILDING COMMITTEE MEETING NO. 4		December 11, 2019
Location:	Public Safety Building, Training Room, 112 North Street	
Time:	7:00 PM	

Attendees:

DRAFT

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 (remote participant)
<i>Leo Brehm</i>	SBC member/School Committee	N
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	N
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
Emily Grandstaff-Rice	Arrowstreet Architect	N
Katie Ferrier	Arrowstreet Architect	N
Claes Anderson	Arrowstreet Architect	N
Jessica Bessette	Arrowstreet Architect	N
Kate Burbriski	Arrowstreet Architect	N

Bold/Italics = SBC Voting Member

A Dale Street Elementary School Building Committee (SBC) Meeting was held to discuss the Preliminary Design Program (PDP) Phase, 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. Michael Quinlan opened the meeting by asking the audience if any recording devices would be used. Mrs. McCue-Potts, a Town Resident and Patch Contributor, responded by indicating that she would not be recording the meeting.

I. Approval of Meeting Minutes

1. The Meeting Minutes of the Permanent Building Committee/Dale Street School Building Committee Meetings, dated January 23, 2019, March 27, 2019, April 18, 2019, April 25, 2019 and May 6, 2019, were presented for approval. It was asked if the minutes should be voted individually or as a group. The following action was taken.

MOTION: Tim Bonfatti moved, seconded by Michael Weber, that the School Building Committee vote to approve the Meeting Minutes of the Permanent Building Committee/Dale Street School Building Committee Meetings, dated January 23, 2019, March 27, 2019, April 18, 2019, April 25, 2019 and May 6, 2019, collectively.

Discussion: None

VOTE: The Dale Street School Building Committee voted to approve the Meeting Minutes of the Permanent Building Committee/Dale Street School Building Committee Meetings, dated January 23, 2019, March 27, 2019, April 18, 2019, April 25, 2019 and May 6, 2019, collectively. A roll call was taken.

Michael Weber: In Favor

Tom Erb: In Favor

Michael Marcucci: In Favor

Michael Quinlan: In Favor

Walter Kincaid: In Favor

Tim Bonfatti: In Favor

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

2. The Meeting Minutes of the November 13, 2019 Dale Street School Building Committee Meeting were reviewed and the following action was taken.

MOTION: Tim Bonfatti moved, seconded by Michael Weber, that the Dale Street School Building Committee vote to approve the November 13, 2019 SBC Meeting Minutes.

Discussion: None

VOTE: The Dale Street School Building Committee voted to approve the November 13, 2019 SBC Meeting Minutes. A roll call was taken:

Michael Weber: In Favor

Tom Erb: In Favor

Michael Marcucci: In Favor

Michael Quinlan: In Favor

Walter Kincaid: In Favor

Tim Bonfatti: In Favor

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

3. Lynn Stapleton discussed the formation of an Educational Programming Subcommittees to discuss/review/develop the narratives for the Grade Configurations under consideration and the Education Plan. Jeffery Marsden will select the individuals who will constitute this Subcommittee. It was suggested that people from the School Committee, School Building Committee, Lead Teachers, Principal,

Administrators and District make up this Subcommittee. The following dates were emphasized, February 12, 2020 SBC Meeting to vote to recommend School Committee to approve Grade Configuration at their February 13, 2020 Meeting and March 4, 2019 SBC Meeting to vote to recommend School Committee to approve the Education Plan at their March 12, 2020 Meeting. With that said, it will be critical to set meetings to present, discuss and review with the Community these topics prior to recommending and requesting a vote of the School Committee. It was stated that the Grade Configuration must be presented in a way that explains the rationale for why one option would be recommended over the other. The Working Group meetings will be an opportunity for the Subcommittee to update and discuss the subcommittees and their progress.

4. Lynn Stapleton indicated that if the time was too short to gain consensus and feel comfortable in making a recommendation to the School Committee on the preferred Grade Configuration, then it would be prudent to submit both Grade Configurations in the Preliminary Design Program (PDP) and defer a decision until the Preferred Schematic Report (PSR).
5. Mike Quinlan suggested that approval of the Designer Contract be deferred until the Supplemental Services within the proposal are finalized and fee proposals are provided by Arrowstreet's Consultants. It was suggested that an SBC Meeting be scheduled for December 17, 2019 at 7:00 AM at Town Hall, Chenery Hall, 2nd Floor.

II. Preliminary Design Program (PDP)

6. Information from the Educational Visioning Sessions will help create the Education Plan. Jeffery Marsden asked how he will receive the feedback from the Educational Visioning Sessions lead by David Stephens. David Stephen will send the feedback to Arrowstreet who will then pass on to LeftField and Jeffrey Marsden.
7. Mike Quinlan asked when the SBC will receive a Preliminary Space Summary. Lynn Stapleton asked if there were existing floor plans for the Dale Street School and Wheelock School. Drawings are needed to determine the existing square footage of spaces within the existing school. This information is required for the Space Summary which compares the square footage of existing spaces to the square footage of proposed spaces for the new school which are further compared to the MSBA square footage guidelines for spaces.
8. On December 18 and 20, 2019, there will be an existing conditions survey of the current Dale Street School.
9. It was noted that on the Milestone Schedule that a PDP Update Community Forum No. 3 was proposed for February 17, 2020 which is during school vacation week. This was tentatively rescheduled to February 24, 2020.
10. Mike Quinlan stated that the Grade Configuration decision will be driven by the School Committee and that the Educational Plan will need the School Committee's approval prior to submission to MSBA. He emphasized the importance of presenting, discussing and receiving feedback prior to approval. Lynn Stapleton stated that the Milestone Schedule will be updated on a regular basis.
11. A Site Selection Matrix was developed by Arrowstreet and presented. The intention is to use this criterion to rate all available, viable sites. The Matrix will be distributed via Google Drive to all SBC members for their input on criteria. The sites discussed as being viable include the Dale Street/Memorial site; Wheelock School site; State Hospital Site, Hospital Hill (Sledding Hill) Site, Red Gate Farm (Philip St.), McCarthy Park (Softball Fields). Additional sites will be added if found to be viable based on size and buildable area. A list of all Town-owned properties was acquired and is currently being reviewed. It was noted that many vacant sites may be ruled out due to the presence of wetlands; some have historic and development restrictions and

some are too remote. Mike Quinlan stated that the portion of the Hospital site that could possibly be considered would be the land across the street from where the existing Hospital buildings, Hospital Hill. Michael Marcucci emphasized that time should not be spent on sites that are clearly not viable. Lynn Stapleton agreed with Michael Marcucci but did emphasize the importance of showing due diligence in considering all possible sites and noted that sites not worth investing time on would quickly be weeded out.

12. Mike Quinlan asked Michael Marcucci if he has shared information from the School Building Committee Meetings with the Board of Selectman. Michael Marcucci stated that he provided updates but has not gone into great detail.
13. It was stated that the December 13, 2019 MSBA Kick-Off Meeting may be postponed because the Design Contract is not yet approved. Lynn Stapleton will confirm on Thursday, December 12, 2019 if the meeting will occur as scheduled.
14. Lynn Stapleton asked Jeffrey Marsden if he has shared with the School Committee the PDP process and if they are aware of the requests for votes that will be brought before them. Jeffrey Marsden stated that the School Committee is aware of the process. Larry Spang indicated that Arrowstreet is available to present to the School Committee as required to support its decision-making process.
15. Regarding Grade Configuration and enrollment studies, Jeffery Marsden stated that the District worked with NESDEC who provided a projected enrollment report. This led to the discussion of Grade Configuration and what would benefit the Town now and in the future. Mike Quinlan stated that when considering future enrollment numbers, consideration should be given to the development of the Hospital site which estimates the addition of 200-300 students into the Medfield school system.

III. Project Schedule

16. Milestones discussed within – Section II. Preliminary Design Program (PDP) above. The recent changes to the Project Schedule reflects extended time to add more meetings and takes into consideration the Holidays. The PDP phase was extended out an additional month. There is still a desire to keep to an aggressive schedule, keeping in mind a Fall 2023 School Opening date. However, if the community is not comfortable with the pace of the schedule, it can be slowed down.

IV. Budget Update

17. Currently there is very little activity with the budget other than the OPM invoicing.
18. Approval of Invoices – The following invoice for the Dale Street School Project was recommended for approval.

MOTION: Tom Erb moved, seconded by Tim Bonfatti, that the School Building Committee vote to approve payment of LeftField's Invoice #3 for \$15,300.00 for OPM Services for the Feasibility Study/Schematic Design Phase performed in November 2019.

Discussion: None

VOTE: The Dale Street School Building Committee voted to approve payment of LeftField's Invoice #3 for \$15,300.00 for OPM Services for the Feasibility Study/Schematic Design Phase performed in November 2019. A roll call was taken:

Michael Weber: In Favor

Tom Erb: In Favor

Michael Marcucci: In Favor

Michael Quinlan: In Favor

Walter Kincaid: In Favor
Tim Bonfatti: In Favor

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

V. Other Business/Discussions

19. Lynn Stapleton asked if the District needed assistance with the Project Website. Jeffrey Marsden explained that the site was updated to include more categories to ensure all posted information is available to the public and easy to find. LeftField will help develop a Facebook page that will be linked to the Project Website.

20. Mrs. Potts, resident of the Community, wanted clarification on the time between Community input on Grade Configuration and the School Committee vote on Grade Configuration. Mrs. Potts' concern was that there was not enough time between Community input and the School Committee's vote and asked if more meeting would be scheduled. Lynn Stapleton responded that Grade Configuration discussions would be incorporated into existing meetings as well as School Committee Meetings and additional Community Engagement opportunities would be added as needed.

VI. Next Meeting

21. The next Meetings scheduled are:

School Building Committee Meeting	December 17, 2019	7:00 AM	Location Chenery Hall
School Building Committee Meeting	January 8, 2020	7:00 PM	Public Safety Building

Adjournment

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

MOTION: Michael Weber moved, seconded by Tom Erb, that the Dale Street School Building Committee vote to adjourn the meeting at 8:17 PM.

Discussion: None

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

In Favor: 6 Against: 0 Abstained: 0