

**SCHOOL BUILDING COMMITTEE  
W. EDWARD BALMER ELEMENTARY SCHOOL**

All meetings held at the  
**High School Media Center at 6:30 PM**  
unless otherwise noted

**MEETINGS SCHEDULE AND AGENDAS**  
**October 18, 2018 - Updated January 16, 2019**

DATE	AGENDA
<b><i>Design Development Phase</i></b>	
November 20, 2018	BUILDING COMMITTEE MEETING
	Review Design Development Phase Schedule and Deliverables
	Review Overall Project Schedule
December 18, 2018	BUILDING COMMITTEE MEETING
	Review Updated Site and Floor Plans
	Review Exterior Elevations
	Review Exterior Materials
January 2, 2019	WORKING GROUP MEETING (WEDNESDAY) - 3:00 PM NORTHBRIDGE HIGH SCHOOL HEALTH CONFERENCE ROOM
	Continue Special Education User Group Input - STARS and HORIZONS Rooms Grades 3-5
	Review Floor Plans re: SPED Classroom Entry Setup
	Review and Coordinate Building-wide Special Education Features
January 2, 2019	BUILDING COMMITTEE MEETING (WEDNESDAY)
	Review MEP Systems
	Introduce Commissioning Agent
January 8, 2019	WORKING GROUP MEETING (TUESDAY) - 3:00 PM NORTHBRIDGE HIGH SCHOOL HEALTH CONFERENCE ROOM
	Interior Design - Overall Color and Wayfinding Diagram, Interior Colors and Finishes - Classroom Wings A-B
	Landscape and Playground Design
January 9, 2019	SAFETY / SECURITY / HARDWARE MEETING (WEDNESDAY) - 9:00 AM NORTHBRIDGE ELEMENTARY SCHOOL ROOM #304
	Door Operation, Door Hardware, and Locking
	Crisis/Lockdown Procedures
	Building Transparency: Windows and Interior Borrowed Lites
	Technology as related to Safety and Security
January 9, 2019	BUILDING MAINTENANCE USER GROUP MEETING (WEDNESDAY) - 1:30 PM NORTHBRIDGE ELEMENTARY SCHOOL ROOM #304
	Operations and Maintenance Fit Out of Spaces, Procedures, Equipment Needs, Cleaning - "Back of House" Needs and Requirements
	Waste Streams
	Loading Dock and Receiving Areas
January 15, 2019	WORKING GROUP MEETING (WEDNESDAY) - 4:30 PM NORTHBRIDGE HIGH SCHOOL HEALTH CONFERENCE ROOM

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	Interior Design - Interior Colors and Finishes - Wing C
	Review of Wings A-B with comments incorporated
	Exterior Design Review - Façade panel materials and other colors selected
January 15, 2019	<b>BUILDING COMMITTEE MEETING</b>
	Review Updated Site and Floor Plans
	Review Interior Designs of Instructional Spaces
	Review Interior Materials
January 23, 2019	<b>REGULATORY MEETING (WEDNESDAY) - 10:00 AM</b> <b>TOWN HALL CONFERENCE ROOM</b>
	Fire / Building Inspector
	Police
	Planning & Zoning
	Health
February 5, 2019	<b>WORKING GROUP MEETING (WEDNESDAY) - 4:30 PM</b> <b>NORTHBRIDGE HIGH SCHOOL HEALTH CONFERENCE ROOM</b>
	Interior Design - Interior Colors and Finishes - Review All
	Site Plan Review
	Exterior Design Review - Comments incorporated
February 5, 2019	<b>BUILDING COMMITTEE MEETING</b>
	Review Updated Site Plan and Floor Plans
	Review Updated Exterior Elevations
	Review LEED-S Scorecard, Energy Model and Daylighting Model
February 27, 2019	<b>BUILDING COMMITTEE MEETING</b>
	Review Updated Site and Floor Plans
	Review Updated Interior Instructional Spaces
	Review Interior Designs of Community Spaces
	Review Updated Interior Materials
	Review Preliminary Instructional FF&E
	Review Preliminary Instructional Technology
March 5, 2019	<b>WORKING GROUP MEETING (WEDNESDAY) - 4:30 PM</b> <b>NORTHBRIDGE HIGH SCHOOL HEALTH CONFERENCE ROOM</b>
	<i>Meeting if needed to review any outstanding items or review incorporation of feedback</i>
March 5, 2019	<b>BUILDING COMMITTEE MEETING</b>
	Review Final Site Plan, Floor Plan and Exterior Elevations
	Review Final MEP Systems

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**October 18, 2018 - Updated January 16, 2019**

DATE	AGENDA
	Review Architectural Equipment
	Review Final LEED-S Scorecard
March 19, 2019	BUILDING COMMITTEE MEETING
	Review Preliminary Design Development Cost Estimate
	Value Engineering
April 2, 2019	BUILDING COMMITTEE MEETING
	Review Final Design Development Documents and Estimates
	Vote to Submit Design Development Package to MSBA
April 5, 2019	<i>SUBMIT DESIGN DEVELOPMENT PACKAGE TO MSBA</i>
	ADDITIONAL MEETINGS TO BE SCHEDULED