

PROJECT MINUTES

Project:	W. Edward Balmer Elementary School Feasibility Study	Project No.:	17020
Prepared by:	Joel Seeley	Meeting Date:	8/13/18
Re:	School Building Committee Meeting	Meeting No:	29
Location:	High School Media Center	Time:	6:30pm
Distribution:	School Building Committee Members, Attendees (MF)		

Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	Joseph Strazzulla	Chairman, School Building Committee	Voting Member
✓	Melissa Walker	School Business Manager	Voting Member
✓	Alicia Cannon	Representative of the Board of Selectmen	Voting Member
✓	Michael LeBrasseur	Chairman, School Committee	Voting Member
✓	Paul Bedigian	Representative of the Building, Planning, Construction Committee	Voting Member
	Steven Gogolinski	Representative of the Finance Committee	Voting Member
	Jeffrey Tubbs	Community Member with building design and/or construction experience	Voting Member
✓	Peter L'Hommedieu	Community Member with building design and/or construction experience	Voting Member
✓	Jeff Lundquist	Community Member with building design and/or construction experience	Voting Member
	Andrew Chagnon	Community Member with building design and/or construction experience	Voting Member
✓	Spencer Pollock	Parent Representative	Voting Member
✓	Adam Gaudette	Town Manager	Non-Voting Member
✓	Dr. Catherine Stickney	Superintendent of Schools	Non-Voting Member
		Building Maintenance Local Official	Non-Voting Member
✓	Karlene Ross	Principal, W. Edward Balmer Elementary School	Non-Voting Member
✓	Jill Healy	Principal, Northbridge Elementary School	Non-Voting Member
		Director of Pupil Personnel Services	Non-Voting Member
	Lee Dore	D & W, Architect	
✓	Thomas Hengelsberg	D & W, Architect	
	David Fontaine, Sr	Fontaine Bros, CM	
✓	David Fontaine, Jr	Fontaine Bros, CM	
	Jim Mauer	Fontaine Bros, CM	
✓	Mark Abdella	Fontaine Bros, CM	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
29.1	Record	Call to Order, 6:33 PM, meeting opened.
29.2	Record	J. Strazzulla announced the meeting will be video and audio recorded with live broadcast and future re-broadcast.
29.3	Record	Public Comments - none
29.4	Record	A motion was made by S. Pollock and seconded by P. L'Hommedieu to approve the 6/25/18 School Building Committee meeting minutes. Motion passed unanimous by those attending.
29.5	Record	A motion was made by P. Bedigian and seconded by J. Lundquist to approve the 7/17/18 School Building Committee meeting minutes. Motion passed unanimous by those attending.
29.6	Record	J. Seeley distributed and reviewed the Project Budget Status Report, dated 7/31/18, attached.
29.7	Record	Warrant No. 13 was reviewed. A motion was made by P. Bedigian and seconded by A. Cannon to approve Warrant No. 13. No discussion, motion passed unanimous.
29.8	Record	<p>J. Seeley distributed and reviewed D&W Amendment No. 10, dated 8/13/18 and attached, for Topographical Survey Services in the amount of \$4,950.00 to be charged against ProPay Code budget 0003-0000, which has a balance of \$8,196.50.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. J. Lundquist asked how will the property line be marked? <i>T. Hengelsberg indicated the property line will be staked.</i> 2. J. Strazzulla requested the surveyor contact him once a date is established to notify the abutters. <i>T. Hengelsberg will notify the surveyor.</i> <p>A motion was made by J. Lundquist and seconded by M. LeBrasseur to approve D&W Amendment No. 10, dated 8/13/18 and recommend signature by A. Cannon. No discussion, motion passed unanimous.</p>
29.9	J. Strazzulla	J. Strazzulla will review with the Selectmen the process for establishing a committee to lead the process of discussing possible outcomes for the disposition of NES.
29.10	D. Fontaine T. Hengelsberg	D. Fontaine and T. Hengelsberg to review options for reducing the cut at the front of the site.
29.11	A. Chagnon	A. Chagnon will review the potential of shifting the U-10 playfield west, closer to the 50 feet no building zone.
29.12	J. Strazzulla A. Gaudette	J. Strazzulla will review if CPA funds could be used for the playing fields with A. Gaudette and provide the Committee direction.
29.13	Record	A. Gaudette reviewed the timeline for the fire station, the earliest the project would be brought to the town for funding would be the 2019 Annual Town Meeting.

Item #	Action	Discussion
29.14	Record	D. Fontaine indicated that either the U-10 playfield or the (2) U-6 playfields could be completed early enough to have the required growing seasons completed by the time Phase 1 is completed, in order to utilize for recess during Phase 2 construction.
29.15	Record	T. Hengelsberg indicated that there will be no increase from the current peak rate of run-off from the site from what exists today.
29.16	Record	T. Hengelsberg indicated that there is a french-drain storm water system on the uphill side of the retaining wall to control potential ground water discharge.
29.17	J. Strazzulla	J. Strazzulla will schedule a meeting with Baseball, Soccer and Trustees of Soldiers' Memorials committees to review the playing fields.
29.18	Record	A. Gaudette indicated the debt exclusion ballot has been submitted to the Secretary of State.
29.19	A. Gaudette	J. Seeley indicated the MSBA has approved the Town Meeting Article and Motion. A. Gaudette will follow-up with the Selectmen to vote to approve at their 8/20/18 meeting. A Motion was made by M. LeBrasseur and seconded by J. Lundquist that the School Building Committee approve and sponsor the Town Meeting Article and Motion. No discussion, motion passed unanimous.
29.20	J. Strazzulla	J. Strazzulla will verify the dates that documentation is needed in order to be printed in the Town Book.
29.21	A. Gaudette	J. Seeley indicated that the MSBA has forwarded the Project Scope and Budget Agreement. A. Gaudette will follow-up for signatures.
29.22	T. Hengelsberg	Community Powerpoint Presentation T. Hengelsberg indicated the presentation is completed and will be presented at Community Forum No. 8. T. Hengelsberg will forward to the Committee.
29.23	Record	Mailing Flyer T. Hengelsberg indicated the Mailing Flyer is completed. J. Strazzulla indicated the Flyer will be mailed 8/20/18.
29.24	Record	Narrated Fly-Around Video - Exterior T. Hengelsberg indicated the Exterior Narrated Fly-Around Video is completed and posted.
29.25	T. Hengelsberg J. Strazzulla	Narrated Fly-Around Video - Interior T. Hengelsberg presented and reviewed the draft Interior narrated Fly-Around Video. J. Strazzulla to record the narration and T. Hengelsberg to distribute for posting.
29.26	C. Stickney	Existing Conditions Video C. Stickney to re-post the Existing Conditions Video on the NPS Facebook and Twitter sites.
29.27	Record	FAQ J. Seeley indicated the updated FAQ is completed and posted.

Item #	Action	Discussion
29.28	T. Hengelsberg	<p>Flyer Handout</p> <p>T. Hengelsberg indicated the Flyer Handout is completed and will print 300 copies for distribution.</p>
29.29	J. Lundquist Committee	<p>Press and Blog Posts – Weekly Series</p> <p>J. Strazulla indicated that an article will be published weekly in the Blackstone Valley Tribune. The first article, Why Was the Balmer Site Chosen for the New School?, written by J. Lundquist has been published, attached.</p> <p>J. Lundquist will write the second article, Why is the New School placed where it is on the Balmer Site?</p> <p>J. Strazulla asked for volunteers to write future articles, options are:</p> <ol style="list-style-type: none"> 1. What is the role of the MSBA? 2. Who are the School Building Committee members? 3. What is the cost of doing nothing? 4. When will construction start and will it impact the students? 5. What are the benefits of consolidating the schools? 6. How does the design improve traffic safety? 7. What are the benefits of this project to the community?
29.30	J. Strazulla	<p>Press and Blog Posts – Monthly Series</p> <p>J. Strazulla indicated that an article will be published monthly in the New Uxbridge Times. The first article, Defining the Need, written by J. Strazulla will be published in September. J. Strazulla will write the next two, Take A Look Inside the Design, and The Voters Decide.</p>
29.31	J. Strazzulla	<p>Project Information Video</p> <p>J. Strazzulla indicated the Project Information Video taping has been completed and is in editing. Target release date is the end of August.</p>
29.32	M. LeBrasseur J. Strazzulla C. Stickney	<p>Committee Public Outreach:</p> <ol style="list-style-type: none"> 1. J. Strazzulla distributed and reviewed the Upcoming Events Calendar and asked Committee members to attend the events. 2. J. Strazzulla indicated the Seniors Tax Abatement is at the maximum level and that he will work with A. Gaudette to review strategies to assist seniors in taking advantage of the program. 3. M. LeBrasseur to review with the School Committee if the project name should be changed to something similar to New PreK-5 Elementary School rather than remain with the Balmer name to assist the community in understanding. 4. C. Stickney to schedule a presentation to the Council on Aging. 5. J. Strazzulla to schedule a presentation to the Chamber of Commerce.
29.33	Record	Old or New Business - None
29.34	Record	Next SBC Meeting: September 4, 2018 at 6:30 pm at the High School Media Center.
29.35	Record	A Motion was made by J. Lundquist and seconded by P. Bedigian to adjourn the meeting. No discussion, motion passed unanimously.

Project: W. Edward Balmer Elementary School Feasibility Study

Meeting Date: 8/13/18

Meeting No.: 29

Page No.: 5

Attachments: Agenda, Project Budget Status Report, D&W Amendment No. 10, Why Was the Balmer Site Chosen for the New School? Article, Upcoming Events Calendar

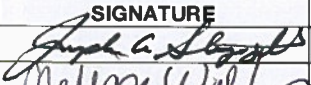
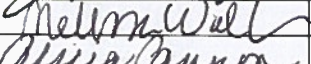
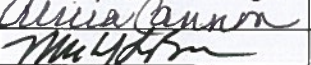
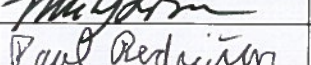
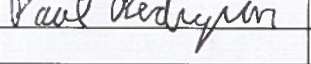
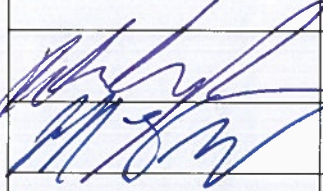
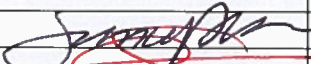
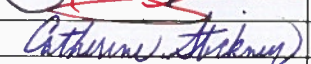

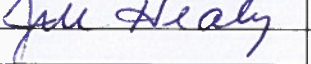
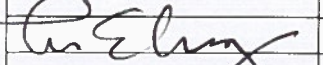
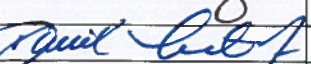

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

PROJECT MEETING SIGN-IN SHEET

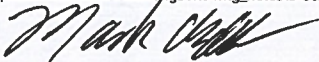
Project: W. Edward Balmer Elementary School Feasibility Study
 Prepared by: Joel Seeley
 Re: School Building Committee Meeting
 Location: High School Media Center
 427 Linwood Avenue, Whitinsville, MA

Project No.: 17020
 Meeting Date: 8/13/2018
 Meeting No: 29
 Time: 6:30pm

Distribution: Attendees, (MF)

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
	Joseph Strazzulla	istrazzulla@nps.org	Chairman, School Building Committee
	Melissa Walker	mwalker@nps.org	School Business Manager, MCPPO
	Alicia Cannon	Cannonhome0927@gmail.com	Member, Board of Selectmen, CEO
	Michael LeBrasseur	mlebrasseur@nps.org	Chairman, School Committee
	Paul Bedigian	bedigianps@cdmsmith.com	Representative of the Building, Planning, Construction Committee
	Steven Gogolinski	steve@gogolinskicpa.com	Representative of the Finance Committee
	Jeffrey Tubbs	jtubbs@charter.net	Member of community with architecture, engineering and/or construction experience
	Peter L'Hommedieu	PLHommedieu@shawmut.com	Member of community with architecture, engineering and/or construction experience
	Jeff Lundquist	jlundquist@therichmondgroup.com	Member of community with architecture, engineering and/or construction experience
	Andrew Chagnon	achagnon@vertexeng.com	Member of community with architecture, engineering and/or construction experience
	Spencer Pollock	spencerpollock22@gmail.com	Parent Representative
	Adam Gaudette	agaudette@northbridgemass.org	Town Manager
	Dr. Catherine Stickney	cstickney@nps.org	Superintendent of Schools, NPS
			Building Maintenance Local Official
	Karlene Ross	kross@nps.org	Principal, W. Edward Balmer Elementary School
	Jill Healy	jhealy@nps.org	Principal, Northbridge Elementary School
			Director of Pupil Personnel Services
	Lee P. Dore	lpdore@DoreandWhittier.com	Dore & Whittier Architects
	Thomas Hengelsberg	thengelsberg@DoreandWhittier.com	Dore & Whittier Architects
	David Fontaine, Sr.	DFontaine@fontainebros.com	Fontaine Bros., Inc.
	David Fontaine, Jr.	djir@fontainebros.com	Fontaine Bros., Inc.
	Joel Seeley	jseeley@smma.com	SMMA

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MARK Abdella

mabdella@fontaine-bros.com

Agenda

Project:	W. Edward Balmer Elementary School Feasibility Study	Project No.:	17020
Re:	School Building Committee Meeting	Meeting Date:	8/13/2018
Meeting Location:	High School Media Center	Meeting Time:	6:30 PM
	427 Linwood Avenue, Whitinsville, MA	Meeting No.	29
Prepared by:	Joel G. Seeley		
Distribution:	Committee Members (MF)		

1. Call to Order
2. Public Comments
3. Approval of Minutes
4. Approval of Invoices and Commitments
5. Prepare for Community Forum No. 8
6. Review Committee Public Outreach
 - Events Schedule
 - Community Powerpoint Presentation
 - Mailing Flyer
 - Narrated Flyaround Video
 - Existing Conditions Video
 - FAQ Posted
 - Informational Flyer
 - Press and Blog Posts
 - Project Informational Video
7. New or Old Business
8. Committee Questions
9. Next Meeting: September 4, 2018
10. Adjourn

Project Budget Status

Updated: 7/31/2018

Feasibility and Schematic Design Phase	MSBA ProPay Code	FSA Agreement 3/22/2017	Budget Revision 7/31/2017	Budget Revision 4/18/2018	Current Budget	Vendor	Committed	Balance
OPM	0001-0000	\$ 200,000.00	\$ (75,000.00)	\$ (20,000.00)	\$ 105,000.00	SMMA	\$ 105,000.00	\$ -
DESIGNER	0002-0000	\$ 525,000.00	\$ (100,000.00)		\$ 425,000.00	D&W	\$ 425,000.00	\$ -
Environmental and Site	0003-0000	\$ 40,000.00	\$ 110,000.00		\$ 150,000.00	D&W	\$ 141,803.50	\$ 8,196.50
Other	0004-0000	\$ 10,000.00	\$ 65,000.00	\$ 20,000.00	\$ 95,000.00		\$ 44,518.94	\$ 50,481.06
Total Budget		\$ 775,000.00			\$ 775,000.00		\$ 716,322.44	\$ 58,677.56

** Spent from Other		Date	Amount	
GraffitiWorks	8/10/2017	\$	495.00	Banner
First Night Uxbridge, Inc.	8/30/2017	\$	360.00	Food Invoice for Public Meeting
Richard Vallee Jr.	7/2017-9/2017	\$	400.00	Videography
Amazon	9/27/2017	\$	464.94	Magic Master Swinger
James Viana	10/17 - 11/7/2017	\$	50.00	Videography
GraffitiWorks	11/9/2017	\$	75.00	Banner
Richard Vallee Jr.	10/3 - 11/21/2017	\$	250.00	Videography
GraffitiWorks	2/20/2018	\$	100.00	Signage
Telegram & Gazette	2/4/2018	\$	198.00	Advertisement
LHS Associates, Inc.	3/6/2018	\$	1,476.00	Census Mailing
GraffitiWorks	4/11/2018	\$	200.00	Signage Updates
Richard Vallee Jr.	12/19/2017-5/2/2017	\$	450.00	Videography
Fontaine Bros., Inc.	8/8/2018	\$	40,000.00	PreConstruction Services
			\$ 44,518.94	

Warrant No. 13

Project: W. Edward Balmer Elementary School Feasibility Study Project No.: 17020
Prepared by: Joel G. Seeley, AIA Date: 8/13/2018

School Building Committee for the W. Edward Balmer Elementary School hereby authorizes to draw against funds for the obligations incurred for value received in services and for materials shown below:

<u>Vendor</u>	<u>Invoice No.</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>ProPay Code</u>	<u>Balance After Invoice</u>
Dore & Whittier	00013	7/31/2018	\$ 5,000.00	0002-0000	\$ 20,000.00
Symmes Maini & McKee Associates, Inc. (SMMA)	49342	8/8/2018	\$ 2,250.00	0001-0000	\$ 6,750.00
Fontaine Bros., Inc.	PreCon 01	8/8/2018	\$40,000.00	0004-0000	\$ 50,481.06
		Total	\$ 47,250.00		

Joseph Strazzulla, Chair

Melissa Walker

Alicia Cannon

Michael LeBrasseur

Paul Bedigian

Steven Gogolinski

Jeffrey Tubbs

Peter L'Hommedieu

Jeff Lundquist

Andrew Chagnon

Spencer Pollock

Approved on _____



Dore & Whittier Architects, Inc.
212 Battery Street
Burlington, VT 05401

Northbridge Public Schools
Town of Northbridge
87 Linwood Avenue
Whitinsville, MA 01588

Invoice number 00013
Date 07/31/2018

Project 17-0759 Balmer Elementary School FS/SD
- MSBA

For Date Range: July 1 to July 31, 2018

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
BASIC SERVICES					
Feasibility Study	198,675.00	100.00	198,675.00	0.00	0.00
Schematic Design	226,325.00	91.16	201,325.00	5,000.00	20,000.00
Subtotal	425,000.00	95.29	400,000.00	5,000.00	20,000.00
ADDITIONAL SERVICES					
ASR-1 - Geotechnical: Test Borings, Soils and Report	13,195.00	100.00	13,195.00	0.00	0.00
ASR-2 - Geo-Environmental: Phase 1	10,285.00	88.24	9,075.00	0.00	1,210.00
ASR-3 - Preliminary Traffic Study	9,900.00	100.00	9,900.00	0.00	0.00
ASR-4 - Site Survey and Wetland Delineation	14,850.00	100.00	14,850.00	0.00	0.00
ASR-5 - Hazardous Materials Assessment	6,820.00	0.00	0.00	0.00	6,820.00
ASR-6 - Hydrant Water Pressure/Volume Testing Services	1,410.00	0.00	0.00	0.00	1,410.00
ASR-7 - Traffic Phase 2	19,800.00	100.00	19,800.00	0.00	0.00
ASR-8 - Geotechnical Services	25,943.50	100.00	25,943.50	0.00	0.00
ASR-9 - Land Survey	39,600.00	100.00	39,600.00	0.00	0.00
Subtotal	141,803.50	93.34	132,363.50	0.00	9,440.00
Total	566,803.50	94.81	532,363.50	5,000.00	29,440.00

Invoice total 5,000.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00013	07/31/2018	5,000.00	5,000.00				
	Total	5,000.00	5,000.00	0.00	0.00	0.00	0.00



Attn Ms. Melissa Walker
Business Manager Northbridge Public Schools
87 Linwood Avenue
Whitinsville, MA 01588

August 8, 2018
Project No: 17020.00
Invoice No: 0049342

Project 17020.00 Northbridge Balmer Elementary School OPM
OPM Services for the W. Edward Balmer Elementary School, Whitinsville, MA 01588

Professional Services from June 30, 2018 to July 27, 2018

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Feasibility Phase	60,000.00	100.00	60,000.00	60,000.00	0.00
Schematic Design Phase	45,000.00	85.00	38,250.00	36,000.00	2,250.00
Total Fee	105,000.00		98,250.00	96,000.00	2,250.00
Total Fee					2,250.00
Total this Invoice					\$2,250.00

Billings to Date

	Current	Prior	Total
Fee	2,250.00	96,000.00	98,250.00
Totals	2,250.00	96,000.00	98,250.00

Authorized

Joel Seeley

APPLICATION AND CERTIFICATION FOR PAYMENT

PAGE ONE OF

PAGES

TO OWNER:

Town of Northbridge

PROJECT: W Balmer Elementary

Pre-Construction Services

Phase

APPLICATION NO: 1

DATE: 08/08/18

Thru 7/31/18

ARCHITECT'S

PROJECT NO:

Distribution to:

☐ OWNER

☐ ARCHITECT

☐ CONTRACTOR

FROM CONTRACTOR:

Fontaine Bros., Inc.

510 Cottage Street

Springfield, Ma. 01104

VIA ARCHITECT:

CONTRACT FOR: General Construction

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM \$ 40,000.00
2. Net change by Change Orders \$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)
4. TOTAL COMPLETED & STORED TO DATE \$ 40,000.00
(Column G on G703)
5. RETAINAGE:
 - a. % of Completed Work \$ 0.00
(Column D + E on G703)
 - b. % of Stored Material \$
(Column F on G703)
 Total Retainage (Lines 5a + 5b or
Total in Column I of G703) \$ -
6. TOTAL EARNED LESS RETAINAGE \$ 40,000.00
(Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR
PAYMENT (Line 6 from prior Certificate) \$ -
8. CURRENT PAYMENT DUE \$ 40,000.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ -
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	
Total approved this Month		
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Fontaine Bros., Inc.
James M. Mauer Project Manager

By:  Date: August 8, 2018

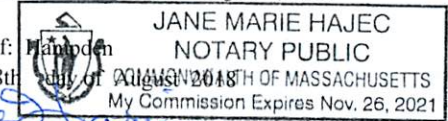
State of: Massachusetts

County of: Hampden

Subscribed and sworn to before me this 8th day of August 2018

Notary Public:

My Commission expires: 11-26-2021



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

BALMER ELEMENTARY SCHOOL**SUMMARY - COST BY DIVISION****PERIOD TO: 7/31/2018**

From:
Fontaine Bros., Inc.
510 Cottage Street
Springfield, MA 01104

To:
Town of Northbridge

Project: 2524
Balmer Elementary School

Application No: 1
Application Date: 8/7/2018
Period To: 7/31/2018

A	B	C	D	E	F	G	H	I	
ITEM NO	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED PREVIOUS APPLICATIONS	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C -G)	RETAINAGE
0501-0000	CM PRECONSTRUCTION SERVICES	40,000.00	0.00	40,000.00	0.00	40,000.00	100%	0.00	0.00
0502-0010	GMP FEE	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-0020	GMP INSURANCE	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-0030	GMP CONSTRUCTION CONTINGENCY	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-0100	DIV 1 GEN REQUIREMENTS	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-0200	DIV 2 EXISTING CONDITIONS	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-0300	DIV 3 CONCRETE	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-0400	DIV 4 MASONRY	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-0500	DIV 5 METALS	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-0600	DIV 6 WOOD & PLASTICS	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-0700	DIV 7 THERMAL & MOISTURE PROTECTION	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-0800	DIV 8 OPENINGS	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-0900	DIV 9 FINISHES	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-1000	DIV 10 SPECIALTIES	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-1100	DIV 11 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-1200	DIV 12 FURNISHINGS	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-1400	DIV 14 CONVEYING SYSTEMS	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-2100	DIV 21 FIRE SUPPRESSION	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-2200	DIV 22 PLUMBING	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-2300	DIV 23 HVAC	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-2500	DIV 25 INTEGRATED AUTOMATION	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-2600	DIV 26 ELECTRICAL	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-2700	DIV 27 COMMUNICATIONS	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-2800	DIV 28 ELECTRONIC SAFETY & SECURITY	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-3100	DIV 31 EARTHWORK	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-3200	DIV 32 EXTERIOR IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-3300	DIV 33 UTILITIES	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0506-0000	ALTERNATES	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0508-0000	EARLY PACKAGE CCDs	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0508-0000	CHANGE ORDERS	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
	GRAND TOTAL	40,000.00	0.00	40,000.00	0.00	40,000.00	100%	0.00	0.00

Memorandum

To:	W. Edward Balmer Elementary School Building Committee	Date:	8/13/2018
From:	Joel G. Seeley	Project No.:	17020
Project:	W. Edward Balmer Elementary School		
Re:	Designer Amendment No. 10: Land Survey Services		
Distribution:	School Building Committee (MF)		

DESIGNER AMENDMENT NO. 10: LAND SURVEY SERVICES

FEE: \$4,950.00

REASON: Provide land survey services for the existing Balmer Elementary School site.

BUDGET AVAILABILITY: This Amendment would be funded out of the Environmental & Site Budget, ProPay Code 0003-0000, which has the current balance of \$8,196.50.

ATTACHMENT F

CONTRACT FOR DESIGNER SERVICES

AMENDMENT NO. 10

WHEREAS, the Town of Northbridge ("Owner") and Dore & Whittier Architects, Inc., (the "Designer") (collectively, the "Parties") entered into a Contract for Designer Services for the W. Edward Balmer Elementary School Project (Project Number 201502140001) at the W. Edward Balmer Elementary School on June 26, 2017 "Contract"; and

WHEREAS, effective as of August 13, 2018, the Parties wish to amend the Contract:

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. The Owner hereby authorizes the Designer to perform services for the Design Development Phase, the Construction Phases, and the Final Completion Phase of the Project, pursuant to the terms and conditions set forth in the Contract, as amended.
2. For the performance of services required under the Contract, as amended, the Designer shall be compensated by the Owner in accordance with the following Fee for Basic Services:

Fee for Basic Services:

	Original Contract	Prior Amendments	This Amendment	After this Amendment
Feasibility Study Phase	\$200,000.00	\$141,803.50	\$ 0.00	\$341,803.50
Schematic Design Phase	\$225,000.00	\$ 0.00	\$4,950.00	\$229,950.00
Design Development Phase	\$			
Construction Document Phase	\$			
Bidding Phase	\$			
Construction Phase	\$			
Completion Phase	\$			
Total Fee	\$425,000.00	\$141,803.50	\$4,950.00	\$571,753.50

This Amendment is a result of: _____ Provide Land Surveying Services for the existing Balmer Elementary School site.

ProPay Code: 0003-0000

3. The Construction Budget shall be as follows:

Original Budget: \$ NA

Amended Budget \$ NA

4. The Project Schedule shall be as follows:

Original Schedule: \$ NA

Amended Schedule \$ NA

5. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF, the Owner, with the prior approval of the Authority, and the Designer have caused this Amendment to be executed by their respective authorized officers.

OWNER

Alicia Cannon
(print name)

Board of Selectmen, Town of Northbridge
(print title)

By _____
(signature)

Date _____

DESIGNER

Lee P. Dore
(print name)

Principal / Vice President, Dore & Whittier Architects
(print title)

By _____
(signature)

Date _____

August 13, 2018



Mr. Joel Seeley, AIA
COO, Executive Vice President
Symmes Maini & McKee Associates Project Management
1000 Massachusetts Avenue
Cambridge, MA 02138

Project: Balmer Elementary School FS/SD - #17-0759

Subject: ASR #10

Dear Joel,

As we have been directed by the School Building Committee to provide additional physical staked locations of east property boundaries, we present this additional service request to perform that work.

In accordance with contract Article 8, please accept the following fee proposal for additional consulting services, for the lump sum fee amount as follows:

Land Surveying Services	Nitsch Engineering Consulting Inc.	\$4,500.00
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- Additional surveyed staked locations of property boundary corners/ lines along east Balmer School property line, as shown in attached proposal.

In accordance with contract Article 9, Dore & Whittier Architects hereby submits a fee for coordination of these additional services in the amount of 10%, or	\$450.00
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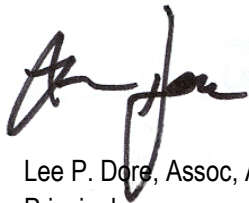
TOTAL, ASR #10	\$4,950.00
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Please see the attached consultant's proposal which details scope of services and schedule.
Note that all other provisions of the prime contract remain in force.

Sincerely,

DORE & WHITTIER ARCHITECTS, INC.

Architects • Project Manager



Lee P. Dore, Assoc, AIA, CSI, LEED AP, MCPPO
Principal

cc. DWA Dist.
file.

ARCHITECTS
PROJECT MANAGERS

260 Merrimac Street Bldg 7
Newburyport, MA 01950
978.499.2999 ph
978.499.2944 fax

212 Battery Street
Burlington, VT 05401
802.863.1428 ph
802.863.6955

www.doreandwhittier.com

June 25, 2018

Mr. Thomas Hengelsberg, AIA, LEED AP, NCARB, MCPPO
Principal
Dore & Whittier
212 Battery Street
Burlington, VT 05401

RE: Nitsch Proposal #12260.2P
Balmer Elementary
Land Surveying Services
Additional Services
Northbridge, MA

Dear Tom,

Nitsch Engineering is pleased to submit this Additional Services proposal to you (the Client) for professional land surveying services associated with the proposed new Balmer Elementary School in Northbridge, Massachusetts. Per our correspondence with you (Tom Hengelsberg), we understand that it is requested that a portion of the easterly property line, abutting #178 through #244 Mason Road, be field staked with iron pins and stakes set at one-third-intervals, between the pins as shown on the attached Sketch. Please note that at the time of our survey (Dec 2017) there was a chain link fence along the easterly line from #244 Mason Road, southerly to Crescent Street. We also understand that five (5) proposed building corners be staked as well. We anticipate the effort will require two (2) days due to vegetative growth impeding access to the points.

TIME AND MANNER

Nitsch Engineering is prepared to complete the work within 14 calendar days upon receipt of this executed Additional Services proposal. The completion of field tasks will be subject to weather conditions affecting the required field work.

COMPENSATION

Compensation for the Additional Services provided will be in accordance with the Standard Contract Terms of Nitsch Engineering's executed agreement with the Client, dated June 26, 2017. The costs for these services is \$4,500 and will be billed on a lump-sum basis. Costs will not be incurred by Nitsch Engineering beyond this amount without verbal approval from the Client. Expenses are included in the above-listed fees.

Should the conditions of this Additional Services proposal meet with your approval, please sign the Client Authorization section below and return this Additional Services proposal to us for our files. If Nitsch Engineering is authorized to commence and/or continue providing its services on the project, either verbally or in writing, prior to the full execution of a written contract, such authorization will be deemed an acceptance of this Additional Services proposal, and all such services will be provided and compensated for in accordance with the terms and conditions contained herein as though this Additional Services proposal were fully executed by the Client.

Mr. Thomas Hengelsberg, AIA, LEED AP, NCARB, MCPPO: Nitsch Proposal #12260.2P (Add. Services)
June 25, 2018
Page 2 of 2

If you have any questions, please call.

Very truly yours,

Nitsch Engineering, Inc.

Mark Violette

Mark E. Violette, PLS
Senior Project Manager

MEV/mma

Enclosures: Survey Limits Sketch

Q:\12260 Balmer Elem\Contract\Survey\12260.2 Task 3\12260.2_Task3 Survey Proposal.docx

Approved by:

Denis Seguin

Denis R. Seguin, PLS
Vice President, Director of Land Surveying

CLIENT AUTHORIZATION

This Additional Services proposal is hereby accepted by the Client as evidenced by the execution hereof, and such a person so executing the same on behalf of the Client does hereby warrant full authority to act for, in the name of, and on behalf of the Client.

Such acceptance provides full authorization for Nitsch Engineering to proceed with providing the Scope of Additional Services under the terms and conditions stated herein.

Signature

Date

Printed Name and Title



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other rights. Use of these documents without D&W's
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[illegible]

ET TITLE:
OVERALL SITE
GRADING PLAN

ET Ø:
C4.00

July 19, 2018

The below is the first of a series of articles to answer common questions regarding Northbridge's proposed New PK-5 school.

Why was the current Balmer Elementary Site chosen as the proposed site for the new PK-5 Facility?

In my over 20 years of construction management experience (including over \$1B of school construction), I've always found that one of most important factors of any construction project's success is locating it in the optimum location. Our Balmer facility is no exception, and as part of our feasibility study our School Building Committee (SBC) was charged with recommending the best site for the proposed facility, whether it be the grade 2-4 (510 student) or PK-5 (1,030 student) grade configuration options that the Massachusetts School Building Authority (MSBA) has invited the Town of Northbridge to participate in.

In the spring of 2017, a subgroup of our SBC with the help of our Town Planner, identified sixty-two parcels in town that could potentially be large enough to support a school. These sites were all scored to their favorability for construction and operation of an elementary school in terms of lot size, topography, presence of wetlands or restrictions, utility access, two-way vehicular circulation, and site acquisition costs. Through this process, the subgroup narrowed down the list of viable sites to seven, four of which were town-owned (including the Balmer Site, High School Fields, Riverdale Fields, Linwood Field/Playground), and three privately owned sites. Interestingly, many of these same exact sites were also considered back in 1997 during the High School Feasibility Study.

In the summer of 2017, the entire SBC, with the assistance of our Architect and Owner's Project Manager studied these seven sites in depth. Each of these sites presented opportunities and challenges, and none of the options had everything we were looking for. We reviewed the MSBA guidelines, to ensure we knew all of the restrictions and could make the most fiscally responsible decisions. Three MSBA restrictions that were very relevant were that the MSBA would not participate in site acquisition costs, they would only fund a fixed portion of site development costs, and demolition costs would only be funded if the new school was constructed on the same site as an existing school. The MSBA follows these restrictions to ensure they can fairly and evenly distribute their funding to participating school districts around the Commonwealth. For us, fiscal prudence coupled with these restrictions made the privately-owned sites and those with challenging topography much less attractive options.

Of the public sites, the existing Balmer School site became the front-runner by a wide margin as it's town-owned, has favorable topography, better vehicular and utility access than the other sites, is not subject to any parkland restrictions, the demolition costs of the existing Balmer school would be shared with the MSBA, and is the appropriate size for our new facility based upon comparable schools in other districts. After deliberation and receiving feedback at public forums, The SBC officially voted to declare the existing Balmer site as our preferred site in August, 2017.

If anyone is interested in further information and details on the site selection process, all of the information, meeting minutes, and presentations are available for viewing at <https://www.nps.org/sbc>

Jeff Lundquist, Northbridge Resident & SBC Member

**Northbridge Public Schools
School Building Committee
W. Edward Balmer Elementary School
Community Events Calendar**

Day	Date	Time	Board/Committee/Event	Location	Chair Email	SC/SBC Member Attending
Monday	8/13	10:00-11:00AM	Grade 1 Popsicle Playdate	Northbridge Elementary School	jhealy@nps.org	RESCHEDULED
Tuesday	8/14	10:00-11:00AM	Kindergarten Popsicle Playdate	Northbridge Elementary School	jhealy@nps.org	RESCHEDULED
Thursday	8/16	10:00-11:00AM	Preschool Popsicle Playdate	Northbridge Elementary School	jhealy@nps.org	
Monday	8/20	10:00-11:00AM	Grade 1 Popsicle Playdate	Northbridge Elementary School	jhealy@nps.org	
Tuesday	8/21	10:00-11:00AM	Kindergarten Popsicle Playdate	Northbridge Elementary School	jhealy@nps.org	
Tuesday	8/21	6:00-7:30PM	D.W. Countdown to Kindergarten	Whitins Community Center	jhealy@nps.org or emurray@smoc.org	
Thursday	8/23	5:00 PM	Balmer Back Yard Picnic	Balmer	kross@nps.org	
Tuesday	8/28	9:00-10:00AM	Grade 1 Opening Hour	Northbridge Elementary School	jhealy@nps.org	
Tuesday	8/28	6:00-7:30PM	Kindergarten Curriculum Night	Northbridge Elementary School	jhealy@nps.org	
Wednesday	8/29	9:00-10:00AM	Kindergarten Opening Hour	Northbridge Elementary School	jhealy@nps.org	
Thursday	8/30	9:00-10:00AM	Preschool Opening Hour	Northbridge Elementary School	jhealy@nps.org	
Thursday	8/30	6:00-7:30PM	Preschool Curriculum Night	Northbridge Elementary School	jhealy@nps.org	
Thursday	9/6		Football Game	NMS	jstrazzulla@nps.org	
Tuesday	9/18	6:00-7:30PM	Grade 1 Curriculum Night	Northbridge Elementary School	jhealy@nps.org	
Friday	9/21		Football Game	NMS	jstrazzulla@nps.org	
Friday	9/28		Football Game	NMS	jstrazzulla@nps.org	
Wednesday	10/31		Football Game	NMS	jstrazzulla@nps.org	