

PROJECT MINUTES

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|---------------|---|---------------|---------|
| Project: | New W. Edward Balmer Elementary School | Project No.: | 17020 |
| Prepared by: | Joel Seeley | Meeting Date: | 1/15/19 |
| Re: | School Building Committee Meeting | Meeting No: | 36 |
| 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 |
| ✓ | Richard Maglione | Director of Facilities | Non-Voting Member |
| ✓ | Karlene Ross | Principal, W. Edward Balmer Elementary School | Non-Voting Member |
| ✓ | Jill Healy | Principal, Northbridge Elementary School | Non-Voting Member |
| ✓ | Gregory Rosenthal | Director of Pupil Personnel Services | Non-Voting Member |
| ✓ | Lee Dore | D & W, Architect | |
| ✓ | Thomas Hengelsberg | D & W, Architect | |
| ✓ | Berglund Davis | D & W, Architect | |
| ✓ | David Fontaine, Jr | Fontaine Bros, CM | |
| ✓ | David Barksdale | Fontaine Bros, CM | |
| | Jim Mauer | Fontaine Bros, CM | |
| | Joel Kent | Fontaine Bros, CM | |
| ✓ | Joel Seeley | SMMA, OPM | |
| | | | |
| | | | |

| Item # | Action | Discussion |
|--------|--------------------------|--|
| 36.1 | Record | Call to Order, 6:35 PM, meeting opened. |
| 36.2 | Record | J. Strazzulla announced the meeting will be video and audio recorded with live broadcast and future re-broadcast |
| 36.3 | Record | Public Comments – no comments |
| 36.4 | Record | D. Fontaine Jr. introduced D. Barksdale who will be assisting in the preconstruction services. |
| 36.5 | Record | A motion was made by A. Chagnon and seconded by P. Bedigian to approve the 1/2/19 School Building Committee meeting minutes. Motion passed unanimous by those attending. |
| 36.6 | J. Seeley | <p>J. Seeley distributed and reviewed the updated Meetings and Agendas Schedule for the Design Development Phase, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> Several Committee members will not be available to meet on 2/19/18. J. Seeley to send out an alternate date for the meeting. J. Seeley to correct the Regulatory Meeting date to 1/23/19. |
| 36.7 | A. Gaudette J. Seeley | A. Gaudette and J. Seeley to follow-up on execution of the Project Funding Agreement, PFA, by A. Cannon. |
| 36.8 | Record | J. Seeley indicated the PV Working Group meeting has been scheduled for 5:30pm on 2/5/19 to review process and options relative to Photovoltaic Panel systems. |
| 36.9 | T. Hengelsberg | T. Hengelsberg to post the 2/22/19 Design Development Pricing Set for Committee review. The Committee will have two-weeks to review and comment. |
| 36.10 | Record | J. Seeley distributed and reviewed the Listing of Systems and Envelope to be Commissioned from D. Richardson, attached. |
| 36.11 | M. DiSalvo | M. DiSalvo to work with the school department to define, in the specifications, sufficient training requirements for the school department's maintenance staff, including video-taping. |
| 36.12 | Record | <p>J. Seeley distributed and reviewed the Confirmation of Agent's Authority Form from GBCI, attached.</p> <p>A motion was made by A. Chagnon and seconded by J. Lundquist to approve Confirmation of Agent's Authority Form and recommend signature by A. Cannon. No discussion, motion passed unanimous.</p> |
| 36.13 | J. Seeley | <p>T. Hengelsberg distributed and reviewed Gas Load Conference Call Minutes, dated 1/14/19, Eversource Will Serve letter, dated 1/19/19 and VAV Gas Load letter, dated 12/21/18, all attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> P. L'Hommedieu asked if the emergency generator is gas or diesel fuel? <i>T. Hengelsberg indicated the fuel source is still being reviewed and he will provide direction once decided.</i> J. Tubbs indicated the Eversource Will Serve letter and VAV Gas Load letter reference different load measurements, CFH and mbh respectively. |

| Item # | Action | Discussion |
|--------|----------------|---|
| | | <p><i>T. Hengelsberg will confirm and clarify that Eversource and VAV are using the same measurement.</i></p> <p>3. A. Chagnon indicated concern with not knowing the cost, if any, from Eversource for their possible system improvements required to support the project, until early 2020.</p> <p><i>J. Seeley indicated the Project Budget includes a \$200,000 budget for utility fees.</i></p> <p><i>J. Seeley will add contacting Eversource in early 2020 to the project schedule.</i></p> |
| 36.14 | Record | T. Hengelsberg distributed and reviewed NationalGrid letter, dated 12/24/18, attached, indicating the Town's ownership of the existing primary cable from the transformer to the riser pole. |
| 36.15 | Record | J. Seeley distributed and reviewed a letter from J. Sheehan, Inspector of Buildings, dated 1/14/19, attached, confirming the Town's policy to waive permit fees for all Town-owned buildings. |
| 36.16 | Record | T. Hengelsberg distributed and reviewed the 12/12/18 and 12/19/18 User Group Meeting Minutes, attached. |
| 36.17 | T. Hengelsberg | <p>Site Design</p> <p>T. Hengelsberg presented an update on the playground designs, 36" storm drain pipe relocation and the impact of shifting the U-10 soccer field to the West, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> J. Tubbs asked if the 36" storm drain pipe could be routed along the access drive, east of and outside the building footprint? <i>T. Hengelsberg indicated the increased distance would not allow for pitching the pipe.</i> J. Tubbs asked what will the 36" storm drain pipe invert and first floor slab elevation be, if the pipe is run under the building? <i>T. Hengelsberg will review and provide direction.</i> A. Chagnon asked that the specifications require a robust testing and verification process be completed on the installed 36" storm drain pipe under the building prior to placement of fill and concrete slab. Process to include pressure testing, video recording and any process the civil engineer recommends. <i>T. Hengelsberg will review with the civil engineer and provide direction.</i> P. Bedigian asked if the section of the 36" storm drain pipe under the building can be encased in concrete? <i>T. Hengelsberg will review and provide direction.</i> P. L'Hommedieu asked what are the curbing types along the roadways and parking lots? <i>T. Hengelsberg will review and provide direction.</i> A. Chagnon asked that the Storm Water Operations and Maintenance Plan, required to be submitted as part of the Conservation Commission NOI review, be coordinated with R. Maglione. <i>T. Hengelsberg to coordinate with the civil engineer and R. Maglione.</i> |

| Item # | Action | Discussion |
|--------|----------------|--|
| | | <ol style="list-style-type: none"> The Committee is in agreement to not shift the U-10 soccer field to the West. T. Hengelsberg will provide detailed cut and fill analysis, by material, with the Design Development Pricing Set for Committee review. T. Hengelsberg will provide existing top soil characterization for gradient and nutrient enhancements for Committee review. T. Hengelsberg to refine the sidewalk layouts for a future Committee meeting. |
| 36.18 | T. Hengelsberg | <p>Building Interior Design</p> <p>B. Davis presented the Interior Color Theory and Finish Material Board, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> J. Strazzulla asked if the Educational Working Group recommends the interior materials and colors? <i>J. Healy indicated the Educational Working Group is pleased with the interior materials and colors.</i> P. L'Hommedieu asked if slab moisture mitigation is included in the project? <i>D. Fontaine Jr. indicated a budget is included, whether topical or Barrier One has not yet been determined.</i> J. Lundquist asked what the repair procedures are for the epoxy-resin flooring? <i>T. Hengelsberg will review and provide direction.</i> J. Tubbs asked if the 3-story lite well opening into the Media Center will require fire rating the Media Center walls? <i>T. Hengelsberg will review and provide direction.</i> The Committee is in agreement with the Interior Finishes and Colors direction. |
| 36.19 | T. Hengelsberg | <p>Building Elevation Design</p> <ol style="list-style-type: none"> T. Hengelsberg to provide analysis showing cut sheets, cost, life cycle cost, life span, maintenance, warranty and durability for each of the siding options for Committee review. |
| 36.20 | Record | <p>Site Permitting</p> <p>J. Seeley indicated the ANRAD Hearing with the Conservation Commission is on 1/16/19 at 7:15pm.</p> |

| Item # | Action | Discussion |
|--------|----------------|---|
| 36.21 | T. Hengelsberg | <p>Old or New Business</p> <ol style="list-style-type: none"> 1. J. Strazzulla asked if Youth Soccer and Baseball can utilize the existing playing fields for the Spring 2019 season? <i>D. Fontaine Jr. indicated yes, the fields will not be impacted until July 2019.</i> 2. J. Lundquist asked if the site has been tested for Radon? <i>T. Hengelsberg will submit a proposal to perform Radon testing in the existing Balmer school.</i> 3. P. L'Hommedieu asked when will the OPM on-site project manager be hired? <i>J. Seeley indicated the OPM on-site project manager is an employee of SMMA and was at the OPM interview.</i> 4. P. L'Hommedieu asked will the OPM on-site project manager commence work on the project before construction starts? <i>J. Seeley indicated yes, he will review each design submission.</i> |
| 36.22 | Record | Next SBC Meeting: 2/5/19 at 6:30 pm at the High School Media Center. The anticipated agenda items are a review of updated exterior elevations and energy models. |
| 36.23 | Record | A Motion was made by P. Bedigian and seconded by J. Tubbs to adjourn the meeting. No discussion, motion passed unanimous. |

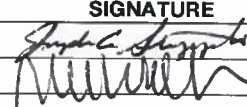









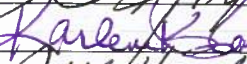



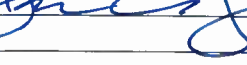

Attachments: Agenda, updated Meetings and Agendas Schedule for the Design Development Phase, Listing of Systems and Envelope to be Commissioned, Confirmation of Agent's Authority Form, Gas Load Conference Call Minutes, dated 1/14/19, Eversource Will Serve letter, dated 1/19/19 and VAV Gas Load letter, dated 12/21/18, NationalGrid letter, dated 12/24/18, letter from J. Sheehan, Inspector of Buildings, dated 1/14/19, 12/12/18 and 12/19/18 User Group Meeting Minutes, Powerpoint

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: New W. Edward Balmer Elementary School
 Prepared by: Joel Seeley
 Re: School Building Committee Meeting
 Location: High School Media Center
 427 Linwood Avenue, Whitinsville, MA
 Distribution: Attendees, (MF)

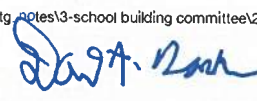
Project No.: 17020
 Meeting Date: 1/15/2019
 Meeting No: 36
 Time: 6:30pm

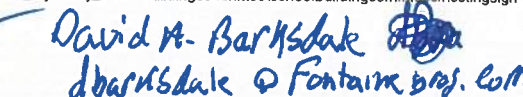
| SIGNATURE | ATTENDEES | EMAIL | AFFILIATION |
|---|------------------------|----------------------------------|---|
|  | Joseph Strazzulla | jstrazzulla@nps.org | Chairman, School Building Committee |
|  | Melissa Walker | mwalker@nps.org | School Business Manager, MCPPO |
| | Alicia Cannon | Cannonhome0927@gmail.com | Member, Board of Selectmen, CEO |
| | Michael LeBrasseur | mlebrasseur@nps.org | Chairman, School Committee |
|  | Paul Bedigian | bedigianps@cdsmith.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 |
|  | Richard Maglione | rmaglione@nps.org | Building Maintenance Local Official |
|  | Karlene Ross | kross@nps.org | Principal, W. Edward Balmer Elementary School |
|  | Jill Healy | jhealy@nps.org | Principal, Northbridge Elementary School |
|  | Gregory Rosenthal | grosenthal@nps.org | 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. | dir@fontainebros.com | Fontaine Bros., Inc. |
| | Mark Abdella | mabdella@fontainebros.com | Fontaine Bros., Inc. |
| | Jim Mauer | jmauer@fontainebros.com | Fontaine Bros., Inc. |
| | Joel Seeley | jseeley@smma.com | SMMA |

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 Lee P. Dore
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 Dore & Whittier Architects

Agenda

Project: New W. Edward Balmer Elementary School
Re: School Building Committee Meeting
Meeting Location: High School Media Center
427 Linwood Avenue, Whitinsville, MA
Prepared by: Joel G. Seeley
Distribution: Committee Members (MF)

Project No.: 17020
Meeting Date: 1/15/2019
Meeting Time: 6:30 PM
Meeting No. 36

-
1. Call to Order
 2. Public Comments
 3. Approval of Minutes
 4. Approval of Invoices and Commitments
 5. LEED Registration
 6. Review Updated Site and Floor Plans
 - Gas Service
 7. Review Interior Designs of Instructional Spaces
 8. Review Interior Materials
 9. Site Permitting Update
 - Building Permit Waiver
 10. New or Old Business
 11. Committee Questions
 12. Next Meeting: February 5, 2019
 13. Adjourn

**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 15, 2019

| DATE | AGENDA |
|--|---|
| <i>Design Development Phase</i> | |
| 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 |
| | |

**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 15, 2019

| DATE | AGENDA |
|-------------------|---|
| January 15, 2019 | WORKING GROUP MEETING (WEDNESDAY) - 4:30 PM NORTHBRIDGE HIGH SCHOOL HEALTH CONFERENCE ROOM |
| | 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 | BUILDING COMMITTEE MEETING |
| | Review Updated Site and Floor Plans |
| | Review Interior Designs of Instructional Spaces |
| | Review Interior Materials |
| February 5, 2019 | WORKING GROUP MEETING (WEDNESDAY) - 4:30 PM NORTHBRIDGE HIGH SCHOOL HEALTH CONFERENCE ROOM |
| | Interior Design - Interior Colors and Finishes - Review All |
| | Site Plan Review |
| | Exterior Design Review - Comments incorporated |
| February 5, 2019 | BUILDING COMMITTEE MEETING |
| | Review Updated Site Plan and Floor Plans |
| | Review Updated Exterior Elevations |
| | Review LEED-S Scorecard, Energy Model and Daylighting Model |
| February 19, 2019 | BUILDING COMMITTEE MEETING |
| | 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 |
| February 23, 2019 | REGULATORY MEETING (WEDNESDAY) - 10:00 AM TOWN HALL CONFERENCE ROOM |
| | Fire / Building Inspector |
| | Police |
| | Planning & Zoning |
| | Health |
| March 5, 2019 | WORKING GROUP MEETING (WEDNESDAY) - 4:30 PM NORTHBRIDGE HIGH SCHOOL HEALTH CONFERENCE ROOM |
| | <i>Meeting if needed to review any outstanding items or review incorporation of feedback</i> |

**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 15, 2019

| DATE | AGENDA |
|----------------|--|
| March 5, 2019 | BUILDING COMMITTEE MEETING |
| | Review Final Site Plan, Floor Plan and Exterior Elevations |
| | Review Final MEP Systems |
| | 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 |

**CONFIRMATION OF AGENT'S AUTHORITY**

This Confirmation of Agent's Authority (this "Confirmation"), provided to and for the benefit of Green Business Certification Inc. (GBCI), will be effective upon GBCI's receipt of an executed copy of the same via upload to the Project Details page within the Application. This Confirmation shall be made part of, and subject to, the executed GBCI Project Certification Agreement by and between Owner and GBCI regarding the Project. All capitalized terms used in this Confirmation and not defined herein shall have the respective meanings ascribed in the Certification Agreement. Any attempt to modify the terms of this form may render it invalid in GBCI's sole discretion.

1. SCOPE OF AUTHORITY. Owner hereby confirms that Agent has been granted authority to accept the Certification Agreement (as amended, supplemented, waived or otherwise modified from time to time by GBCI) in relation to the Project on behalf of Owner with Owner's full knowledge. If Agent has already accepted the Certification Agreement, Owner expressly ratifies such actions as having been performed on Owner's behalf. Owner understands that by providing this Confirmation, Owner shall be bound by the actions of Agent with respect to accepting the Certification Agreement as if the same were taken directly by Owner. If Owner was previously undisclosed (meaning, Agent identified itself as the Owner upon registration), Owner directs GBCI to amend the Application to properly identify Owner.

2. PROJECT. This Confirmation applies to the Project identified below:

| | |
|--|--------------------|
| (Project Name) New W. Edward Balmer Elementary School | (ID Number) |
|--|--------------------|

3. PROGRAM LEED

4. OWNER. The Owner, as defined in the Certification Agreement, is identified below:

| | | | |
|------------------------|----------------|---|--------------------------|
| Town of Northbridge | | Alicia Cannon, Board of Selectmen | |
| (Name of Owner) | | (Name of Owner's Representative – If Owner is an Organization) | |
| 7 Main Street | | | |
| (Address) | | | |
| Whitinsville | Massachusetts | 01588 | cannonhome0927@gmail.com |
| (City) | (State) | (Zip Code) | (Email) |

5. AGENT. The Agent, as defined in the Certification Agreement, is identified below:

| | | | |
|--|----------------|---|------------------------|
| The Green Engineer | | Erik Ruoff | |
| (Name of Agent – Must be an Organization) | | (Name of Agent's Representative) | |
| 23 Bradford Street | | | |
| (Address) | | | |
| Concord | Massachusetts | 01742 | erik@greenengineer.com |
| (City) | (State) | (Zip Code) | (Email) |

6. REVOCATION OF AUTHORITY. GBCI's acceptance of this Form replaces and terminates any previously submitted confirmation of agent's authority, provided, however, that any such termination of authority shall only apply to the actions of the initially recognized Agent taken following GBCI's acceptance of the subsequent confirmation of agent's authority. To terminate the agency of all agents, Owner must provide written notice of termination of authority to GBCI by both certified mail with return receipt requested to: Attn General Counsel, GBCI, 2101 L Street, NW, Suite 500, Washington, DC 20037 **AND** by email to: legal@gbc.org.

IN WITNESS WHEREOF, each of the parties hereto have executed this Confirmation by their duly authorized representatives. Owner represents and warrants that Owner has reviewed the Certification Agreement, that the execution of this Confirmation is within Owner's respective organizational powers, that such execution and performance has been duly authorized by all necessary action, corporate or otherwise, does not require any consent of or filing with any third person or governmental body or agency, and does not violate: i) any law, judgment, or order; ii) Owner's organizational documents; or iii) any agreement with any third party. This Confirmation is not valid unless accepted by GBCI, in GBCI sole discretion.

OWNER:

(Signature for Owner)
Alicia Cannon, Board of Selectmen

(Name/Title)

(Date)

AGENT:

(Signature for Agent)

(Name/Title)

(Date)

This Confirmation must be submitted to GBCI within the Application. To access the page, log into the Application for the Project. For assistance completing or submitting this Confirmation, please contact GBCI via the technical customer service contact form available at www.gbc.org/contactus.



MEETING MINUTES – EG 1

DATE OF MEETING: January 14, 2019

PROJECT: W. EDWARD BALMER ES FEASIBILITY STUDY

PROJECT NO.: 17-0759

SUBJECT: Conference call for gas service application process with Eversource

ATTENDING:

| | |
|--|---|
| Margie McDonald, Strategic Account Executive, Eversource Gas | Sandra Brock – Nitsch Engineering (Civil) |
| Tom Hengelsberg – PM, D&W | Jarrett Zube – Nitsch Engineering (Civil) |
| Joel Seeley – SMMA (OPM) | Peter Radzim – VAV Int'l – (Plumbing) |
| Jim Mauer – Fontaine Bros Inc (CM) | Matt DiSalvo – GGD Engineering (HVAC) |

Thanks again to everyone for assembling on short notice.

Points discussed:

1. The school project is a significant increase in service demand that will require a “system improvement” in order to meet the needs of the new building.
2. Northbridge is an area that does not have robust infrastructure at this time – mainly, smaller sized lines is the issue.
3. The “Will Serve” letter is a snapshot in time, and at this time, it appears the improvements are required.
4. It may be that by the time the school project is ready to complete its application, another nearby project will have already caused the improvements to be made, or will somehow change the landscape, so...
5. ...the project will complete its application for service in the year that gas is required.
6. The project is scheduled to be completed Summer 2021, and will need temp gas service for construction heating needs in Fall 2020, and permanent connections in early 2021 for mechanical equipment connection, start-up, and commissioning.
7. Therefore, the Project Manager and the Owner will meet with Eversource in early January 2020 to complete the application.
8. D&W will set a reminder to get back in touch in early December 2019 to establish any requirements for that January '20 meeting, submit any documentation, get a jump on the actual application paperwork, etc.
9. The engineering for any improvements cannot be done until after the application is processed.

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

10. We discussed that the existing school will still be connected during the construction of the new school, but the combined load will not be nearly as much as the full load of the new building. *[Eversource may want to run quick numbers to test this assumption, for the time period of Winter 2020-21.]*
11. Margie mentioned that another nearby project, the Sutton Industrial Park, is happening in 2019 and may in fact cause some of the required improvements to be made this year.
12. Margie stated that the onus is on Eversource to get the gas service to the customer within the calendar year of the application.
13. There may be a monetary obligation on the part of the customer due to the cost of the infrastructure improvements. Eversource cannot determine that cost, if any, until after the application and engineering are done, in the year of the application (2020). The application processing takes 4-6 weeks.

[Margie clarified after the meeting via email: "It is not only a system improvement that would cause a Customer contribution to the project. The onsite gas service installation alone (+1000') could trigger a cost. All construction costs are weighed against potential revenues from the project when determining final Customer charge."]

14. Any funds needed for cost of improvements are due before the improvements are begun.
15. Peter asked about pressure – Margie stated the utility is running 40-60 lbs *[PSI?]* in that area.
16. Where the gas service should come from was discussed. It was agreed the best place to bring service to the new school will be from Crescent Street. Margie looked at the infrastructure map and supposed that the line improvements might possibly come down Swift Road. She mentioned there is 2" line in most places around the site, and 4" line near #45 Swift Road.
17. Project team will send a PDF of the current site utility plan to Margie for her use, copy Joel Seeley. ***[We will send an updated site plan at the time of the DD Pricing Set submission from consultants, about 2/11/19 – we want to capture any tweaks to the utility layout before submitting to Eversource.]***

The above is intended to be an accurate summation of this meeting. Please contact me with any additions, deletions, and/or corrections, for incorporation into these minutes. After 10 days, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.

Sincerely,

DORE & WHITTIER ARCHITECTS, INC.
 Architects ▪ Project Managers

Tom Hengelsberg, AIA
 Project Manager

c: Attendees
 File



157 Cordaville Road, Southborough, MA 01772

January 9, 2019

Peter Radzim
VAV International, Inc
400 W Cummings Park, Suite 4700
Woburn, MA 01801

Re: Balmer Elementary School
27 Crescent St
Whitinsville, MA

Dear Mr Radzim,

This letter is in response to the request to confirm gas availability at 27 Crescent St in Whitinsville.

Eversource will need to improve a section of our system to ensure there is adequate supply of natural gas to serve the projected gas requirements of 18,517 CFH. It is unknown what/if there will be a cost to the Customer for the new gas service and system improvement. This will be reviewed at the time of application; which occurs closer to the actual construction date.

If the load projections change please contact us with the revised loads and the project will be re-evaluated with the new load requirements.

Sincerely,

Marjorie McDonald
Strategic Account Executive
Eversource
157 Cordaville Road
Southborough, MA. 01772

Office: (508) 305-6988
E-mail: Marjorie.McDonald@eversource.com

VAV International, Inc.

Consulting Mechanical Engineers

400 W. Cummings Park, Suite-4700 Woburn, Massachusetts 01801

tel. (781) 935-7228 www.vavint.com

To: Eversource **Date:** 12/21/18
From: Peter G. Radzim, PE **Pages:** One
Re: Balmer Elementary School - 21 Crescent Street - Whitinsville, MA

We, being the Plumbing engineer of record for the referenced project, hereby request a gas service on behalf of the Architect and the Owner.

A. General:

Project will have one gas meter serving the following:

Heating Load: 16,700 mbh

Domestic Hot Water:

Gas-fired hot water heater (2 x 500 mbh): 1,000 mbh

Commercial Kitchen: 817 mbh

Estimated Total Connected Load: 18,517 mbh

B. Minimum Gas Pressure requirement leaving the gas meter is 7.0" w.c.

Please provide written confirmation that there is adequate gas capacity and pressure at this location.

Please call this office if you have any questions.

245 South Main St
Hopedale MA 01747

December 24, 2018

Richard Maglione, Facilities Director
Northbridge Public Schools
87 Linwood Ave
Whitinsville MA 01588

Re: Outage 12/21 at Balmer School, 21 Crescent St, Northbridge

Dear Mr. Maglione

I write to follow up our discussions over these last few days. At approximately 4:00 pm on Friday December 21st, during a rain and wind storm, we were notified of an outage at the Balmer School. Upon arrival, we found that significant tree damage on the property had damaged our overhead (13,800V) wire between P8 and P9 Sullivan Road. We also observed that the 40' riser pole (the pole that transitions from overhead to underground) was broken at about 15' above the ground, with the top half of the pole on the ground. We also observed damage to the primary 'riser' cable. It was unclear at that time if the transformer was damaged, but it was clear that the riser cable needed repair or replacement.

Records indicate that the company-owned transformer was set on a customer-owned pad on or about January 1967. At that time, primary cable between the transformer pad and the riser pole was installed, owned and maintained by the customer. In 1992, this construction standard changed, such that the Company installs, owns and maintains primary wiring to the transformer, but given that this service was installed approximately twenty five years ahead of this change, the responsibility to own, maintain, and repair the customer-owned cable remains - as it was when the service was installed - with the customer.

Early in the outage, we discussed the possibility that if the customer-owned cable was damaged beyond repair that a new duct bank would be required. This was a potentially serious construction issue, as the customer-owned cable was found not in conduit, but 'direct-buried'. This would have meant a completely new customer-owned concrete-encased duct bank, 30" below grade, with (2) conduits from the riser pole to the transformer pad, a distance of approximately 200' down a very steep grade. Note here that National Grid does not install duct banks - we install wire in duct banks constructed by others, to our specifications, after the installation has been inspected and approved by our construction personnel.

I understand that rather than construct a new duct bank, you contracted separately to repair your cable. The splice was completed around noon yesterday, and the Wiring Inspector approved the installation. We tested the spliced cable and then energized the facility around 2:40 pm.

Hopefully, this repair holds as you move forward with the town's approved plan to replace the school in the coming years, but I note that if a subsequent failure occurs, it may require a new duct bank, constructed to current standards. I also note here that access to the riser pole through Sullivan Drive is very poor, and should be a consideration as you plan the new school. I hope this clarifies what we discussed.

I appreciate the professional manner in which you handled this situation, and I am available to answer additional questions. I am also available to discuss issues related to the new school, if needed.

Regards,

Bob

Robert Moran, Jr.

Community and Customer Manager

robert.moranjr@nationalgrid.com 508 482 1283 office / 508 922 7460 mobile

cc: Jeff McCusker, Ann Malley - National Grid

Jim Shuris, Northbridge DPW



**TOWN OF NORTHBRIDGE
OFFICE OF THE INSPECTOR OF BUILDINGS**

**14 Hill Street
Whitinsville, MA 01588
(508) 234-6577
Fax# (508) 234-0821**

MEMORANDUM

DATE: January 14, 2019
TO: Adam Gaudette, Town Manager
FROM: James Sheehan, Jr., Inspector of Buildings
RE: Permit Fees



It is the policy of this Department to waive permit fees for all town owned buildings. Therefore the permit fees will be waived for the proposed school project.

Please contact me if you have any questions regarding this memorandum.

SYSTEMS COMMISSIONED BY COMMISSIONING AGENT

| BUILDING ENVELOPE | % | PLUMBING SYSTEMS (CONT.) | % |
|--|----------|--|----------|
| Exterior walls | 100 | Backflow preventers | 100 |
| Exterior windows | 25 | Pressure booster systems | 100 |
| Exterior doors | 25 | Water heaters | 100 |
| Louvers and vents | 25 | Hot water storage | 100 |
| Grilles and sunscreens | 25 | Recirculation pumps | 25 |
| Infrared scan of envelope | 100 | Water closets and sinks | 100 |
| ROOFING | % | Laboratory waste and acid neutralization systems | 100 |
| Roof systems, including parapet | 100 | Safety shower/eyewash stations | 100 |
| Roof openings, including skylights, pipe chases, ducts, etc. | 100 | Mixing valves | 100 |
| Infrared scan of roof | 100 | Irrigation Systems | 100 |
| HVAC SYSTEMS | % | Grey water systems | 100 |
| Boilers | 100 | Rain water reclamation systems | 100 |
| Chillers | 100 | ELECTRICAL POWER SYSTEMS | % |
| Domestic hot water heating coils | 100 | Electrical service and switchgear | 100 |
| Piping | 25 | Transformers | 100 |
| Heat exchangers | 100 | Motor control centers | 100 |
| Pumps and drives | 50 | Electrical distribution systems | 25 |
| Air handler systems | 100 | Emergency and standby power systems including automatic transfer switching systems | 100 |
| Rooftop units | 100 | Lighting and lighting control systems | 25 |
| Heating and ventilating units | 100 | Low voltage systems | 25 |
| Induction units | 25 | Grounding and bonding systems | 25 |
| Displacement terminal units | 25 | Photovoltaic systems | 100 |
| Unit ventilators | 25 | Wind power systems | 100 |
| Cabinet unit heaters | 25 | Interfaces to automated temperature/building automation control systems | 100 |
| Fan coil units | 25 | VOICE, DATA, AND VIDEO SYSTEMS | % |
| Unit heaters | 25 | Cabling | 10 |
| Radiant panels | 25 | Switches | 10 |
| Finned tube radiation | 25 | Servers | 10 |
| Convectors | 25 | Routers | 10 |
| Chilled beams | 25 | Interfaces | 10 |
| Exhaust fans | 25 | Terminals | 10 |
| Combustion air units | 100 | Master clock system | 100 |
| Split system AC | 100 | Public address systems | 100 |
| Make-up air units | 100 | LIFE SAFETY SYSTEMS | % |
| Fume hoods | 100 | Security systems | 100 |
| Heat recovery systems | 100 | Fire alarm systems | 100 |
| Thermal solar systems | 100 | Fire suppression systems | 100 |
| Testing, adjusting and balancing spot check | 10 | Fire pump systems | 100 |
| Automated temperature controls and energy management systems | 100 | Egress lighting | 100 |
| PLUMBING SYSTEMS | % | Egress pressurization systems | 100 |
| Natural gas systems | 25 | BUILDING AUTOMATION AND CONTROLS | % |
| Compressed air systems | 25 | Interface of these systems with HVAC systems, fire alarm, and security systems | 100 |

USER GROUP MEETING MINUTES DD-1



DATE OF MEETING: December 12, 2018

PROJECT: W. EDWARD BALMER ES

PROJECT NO.: 17-0759

SUBJECT: USER GROUP MEETING – DD #1
High School Health Conference Rm.

ATTENDING: Tom Hengelsberg – DWA
Berglind Davis - DWA
Tim Mullin - DWA

Working Group:
~~Richard Maglione – Dir Facilities & Ops.~~
~~Greg Rosenthal – Dir of Pupil Personnel Svcs~~
Karlene Ross – Principal, Balmer ES
Jill Healy – Principal NES
Catherine Stickney – Superintendent (partial)
Melissa Walker – Business Mgr.(Kitchen only)
Other Attendees Below

| ITEM | MINUTES | ACTION/ WHO | STATUS/ DATE |
|-----------------|--|---|--------------|
| 10:00 AM | ART Staff: Kristin Irish, Christine Simoneau | | |
| 01-1 | Presented floor plans and 3-d images of the room | | Closed |
| 01-2 | <p>Discussion of technical requirements of the rooms: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>General Comments:</p> <ul style="list-style-type: none"> • Would like two-sided glass 3-D art display case in corridor wall, access from art CR's. • Maximize 2-d display tackable surfaces in "gallery" on level 2, lobby level 1, and cases outside of Stair 5 in front of Maker Space. (Subject to building code requirements) • Uses document camera • Make sure we have sound barrier between art and music • Glass/steel whiteboards • <p>Lower Art K-2 Comments:</p> <ul style="list-style-type: none"> • Need to do a typical elementary art casework assortment • Max out white boards on teaching wall • Drawers not as useful – include some but not a lot • 18x24 largest paper used; or 9x12 • Open shelving, fairly closely spaced, in cabinets with doors for construction paper, art paper, etc. Stored in casework • large gallons of paint in casework • Need large (tower) wire drying rack(s) on wheels for 200 kids – might live in the space next to column on outer wall | DWA to continue to refine this room fit-up. | Open |

ARCHITECTS
PROJECT MANAGERS

260 Merrimac Street Bldg 7
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978.499.2944 fax

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| | | | |
|----------|--|---|--------|
| | <ul style="list-style-type: none"> • Space on other side of that column might be useful for something – another upper cab or rack of some type? • Like rectangular 4-top tables, no seats on ends. (6) – 4-tops=24 seats • Wondered if wooden shelving would be better for heavily loaded shelves [probably not – will spec heavy-duty metal shelving] • Would like a carpet or padded sitting circles for meetings around smart board • Put wheels on student tables to allow easy movement. • Need to add teacher desk & file cab to plan • If transparent thru-view display cases, then need window shades on the inside in case of lockdown. <p>Upper Art grade 3-5 Comments:</p> <ul style="list-style-type: none"> • Many comments similar to lower art on general fit-out • Max out white boards on teaching wall • Clay: good with design of kiln in storage room, vented • Need clay storage bin on wheels, lives under counter or in shelving unit; and drying shelves, lots of them – look for shelving units on wheels with solid shelves (not metal which will rust) to get them to & from the kiln – maybe a clay supply house? • What type of clay & glaze used? One kiln for bisque and one for glaze firing? • No kiln in lower art at this time, but might make sense to 2x size the vent chase so one could be added later if needed • Cut down wall behind peninsula sink to half-wall – 42" AFF? • Do not need potter's wheels for this age group – replace with lower cabs & countertop • Paper cutter in NW corner on countertop • No rug – maybe padded sitting circles? • Put wheels on student tables to allow easy movement. • Need to add desk & file cab to plan • Ok with lighting as described – linear up/down, daylight harvesting interior/exterior zones, lights on teaching wall separate switched | | |
| 11:00 AM | MUSIC, DRAMA, STAGE FACILITIES Staff: Joel Warren, Wendy Rirodan | | |
| 01-3 | Present floor plans and 3-d images of the room | | Closed |
| 01-4 | <p>Discussion of technical requirements of the rooms: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>General Comments:</p> <ul style="list-style-type: none"> • The addition of 5th grade into the ES will alter the music delivery program somewhat and needs to be addressed by school administration. <ul style="list-style-type: none"> ○ Who gets instrumental instruction? Will there be small group lessons? ○ Will there be a 5th grade band? ○ Who is the teacher? Does MS teacher come to Balmer? • Concept for the two music rooms: upper is equipped as if for band, but will function as general music during the day. Lower is equipped as for chorus, but will function as general music during the day. The specific equipment need not live in the room all the time. <p>Lower Music Comments:</p> | DWA to continue to refine this room fit-up. | Open |

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| | <ul style="list-style-type: none"> • Practice room: glass door and sidelight for visibility • Do lot of movement. Like the risers • Reduce by half amount of open shelving, and place against wall, not sticking out into room. Surplus shelves to Ensemble Room? • Risers may live in Chair Storage on level 1 next to stage • Look at chairs with a flip-up writing surface? No tables desired. • Add electronic keyboard to plan • Add teacher desk & file cab to plan • Need 4-drawer file cab • Like open shelving at window wall • Need several power outlets around the room – “more than normal”. • Casework – need a set of “mail pigeonholes” for classroom use (24 slots) • Pad out teaching wall (corridor wall) flush and utilize space for deeper 3-d art display case on gallery side • Want musical notation (staff) white board next to projection wall <p>Upper Music Comments:</p> <ul style="list-style-type: none"> • Band only offered for 5th grade • Subject to instrumental music conversation, reduce by half amount of open shelving, and place against wall, not sticking out into room. Surplus shelves to Ensemble Room? • Will need band chairs and music stands on carts – Wenger – need numbers from Admin/5th grade teacher band discussion • This room needs nesting rectangular tilt-top tables on wheels – 4-tops. And independent chairs. • Need 4-drawer file cab • Would like a rug at smart board – uses it a LOT • Younger kids use clipboards for writing • Few drawers needed in casework – more shelving in cabs better • Will there be a good sound system? Yes – integral to ceiling, and separate system [smartphone-driven most likely] • Want musical notation (staff) white board next to projection wall • Add digital piano to plan • LOTS of outlets for electronic keyboards <p>Ensemble Room Comments:</p> <ul style="list-style-type: none"> • single-bowl sink OK • place to store stands and band chairs if not in use <p>Platform (Stage) Comments:</p> <ul style="list-style-type: none"> • OK with general design as-is – excited! • Balmer has a set of risers they may move over to the new school • No operable stage battens for scenery – dead-hung only - OK • Will probably need two projection screens – one facing café and one for gym. [add to budget] • Decent sound system planned – not pro level but good • Basic lighting and controls should be easy to operate – training needed • Lighting controls at stage right, with drapery controls – no projection booth • No provision for follow-spot at this time – DWA will look into code implications of operable window to allow spot from second level gallery. Theatrical spot is expensive. | | |
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| | <ul style="list-style-type: none"> Need augmented power outlets around cafeteria for science-fair type activities. | | |
| 12:30 PM | GYM/ P.E. FACILITIES Staff: Kristine MacNeil, Jess LaChapelle | | |
| 01-5 | Presented floor plans and 3-d images of the room | | Closed |
| 01-6 | <p>Discussion of technical requirements of the spaces: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>Gymnasium Comments:</p> <ul style="list-style-type: none"> Teachers are not excited about divider curtain – acoustic concerns with two classes going at once. Would prefer a hard movable partition wall. TH advised these are very expensive, but will look into pricing. [another less expensive idea: a heavier curtain, solid all the way up, rather than mesh with a solid fabric bottom as currently spec'd] Can weight be added to the hem of the divider curtain so balls to not go under it during play? How is it connected to stage partition? Basketball goals to be adjustable from 8' to 10' to serve all grades. Provide (1) climbing rope on each half of the gym, w/ mats Provide one cargo net for climbing on one side – south half? Folding fall mats are desired (new, or re-use existing?) Provide padding on end walls – as much as budget will allow Discussed entry/exit of classes when the curtain is down – the south half of the gym (probably the grade 3-5 groups) would enter through the cafeteria. Teachers OK with floor stanchions for volleyball nets (game net at center court; 2 practice nets cross-court), but only need game lines for center court. The cross-courts can use basketball lines, subject to location. All wall electrical devices and lights will have cages, standard <p>PE Office Comments:</p> <ul style="list-style-type: none"> Layout fine as-is; sharing OK Add white board on south wall <p>Gym Storage Comments:</p> <ul style="list-style-type: none"> Max out storage room with tall shelving. Discussed possible ladder system to get to higher shelving safely. Rolling industrial stair ladder like Home Depot? Noted from Playground meeting – need to find a place for playground equipment storage in the building but near rear gym door. Maybe create a storage closet in that vestibule? | DWA to continue to refine this room fit-up. | Open |
| 2:00 PM | KITCHEN FACILITIES Consultant: John Sousa – Crabtree McGrath Associates Staff: Aramark: Mary Farese Brown, On-Site Manager Jay Gustaitis, District Manager NPS: Kitchen Manager | | |
| 01-7 | Present floor plans and Equipment Plans the room | | Closed |
| 01-8 | <p>Discussion of technical requirements of the spaces:</p> <p>General Comments:</p> <ul style="list-style-type: none"> 175 kids per Lunch period How many lunch periods: 6 grades of kids 150-175 per grade Lunch period is 30 min. 11:50-1:30 | DWA to continue to refine this space fit-up. | Open |

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|--|---|--|--|
| | <ul style="list-style-type: none"> • 1 group of PreK, (20) are full day, and eat with Kindergartners • Lot of kids that bring their own lunch and only purchase milk <p>Servery/ Pay Stations Comments:</p> <ul style="list-style-type: none"> • Will need four (4), not two registers for quantity of students being served • Queue lines OK curling around. [provide stanchions to control where the line forms? Show dashed in FF&E plan.] • Discussed pay cards versus codes – decided to stick with codes • Provide table for condiments – cashiers hand out to students to reduce waste/overuse. [One table shared between 2 pay stations, 2 total?] <p>Serving Lines Comments:</p> <ul style="list-style-type: none"> • Crabtree to refine equipment layout – not enough room on ends currently. DWA to refine wall layout to match • Open grille rolling gates for large openings preferred • Breakfast will be served grab & go on carts: one at Main and one at PK-K entries. Crabtree to propose equipment – rolling on wheels, about 60" L x 36" W. May need power for hot & cold- TBD. Carts live in Chair Storage and PK ELA (or Electrical Room?) when not in use. Cash-out via tablet mounted on cart. Aramark will give Crabtree typical menu. • Discussed tray location. Kitchen Manager would prefer to keep trays behind the line and hand them out to students. She is concerned about contamination, knocking over piles onto floor, etc. Agreed –Crabtree to incorporate storage into serving line. <p>Prep Areas Comments:</p> <ul style="list-style-type: none"> • No adverse comments on layout <p>Equipment Comments:</p> <ul style="list-style-type: none"> • No adverse comments on equipment proposed <p>Dry Storage Comments:</p> <ul style="list-style-type: none"> • No adverse comments on layout or location • Provide can racks in small-wares to allow automatic stock rotation <p>Cold Storage Comments:</p> <ul style="list-style-type: none"> • No adverse comments on layout or location • Agree that freezer needs to be larger than cooler. <p>Shelving/ Mobile Unit Comments:</p> <ul style="list-style-type: none"> • No adverse comments on equipment proposed <p>Lighting Comments:</p> <ul style="list-style-type: none"> • Not discussed specifically; provide typical kitchen-compatible lighting • No feature lighting needed at servery – this is not a scramble area <p>Office Comments:</p> <ul style="list-style-type: none"> • No adverse comments on layout or location • Access for staff – back door by electronic fob, office by key <p>General Comments:</p> <ul style="list-style-type: none"> • Recycling: Karlene made a request for better recycling of disposable ware in new facility (her students have been requesting!), making the point that this will be a LEED building. Washable ware was discussed, but John made the point that it's not as "green" as it seems, and is more costly in the long run. TH noted that LEED requires a recycling plan, and will research available recycling options in the waste district, container options, waste streams and rules, and propose with Crabtree the proper containers. Waste/recycling stations are planned at the ends of Café 1 – design TBD. • Composting: food waste composting was discussed. Aramark and NPD not aware of local composting operations that pick up food waste. Would need to be daily pickup given the potential volume – on-site | | |
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| | <p>composting not practical. Storage place would be needed, outside in loading dock area. DWA to inquire with waste hauler on availability, cost, rules, containers, etc.</p> <ul style="list-style-type: none"> • Liquid Waste: John pointed out that there needs to be a dump station (sink) for liquid waste, best to locate with waste stations. Alternate would be a receptacle with liquid container in the bottom – this is a typical retrofit if no plumbing provided. DWA to coordinate with VAV. • Crabtree to coordinate kitchen equipment layout with structure – currently some conflicts. Coordinate with Tim. • Food Pantry: currently Balmer has a robust food pantry serving the community. Discussed locations where this could go in the new building. Not ideal, but best location would be to have a dedicated storage cage in Store Room #1152, and a rolling cart to serve during school hours that would park in Corridor #1153 vestibule. User would be accompanied by staff through the Café, and hours might be set up to avoid lunch service period. Karlene and school nurse to coordinate operations. | | |
| 3:00 PM | NURSE FACILITIES Staff: Sheryl Bliss, Joan Thorne absent | | |
| 01-9 | Presented floor plans and 3-d images of the room | | Closed |
| 01-10 | <p>Discussion of technical requirements of the spaces: day to day use, security and privacy issues, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating. Joan presented Sheryl's written comments as well as her own.</p> <p>Open office & sick bay comments:</p> <ul style="list-style-type: none"> • Sheryl would prefer two exits from the suite. May be difficult given plan restrictions. DWA to evaluate communicating entry to Admin suite. • Two desk layout proposed by TH on PDF good – half-wall creates waiting area next to door. Incorporate into Revit model. Need two separate phone stations. Joan prefers a standing desk. • Nurse's office hosts indoor recess for disabled students (i.e. broken leg, etc.) Need a small table & two chairs for buddy/ games. • Need a dedicated fax machine • File cabinets – 2 drawers needed per grade on average: 7 grades= 14 drawers • Need a secure, aesthetic storage solution for EPI pens with photo of child for ID- currently using a shoe rack hanging on a door. Needs to be accessible but secure – add to south wall behind Desk #1? [Nurse carries keys, put rubber ID tag on the cabinet key?] Provide base cab with sink for handwashing and OH cabs? • DWA needs to review program and possible re-lay-out resting bays – (4) on north wall rather than (3) – adjust curtain track layout as well. <p>Exam Room #1119 Comments:</p> <ul style="list-style-type: none"> • does not need exam table – resting couch fine • discussed moving the sink closer to the door to allow easier handwashing • all locking casework, keyed alike per suite <p>Exam Room #1125 Comments:</p> <ul style="list-style-type: none"> • move resting couch to open area and redistribute • this will be Dentist room – leave center open for portable dentist chair. • add tall storage cab for total of (2) in this room – opposite door? | DWA to continue to refine this room fit-up. | Open |

| | | | |
|----------------|--|---|--------|
| | <ul style="list-style-type: none"> all locking casework, keyed alike per suite need locking u-cab fridge for meds need microwave need freezer <p>Toilet Rm Comments:</p> <ul style="list-style-type: none"> would be nice to re-capture void to south of TR back into plan – need a place for spare clothing storage closet | | |
| 4:00 PM | ADMINISTRATIVE FACILITIES | | |
| Staff: | | | |
| 01-9 | Presented floor plans and 3-d images of the rooms | | Closed |
| 01-10 | <p>Discussion of technical requirements of the spaces: day to day use and functions, security and privacy issues, cabinetry & casework, conference rooms, shelving, storage, lighting, communications systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>Front Office Comments:</p> <ul style="list-style-type: none"> no adverse comments on desk plan design need 4-6 file cabinets underneath, pigeonhole slots (need number??) provide (2) tall task chairs provide lockable latch on half-gate to prevent easy access to office area waiting area good – provide space for a commemorative bench [also look at making a display case in the padded-out brace frame wall] max out file cabinet space – 2-drawer laterals good as shown add half-wall along brace frame to separate Principal's Secretary area add a small cash safe under main counter [could this just be a fixed locked metal box? Less expensive] Technology: main desk needs 2 computer station capability – provide 2 data drops. Security camera monitors needed at main office workstation near window (1) with door controls, in assist principal's office #1109 (1), nurse (1), principals' offices (2). <p>Staff Offices Comments:</p> <ul style="list-style-type: none"> There are only two office admin FTE staff, plus volunteers - Principal's Secretary space may not be staffed immediately. DWA will move forward outfitting this space as an office, but may tweak to allow more storage than shown currently. No adverse comments on other office layouts Psychologist should have soft seating – couch and chair, coffee table, in addition to furn. Shown Add smart board setup to Academic Coach's Office for staff meetings – north wall; adjust office furniture arrangement <p>Remote Principal's Offices Comments:</p> <ul style="list-style-type: none"> Add soft furniture – 2 soft chairs – to each office. <p>Conference Comments:</p> <ul style="list-style-type: none"> Add smart board setup to both if possible - #1104 may be too short; white boards at minimum...TBD <p>Mail Room/ Hoteling Area Comments:</p> <ul style="list-style-type: none"> Mail Slots – open pigeonholes for staff (need number); locked slots for Principals away from staff area. Good strategy as proposed to have slots on west side of island Max storage in base cabs – open shelving behind doors on east side; open shelving under mail slots on west side for packages (boxes) | DWA to continue to refine this room fit-up. | Open |

| | | | |
|--|---|--|--|
| | <ul style="list-style-type: none"> • Max counter space on copy/work side • If dead space near hoteling not taken back to Nurse, this could become a storage/coat closet • Need speaker system that can be heard in the corridors when the doors are closed • Clothes storage – coats, changes of clothes for kids. Location? <p>Psychologist Office:</p> <ul style="list-style-type: none"> • Sofa, comfortable chair and a coffee table. She sits next to the child • Water elements <p>Administrators' Offices:</p> <ul style="list-style-type: none"> • Tranquil • Soft seating, and should not give people anxiety when they come for a visit | | |
|--|---|--|--|

The above is intended to be an accurate summation of this meeting. Please contact me with any additions, deletions, and/or corrections, for incorporation into these minutes. After 10 days, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.

Sincerely,

DORE & WHITTIER ARCHITECTS, INC.
 Architects ■ Project Managers

Tom Hengelsberg, AIA
 Project Manager

c: Attendees
 File

USER GROUP MEETING MINUTES DD-2



DORE & WHITTIER
ARCHITECTS, INC.

DATE OF MEETING: December 19, 2018

PROJECT: W. EDWARD BALMER ES

PROJECT NO.: 17-0759

SUBJECT: USER GROUP MEETING – DD #2
NES #304

ATTENDING: Tom Hengelsberg – DWA
Berglind Davis - DWA
Tim Mullin - DWA

Working Group:
Richard Maglione – Dir Facilities & Ops.
Greg Rosenthal - Dir of Pupil Personnel Svcs
Karlene Ross – Principal, Balmer ES
Jill Healy – Principal NES
Catherine Stickney – Superintendent (partial)
Melissa Walker – Business Mgr.
Other Attendees Below

| ITEM | MINUTES | ACTION/ WHO | STATUS/ DATE |
|-----------------|---|---|--------------|
| 10:30 AM | OT/ PT SPACES Staff: Dale O'Neil, Dana Rogiers | | |
| 01-1 | Presented floor plans and 3-d images of the room | | Closed |
| 01-2 | <p>Discussion of technical requirements of the rooms: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, special equipment and how it gets used, padding, and general discussion of furniture types and seating.</p> <p>General Comments:</p> <ul style="list-style-type: none"> The work we do depends on the students we have 2nd - 3rd grade and above typically go to OT/PT on their own. Younger grades are typically retrieved by staff. Adaptive PE happens in the Gym. Try to keep inclusion, sometimes depending on the students they would not. Provide door between OT and PT Rooms. Pocket doors are most desired, or barn style door. A single 4' wide pocket door will work. There will be three OT/PT staff. Assistant will be in remote (SGR's) during most of the day. Colors in the space need to be somewhat muted so as not to over-stimulate kids. Wall pads are not needed in PT space, they'll just go to the gym Wall Pads are desired in De-escalation Rooms. <p>Equipment Comments:</p> <ul style="list-style-type: none"> Mirror wall is desired by staff but should be provided with a cover as these kids tend to like to look at themselves (distraction). Move swing beam over to east side in front of window – provide two swings, with padding underneath Both need closed storage Both OT and PT need teacher desks, coat hooks or teacher storage A sink in the PT Room is desired. | DWA to continue to refine this room fit-up. | Open |

ARCHITECTS
PROJECT MANAGERS

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| | | | |
|----------|--|---|--------|
| | <ul style="list-style-type: none"> Adjustable height tables desired. Needs to be quick conversion. Two OT/PT swings are desired in PT space. Locate closer to exterior wall. Provide one extra hook on beam for additional suspended item(s). Both need mats, swings, small length of ballet bar, mirror (for kids that cannot hop) OT needs easily adjustable–height tables, stackable chairs. Two small, two larger Puzzles, games, 18" cabinets w. adjustable shelves. Add a slot for a coat and a pocket book. Practice putting the coat on & taking it off. Two small chairs, and two big chairs desired (for students). 12" deep shelving for storage of small toys, etc. Four drawer file cabinets desired in lieu of two drawer cabinets. Locate waste and recycling containers Show different type of PT flooring at next meeting. Variety of thicknesses Scooter boards – path in corridor outside suite? Black out and light filtering shades Need to do a typical elementary art casework assortment Need space for two 8' balance beams (already owned). Will store up against wall. 3 tier open shelving beneath windows (can have sliders, but not required). [Submitted post-meeting: We have standers, gait trainers, cube chairs, hi/lo chairs and other items that are larger and would need to be stored in a separate area – may need to create a storage room off PT] <p>Technology Comments:</p> <ul style="list-style-type: none"> Both need data available in space. Provide White board with smart projector in OT Room. (General) Each student, and staff will have a Chrome Book. Pre-K students will use iPads. | | |
| 12:30 AM | LIBRARY/ MEDIA CENTER AND MAKER SPACE Staff: Jean Schultz (PK-2), Michelle Muscatell (library), Lori Hippert (computer) | | |
| 01-3 | Present floor plans and 3-d images of the room | | Closed |
| 01-4 | <p>Discussion of technical requirements of the rooms: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>General Comments:</p> <ul style="list-style-type: none"> There will be two librarians, with two circulation desks – one for upper E and one for early readers. Upper E can be more substantial, early readers can be smaller. Need a separate area/identity for 3rd, 4th, and 5th grade books (separate from PK-2 books. Media Center needs to be set up for both lower grades (PK-1), and upper grades (2-5) with regards to seating, table heights, etc. All books need to be available to everyone Teaching spaces need to be separated Move printer/copier to the office space Need about 2 drawers of files per librarian Personal storage and coats | DWA to continue to refine this room fit-up. | Open |

| | | | |
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| | <ul style="list-style-type: none"> Some acoustical separation from teaching walls for kids coming to check out books - noise <p>Library Classroom Comments:</p> <ul style="list-style-type: none"> OK with general design as-is, but the room will need two of these areas Technology teaching for both little kids and older. Convert north soft seating to PreK-K tables and chairs OK to delete folding glass partition to PK ELA – not essential <p>AV Lab Comments:</p> <ul style="list-style-type: none"> Additional entry to Audio Room from Library Borrowed Lite from Audio Room viewing Green Room Video Room to have green painted wall with ceiling track for cover curtain Borrowed lites or solid walls for Green Screen room (?) Maybe clerestory BLs best to eliminate distraction but keep connection? <p>SGR Comments:</p> <ul style="list-style-type: none"> OK with room design; location TBD based on other plan redesign <p>Technology Comments:</p> <ul style="list-style-type: none"> Need two teaching walls that are not too close together Two carts for chrome books Copy machine in the storage room? <p>Periodicals Comments:</p> <ul style="list-style-type: none"> Periodicals are on the decline – only get 10 titles now reduce shelving to two towers; add more bookshelves <p>Storage/ Staff Lending Comments:</p> <ul style="list-style-type: none"> Sink desired in library workroom This room should stay adjacent to upper E lending desk <p>MAKER SPACE:</p> <p>General Comments:</p> <ul style="list-style-type: none"> Lots and lots of power outlets – overhead reels good Epoxy flooring – must be slip resistant with sawdust <p>Layout/ Furniture Comments:</p> <ul style="list-style-type: none"> (6) tables w. 4 chairs each Flip top tables, possibly taller for kids using tools and tall stools (wood tops?) Can we find height adjustable flip-top work tables? Need workbench with clamps, where they can saw and hammer (wood, plastic, felt) Two stationary tables and four flip-top tables Wire shelving on wheels good – need bins for robotics <p>Casework Comments:</p> <ul style="list-style-type: none"> Large cabinets to have whiteboard fronts. (millwork) Deep cabinets needed for tools Add upper cabs to west wall over lowers <p>Equipment Comments:</p> <ul style="list-style-type: none"> Keep the space for plotter open – most likely will need for some kind of larger equipment. Add tack boards to chase walls, west wall Loose whiteboards on wheels good – provide (4) <p>Technology Comments:</p> <ul style="list-style-type: none"> Need Printer/Copier Need 3D Printer(s) – at least two desired – these are slow Chrome book garage underneath under the 3D printer | | |
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| | <ul style="list-style-type: none"> CNC machine (laser cut) instead of plotter? Look at cost. | | |
| 2:50 PM | GRADE 3-4-5 CLASSROOM SPACES Staff: | | |
| 01-5 | Presented floor plans and 3-d images of the room | | Closed |
| 01-6 | <p>Discussion of technical requirements of the spaces: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>General Comments:</p> <ul style="list-style-type: none"> All teachers are in teams of two, communicating doors will have high use. <p>Layout/ Furniture Comments:</p> <ul style="list-style-type: none"> Math teachers prefer rectangular tables with larger flat surface. Deferred to FFE meeting. Whiteboard surface on tables is desirable. Mail centers, counter space for pencil sharpener, sign-out sheet, <p>Room Equipment Comments:</p> <ul style="list-style-type: none"> Lighting, would like the most flexibility with dimming, etc. <p>Casework Comments:</p> <ul style="list-style-type: none"> Add one tall storage cabinet. Open upper shelves, some more drawers below Add more storage. Convert low shelving on corridor wall to a full height cabinet with tackable door fronts May have to add doors or bi-part sliders to low bookshelves on window wall to provide secure storage. Enclose two of the seven units shown. Storage for pencils, erasers, etc. needs to be nearby teacher's desk. Each classroom will need a mail distribution center for student work – near corner end of casework next to room door. Counter space is not as critical in upper grade classrooms. Added tall storage cabinets will reduce counter space. <p>Loose Equipment Comments:</p> <ul style="list-style-type: none"> Area rugs or disks cushions. Big rug for 3,4, and 5th and have round stackable cushions for side space. 50% of rooms to get carpets, 50% to get seat disks. <p>Technology Comments:</p> <ul style="list-style-type: none"> Chromebook garage in tall storage good. Tech podium good. Teaching wall location good. Locate phones away from, or around corner from entry door. | DWA to continue to refine this room fit-up. | Open |
| 3:30 PM | GRADE 1-2 CLASSROOM SPACES Staff: Jill Redding, Lisa Bristol | | |
| 01-7 | Present floor plans and Equipment Plans the room | | Closed |
| 01-8 | <p>Discussion of technical requirements of the spaces: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>General Comments:</p> <ul style="list-style-type: none"> Need more storage! Concerns by many teachers that storage will not be ample. <p>Layout/ Furniture Comments:</p> | DWA to continue to refine this space fit-up. | Open |

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| | <ul style="list-style-type: none"> 50/50 mix on desks vs. tables. Some desire desks with student storage bin or compartment beneath. Small group tables are desired by many teachers. <p>Room Equipment Comments:</p> <ul style="list-style-type: none"> Want tack strips on WBs Want magnetic whiteboards Want 12"± high strip of tackable surface above WBs if it can be found (for Alphabet strings, etc.) <p>Casework Comments:</p> <ul style="list-style-type: none"> Cubby size matters! Teachers and Principal desire doors on cubbies for this grade (lockers). Add more storage. Convert low shelving on corridor wall to a full height cabinet with tackable door fronts Would also like to reduce base wall cabinets to allow for an additional tall storage cabinet. Would like to make two of the bookshelves at exterior wall enclosed. Want plenty of outlets at countertops <p>Loose Equipment Comments:</p> <ul style="list-style-type: none"> Need a weasel (wheeled easel) <p>Technology Comments:</p> <ul style="list-style-type: none"> Chromebook garage in tall storage good. Tech podium good. Teaching wall location good. Locate phones away from, or around corner from entry door. | | |
| 4:10 PM | GRADES PRE-K – K SPACES Staff: Talia Berkowitz, Dawn Mignault | | |
| 01-9 | Presented floor plans and 3-d images of the room | | Closed |
| 01-10 | <p>Discussion of technical requirements of the spaces: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>General Comments:</p> <ul style="list-style-type: none"> Storage is a huge issue! Double communicating doors are desired by some teachers Color scheme – keep it calm, many kids are sensory sensitive. Warm tones. Number tiles on the floors Floors are desired to be all one color so kids don't play hopscotch with varying colors. If we can put number in flooring tiles 1-25, all same flooring color <p>Layout/ Furniture Comments:</p> <ul style="list-style-type: none"> Try to create different defined zones within the classroom using furniture. Student Tables: don't like the 4-tops, like larger 6-top tables Kidney table - yes Art area: long table(s) to accommodate long pieces of paper Need different types of seating. Wobble stools OK for some, chairs for others Need calm down space- discussed locating rug by the tall window, box in area with furniture? DW to propose layout. | DWA to continue to refine this room fit-up. | Open |

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| | <p>Room Equipment Comments:</p> <ul style="list-style-type: none"> • Provide shelf in toilet room for storage of spare clothes. • Provide shelving in TR for changing supplies, near to, but not directly over changing table – watch headroom. • Revise locations of tack boards as related to other changes • Paper towels accessible to the middle of the room (on corner of casework wall?) <p>Loose Equipment Comments:</p> <ul style="list-style-type: none"> • NES to provide info on # tubs and sizes • Sand/ water table: Each classroom needs one of each kind, 2 total • Dramatic play kitchen • Block area gets a rug, shelving storage for the blocks • Lego wall • Reading nook, shelving for books accessible • Easel for Art area • Drying racks for artwork. • Kids take naps on yoga mats. Storage? <p>Storage/Casework Comments:</p> <ul style="list-style-type: none"> • Instead of cubbies, provide open hooks for coat, backpack, and a shelf or rubber mat for boots, with teacher storage above. DW to determine average dimensions of the backpacks. • Add shelving for storage (extra clothes) in pre-K and K toilets, paper towels in the toilet rooms • Open shelving at windows – some enclosed, bi-parting slider doors • Full height shelving with doors preferred to kitchen type cabinets – add one tall storage unit in lieu of base/uppers. <p>Technology Comments:</p> <ul style="list-style-type: none"> • Technology garage in PK and K spaces will be for <u>iPads</u>, not Chromebooks (10-12). • Teaching wall: needs lot of power outlets • Desire interactive teaching wall • Tech podium good. • Teaching wall location good. • Locate phones away from, or around corner from entry door. | | |
| 5:00 PM | SPECIAL EDUCATION - “STARS” “CONNECT” SPACE for Pre-K - K Staff: | | |
| 01-11 | Presented floor plans and 3-d images of the room | | Closed |
| 01-12 | <p>Discussion of technical requirements of the spaces: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>General Comments:</p> <ul style="list-style-type: none"> • <p>Layout/ Furniture Comments:</p> <ul style="list-style-type: none"> • (6) little cubicles for kids 5’x5’x 4’ – 4’-6” H w/ table and 2 chairs (one adult, one kid) • Prefer a floor rug, not sit circles, in front of teaching wall | DWA to continue to refine this room fit-up. | Open |

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| | <ul style="list-style-type: none"> Individual desks for students are not needed in this space. Seating for eight, plus one kidney table. Small tables for up to four kids are desirable (as shown in layout). Need dramatic play centers – play kitchen, blocks, transportation center Mini “Kitchen Area”, additional carpet in front of low bookshelves for “transportation” Sensory table – water/sand – Each classroom needs one of each kind, 2 total Add rectangle table fitting 8 Total of 3 rugs <p>Room Equipment Comments:</p> <ul style="list-style-type: none"> <p>Loose Equipment Comments:</p> <ul style="list-style-type: none"> <p>Storage Comments:</p> <ul style="list-style-type: none"> Low height shelving along exterior wall, beneath windows – make two units covered with sliding doors, rest can be open. <p>Technology Comments:</p> <ul style="list-style-type: none"> White board with Smart Projector is desired. | | |
| 5:20 PM | SPECIAL EDUCATION - “STARS” “CONNECT” SPACE for Grades 1-2 Staff: | | |
| 01-13 | Presented floor plans and 3-d images of the room | | Closed |
| 01-14 | <p>Discussion of technical requirements of the spaces: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>General Comments:</p> <ul style="list-style-type: none"> Shatterproof laminate glass (peel & stick coating?) desired in ALL Special Education rooms – exterior window glass (surface #4) and interior glazing/BLs. Room 2223 to match A wing. <p>Layout/ Furniture Comments:</p> <ul style="list-style-type: none"> Try to create different defined zones within the classroom using furniture. No wheels on student desks, or chairs. Kidney Table - yes Sensory areas: mini trampoline, balls, rug, two bookshelves needed to make a separate space, small pop-up tent. Need (2) study carrels – elementary sized. Don’t need the cubicles Don’t need play kitchen Need (3) 4-top tables not on casters, teacher task chair on casters Need teacher desk & file cab Provide (3-4) bean bags, possibly show on rug near the carrels, for a quick transfer to the de-esc. room <p>Room Equipment Comments:</p> <ul style="list-style-type: none"> De-escalation room needs padded walls and resilient, cleanable floor (sport flooring?) No electrical outlets, devices etc. within the room. Light control switch to be placed outside of room. <p>Loose Equipment Comments:</p> | DWA to continue to refine this room fit-up. | Open |

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| | <ul style="list-style-type: none"> • <p>Storage Comments:</p> <ul style="list-style-type: none"> • Chrome book storage – garage in casework <p>Technology Comments:</p> <ul style="list-style-type: none"> • Desire white board with smart projector. <p><i>[Note – time was limited with this group interview; more input desired.]</i></p> | | |
| 5:40 PM | SPECIAL EDUCATION - “NEW HORIZONS” “RISE” SPACE for Grades 3-5 Staff: | | |
| 01-13 | Presented floor plans and 3-d images of the room | | |
| 01-14 | <p>Discussion of technical requirements of the spaces: teaching surfaces, cabinetry, shelving, storage, lighting, sound systems, equipment and how it gets used, and general discussion of furniture types and seating.</p> <p>General Comments:</p> <ul style="list-style-type: none"> • 12 students anticipated per class • Open cubbies are desired. • Typical for all SPED toilets: Need a freestanding changing table within TR. Need storage for supplies, nearby but not over the table. Specify table with clinical paper to roll over the changing table. Need glove storage, diaper disposal (lockable, secure) <p>Room Equipment Comments:</p> <ul style="list-style-type: none"> • OT/PT sensory swing desired in the space. Need to provide swivel hook eye on structural beam • Coat hooks for (4) para teachers and nurse? These folks will have their homes in Student Services Suite – no need to provide within CR. <p>Loose Equipment Comments:</p> <ul style="list-style-type: none"> • <p>Storage Comments:</p> <ul style="list-style-type: none"> • (12) open cubbies • Chromebook storage – “garage” in casework <p><i>[Note: This interview was cut short due to lack of time; to be continued after holiday break.]</i></p> | | |

The above is intended to be an accurate summation of this meeting. Please contact me with any additions, deletions, and/or corrections, for incorporation into these minutes. After 10 days, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.

Sincerely,

DORE & WHITTIER ARCHITECTS, INC.
 Architects ■ Project Managers

Tom Hengelsberg, AIA
 Project Manager

c: Attendees

THE NEW W. EDWARD BALMER SCHOOL

NORTHBRIDGE, MASSACHUSETTS



SCHOOL BUILDING COMMITTEE MEETING

JANUARY 15, 2019



Massachusetts School Building Authority
Funding Affordable, Sustainable, and Efficient Schools in Partnership with Local Communities



AGENDA

DD Progress Report

Development of Site and Building Design:

- Overall Site Plan
- Playground Plans & Equipment
- Site Drainage Plan – construction phasing of the 36” storm drain (update)
- U-10 Soccer Field Update
- Structural – Façade framing
- Selected 3-D Room Data Sheets & building plan implications



DD PROGRESS REPORT

- 1/2 User Group/ Staff Meetings – Special Education Continued
- 1/7 Conf Call to discuss Site Drainage – 36” storm drain
- 1/8 Working Group – Interiors, Landscape/ Playground Design
- 1/9 Hardware/ Safety/ Security Meeting
- 1/9 User Group/Staff Meetings – O&M staff, “back of house”
- 1/14 Conf call with Eversource

- Façade Design & technical detailing continues
- Gas and Electric Load Letters
- Ongoing drawing development & detailing
- Ongoing consultant work and coordination – conf calls and model updates



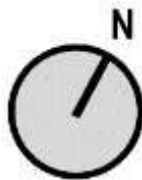
DD UPCOMING SCHEDULE

- 1/16 ANRAD (Wetlands) ConCom hearing continuation
- 1/22 User Group Meeting – Façade Design & Development,
Follow-up interior fit-up questions & discussion
- 1/23 Technical Review Meeting: Planning, Building Code, ConCom,
DPW Highway, DPW Sewer, Fire, Police, and WWC Water
- 2/5 User Group Meeting – “Clean-up Meeting”
Façade Design & Development updates
Follow-up interior fit-up questions & discussion
Follow-up interior design presentation
- 2/8 DD pricing drawings & specs due from consultants
- 2/11 – 2/21 Review, comments, and coordination for DD Pricing Set
- 2/22 **Issue DD Pricing Set to Estimator, CM**

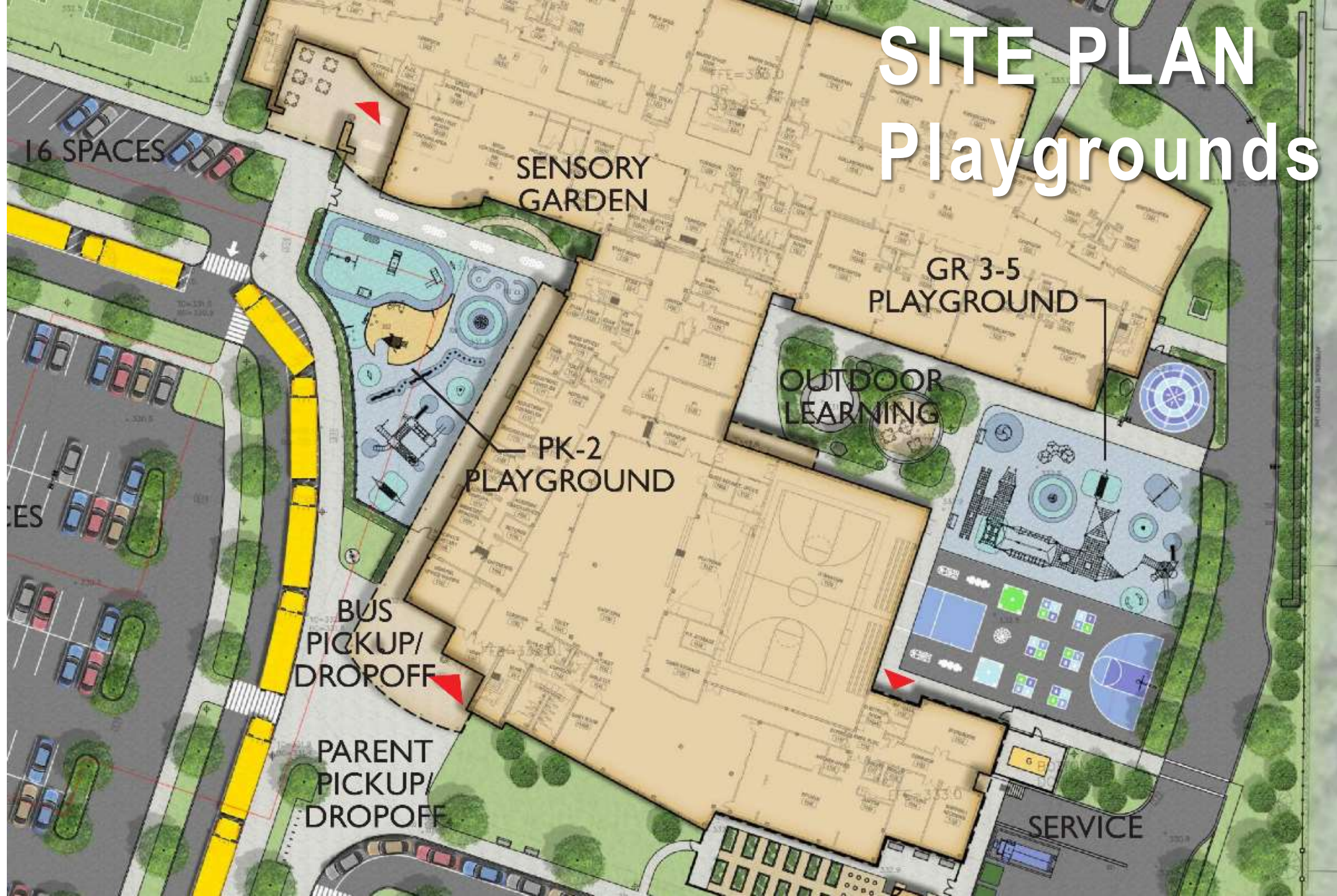
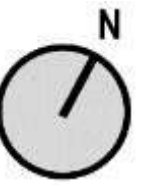


SITE PLAN

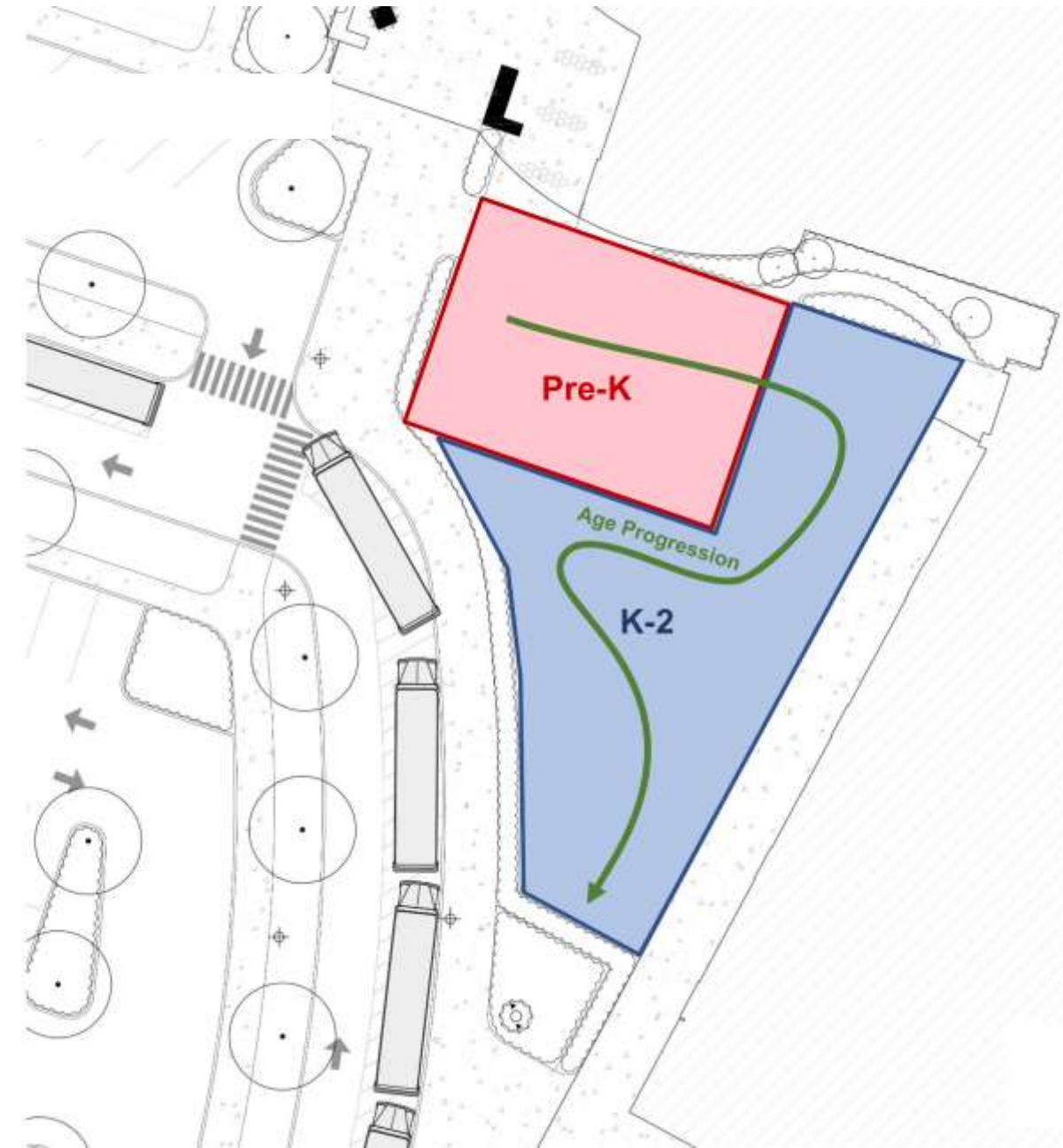
Overall View



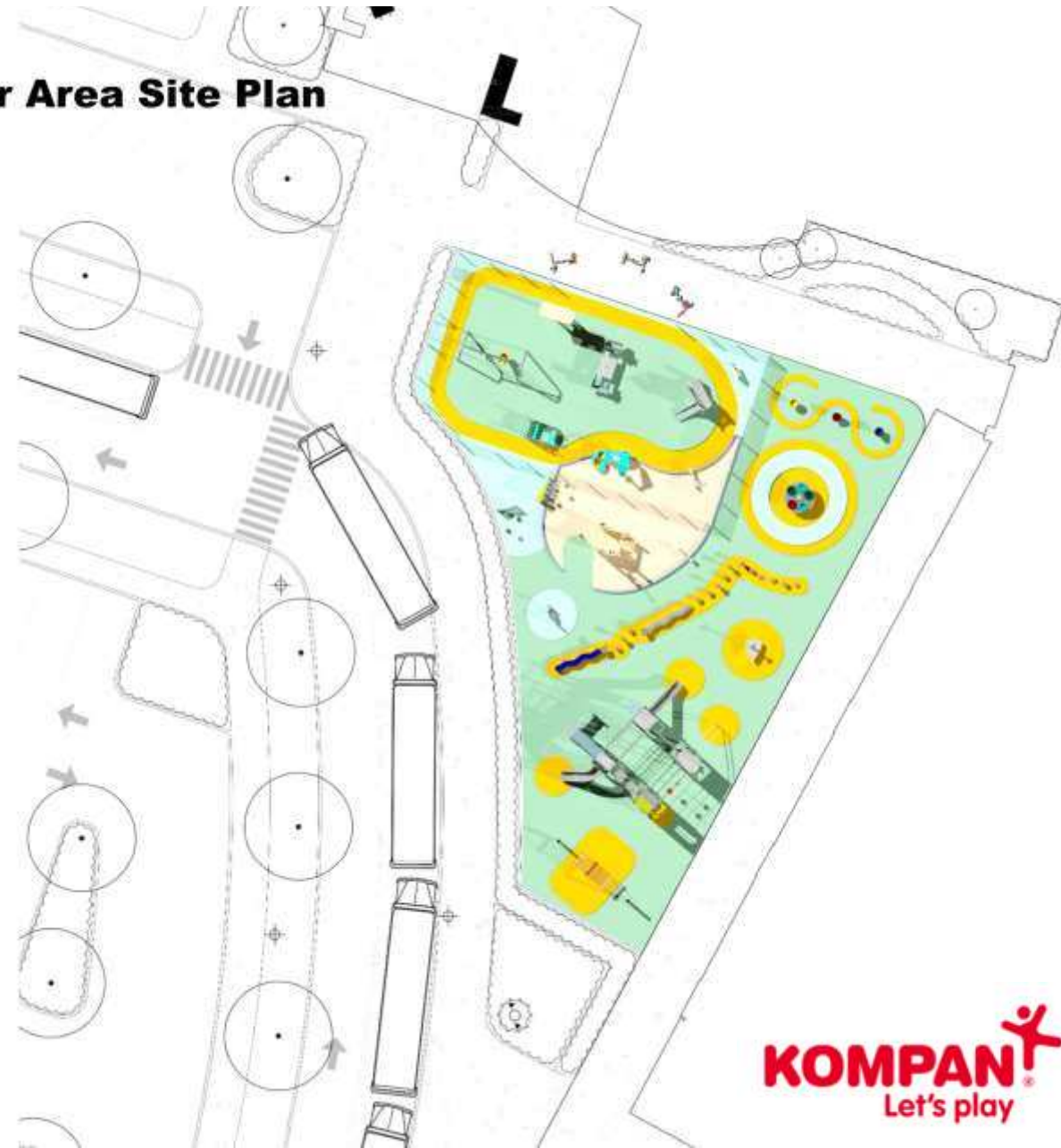
SITE PLAN Playgrounds



LOWER AGE PLAYGROUND (AGE 2-5/ 5-7)



Lower Area Site Plan

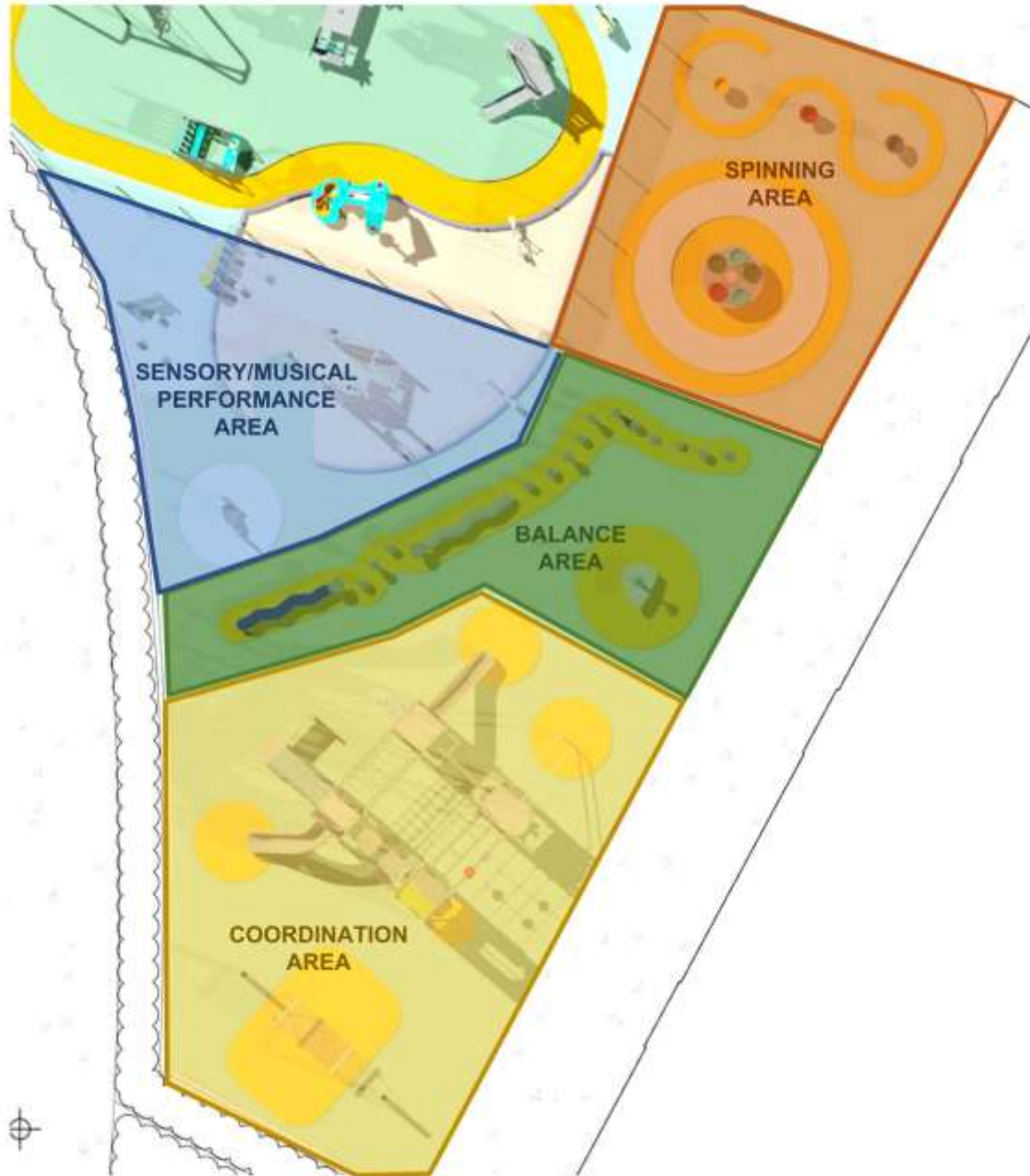


LOWER AGE PLAYGROUND (AGE 2-5)

Pre-K Area



LOWER AGE PLAYGROUND (AGE 5-7)



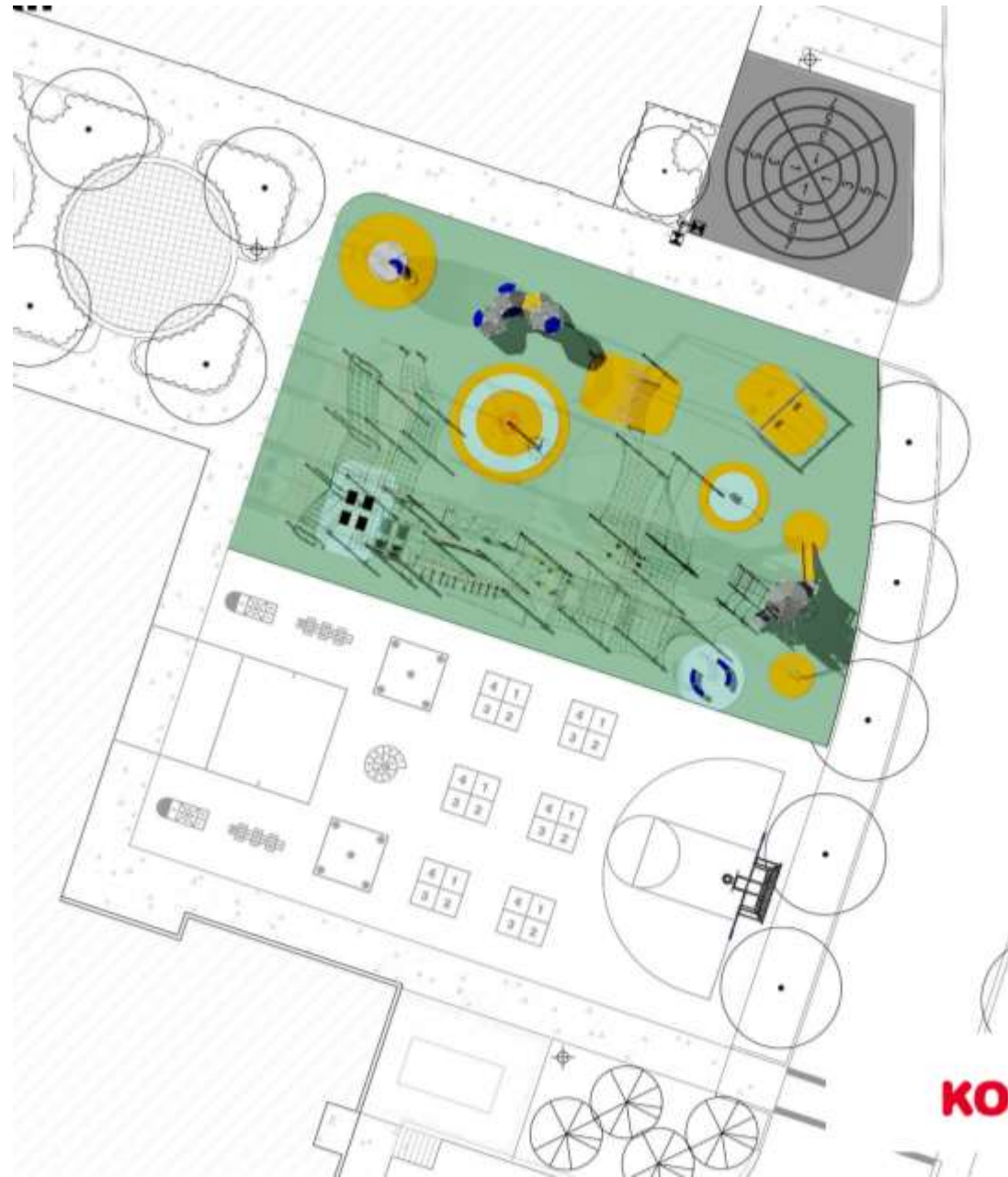
LOWER AGE PLAYGROUND (AGE 5-7)



KOMPAN
Let's play



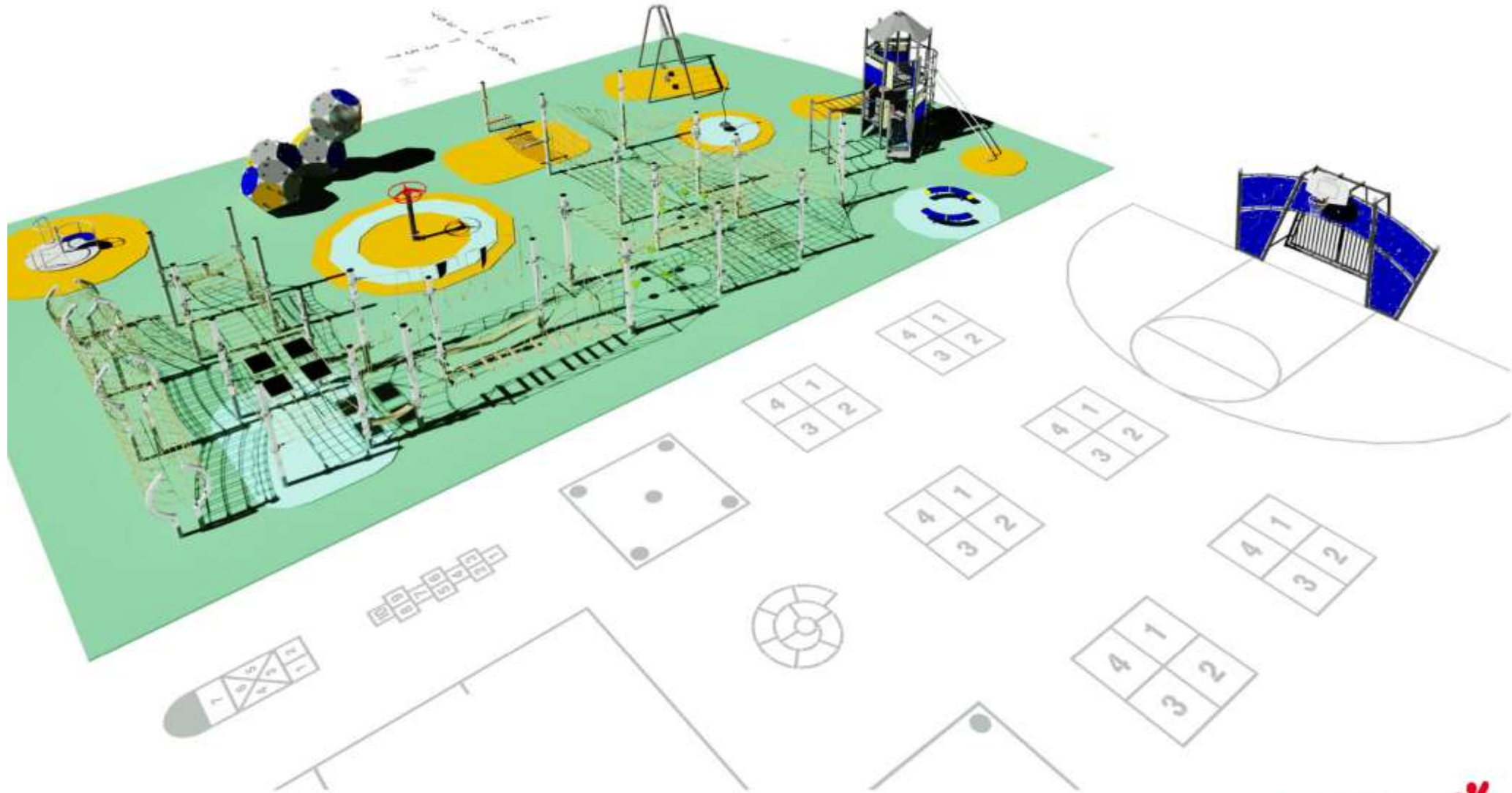
UPPER AGE PLAYGROUND (AGE 7-12)



KOMPAN
Let's play



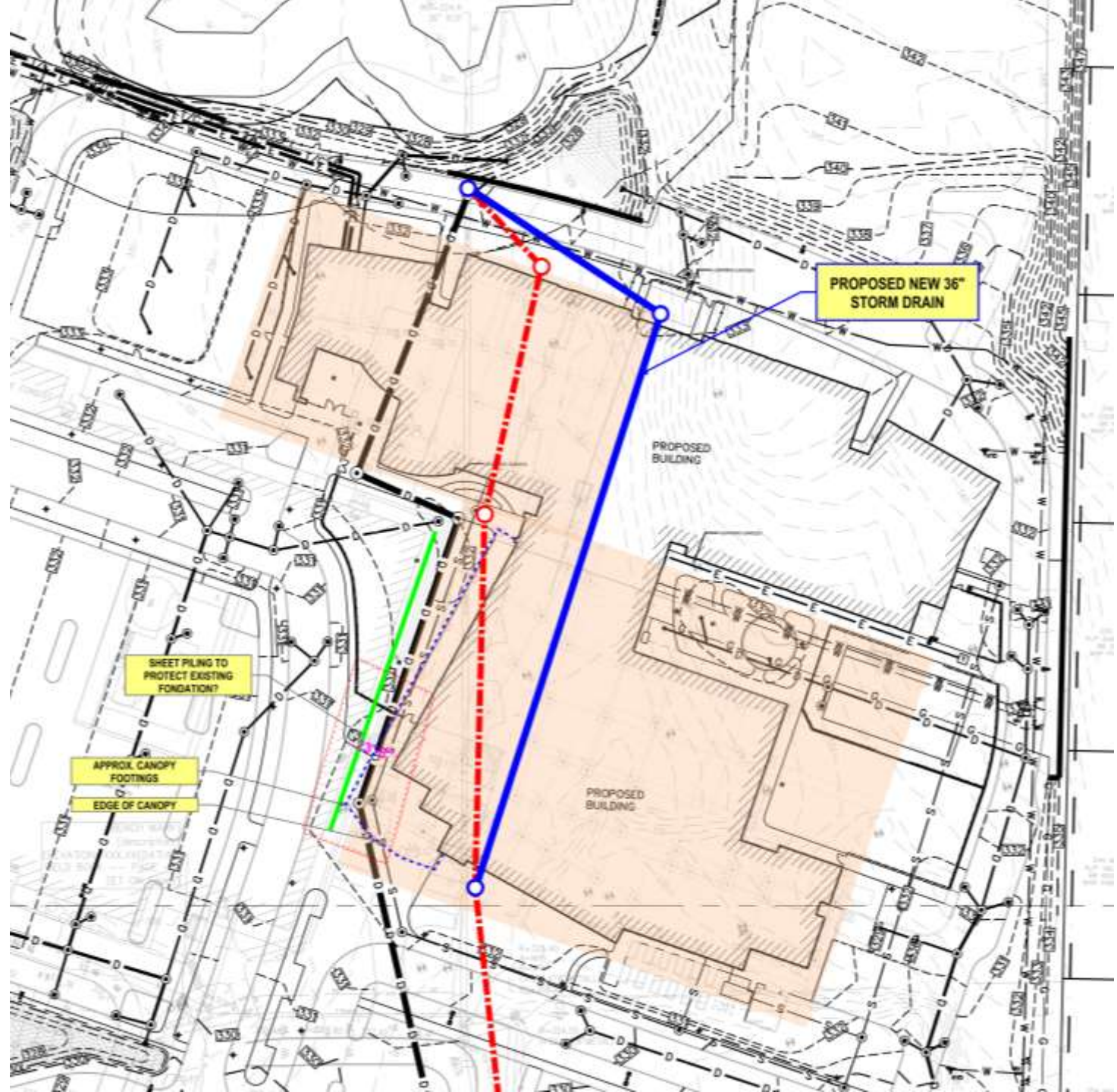
UPPER AGE PLAYGROUND (AGE 7-12)

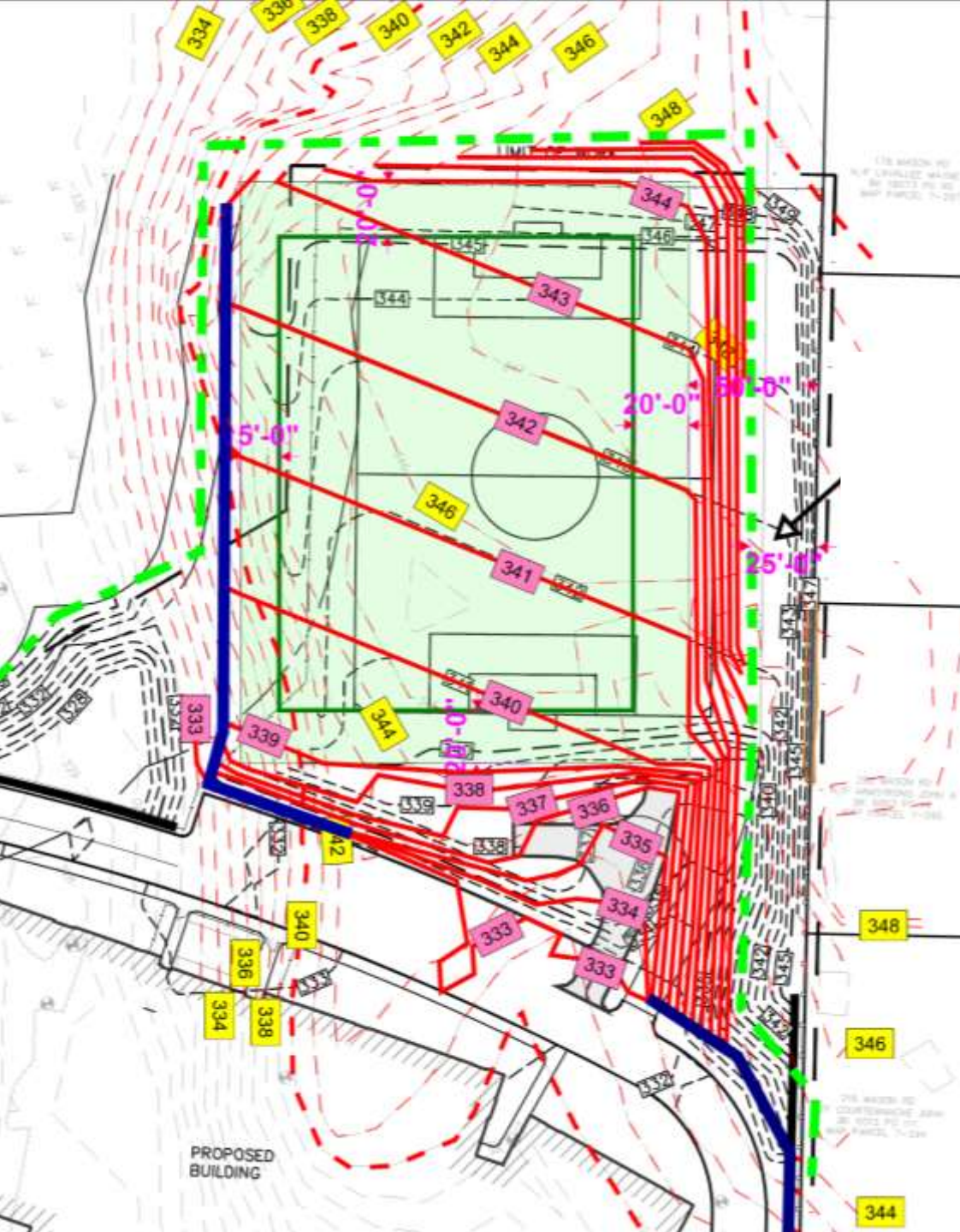


SITE DRAINAGE DESIGN (UPDATE)

36" Storm Drain:

- Decided SD route too crowded between existing and new building
- Discussed alternate route 1 (red) – structural conflicts
- Proposed alternate route 2 – FBI is pricing & comparing buildability of both options





U-10 FIELD GRADING DESIGN (UPDATE)

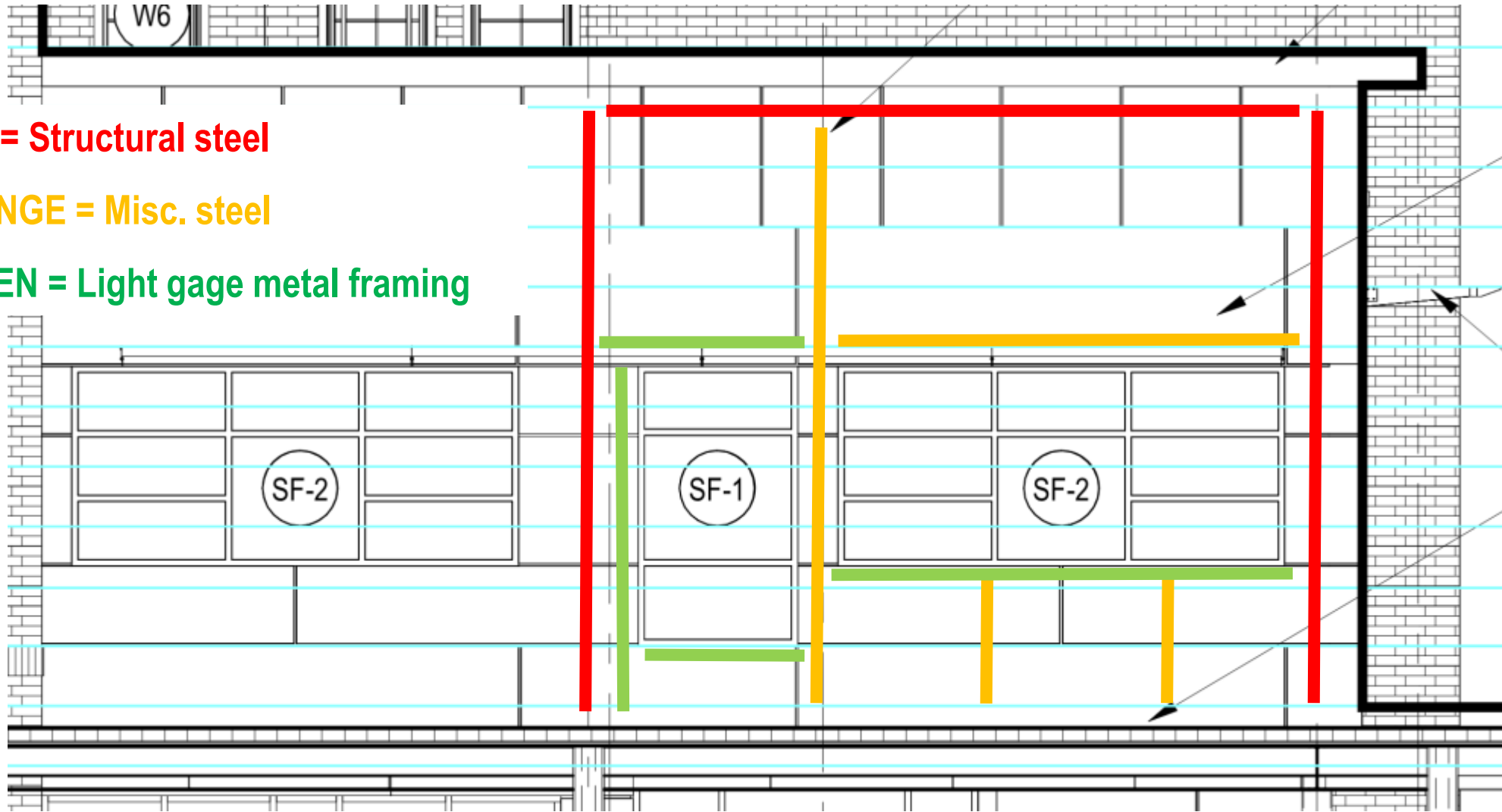
- Investigated moving field west to increase buffer on east property line
- Increases cut (4' lower from SD proposed)
- Leaves 25' wide buffer – this is roughly 3-5 mature tree trunks width spared
- Increases retaining wall need significantly
- Right on top of 35' no-build line, steep bank
- Increased cost, not recommended

STRUCTURAL – FAÇADE DESIGN

RED = Structural steel

ORANGE = Misc. steel

GREEN = Light gage metal framing



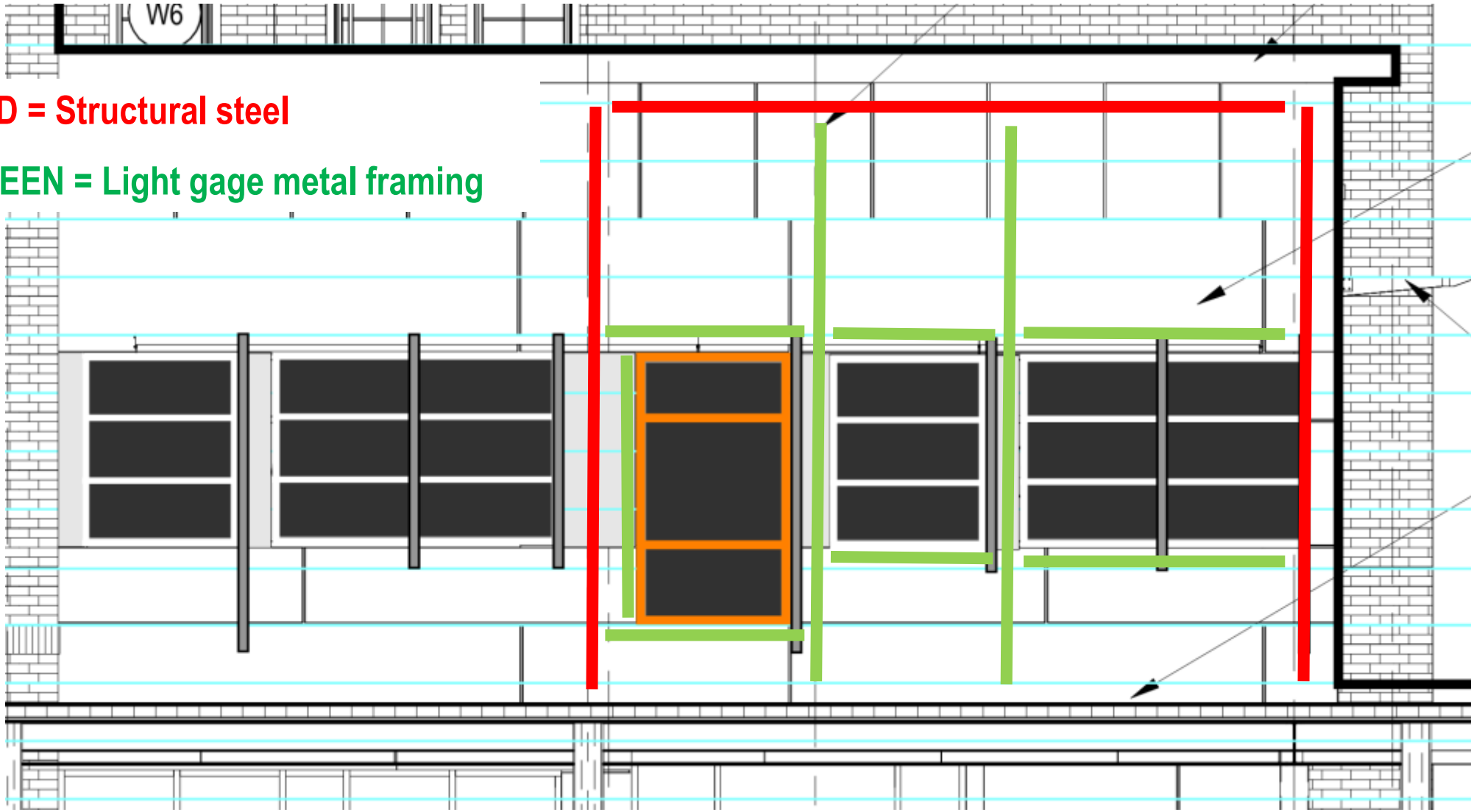
- Current window configuration demands too much misc. steel



STRUCTURAL – FAÇADE DESIGN

RED = Structural steel

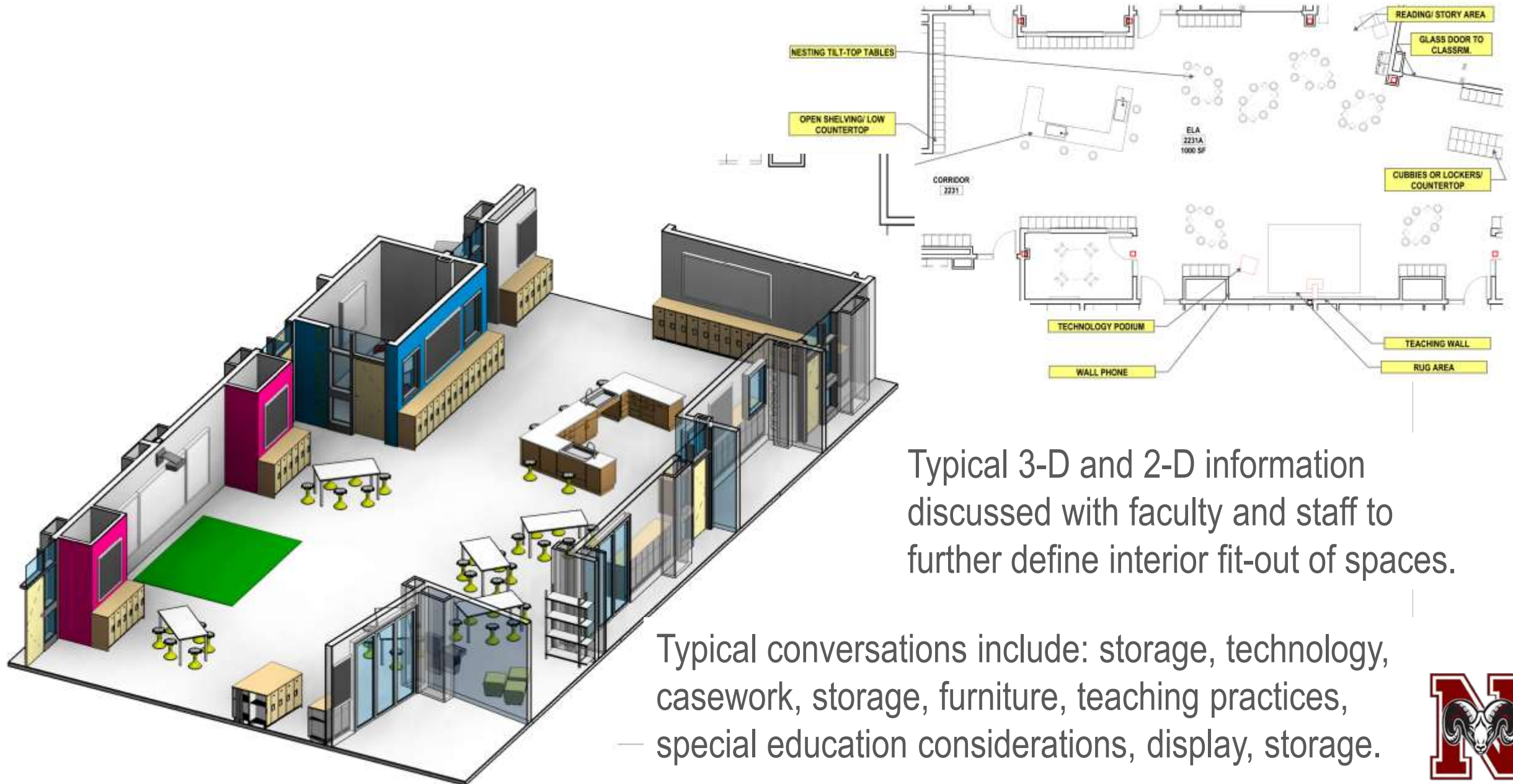
GREEN = Light gage metal framing



- Resolved issue by splitting long horizontal window: 1 lite/ 2 lites



USER GROUP MEETINGS – ROOM DATA SHEETS





Thank you!
Questions? Comments?



Interior Finishes

School Building Committee Meeting 01.15.2019



W. Edward Balmer
Elementary School



THEME: NATURAL HABITATS



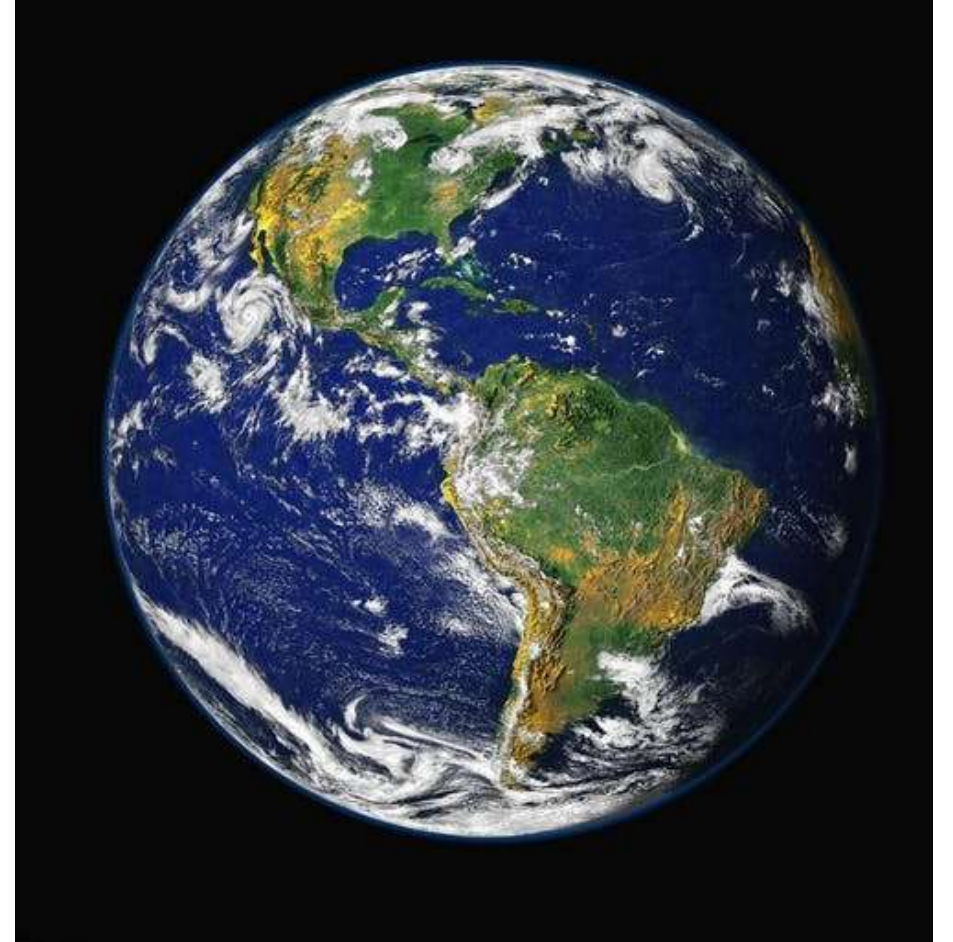






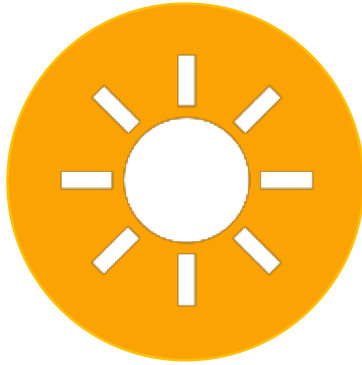
COMMUNITY THEME:

EARTH



Themes & Graphic Wayfinding Icons

SKY



3-4-5

Community

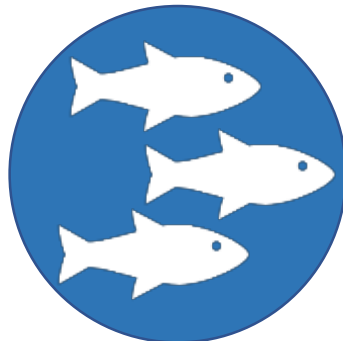


FOREST



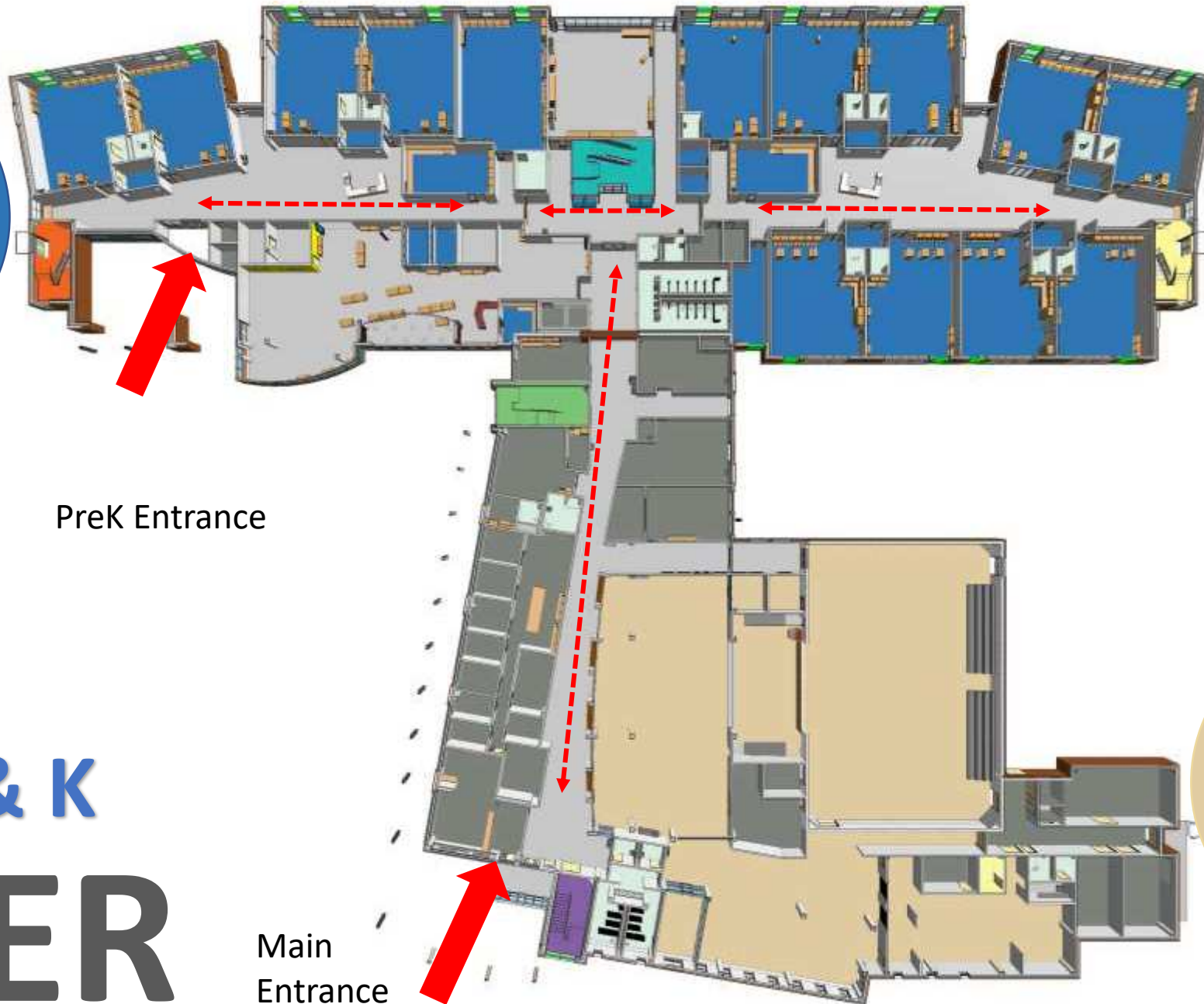
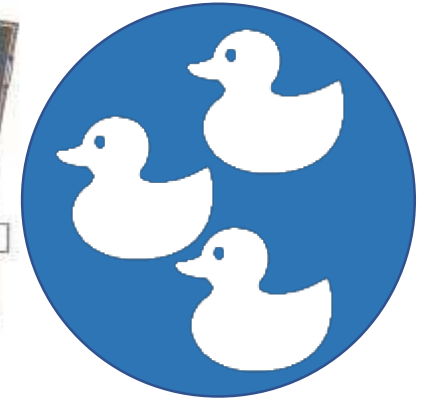
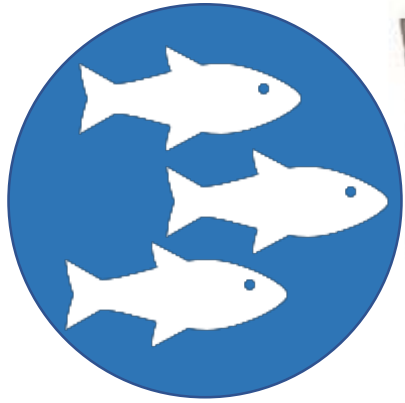
1 & 2

RIVER



Pre-K & K

EARTH



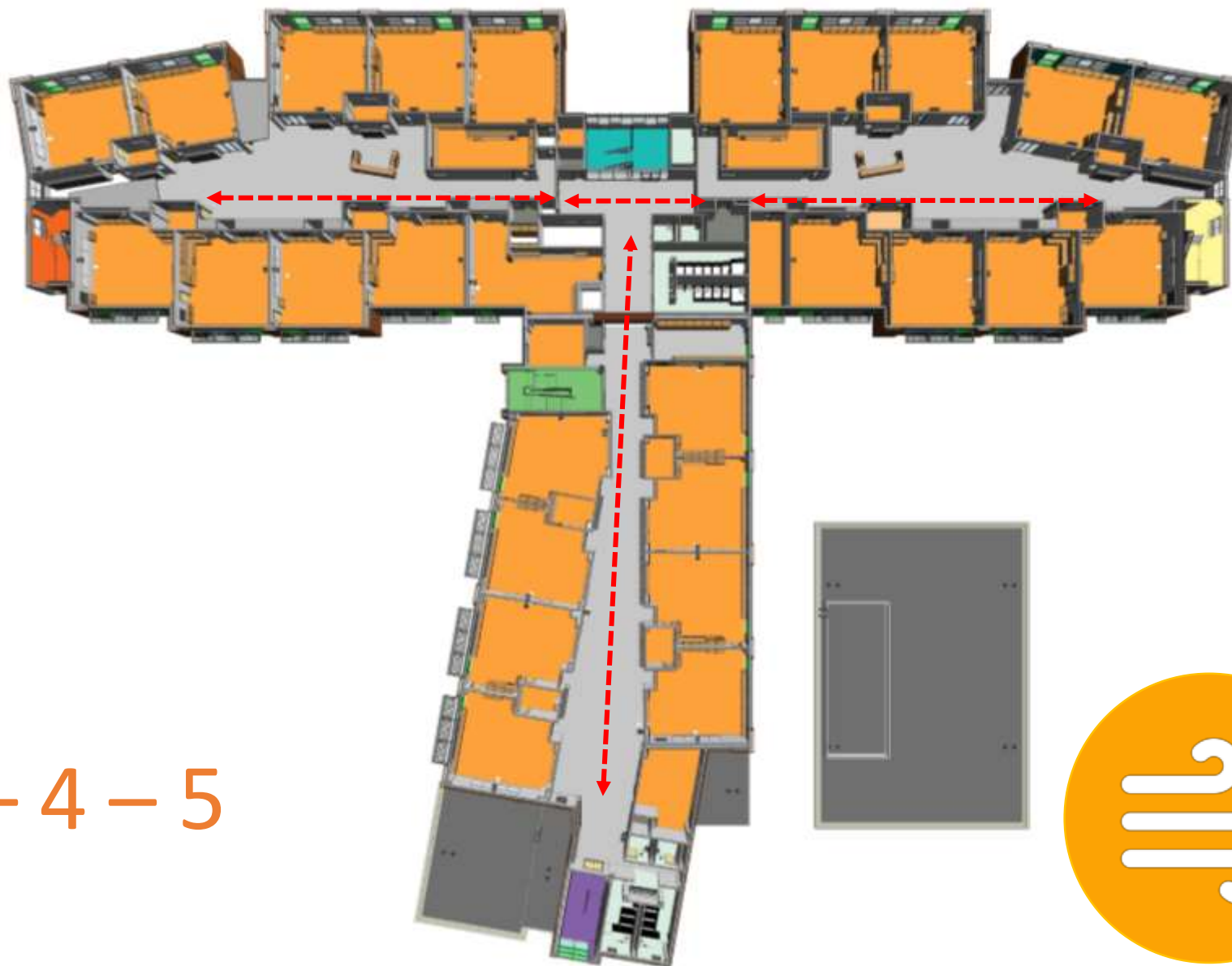
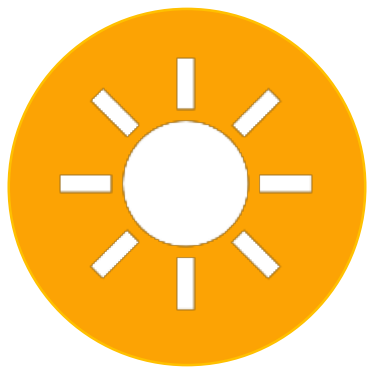
PreK Entrance

Main Entrance

Pre-K & K RIVER



1st and 2nd Grade
FOREST



Grades 3 – 4 – 5

SKY



Color Scheme based on Length of Stay within various locations

Level 1
River

Level 2
Path

Level 3
Sky

White
Throughout



Long length of stay in space:
Classroom, Group Room, and
Specialist Room



Medium length of stay space:
Cafeteria, Media/Library, Extended
Learning Areas



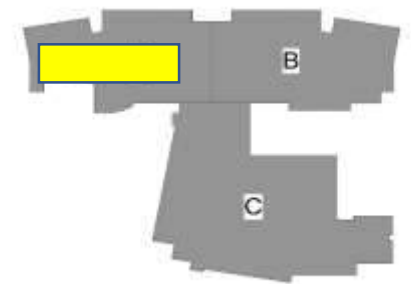
Short length of stay in space:
Staircase, Hallway, Entries, Bathrooms

Level 1 – typical classroom wing - Blue
Grades Pre-K & K

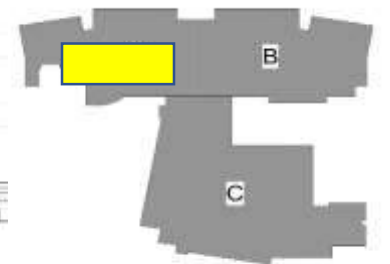
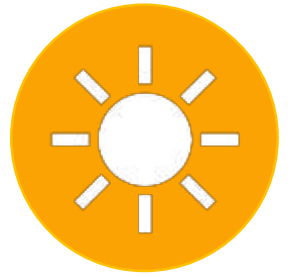
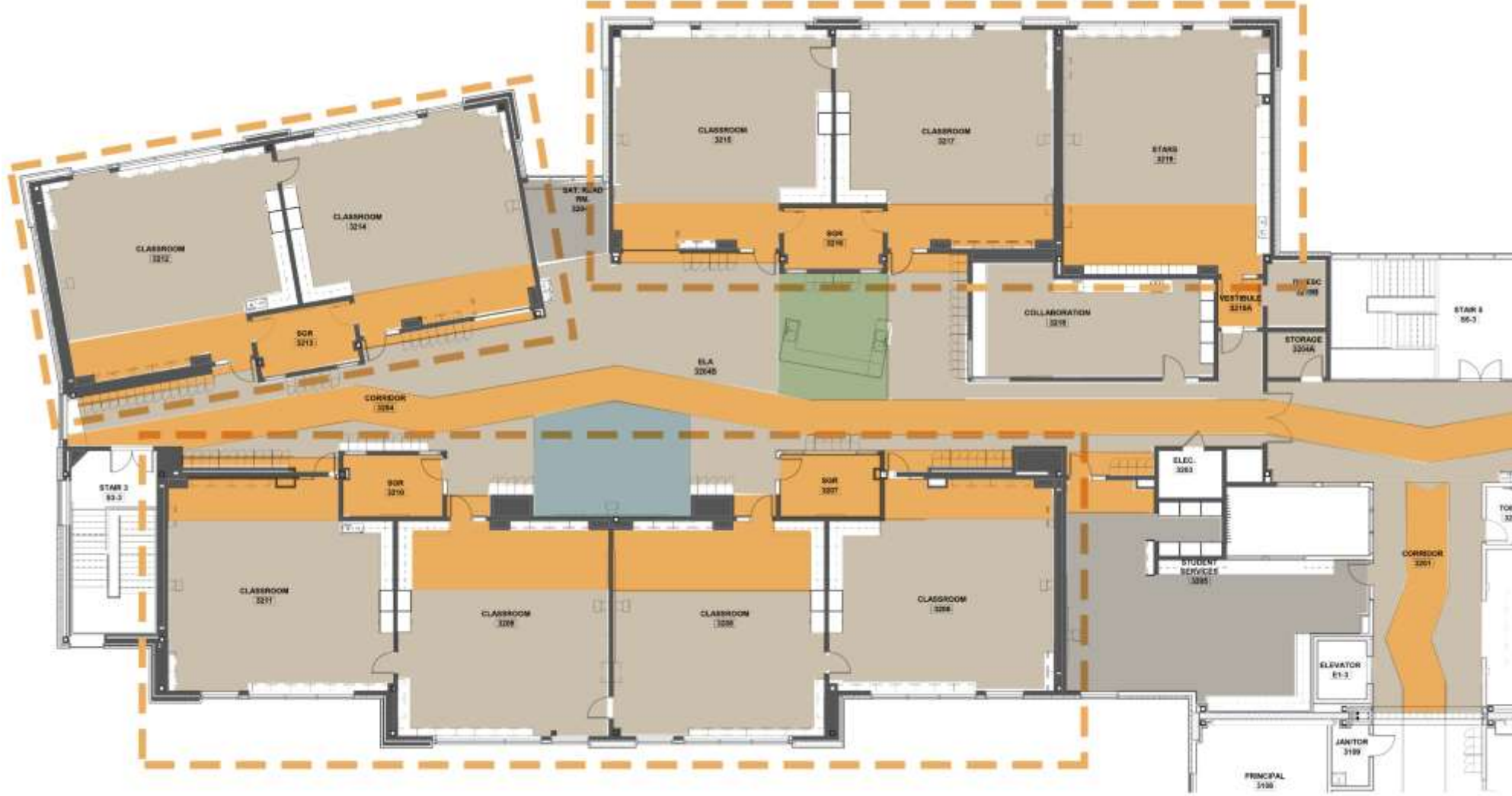


Level 2 – typical classroom wing - Green

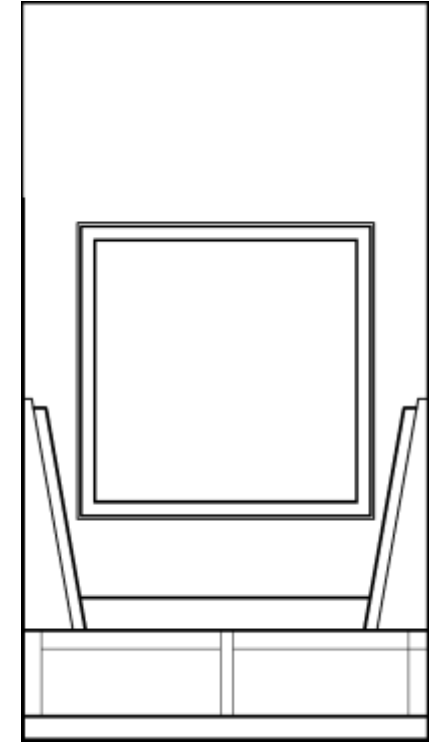
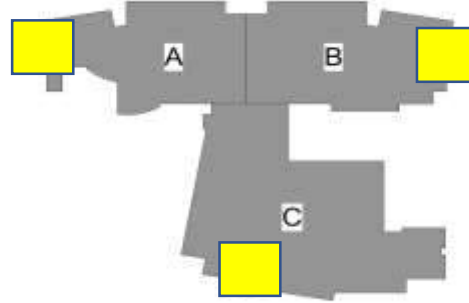
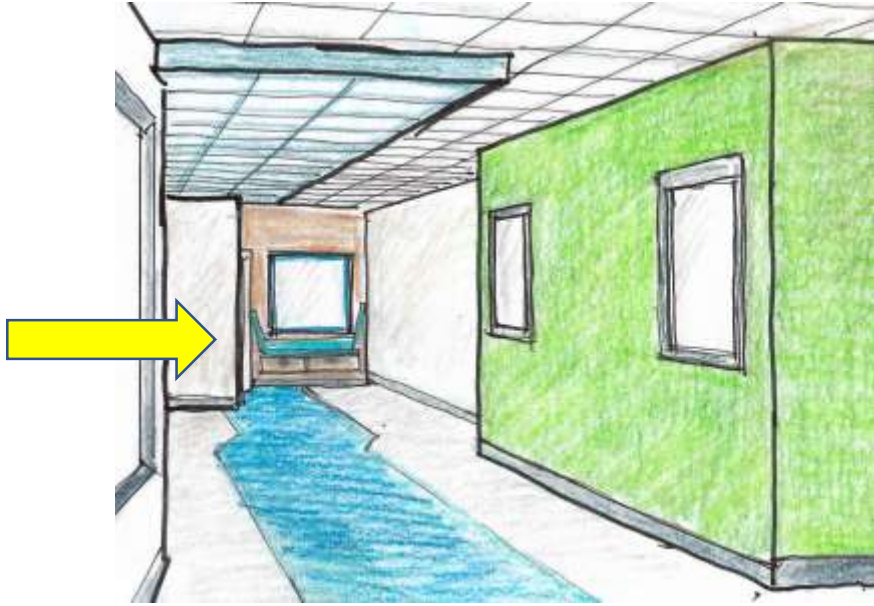
Grades 1 & 2



Level 3 – typical classroom wing - Orange
Grades 3 – 4 - 5



Window Seats

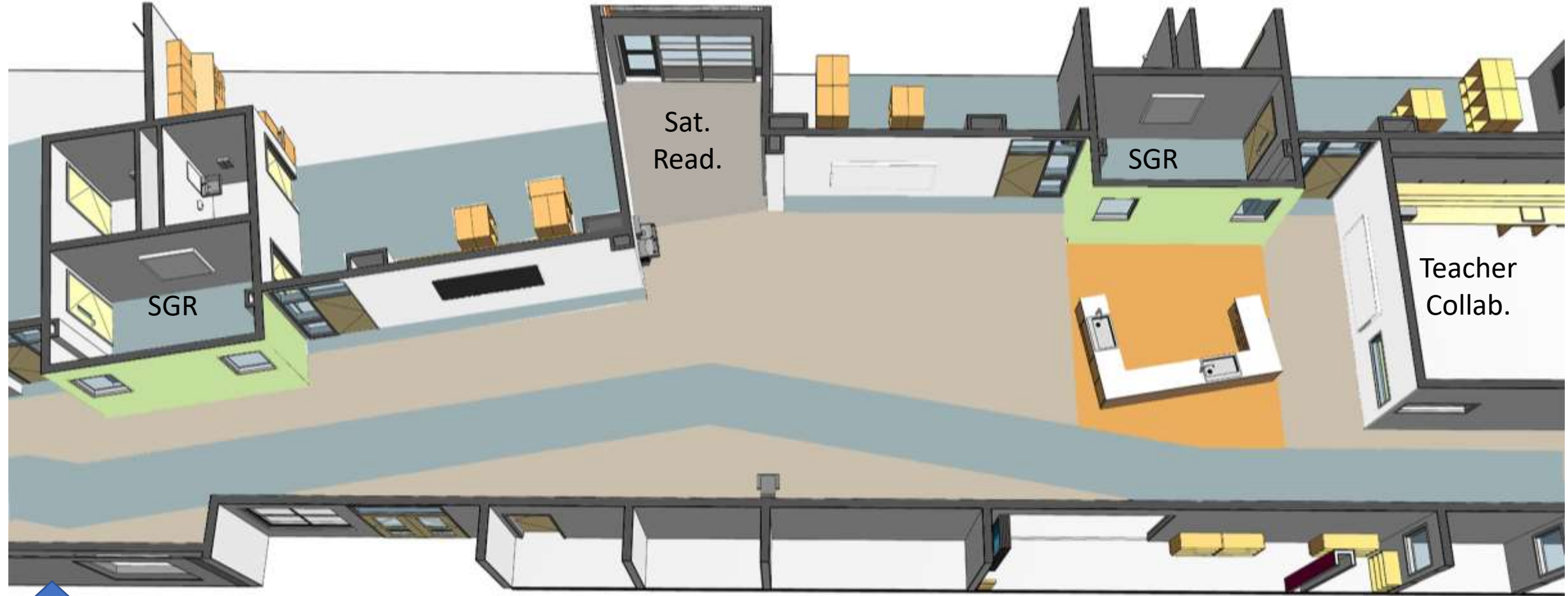


Built-In window seat,
with seat and side
cushion. Open storage
below.

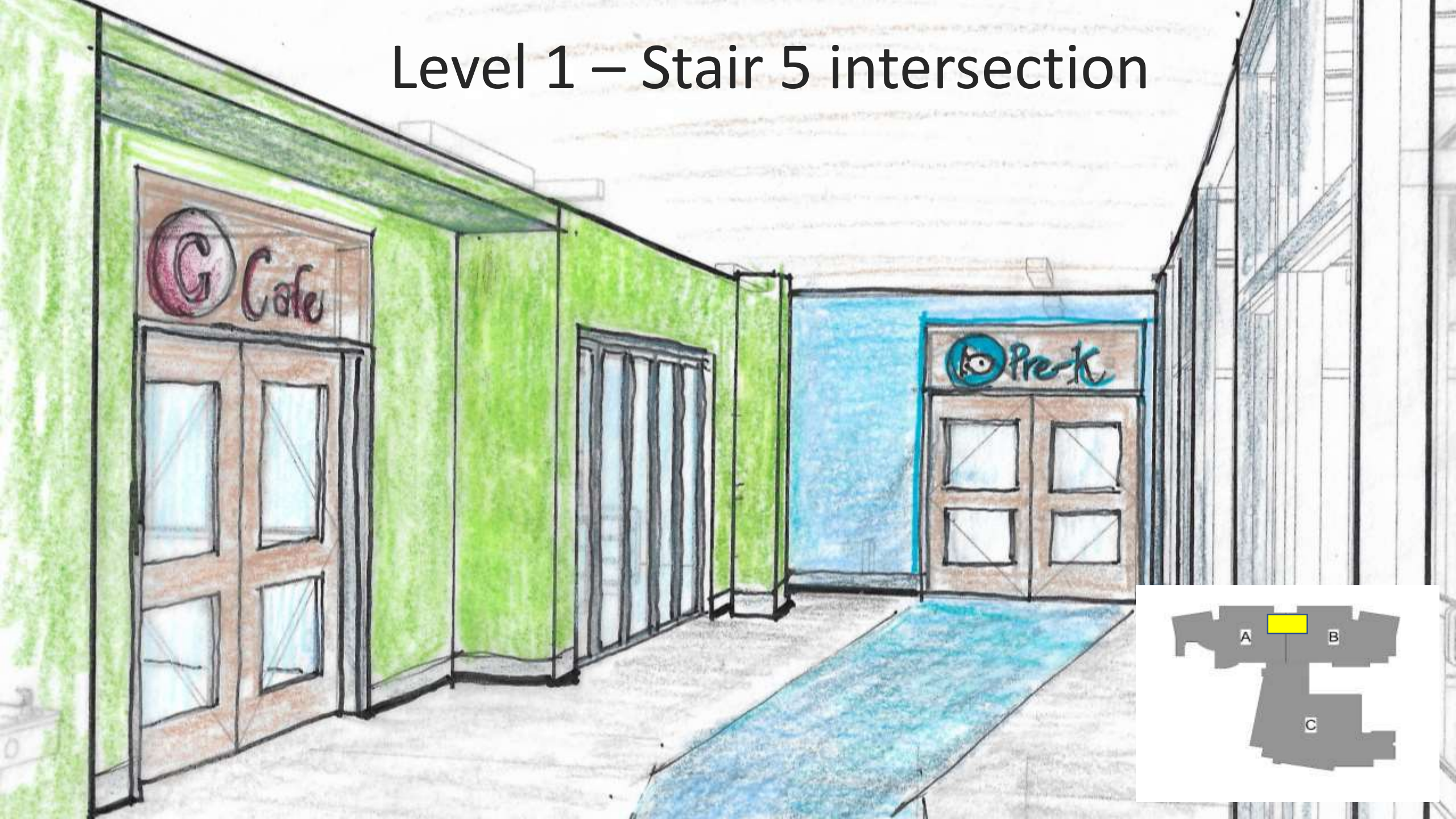


Typical for all floors, window seats are located at the end of each corridor

Pre K – Entry and ELA

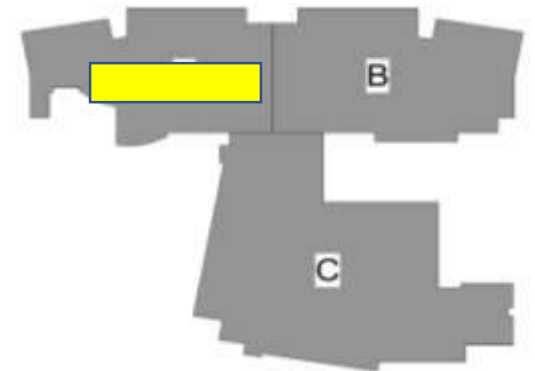
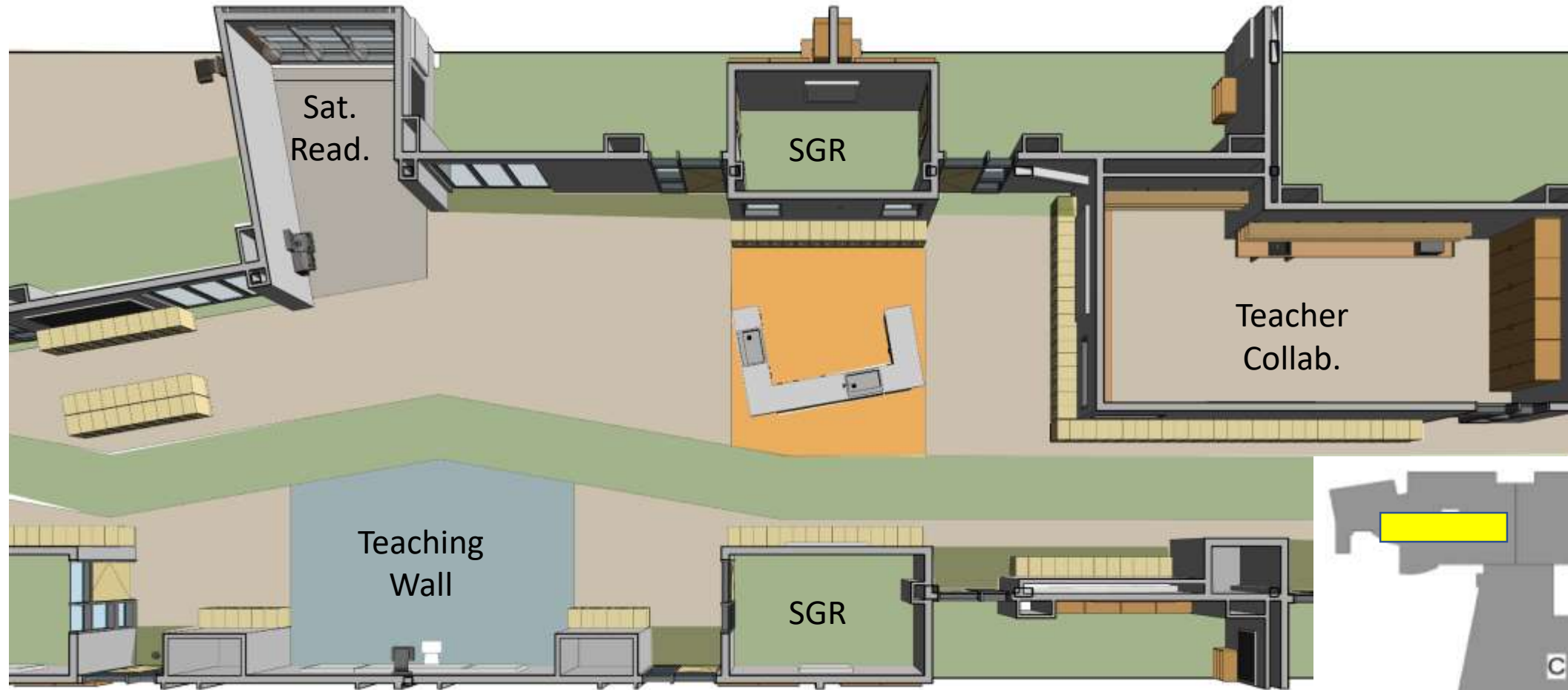


Level 1 – Stair 5 intersection



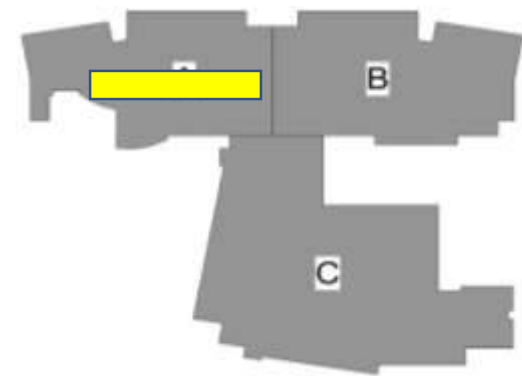
Level 2 – A wing

Level 3 similar

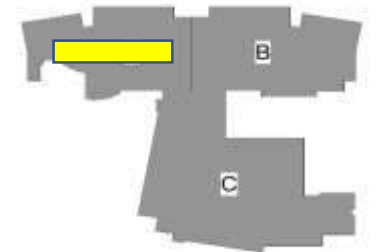
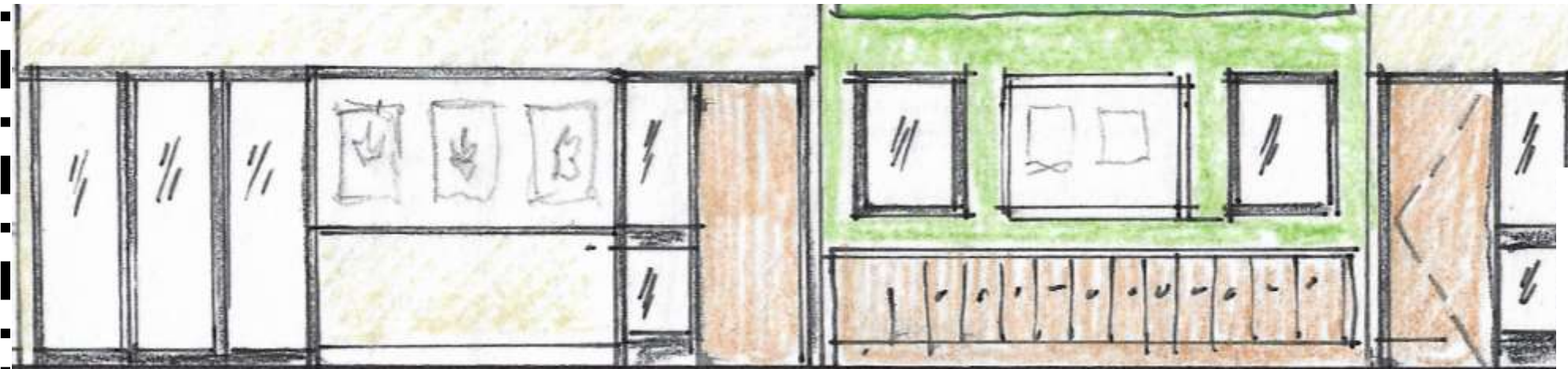
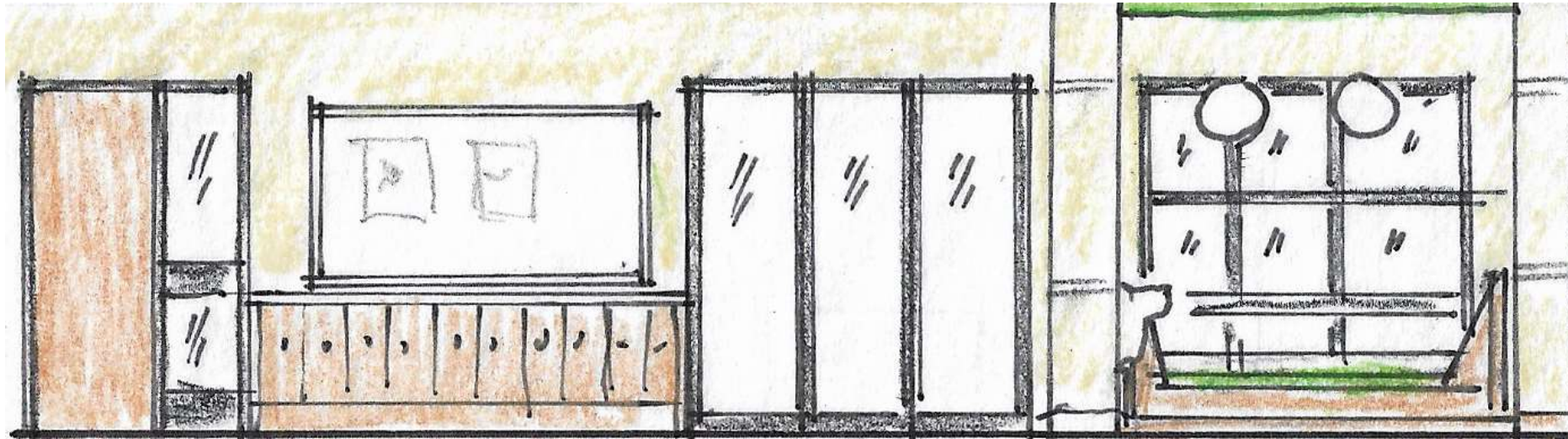




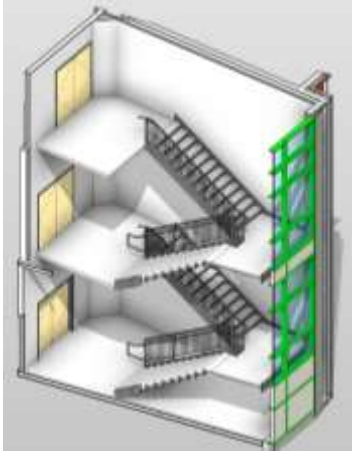
ELA



ELA – Level 2 A wing Elevation



Highlight Colors for Stairwells



Stair 1



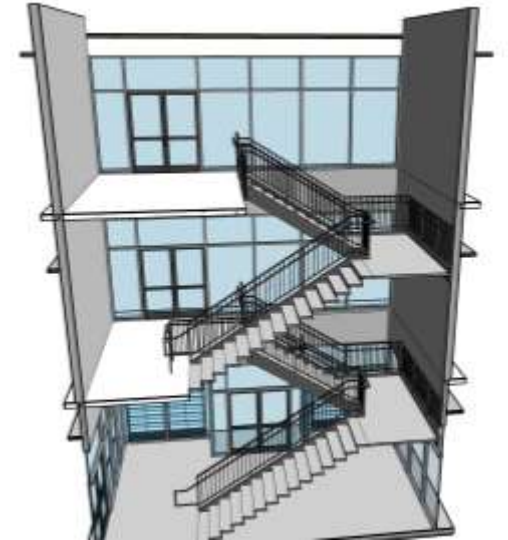
Stair 2



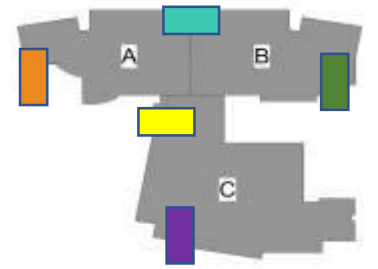
Stair 3



Stair 4

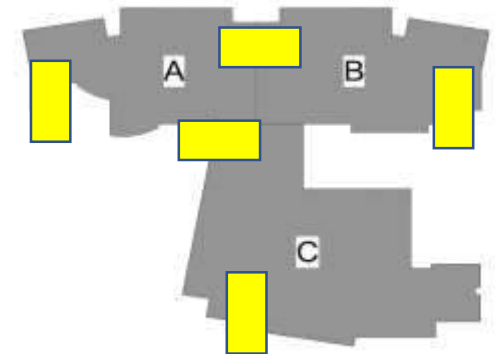
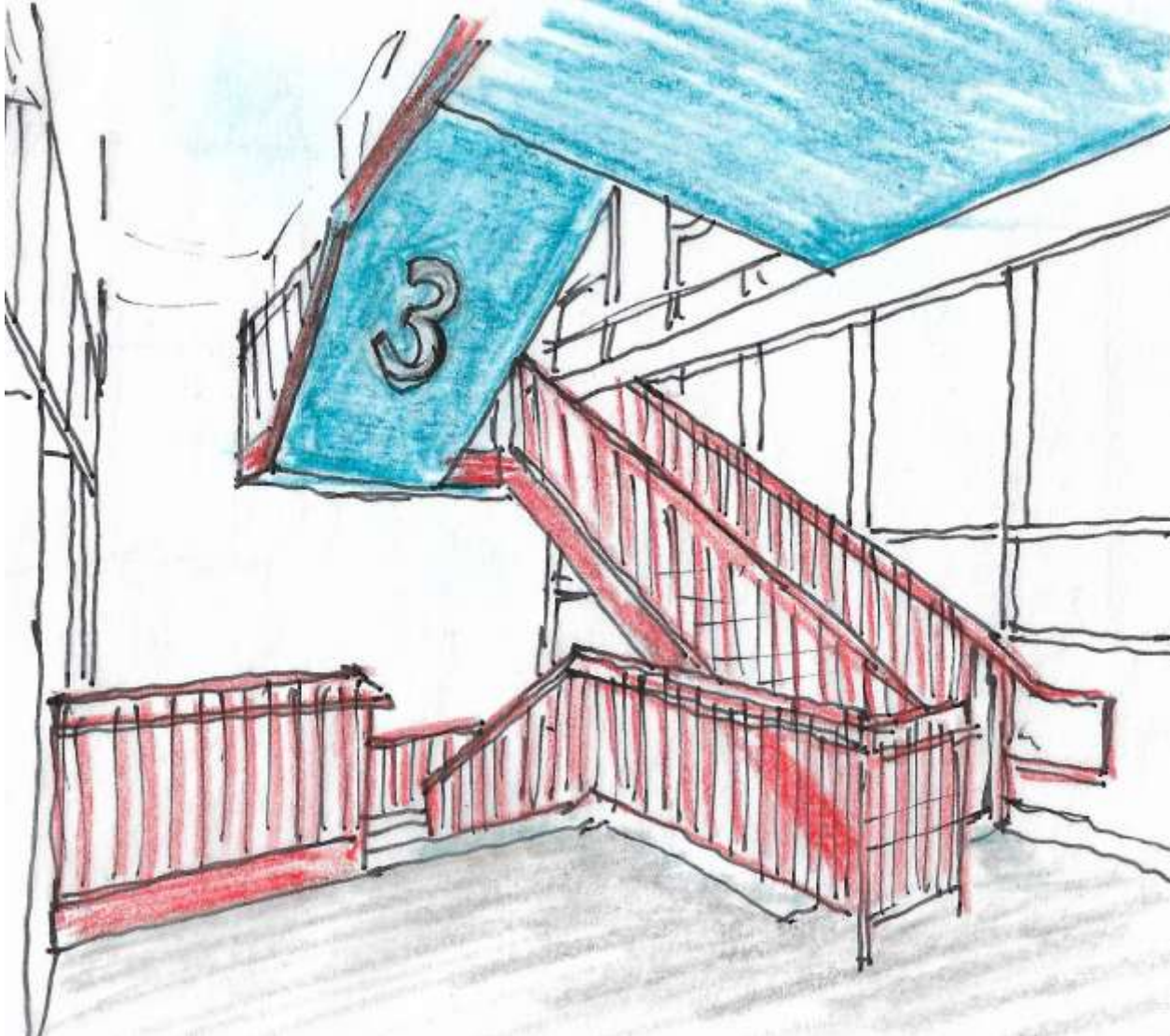


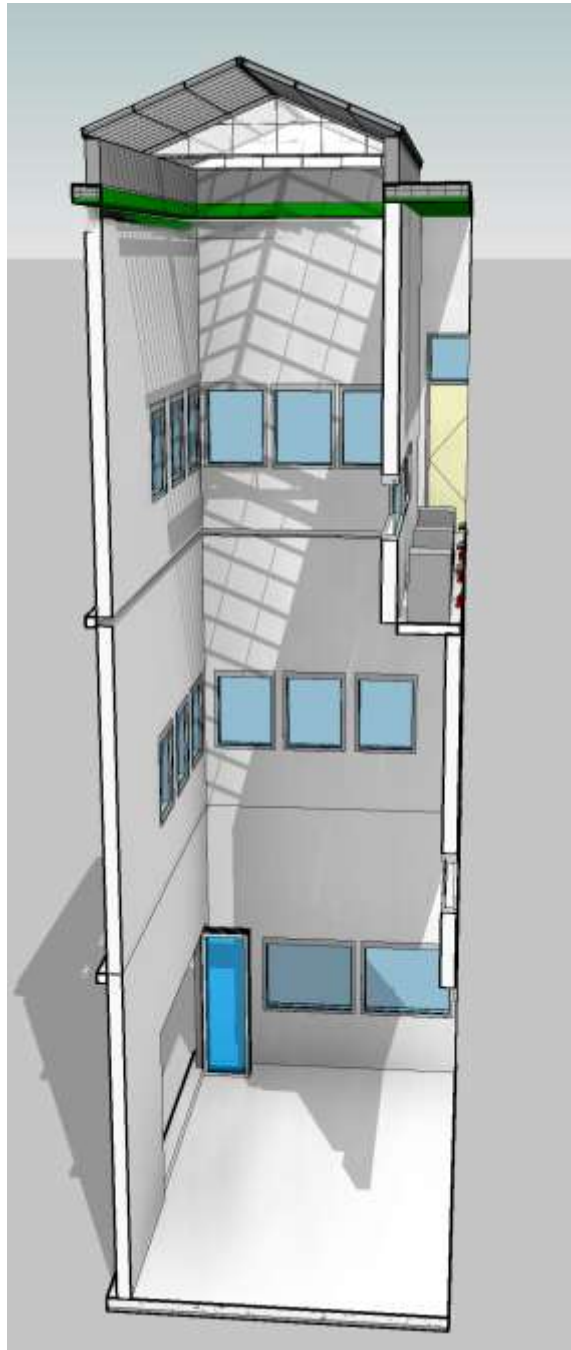
Stair 5



Stairs – inspiration

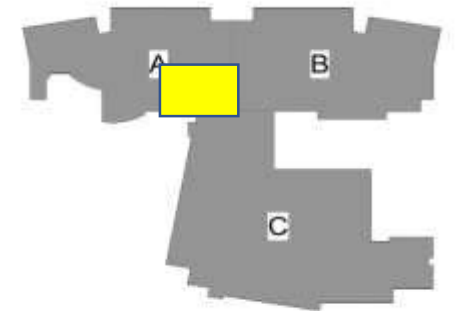
Painting the Underside





Lightwell

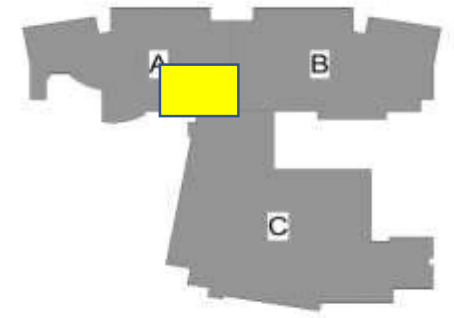
Gobo Lighting. A **gobo** is a stencil or template placed inside or in front of a light source to control the shape of the emitted light.



Lightwell

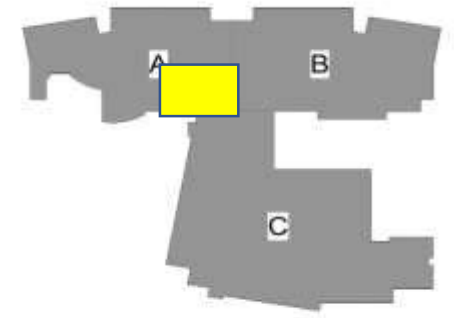


- Not an Evergreen Installation which could be updated by season, semester, or school year
- Student-driven connected to curriculum and student projects
- For gobo inserts, students could design new patterns, text, shapes, colors, etc.



Lightwell

- Potential connection to makerspace CNC machine for designing gobos
- Potential connection to video production if projectors are installed
- Skylight would have to be covered for the projection to work



Thank You!

