

**PROJECT MINUTES**

Project:	W. Edward Balmer Elementary School Feasibility Study	Project No.:	17020
Prepared by:	Joel Seeley	Meeting Date:	1/16/18
Re:	School Building Committee Meeting	Meeting No:	18
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
✓	James Marzec	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
✓	Steve Von Bargaen	Building Maintenance Local Official	Non-Voting Member
✓	Karlene Ross	Principal, W. Edward Balmer Elementary School	Non-Voting Member
	Jill Healy	Principal, Northbridge Elementary School	Non-Voting Member
✓	Kathleen Perry	Director of Pupil Personnel Services	Non-Voting Member
✓	Lee Dore	D & W, Architect	
✓	Thomas Hengelsberg	D & W, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
18.1	Record	Call to Order, 6:38 PM, meeting opened.
18.2	Record	J. Strazzulla announced the meeting will be video and audio recorded with live broadcast and future re-broadcast.
18.3	Record	A motion was made by M. LeBrasseur and seconded by J. Marzec to approve the 12/19/17 School Building Committee meeting minutes. Motion passed unanimous by those attending, one abstention.
18.4	Record	Warrant No. 7 was reviewed. A motion was made by J. Marzec and seconded by M. LeBrasseur to approve Warrant No. 7. No discussion, motion passed unanimous.
18.5	J. Seeley	<p>J. Seeley distributed and reviewed the updated Meetings and Agendas Schedule for the Schematic Design Phase, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Seeley to add a CM Prequalification Subcommittee meeting on 1/30/18 at 5:30pm.</li> <li>2. J. Seeley to change the CM Prequalification Subcommittee meeting on 2/6/18 at 5:30pm to 2/7/18 at 5:30pm.</li> </ol>
18.6	L. Dore	L. Dore will calculate the energy cost to operate the new facility as compared to the energy cost to operate the existing Balmer and NES in the Schematic Design Phase.
18.7	Committee	Committee members to develop a list of possible outcomes for the disposition of NES.
18.8	T. Hengelsberg	T. Hengelsberg to provide direction to the Committee if the structural engineer and D&W would consider prefabricated panel systems.
18.9	T. Hengelsberg	T. Hengelsberg to provide direction to the Committee if the Fire Alarm Audio message will be through the PA System or the FA speakers.
18.10	T. Hengelsberg	T. Hengelsberg to forward a copy of the Traffic Report to the Committee.
18.11	T. Hengelsberg	<p>T. Hengelsberg presented and reviewed Design Guiding Principles, and Landscape and Building Context Images. An Imagery Scorecard was distributed to each committee member to provide preferences to the landscape and building context images. T. Hengelsberg to consolidate all scorecards and report findings at the next Committee meeting.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. A. Chagnon indicated he liked the Outdoor Learning Areas incorporating storm water management features and the use of low maintenance hardscape and softscape materials.</li> <li>2. J. Tubbs cautioned that overdevelopment of the building façade with non-essential decoration has the appearance of being expensive, which will not sit well with the voters.</li> <li>3. J. Marzec cautioned that features that have large areas of standing water will need to be evaluated relative to mosquito issues, also the building aesthetics should be simple, complimentary to the high school, which the voters approved.</li> <li>4. A. Chagnon indicated the high school should not be mimicked, but the aesthetic should be related to the architecture of the valley.</li> </ol>

Item #	Action	Discussion
		<ol style="list-style-type: none"> <li>5. K. Ross liked the sensory garden and the ninja playground.</li> <li>6. C. Stickney indicated she liked the Community Garden and perhaps the Eagle Scouts could construct the wetlands walks.</li> </ol>
18.12	Record	J. Seeley indicated the MSBA FAS meeting has been re-scheduled to 1/24/18 due to the weather.
18.13	J. Strazzulla	<p>The PR subcommittee update:</p> <ol style="list-style-type: none"> <li>1. J. Strazzulla provided an overview of the Blackstone Chamber of Commerce meeting.</li> <li>2. J. Strazzulla will review next steps in raising the Seniors Tax Abatement to the maximum level and develop a generic calendar for press release issuances.</li> <li>3. The PR subcommittee is on hold until the next Community Forum scheduled for 3/12/18. Forum No. 6 should be held at a location other than Balmer or NES.</li> </ol>
18.14	Record	Public Comments - none
18.15	Record	Old or New Business - None
18.16	Record	Next <b>SBC Meeting: January 30, 2018 at 6:30 pm</b> at the High School Media Center.
18.17	Record	A Motion was made by J. Marzec and seconded by M. LeBrasseur to adjourn the meeting. No discussion, motion passed unanimous.

Attachments: Agenda, Meetings and Agendas Schedule for the Schematic Design Phase, Design Guiding Principles, Landscape and Building Context Images Powerpoint

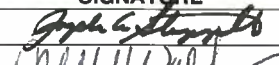
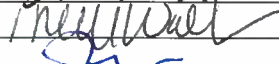


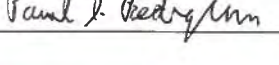



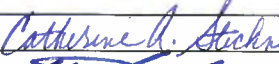

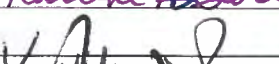

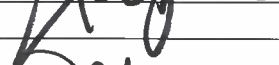
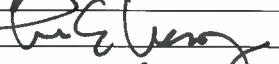

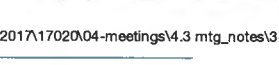
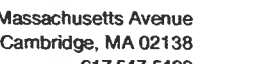
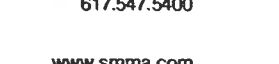
The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

## PROJECT MEETING SIGN-IN SHEET

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

Project No.: 17020  
 Meeting Date: 1/16/2018  
 Meeting No: 18  
 Time: 6:30pm

Distribution: Attendees, (MF)

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
	Joseph Strazzulla	<a href="mailto:jstrazzulla@nps.org">jstrazzulla@nps.org</a>	Chairman, School Building Committee
	Melissa Walker	<a href="mailto:mwalker@nps.org">mwalker@nps.org</a>	School Business Manager, MCPPO
	James Marzec	<a href="mailto:james.r.marzec@gmail.com">james.r.marzec@gmail.com</a>	Member, Board of Selectmen, CEO
	Michael LeBrasseur	<a href="mailto:mlebrasseur@nps.org">mlebrasseur@nps.org</a>	Chairman, School Committee
	Paul Bedigian	<a href="mailto:bedigianps@cdmsmith.com">bedigianps@cdmsmith.com</a>	Representative of the Building, Planning, Construction Committee
	Steven Gogolinski	<a href="mailto:steve@gogolinskicpa.com">steve@gogolinskicpa.com</a>	Representative of the Finance Committee
	Jeffrey Tubbs	<a href="mailto:jtubbs@charter.net">jtubbs@charter.net</a>	Member of community with architecture, engineering and/or construction experience
	Peter L'Hommedieu	<a href="mailto:PLHommedieu@shawmut.com">PLHommedieu@shawmut.com</a>	Member of community with architecture, engineering and/or construction experience
	Jeff Lundquist	<a href="mailto:jlundquist@therichmondgroup.com">jlundquist@therichmondgroup.com</a>	Member of community with architecture, engineering and/or construction experience
	Andrew Chagnon	<a href="mailto:achagnon@vertexeng.com">achagnon@vertexeng.com</a>	Member of community with architecture, engineering and/or construction experience
	Spencer Pollock	<a href="mailto:spencerpollock22@gmail.com">spencerpollock22@gmail.com</a>	Parent Representative
	Adam Gaudette	<a href="mailto:agaudette@northbridgemass.org">agaudette@northbridgemass.org</a>	Town Manager
	Dr. Catherine Stickney	<a href="mailto:cstickney@nps.org">cstickney@nps.org</a>	Superintendent of Schools, NPS
	Steve Von Bargaen	<a href="mailto:svonbargaen@nps.org">svonbargaen@nps.org</a>	Building Maintenance Local Official
	Karlene Ross	<a href="mailto:kross@nps.org">kross@nps.org</a>	Principal, W. Edward Balmer Elementary School
	Jill Healy	<a href="mailto:jhealy@nps.org">jhealy@nps.org</a>	Principal, Northbridge Elementary School
	Kathleen Perry	<a href="mailto:kperry@nps.org">kperry@nps.org</a>	Director of Pupil Personnel Services
	Lee P. Dore	<a href="mailto:lpdore@DoreandWhittier.com">lpdore@DoreandWhittier.com</a>	Dore & Whittier Architects
	Donald M. Walter	<a href="mailto:dwalter@DoreandWhittier.com">dwalter@DoreandWhittier.com</a>	Dore & Whittier Architects
	Jason Boone	<a href="mailto:jboone@DoreandWhittier.com">jboone@DoreandWhittier.com</a>	Dore & Whittier Architects
	Thomas Hengelsberg	<a href="mailto:thengelsberg@DoreandWhittier.com">thengelsberg@DoreandWhittier.com</a>	Dore & Whittier Architects
	Rani Philip	<a href="mailto:rphilip@DoreandWhittier.com">rphilip@DoreandWhittier.com</a>	Dore & Whittier Architects
	Joel Seeley	<a href="mailto:jseeley@smma.com">jseeley@smma.com</a>	SMMA

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1000 Massachusetts Avenue  
 Cambridge, MA 02138  
 617.547.5400

[www.smma.com](http://www.smma.com)



## Agenda

Project:	W. Edward Balmer Elementary School Feasibility Study	Project No.:	17020
Re:	School Building Committee Meeting	Meeting Date:	1/16/2018
Meeting Location:	High School Media Center	Meeting Time:	6:30 PM
	427 Linwood Avenue, Whitinsville, MA	Meeting No.	18
Prepared by:	Joel G. Seeley		
Distribution:	Committee Members (MF)		

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1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Review Schematic Design Phase Schedule and Deliverables
5. Site Plan and Site Design Discussion
6. Introductory Discussion of Building Exterior Design/Aesthetics
7. Prepare for MSBA FAS Meeting
8. PR Subcommittee Update
9. New or Old Business
10. Committee Questions
11. Public Comments
12. Next Meeting: January 30, 2018
13. Adjourn

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1000 Massachusetts Avenue  
Cambridge, MA 02138  
617.547.5400

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**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 30, 2017 *Updated January 5, 2018***

<b>DATE</b>	<b>AGENDA</b>
<b><i>Schematic Design Phase (SD)</i></b>	
January 10, 2018	BLACKSTONE CHAMBER OF COMMERCE MEETING - 6:00 PM
January 16, 2018	CM INFORMATIONAL MEETING - 3:30 PM
January 16, 2018	CM PREQUALIFICATION SUBCOMMITTEE MEETING @ 5:30 PM
	Review Draft RFP
January 16, 2018	SCHOOL BUILDING COMMITTEE MEETING
	Review Schematic Design Phase Schedule and Deliverables
	Prepare for MSBA FAS Meeting
January 30, 2018	SCHOOL BUILDING COMMITTEE MEETING
	Review Updated Site and Floor Plans
	Review Preliminary Exterior Imagery
	Prepare for MSBA Board Meeting
February 6, 2018	CM PREQUALIFICATION SUBCOMMITTEE MEETING
	Prequalify CM Firms to Receive RFP
February 27, 2018	CM SELECTION SUBCOMMITTEE
	Review CM Proposals
<i>February 14, 2018</i>	<i>MSBA BOARD MEETING</i>
March 6, 2018	SCHOOL BUILDING COMMITTEE MEETING
	Review MSBA Board Meeting
	Review Updated Site Plan and Floor Plans
	Review Updated Exterior Imagery
	Review Preliminary Mechanical and Electrical Systems
	Review Updated Sustainable Design Features
	Review Preliminary Building Sections
	Prepare for Community Forum No. 6
March 7, 2018	CM SELECTION SUBCOMMITTEE
	CM Interviews
March 12, 2018	SCHOOL BUILDING COMMITTEE MEETING @ 5:30 PM
	Prequalification Committee to Recommend CM Firm
March 12, 2018	COMMUNITY FORUM NO. 6 - 6:00 to 8:00 PM - NORTHBRIDGE ELEMENTARY SCHOOL CAFETERIA

**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 30, 2017 *Updated January 5, 2018***

<b>DATE</b>	<b>AGENDA</b>
March 20, 2018	SCHOOL BUILDING COMMITTEE MEETING
	CM Introduction
	Review Progress Site Plan and Floor Plans
	Review Updated Exterior Elevations
	Review Preliminary Structural Systems
	Review Preliminary Technology Systems
	Review Preliminary FFE Layout
April 3, 2018	SCHOOL BUILDING COMMITTEE MEETING
	Review Progress Site Plan and Floor Plans
	Review Updated Exterior Elevations
	Review Final Mechanical and Electrical Systems
	Review Final Sustainable Design Features
April 17, 2018	SCHOOL BUILDING COMMITTEE MEETING
	Final Site Plan, Floor Plans and Elevations
	Final Project Cost
	Final Project Schedule
	Vote to submit Schematic Design Cost Estimate to MSBA
April 23, 2018	COMMUNITY FORUM NO. 7 - 6:00 to 8:00 PM - W. EDWARD BALMER ELEMENTARY SCHOOL CAFETERIA
April 25, 2018	SUBMIT SCHEMATIC DESIGN COST ESTIMATE TO MSBA
May 1, 2018	SCHOOL BUILDING COMMITTEE MEETING - 7:00 PM
	Vote to submit Schematic Design Package to MSBA
May 9, 2018	SUBMIT SCHEMATIC DESIGN PACKAGE TO MSBA
	ADDITIONAL MEETINGS TO BE SCHEDULED

# Balmer Elementary School Imagery Scoresheet

January 16, 2018

Ranking:  
1 = strongly not preferred  
2 = not preferred  
3 = no strong opinion  
4 = preferred  
5 = strongly preferred

Ranking:

## LANDSCAPE IMAGES

Image #	Circle the appropriate ranking.				
1	1	2	3	4	5
2	1	2	3	4	5
3	1	2	3	4	5
4	1	2	3	4	5
5	1	2	3	4	5
6	1	2	3	4	5
7	1	2	3	4	5
8	1	2	3	4	5
9	1	2	3	4	5
10	1	2	3	4	5
11	1	2	3	4	5
12	1	2	3	4	5
13	1	2	3	4	5
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15	1	2	3	4	5
16	1	2	3	4	5
17	1	2	3	4	5
18	1	2	3	4	5
19	1	2	3	4	5
20	1	2	3	4	5
21	1	2	3	4	5
22	1	2	3	4	5
23	1	2	3	4	5
24	1	2	3	4	5
25	1	2	3	4	5
26	1	2	3	4	5
27	1	2	3	4	5
28	1	2	3	4	5

## BUILDING IMAGES

Image #	Circle the appropriate ranking.				
1	1	2	3	4	5
2	1	2	3	4	5
3	1	2	3	4	5
4	1	2	3	4	5
5	1	2	3	4	5
6	1	2	3	4	5

**Balmer Elementary School**  
**Imagery Scoresheet**  
 January 16, 2018

Ranking:  
 1 = strongly not preferred  
 2 = not preferred  
 3 = no strong opinion  
 4 = preferred  
 5 = strongly preferred

**BUILDING IMAGES**

Image #	Circle the appropriate ranking.				
7	1	2	3	4	5
8	1	2	3	4	5
9	1	2	3	4	5
10	1	2	3	4	5
11	1	2	3	4	5
12	1	2	3	4	5
13	1	2	3	4	5
14	1	2	3	4	5
15	1	2	3	4	5
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34	1	2	3	4	5
35	1	2	3	4	5
36	1	2	3	4	5
37	1	2	3	4	5
38	1	2	3	4	5
39	1	2	3	4	5
40	1	2	3	4	5
41	1	2	3	4	5

# W. EDWARD BALMER SCHOOL

FEASIBILITY STUDY  
NORTHBRIDGE, MA

School Building Committee  
Meeting

JANUARY 16, 2018



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





- 
1. Review of Guiding Principles of Design
  2. Preliminary Landscape Architecture Design Discussion
  3. Preliminary Exterior Building Design Discussion
  4. Questions, Comments, Feedback

## Overall:

## GUIDING PRINCIPLES OF DESIGN

- Create a **happy, cheerful, inspiring** place for children and adults
- Building should serve the **student** population and the **community**
- **Community-centric** overall design theme
- Aesthetic of the facility should **fit into the** existing **neighborhood** context...contemporary but timeless
- **Entire campus** is a learning environment
- Provide Space for **outdoor learning**
- Design a school that integrates and embodies **Sustainability**
- Provide **ubiquitous technology**-rich environments
- Include infrastructure that **supports future technology**, that can **evolve** over time
- Provide **flexibility** at a wide variety of scales: long-term, short term, minute to minute
- Pursue **cost-effective, pragmatic, and efficient** solutions
- Provide high-quality **natural daylight** in as many spaces as possible
- Organize building for **easy way-finding**



# GUIDING PRINCIPLES OF DESIGN

## Safety and Security:

- Use landscape elements to **delineate the campus boundary**, to signal “eyes on the street”
- Organize building into **public & private zones** with the ability to secure areas of the building
- Minimize exterior access points
- Provide emergency vehicle access to the entire building perimeter if possible
- Allow **visual observation** of parking and approach from administration suite
- Articulate **strategies** for evacuation and shelter in place
- Design a **multi-step entry sequence**, including a secured vestibule
- **Provide balance** between safety and openness/ welcoming environment
- **Separate** pedestrians, bikes, busses, vans, parent vehicles, and delivery vehicles
- **Minimize distances** from drop-off points to the school entrance(s)
- **Plan** to accommodate tractor-trailer deliveries – should be separate from student play areas



## GUIDING PRINCIPLES OF DESIGN

### Educational:

- Break down the **scale** of the building by providing grade-level-based **small learning communities** (SLCs) with **extended learning spaces**
- Design flexible SLCs to allow possible **looping and/or multi-age** organizational configuration
- **Flexibility** of design to allow **real-time, short-term, and long-term** educational activities
- Provide integrated spaces for **project-based learning** and **making things**
- Design the **media center/library** as a **central hub** with satellite library program spaces
- **Minimize barriers** between special education and regular education
- Provide spaces at strategic points in the school that **accommodate** students having difficulties while preserving their privacy and **honoring** their differences with **dignity**
- Equip pairs of general education classrooms with **shared small group** to serve push-in and pull out activities
- Provide places for **teachers** to **coordinate, collaborate,** and plan together, **close** to their learning communities
- **Anticipate future change** in educational delivery methods



# GUIDING PRINCIPLES OF DESIGN

## Specials/ Commons:

- **Equip** extended learning areas with wet/messy zone, teaching zone, creative collaboration/brainstorming zone, quiet zone(s), performance/demonstration zone
- Design a **cafeteria** with a **variety** of eating experiences; flexible, with capability to handle a variety of assembly and other functions beyond dining
- **Zone** Library/Media Center into multiple areas both with centralized teaching area, media areas, collaborative small group room(s) and A/V lab spaces
- Maintain a **relationship** between **stage**, **gymnasium** and **cafeteria** to maximize flexibility of event sizes
- Position Cafeteria, Classrooms, and Playgrounds to **allow flow** between these three areas for recess
- Position play grounds with **respect** for classrooms







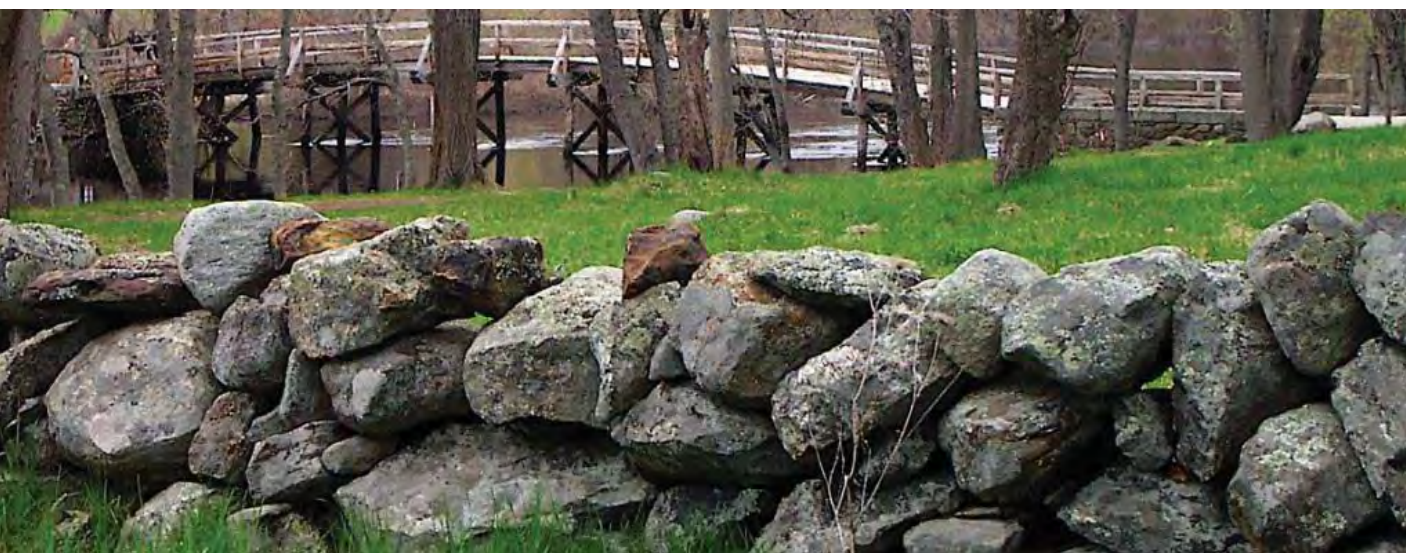
# LANDSCAPE CONTEXT





# GLACIAL PAST









SERENE QUIET FLOW





# SHAPING THE LAND





 Horiuchi-Solien Landscape Architects

# LANDSCAPE DESIGN IMAGES



OPTION C3.1b  
SITE PLAN AND CIRCULATION





## Main Entry Plaza /Drop off



*Entire campus is a learning environment*



Main Entry Plaza /  
Drop off

lantern announces entry





## Main Entry Plaza /Drop off



rooted to the landscape

gardens near building



indoor/ outdoor relationship



gardens near building



5



6

indoor/ outdoor relationship



## Playground equipment – older grades



technical play – absorptive surface



## Playground equipment – older grades



8

Wood fiber surface



9



## Playground equipment – younger grades



Synthetic absorptive surface



## Playground equipment – younger grades



Wood fiber surface



# Accessible playground equipment

12



14



13



15







Accessible playground equipment





Musical playground equipment





Hard playscape with stenciled games





Natural playground





Natural playground





Natural playground





22

*Outdoor learning environments*





23

*Outdoor classroom*





*Outdoor education:* Kitchen Garden





*Integrating special education:* Sensory Gardens





*Outdoor education:* drainage basins and rain gardens





27

*Outdoor learning:* nature trail development





*Outdoor fitness gym/ trail for Vail Field perimeter*





**BUILDING CONTEXT**

**IMAGES**





rooted, connected



contemporary in context





forms in light  
surface articulation  
functional expression





announce entry  
scale – relatable by detail



proto-modern  
scale – surface articulation





scale – materials, massing



entry  
subtle palette

**BUILDING EXTERIOR  
DESIGN IMAGES**





*Contemporary but timeless*





Step down to *scale* of a child





*happy, cheerful, inspiring*





*Provide balance between safety and openness*



# Announcement of entry





*Neighborhood context*





*Scale elements at entry*



*Scale elements at entry*





*happy, cheerful, inspiring*





*Visual texture*





*Visual texture*



*Massing* used to mediate *scale*





15



16



17

How does the building meet the landscape?





Base of natural materials; lighter materials above





19



20

*Small learning communities*



21





*Outdoor learning on display*



23



24

Natural materials close at hand



25



27

26



Contemporary but timeless





Nature, geometric shapes, color, materials





29

Outside/ inside  
*Natural light*





30

*Outdoor learning, related to indoors*



31





32

*Outdoor learning, related to indoors*





Rich natural materials, *sustainability*









Expression of program on exterior





37



38

36

Façade strategies









*Thank you  
for your  
attention!*

*Questions?  
Comments?*