

**PROJECT MINUTES**

Project:	W. Edward Balmer Elementary School Feasibility Study	Project No.:	17020
Prepared by:	Joel Seeley	Meeting Date:	5/1/2017
Re:	School Building Committee Meeting	Meeting No:	3
Location:	High School Health Conference Room	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	Chairman, Board of Selectmen	Voting Member
✓	Michael LeBrasseur	Member, 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
	Theodore Kozak	Town Manager	Non-Voting Member
✓	Dr. Catherine Stickney	Superintendent of Schools	Non-Voting Member
		Building Maintenance Local Official	Non-Voting Member
✓	Karlene Ross	Principal, W. Edward Balmer Elementary School	Non-Voting Member
✓	Jill Healy	Principal, Northbridge Elementary School	Non-Voting Member
✓	Kathleen Perry	Director of Pupil Personnel Services	Non-Voting Member
✓	Joel Seeley	SMMA, OPM	Non-Voting Member

Item #	Action	Discussion
3.1	Record	Call to Order, 6:30 PM, meeting opened.
3.2	Record	J. Seeley distributed and reviewed the updated Meetings and Agenda Schedule for the Pre-Designer Selection Phase, attached.
3.3	Record	J. Seeley distributed and reviewed the updated Project Schedule, attached
3.4	Record	J. Seeley provided an update on the Designer Selection process. The MSBA provided minor comments to the draft Designer RFS after the OPM Panel meeting held on 4/3/2017. The finalized Designer RFS was made available to Designers on 4/12/2017. The Pre-Proposal Information Meeting and Schools Tour was held on 4/18/2017 with eight architectural firms in attendance. Several questions were asked, which were answered in Addendum No. 1, dated 4/20/2017. The Designer Proposals are due 5/2/2017. J. Seeley will forward the MSBA their proposals for review. The members of the Designer Proposal Review Subcommittee will pick up their proposals from Central Office for review. The Designer Proposal Review Subcommittee will meet on 5/15/2017.
3.5	PR subcommittee	<p>The PR subcommittee discussed several actions to undertake relative to project PR:</p> <ol style="list-style-type: none"> <li>1. Coordinate with NCTV to tape SBC meetings commencing with the 6/26/2017 meeting</li> <li>2. Develop a video tour of Balmer and NES for community viewing</li> <li>3. Coordinate a tour of Balmer and NES by SBC members</li> </ol> <p>J. Strazzulla requests two additional committee members join C. Stickney, M. LeBrasseur and A. Chagnon on the PR Subcommittee and that the Subcommittee have a more formal PR program to discuss at the 6/26/2017 Committee meeting.</p>
3.6	J. Strazzulla J. Marzec	<p>J. Strazzulla presented a listing of Town-owned land for review and discussion. The Committee provided rankings on the characteristics of each site, attached. The Committee determined to include the following sites in the feasibility Study:</p> <ol style="list-style-type: none"> <li>1. Balmer Site, including Vail Field</li> <li>2. Riverdale Memorial Field</li> <li>3. High School Play Fields</li> </ol> <p>J. Strazzulla will meet with the Town Planner to obtain additional information on these sites.</p> <p>M. Walker asked if a land search was undertaken for the high school project? J. Marzec will check with the Town Clerk.</p>
3.7	J. Strazzulla M. LeBrasseur J. Marzec J. Lundquist	<p>J. Strazzulla requested that a subcommittee be formed to assess the listing of Non-Town-owned land for review and discussion by the Committee.</p> <p>A motion was made by M. LeBrasseur and seconded by J. Marzec to appoint J. Strazzulla, M. LeBrasseur, J. Marzec, and J. Lundquist to the Non-Town-owned Land Review Subcommittee. Motion passed unanimous by those attending.</p> <p>The Subcommittee to assess the listing of Non-Town-owned land for:</p> <ol style="list-style-type: none"> <li>1. Lot Size</li> <li>2. Sites Grades</li> <li>3. Water and Sewer Availability</li> <li>4. Electric Availability</li> <li>5. Environmental and Wetlands</li> </ol>

Item #	Action	Discussion
		6. Soils Makeup 7. Vehicular Access 8. Bussing Impact 9. Easements 10. Student Walker Safety 11. Traffic Congestion 12. Parkland
3.8	Record	J. Seeley presented a listing of recent MSBA approved elementary schools, with school size, student count, lot size and site plan information for each, attached.
3.9	Record	Next <b>Designer Proposal Review Meeting: May 15, 2017 at 5:30 pm</b> at the High School Health Conference Room.
3.10	Record	Next <b>SBC Meeting: May 30, 2017 at 6:30 pm</b> at the High School Health Conference Room.
3.11	Record	A Motion was made by J. Tubbs and seconded by J. Lundquist to adjourn the meeting. No discussion, voted unanimously.

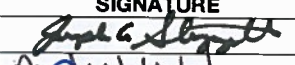
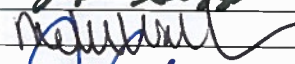
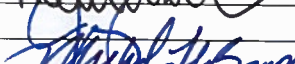


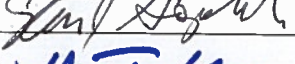

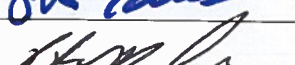
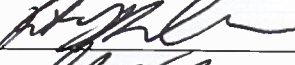
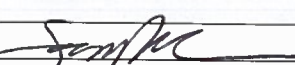
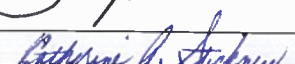
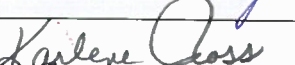

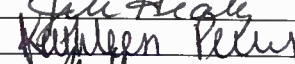

Attachments: Agenda, Meetings and Agenda Schedule for the Pre-Designer Selection Phase, Project Schedule, Listing of Town-Owned Land, Listing of recent MSBA approved Elementary Schools

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 Health Conference Room  
 427 Linwood Avenue, Whitinsville, MA  
 Distribution: Attendees, (MF)

Project No.: 17020  
 Meeting Date: 5/1/2017  
 Meeting No: 3  
 Time: 6:30pm

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>	Chairman, Board of Selectmen, CEO
	Michael LeBrasseur	<a href="mailto:mlebrasseur@nps.org">mlebrasseur@nps.org</a>	Member, 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@parecorp.com">achagnon@parecorp.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
	Theodore Kozak	<a href="mailto:tkozak@northbridgemass.org">tkozak@northbridgemass.org</a>	Town Manager
	Dr. Catherine Stickney	<a href="mailto:cstickney@nps.org">cstickney@nps.org</a>	Superintendent of Schools, NPS
			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
	Joel Seeley	<a href="mailto:jseeley@smma.com">jseeley@smma.com</a>	SMMA

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## Agenda

Project:	W. Edward Balmer Elementary School Feasibility Study	Project No.:	17020
Re:	School Building Committee Meeting	Meeting Date:	5/1/2017
Meeting Location:	High School Health Conference Room 427 Linwood Avenue, Whitinsville, MA		
Prepared by:	Joel G. Seeley	Meeting Time:	6:30 PM
Distribution:	Committee Members (MF)	Meeting No.	3

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1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Designer Selection Process Update
5. PR Subcommittee Update
6. Review Alternative Sites
7. Public Comments
8. Next Meeting: May 30, 2017
9. Adjourn

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

All meetings held at the  
**High School Health Conference Room at 6:30 PM**  
unless otherwise noted

**MEETINGS SCHEDULE AND AGENDAS**  
March 13, 2017 *Updated March 28, 2017*

DATE	AGENDA
<i>Pre-Designer Selection Phase</i>	
March 7, 2016	SCHOOL BUILDING COMMITTEE MEETING
	Introductions
	Feasibility Study and Designer Selection Overview
	Review Draft RFS
March 20, 2017	SCHOOL BUILDING COMMITTEE MEETING
	Discuss Designer Proposal Review and MSBA DSP Representation
	Discuss Project Promotion
	Alternative Sites Review
	Next Three (3) Months Meetings Schedule
March 20, 2017	DESIGNER PROPOSAL REVIEW SUBCOMMITTEE
	Review Draft RFS
May 1, 2017	SCHOOL BUILDING COMMITTEE MEETING
	Review Alternative Sites
May 15, 2017	DESIGNER PROPOSAL REVIEW SUBCOMMITTEE @ 5:30 PM
	Designer Proposal Review
	Prepare for MSBA Designer Selection Panel (DSP)
May 30, 2017	SCHOOL BUILDING COMMITTEE MEETING
	Review Alternative Sites
June 26, 2017	SCHOOL BUILDING COMMITTEE MEETING
	Designer Introductions
	ADDITIONAL MEETINGS TO BE SCHEDULED

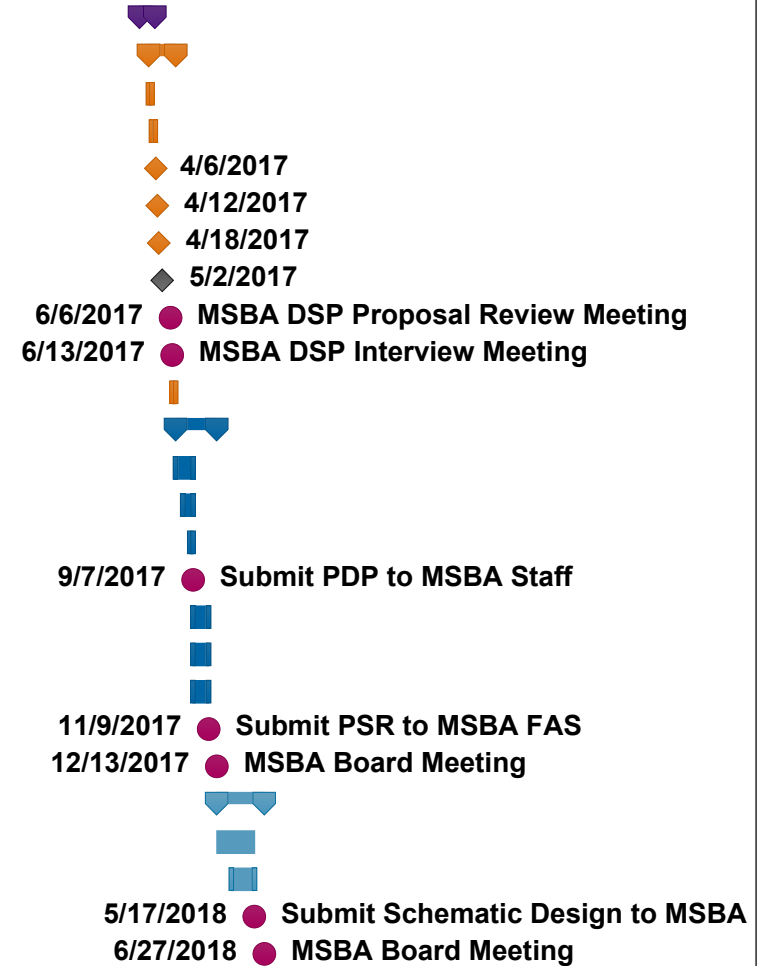
February 14, 2017  
Updated April 7, 2017

**W. Edward Balmer Elementary School  
Feasibility Study  
Preliminary Project Schedule**

PROJECT MANAGEMENT

**SMMA**

ID	Task Name	Duration	Start	Finish	2015	2016	2017	2018	2019	2020	2021	2022	2023
1	<b>MSBA PREREQUISITES</b>	<b>434 days</b>	<b>3/9/2015</b>	<b>11/9/2016</b>									
4	<b>RETAIN OPM</b>	<b>45 days</b>	<b>1/30/2017</b>	<b>4/3/2017</b>									
10	<b>RETAIN DESIGNER</b>	<b>80 days</b>	<b>3/8/2017</b>	<b>6/27/2017</b>									
11	Draft Designer RFS and Submit to MSBA	10 days	3/8/2017	3/21/2017									
12	MSBA Approve Draft RFS	11 days	3/21/2017	4/4/2017									
13	Submit to Central Register	0 days	4/6/2017	4/6/2017									
14	Notice in Central Register	0 days	4/12/2017	4/12/2017									
15	Briefing Session	0 days	4/18/2017	4/18/2017									
16	Submit Designer Proposals	0 days	5/2/2017	5/2/2017									
17	<b>MSBA DSP Proposal Review Meeting</b>	<b>0 days</b>	<b>6/6/2017</b>	<b>6/6/2017</b>									
18	<b>MSBA DSP Interview Meeting</b>	<b>0 days</b>	<b>6/13/2017</b>	<b>6/13/2017</b>									
19	Negotiate Designer Contract	11 days	6/13/2017	6/27/2017									
20	<b>FEASIBILITY STUDY (FS)</b>	<b>121 days</b>	<b>6/27/2017</b>	<b>12/13/2017</b>									
21	Develop Preliminary Design Program (PDP)	53 days	6/27/2017	9/7/2017									
22	Community Presentations	31 days	7/27/2017	9/7/2017									
23	Grade Reconfiguration Public Meetings	10 days	8/25/2017	9/7/2017									
24	<b>Submit PDP to MSBA Staff</b>	<b>0 days</b>	<b>9/7/2017</b>	<b>9/7/2017</b>									
25	Develop Preferred Schematic Report (PSR)	46 days	9/7/2017	11/9/2017									
26	Community Presentations	46 days	9/7/2017	11/9/2017									
27	Grade Configuration Public Meetings	46 days	9/7/2017	11/9/2017									
28	<b>Submit PSR to MSBA FAS</b>	<b>0 days</b>	<b>11/9/2017</b>	<b>11/9/2017</b>									
29	<b>MSBA Board Meeting</b>	<b>0 days</b>	<b>12/13/2017</b>	<b>12/13/2017</b>									
30	<b>SCHEMATIC DESIGN (SD)</b>	<b>140 days</b>	<b>12/13/2017</b>	<b>6/27/2018</b>									
31	Develop Schematic Design	112 days	12/13/2017	5/17/2018									
32	Community Presentations	69 days	2/12/2018	5/17/2018									
33	<b>Submit Schematic Design to MSBA</b>	<b>0 days</b>	<b>5/17/2018</b>	<b>5/17/2018</b>									
34	<b>MSBA Board Meeting</b>	<b>0 days</b>	<b>6/27/2018</b>	<b>6/27/2018</b>									
35	<b>LOCAL APPROPRIATION</b>												
38	<b>DESIGN AND CONSTRUCTION (TBD)</b>												





# School Site Comparables

## *Elementary Schools*

School Name	Students	School Size (SF)	Lot Size (Acres)
Milford Woodland Elementary School	985	132,000	22.0
Whitman-Hanson Maquan Elementary School	800	132,000	17.8
Carver Elementary School	750	112,000	23.7
Amherst Wildwood Elementary School	750	122,000	14.3
Webster Park Avenue Elementary School	720	109,067	10.2
Andover Bancroft Elementary School	680	106,904	20.2
Newburyport Bresnahan Elementary School	660	112,517	17.5
Templeton Elementary School	580	92,735	3.0
Athol-Royalston Elementary School	545	95,726	23.0
Lexington Estabrook Elementary School	540	91,840	7.5
Ashburnham John Briggs Elementary School	520	87,085	27.1
Bourne Peebles Elementary School	460	72,680	8.6
Gloucester West Parish School	355	65,679	20.0



Map	Block	Street Name	Acres	Lot Size	Wetlands	Water/ Sewer	Electric Utilities	2 Way Access	Env. Restrictions	Safety	Traffic	Easements	Soils	Bussing
25	103	SCHOOL ST	8	Landlocked	1		1							2
11	5	CARPENTER RD	8.91	Landlocked	1		1						1	3
7	152	Conservation	9.02	Backs up to Community Gard	1		1						2	4
24A	56	PROVIDENCE RD	10.86	Linwood Playground	1		3						4	8
21	138	HIGHLAND ST	11.45	Landlocked	1		1						1	3
14	1	LINWOOD AV	13.16	Athletic Field	2		3						4	9
27	47	QUAKER ST	13.31	Off Quaker - elevation	2		1						1	4
30	17	QUAKER ST	13.35	Backs up to River and Filter B	2		1						2	5
26	92	BROOKWAY DR	14.03	Landlocked - backs onto Shini	2		1						1	4
3	6	CASTLE HILL RD	16.92	Riley Pond	3		1						1	5
21	133	FOWLER RD	17	Landlocked	3		1						1	5
29	17	PUDDON ST	20.43	Off Moon Hill	4		1						1	6
14	17	PROVIDENCE RD	21.51	Across from Sewer Beds	4		3						4	11
21	27	PROVIDENCE RD	26.11	Ball Field - across from tent	3	4	1	1	1		4		4	18
4	36	FLETCHER ST	33.29	Pine Forest - Conservation Ar	4	1	1	2	1		4		2	15
15	86	HIGHLAND ST	37.8	Rocky - limited entrance off H	4	3	1	1	1		1		1	12
26	26	SCHOOL ST	40.03	Shining Rock Cliff	4	3	1	1	1		1		1	12
30	6	QUAKER ST	50	Filter Bed	4	1	1	4	1		2		2	15
24	129	PROVIDENCE RD	53.51	Sewer Bed	4	1	1	4	2		2		2	16
11	153	SHANNON DR	64.11	Samuel	4	2	1	2	2		2		3	16
														0
7	138,141		29.01	Balmer	4									4
					3		4	4	1		4		4	20

Rating Scale - 4 = most desirable 1 = least desirable

# W. Edward Balmer Elementary School

## School Site Comparisons

*May 1, 2017*



# School Site Comparables

## *Elementary Schools*

School Name	Students	School Size (SF)	Lot Size (Acres)
Milford Woodland Elementary School	985	132,000	22.0
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Amherst Wildwood Elementary School	750	122,000	14.3
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Andover Bancroft Elementary School	680	106,904	20.2
Newburyport Bresnahan Elementary School	660	112,517	17.5
Templeton Elementary School	580	92,735	3.0
Athol-Royalston Elementary School	545	95,726	23.0
Lexington Estabrook Elementary School	540	91,840	7.5
Ashburnham John Briggs Elementary School	520	87,085	27.1
Bourne Peebles Elementary School	460	72,680	8.6
Gloucester West Parish School	355	65,679	20.0

# W. Edward Balmer Elementary School

## *Site Plan*



# Milford

## *Woodland Elementary School*

- Grade Configuration: 3-5
- Design Enrollment: 985
- Square Footage: 132,000
- Site Size: 22.0 Acres





# Whitman-Hanson

## *Maquan Elementary School*

- Grade Configuration: K-4
- Design Enrollment: 800
- Square Footage: 132,000
- Site Size: 17.8 Acres



# Carver

## *Carver Elementary School*

- Grade Configuration: PK-5
- Design Enrollment: 750
- Square Footage: 112,000
- Site Size: 23.7 Acres





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# Amherst

## *Wildwood Elementary School*

- Grade Configuration: 2-6
- Design Enrollment: 750
- Square Footage: 122,000
- Site Size: 14.3 Acres

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# Webster

## *Park Avenue Elementary School*

- Grade Configuration: PK-4
- Design Enrollment: 720
- Square Footage: 109,067
- Site Size: 10.2 Acres

# Andover

## *Bancroft Elementary School*

- Grade Configuration: PK-4
- Design Enrollment: 680
- Square Footage: 106,904
- Site Size: 20.2 Acres



# Newburyport

## *Bresnahan Elementary School*

- Grade Configuration: PK-3
- Design Enrollment: 660
- Square Footage: 112,517
- Site Size: 17.5 Acres



# Templeton

## *Templeton Center Elementary School*

- Grade Configuration: PK-5
- Design Enrollment: 580
- Square Footage: 92,735
- Site Size: 3 Acres





# Athol

## *Athol Elementary School*

- Grade Configuration: K-4
- Design Enrollment: 545
- Square Footage: 95,726
- Site Size: 23 Acres



# Lexington

## *Joseph Estabrook Elementary School*

- Grade Configuration: K-5
- Design Enrollment: 540
- Square Footage: 91,840
- Site Size: 7.5 Acres





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# Ashburnham

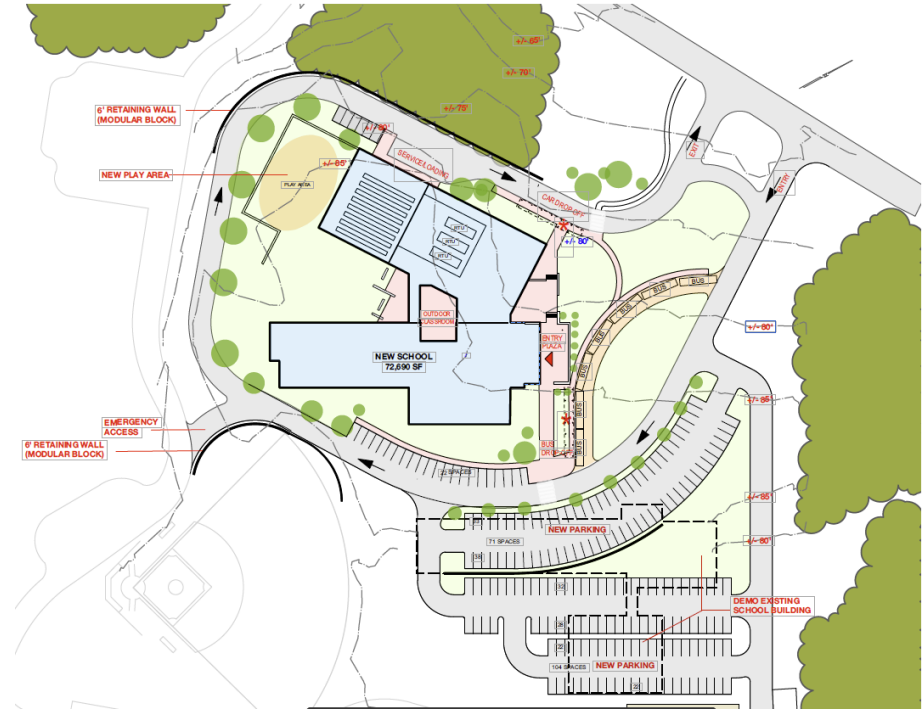
*John Briggs Elementary School*

- Grade Configuration: K-5
- Design Enrollment: 520
- Square Footage: 87,085
- Site Size: 27.1 Acres

# Bourne

## *James F. Peebles Elementary School*

- Grade Configuration: 3-5
- Design Enrollment: 460
- Square Footage: 72,680
- Site Size: 8.6 Acres



# Gloucester

## *West Parish Elementary School*

- Grade Configuration: K-5
- Design Enrollment: 355
- Square Footage: 65,469
- Site Size: 20 Acres

