

**PROJECT MINUTES**

Project:	W. Edward Balmer Elementary School Feasibility Study	Project No.:	17020
Prepared by:	Joel Seeley	Meeting Date:	3/20/2017
Re:	School Building Committee Meeting	Meeting No:	2
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
2.1	Record	Call to Order, 6:30 PM, meeting opened.
2.2	Record	<p>A motion was made by M. LeBrasseur and seconded by A. Chagnon to approve the 3/7/2017 School Building Committee meeting minutes as amended as follows:</p> <p>Change wording of paragraph 1.3 to:</p> <p style="padding-left: 40px;">Change wording of Action Item III A to reflect the Selection Subcommittee is authorized to make the final selection of the OPM and recommend to the MSBA their decision and that C. Stickney is member of the Selection Subcommittee.</p> <p>Motion passed unanimous by those attending.</p>
2.3	Record	<p>J. Seeley reviewed the designer selection process.</p> <p>A motion was made by A. Chagnon and seconded by P. Bedigian to appoint J. Strazzulla, J. Marzec and C. Stickney as the three SBC members to sit on the MSBA Designer Selection Panel (DSP) with M. LeBrasseur, T. Kozak and M. Walker as alternates. Motion passed unanimous by those attending.</p> <p>A motion was made by J. Lundquist and seconded by M. LeBrasseur to appoint J. Strazzulla, J. Marzec, C. Stickney, M. Walker, A. Chagnon, K. Ross and P. L'Hommedieu to the Designer Proposal Review Subcommittee. Motion passed unanimous by those attending.</p>
2.4	J. Seeley	<p>The Designer Proposal Review Subcommittee reviewed the draft Designer RFS. J. Seeley to edit to incorporate the following comments:</p> <ol style="list-style-type: none"> <li>1. Correct Northbridge Public Schools on page 1</li> <li>2. Correct sentence space in 4<sup>th</sup> paragraph on page 2</li> <li>3. Update Northbridge as a Green Community in 4<sup>th</sup> paragraph on page 3</li> <li>4. Add semi-colon in three places in 5<sup>th</sup> paragraph on page 3</li> <li>5. Correct alternative sites description in 7<sup>th</sup> paragraph on page 3</li> <li>6. Correct alternative sites description in 8<sup>th</sup> paragraph on page 3</li> <li>7. Confirm font size in the 4<sup>th</sup> and 5<sup>th</sup> paragraphs on page 7</li> </ol> <p>J. Seeley to edit and transmit to M. Walker for forwarding to MSBA for review.</p>
2.5	J. Seeley	<p>The PR subcommittee was discussed. The following members have volunteered to be on the PR subcommittee: C. Stickney, M. LeBrasseur and A. Chagnon. J. Seeley to add a PR Subcommittee agenda item to each SBC meeting agenda.</p>
2.6	Record	<p>J. Seeley distributed and reviewed the SBC Project Page on the NPS Website, attached. SMMA to populate.</p>
2.7	J. Seeley	<p>J. Seeley distributed and reviewed a draft press release on the selection of the OPM, attached. J. Seeley to edit to incorporate the following comments:</p> <ol style="list-style-type: none"> <li>1. Edit the 4<sup>th</sup> sentence to emphasize the Committee has no preconceived solutions and that they will investigate renovation, renovation and addition, and new construction options for two grade configuration options. The two grade configuration options to be studied are consolidating preschool through grade 5 on one campus and keeping grades 2-4 at the Balmer School with the younger grades at Northbridge Elementary School.</li> <li>2. Edit the 6<sup>th</sup> sentence to provide additional emphasis on SMMA's experience.</li> </ol>

Item #	Action	Discussion
		3. Edit the 7 <sup>th</sup> sentence to change “retain” to “hire”.
2.8	J. Strazzulla	J. Strazzulla distributed and reviewed a listing of Town-owned land, attached, for review and discussion. J. Strazzulla to meet with the Town Planner to develop a spread sheet to include the following characteristics for each of the sites for Committee review: <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> <li>6. Soils Makeup</li> <li>7. Vehicular Access</li> <li>8. Bussing Impact</li> <li>9. Easements</li> <li>10. Student Walker Safety</li> <li>11. Traffic Congestion</li> <li>12. Parkland</li> </ol>
2.9	J. Strazzulla	J. Strazzulla distributed and reviewed a copy of the assessor’s map of the properties adjacent to the High School property, attached. J. Strazzulla to meet with the Town Planner to develop a listing of privately owned land that are a minimum of 15 to 20 acres, also including the same review of characteristics noted in 2.8 above for Committee review.
2.10	J. Seeley	J. Seeley distributed and reviewed a draft Meetings and Agenda Schedule for the Pre-Designer Selection Phase, attached. J. Seeley to edit to incorporate the following comments: <ol style="list-style-type: none"> <li>1. Change April 24 SBC meeting to May 1</li> <li>2. Change May 22 Designer Proposal Review meeting to May 15 at 5:30 pm</li> <li>3. Change May 29 SBC meeting to May 30</li> </ol>
2.11	Record	Next <b>SBC Meeting: May 1, 2017 at 6:30 pm</b> at the High School Health Conference Room.
2.12	Record	Next <b>Designer Proposal Review Meeting: May 15, 2017 at 5:30 pm</b> at the High School Health Conference Room.
2.13	Record	A Motion was made by J. Marzec and seconded by M. LeBrasseur to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, SBC Project Page on the NPS Website, OPM Selection Draft Press Release, Listing of Town-Owned Land, Assessor’s Map of the properties adjacent to the High School, Draft Meetings and Agenda Schedule for the Pre-Designer Selection Phase

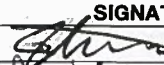

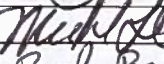
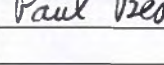


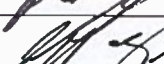
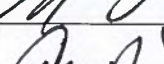
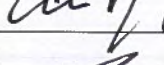

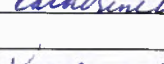
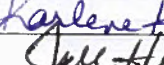
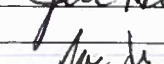
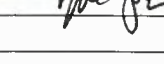
The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

## 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

Project No.: 17020  
 Meeting Date: 3/20/2017  
 Meeting No: 2  
 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>	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
	Thomas 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:	3/20/2017
Meeting Location:	High School Health Conference Room 427 Linwood Avenue, Whitinsville, MA		
Prepared by:	Joel Seeley	Meeting Time:	6:30 PM
Distribution:	Committee Members (MF)	Meeting No.	2

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1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Discuss Designer Proposal Review and MSBA DSP Representation
5. Discuss Project Promotion
  - PR Subcommittee
  - Project Webpage
  - OPM Press Release
6. Alternative Sites Review
7. Next Three Months Meetings Schedule
8. Public Comments
9. Next Meeting
10. Adjourn

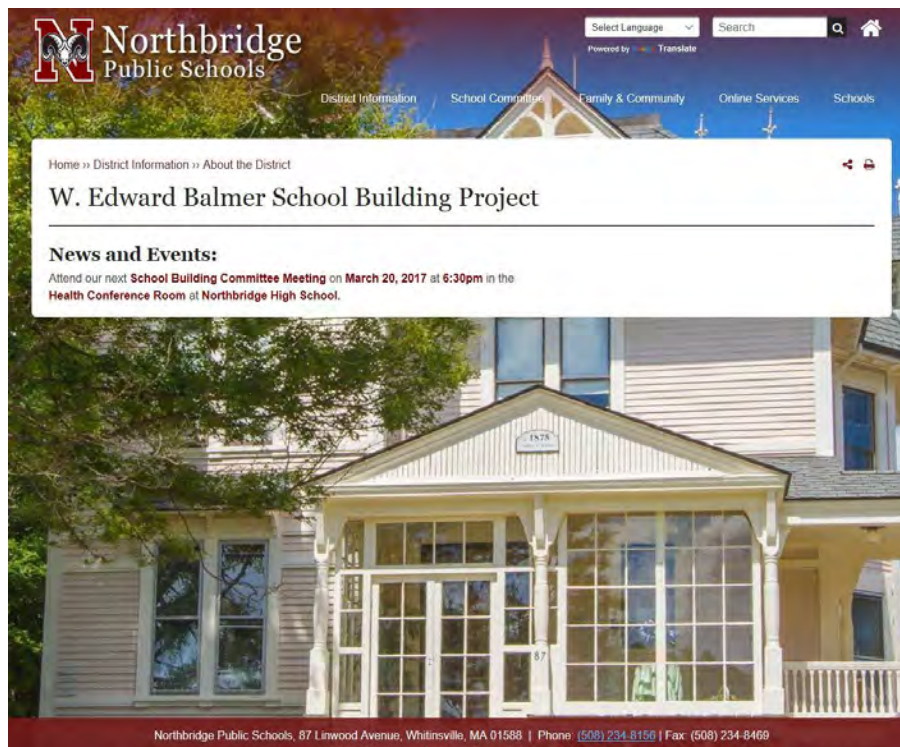
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To:	W. Edward Balmer School Building Committee	Date:	3/20/2017
From:	Joel G. Seeley	Project No.:	17020
Project:	W. Edward Balmer School		
Re:	Live Website and Updates		
Distribution:	(MF)		

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## Memorandum



The School Building Committee site will contain the following:

- Building Committee and Community Meeting Schedules
- Committee Members and Biographies
- Community Meeting Information and Presentations
- Community Surveys
- Designer Proposal Review Committee
- MSBA Correspondence
- MSBA Submissions
- Massachusetts School Building Authority (MSBA) (*hyperlink directly to their website*)
- Project Schedules
- School Building Committee Meeting Minutes
- Town Committee Presentations
- Community Surveys

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MEETINGS\4.2  
Agendas\School Building  
Committee\2017\_20MarchM  
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1000 Massachusetts Avenue  
Cambridge, MA 02138  
617.547.5400

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

*To be issued after 4/3/2017*

## Press Release

The W. Edward Balmer Elementary School Building Committee continues to work on developing options for the Balmer School's future. Since the Town's approval of the Feasibility Study funding last May, the Committee has been working closely with the Massachusetts School Building Authority (MSBA), the state agency that oversees all school construction. In November, the MSBA, which will provide Northbridge a grant of up to 57.11% of the Feasibility Study costs, invited Northbridge into the grant program to develop a cost effective, sustainable and educationally appropriate solution to the aging Balmer School. Two options are being considered: the first is to consolidate preschool through grade 5 on one campus; the second option is to keep housing grades 2-4 at the Balmer School and the younger grades at Northbridge Elementary School. The Committee has retained the Owner's Project Management firm, Symmes Maini & McKee Associates (SMMA) of Cambridge, MA to manage the Feasibility Study process. SMMA is a 170 person, integrated design and management firm specializing in school projects. The Committee's next steps are to retain the Architectural firm, in collaboration with the MSBA, in early June and commence the educational visioning process. Please visit us at <http://www.nps.org> for additional information.

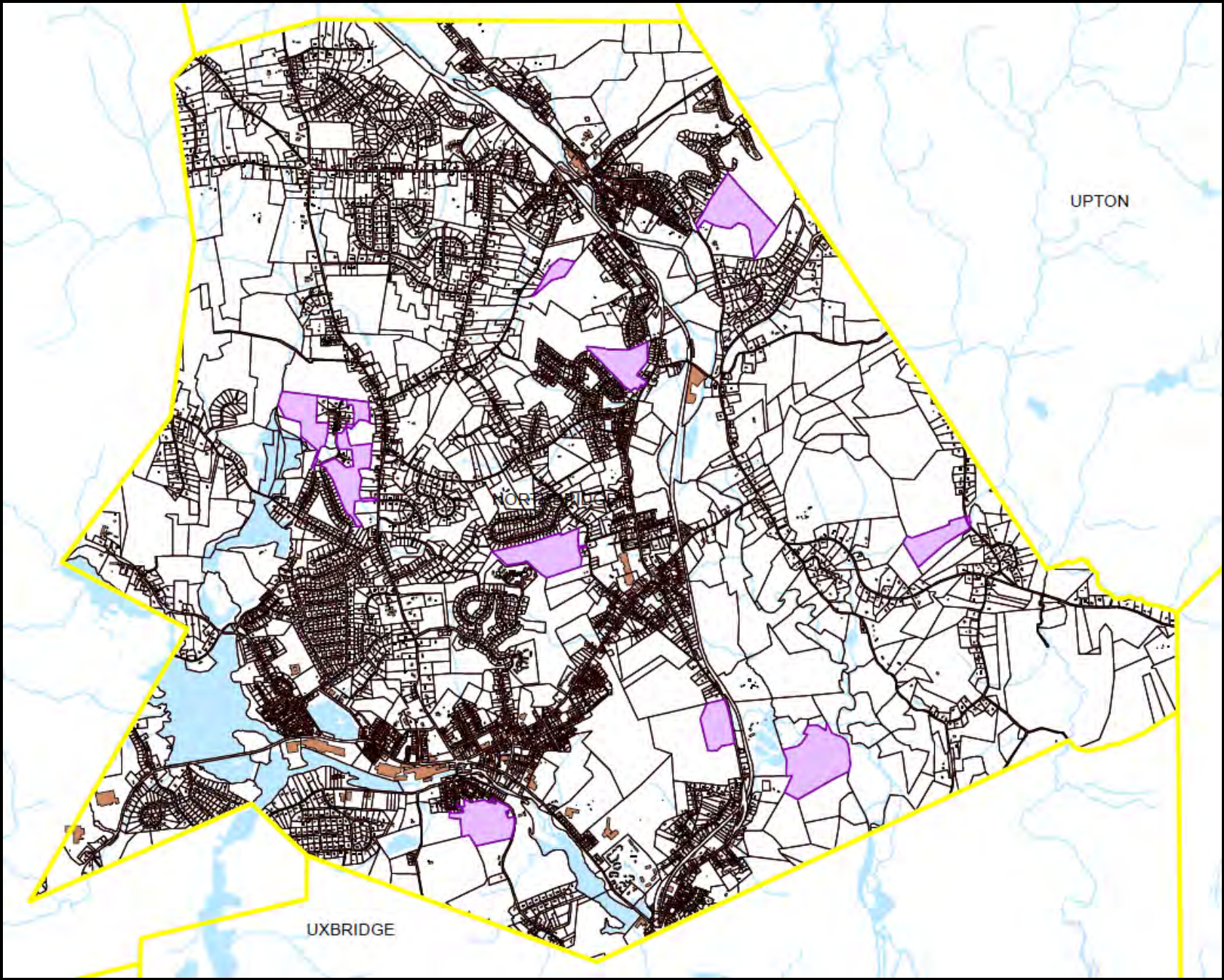
Town owned Land > 8 acres

Map	Block	Street Name	Acres	
25	103	SCHOOL ST	8.00	Landlocked
11	5	CARPENTER RD	8.91	Landlocked
7	152	Conservation	9.02	Backs up to Community Garden
24A	56	PROVIDENCE RD	10.86	Linwood Playground
21	138	HIGHLAND ST	11.45	Landlocked
14	1	LINWOOD AV	13.16	Athletic Field •
27	47	QUAKER ST	13.31	Off Quaker - elevation
30	17	QUAKER ST	13.35	Backs up to River and Filter Beds
26	92	BROOKWAY DR	14.03	Landlocked - backs onto Shining Rock Elevation
3	6	CASTLE HILL RD	16.92	Riley Pond
21	133	FOWLER RD	17.00	Landlocked
29	17	PUDDON ST	20.43	Off Moon Hill
14	17	PROVIDENCE RD	21.51	Across from Sewer Beds
21	27	PROVIDENCE RD	26.11	Rockdale Ball Field
6	33	LAKE ST	26.69	Arcade Pond
4	36	FLETCHER ST	33.29	Pine Forest - Conservation Area
15	86	HIGHLAND ST	37.80	Rocky - limited entrance off Highland
26	26	SCHOOL ST	40.03	Shining Rock Cliff
30	6	QUAKER ST	50.00	Filter Bed
5	53	LINWOOD AV	50.36	Linwood Pond
24	129	PROVIDENCE RD	53.51	Sewer Bed
11	153	SHANNON DR	64.11	Samuel
7	138		21.01	Balmer
7	141		9.00	Balmer Fields

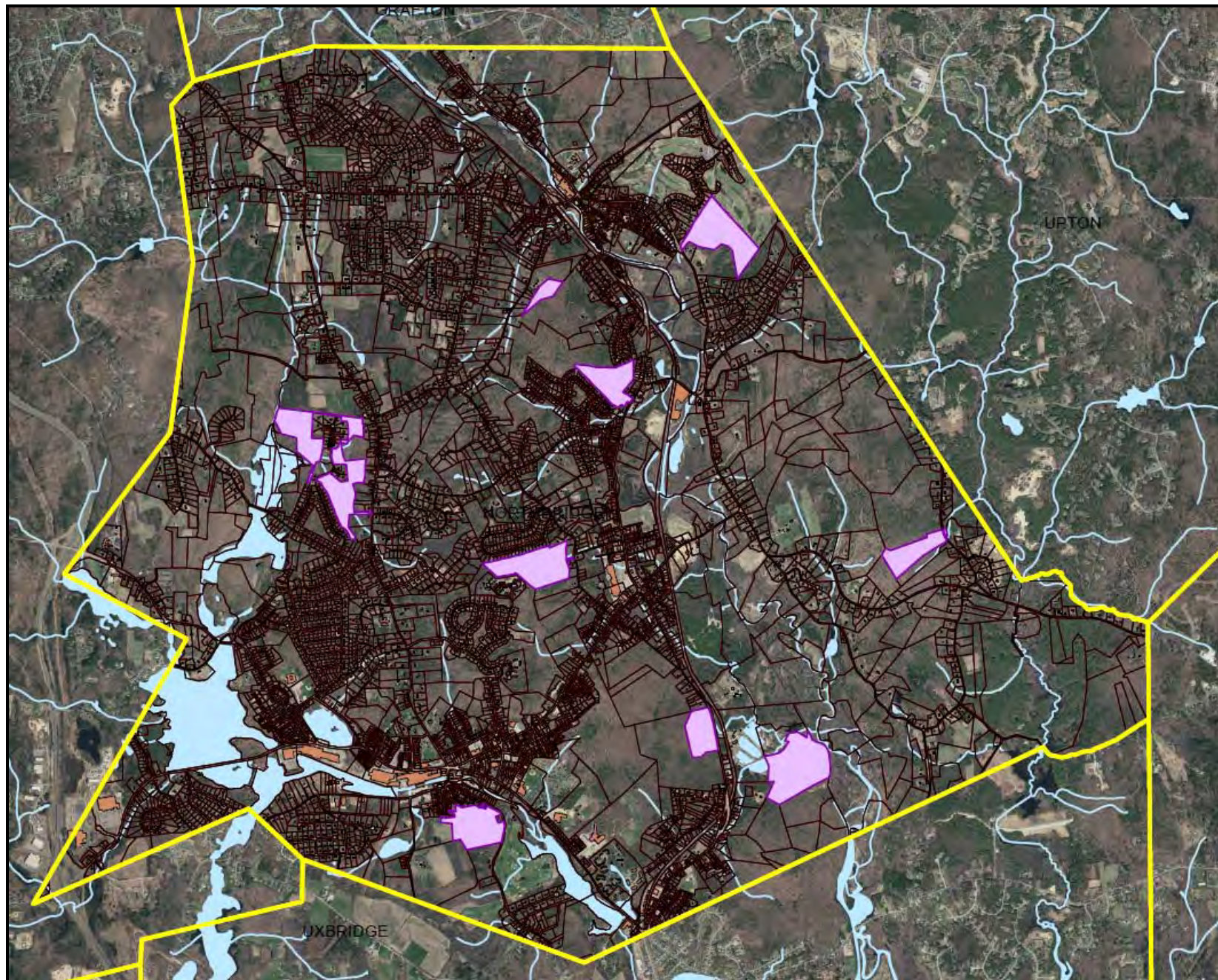


Assessors Map - Plat ID	Acres	Comment
4 - 36*	±33.29 acres	Fletcher Street Conservation Land (Pine Forest)
11 - 153	±64.11 acres	Designated Open Space Land (in accordance with Reservior Heights Subdivison approval)
14 -17	±21.51 acres	Providence Road (across from Wastewater Treatment Plant)
15 - 86	±37.80 acres	Accepted as Open Space /Highland Street (2015 Fall Annual Town Meeting)
21 – 27	±26.11 acres	Riverdale Ballfield
21 – 133*	±17.00 acres	Bennetts Pasture Consevation Land /Fowler Road (landlocked)
24 - 129	±53.51 acres	Sewer Beds /Wastewater Treatment Plant
26 – 26*	±40.03 acres	Shining Rock Conservation Land
29 – 17	±20.43 acres	Moon Hill Road (No Water/No Sewer)

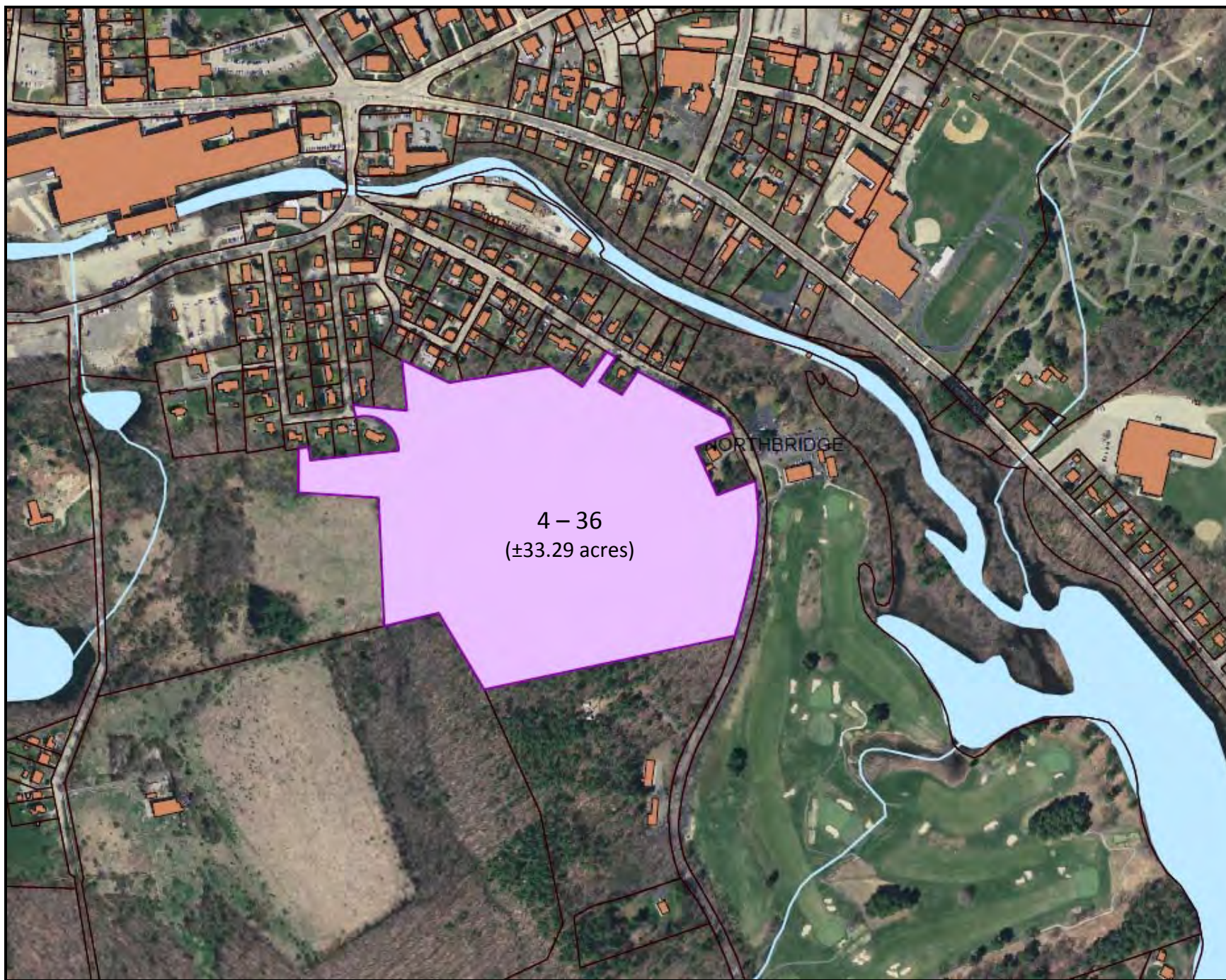
\* Conservation Lands –the Conservation Commission has jurisdiction over a number of munciicaply owned sites in Northbridge.



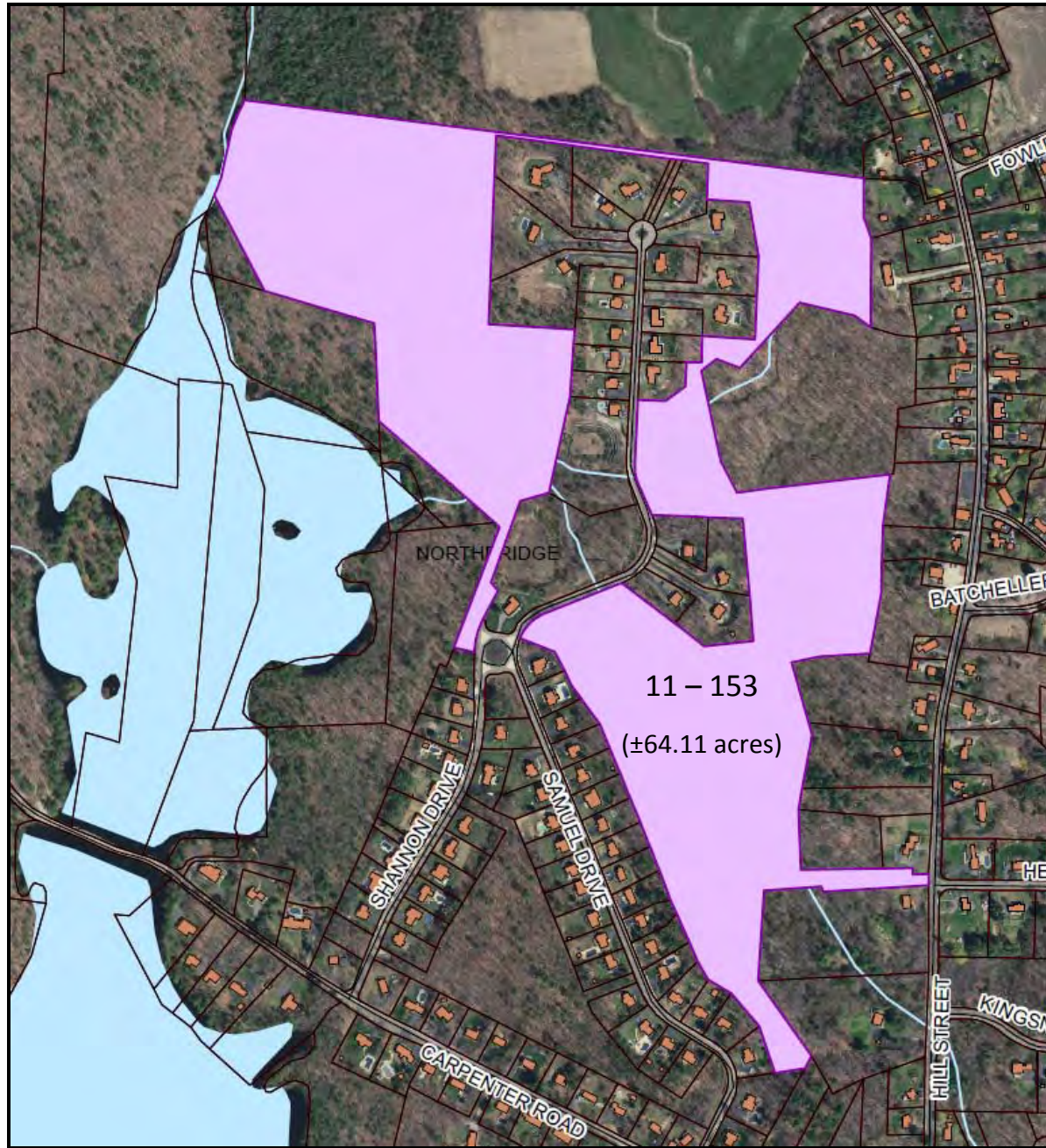








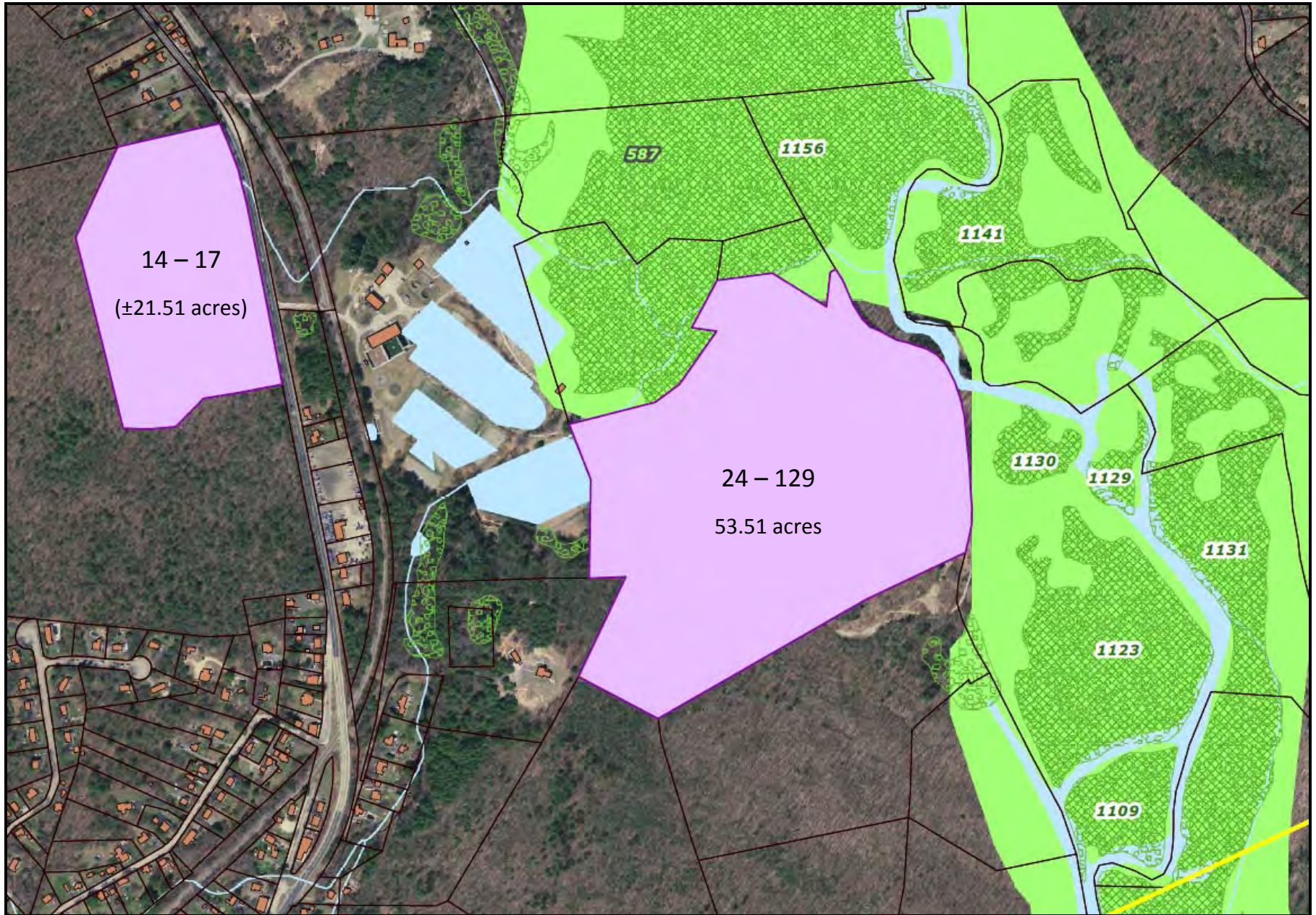




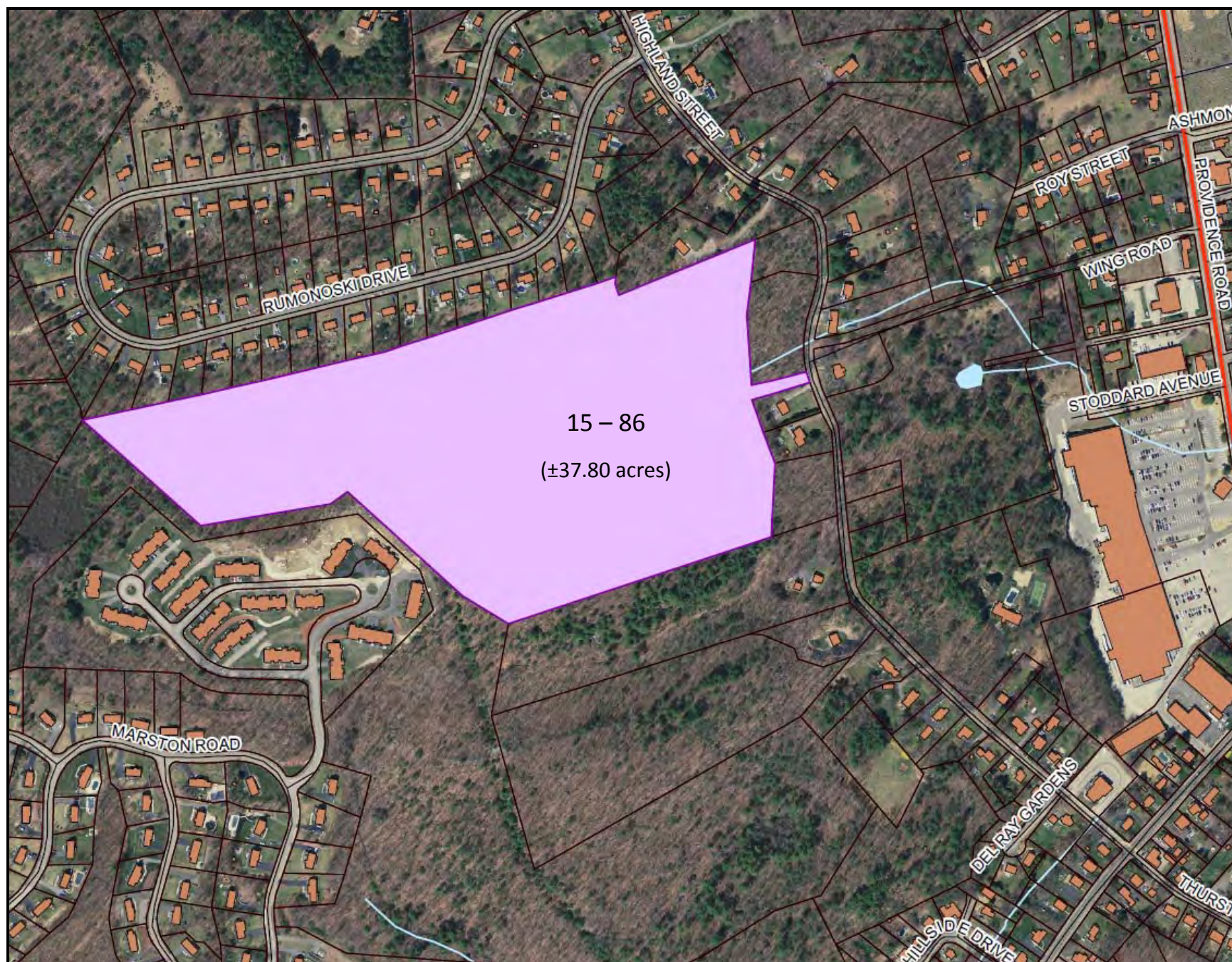




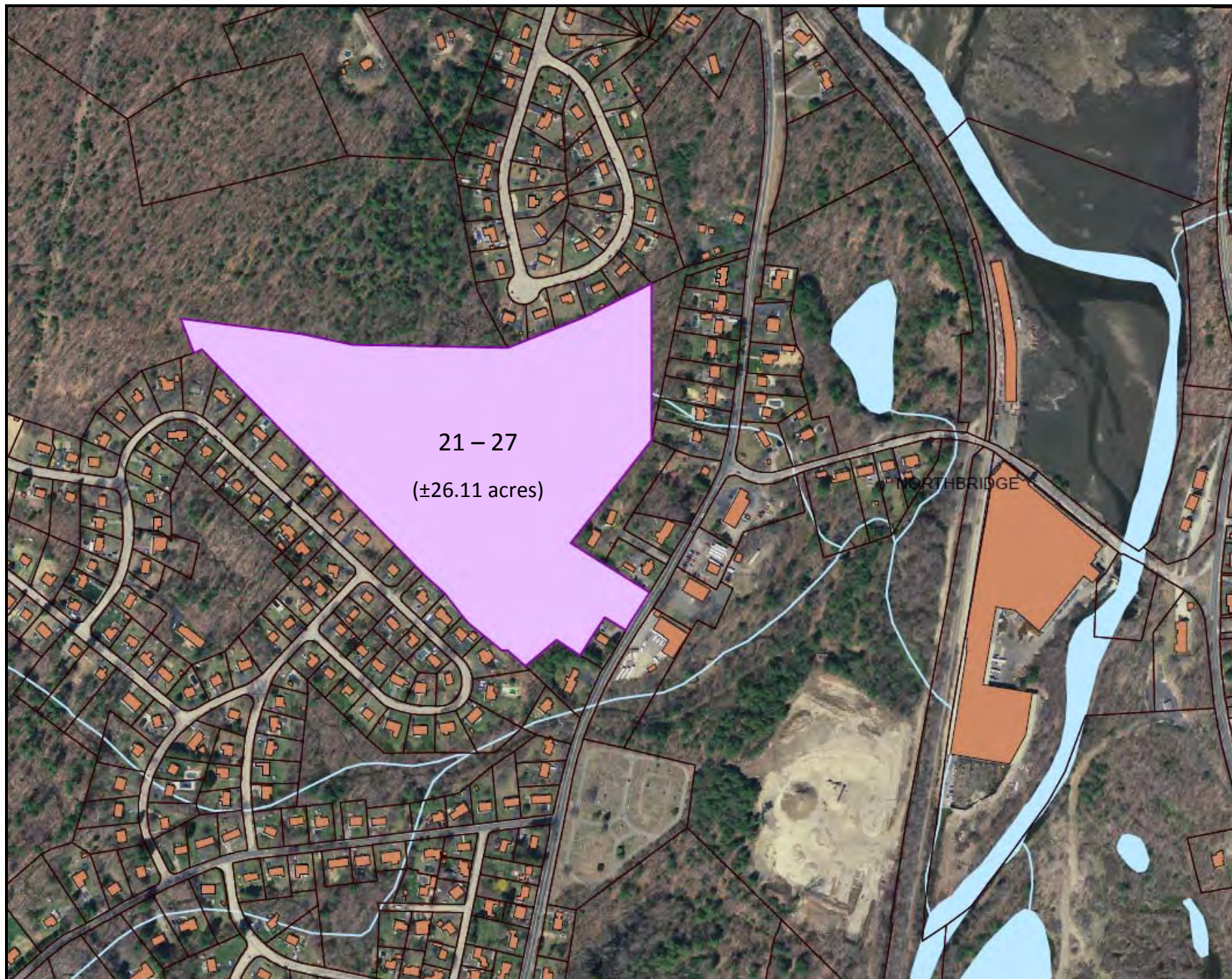








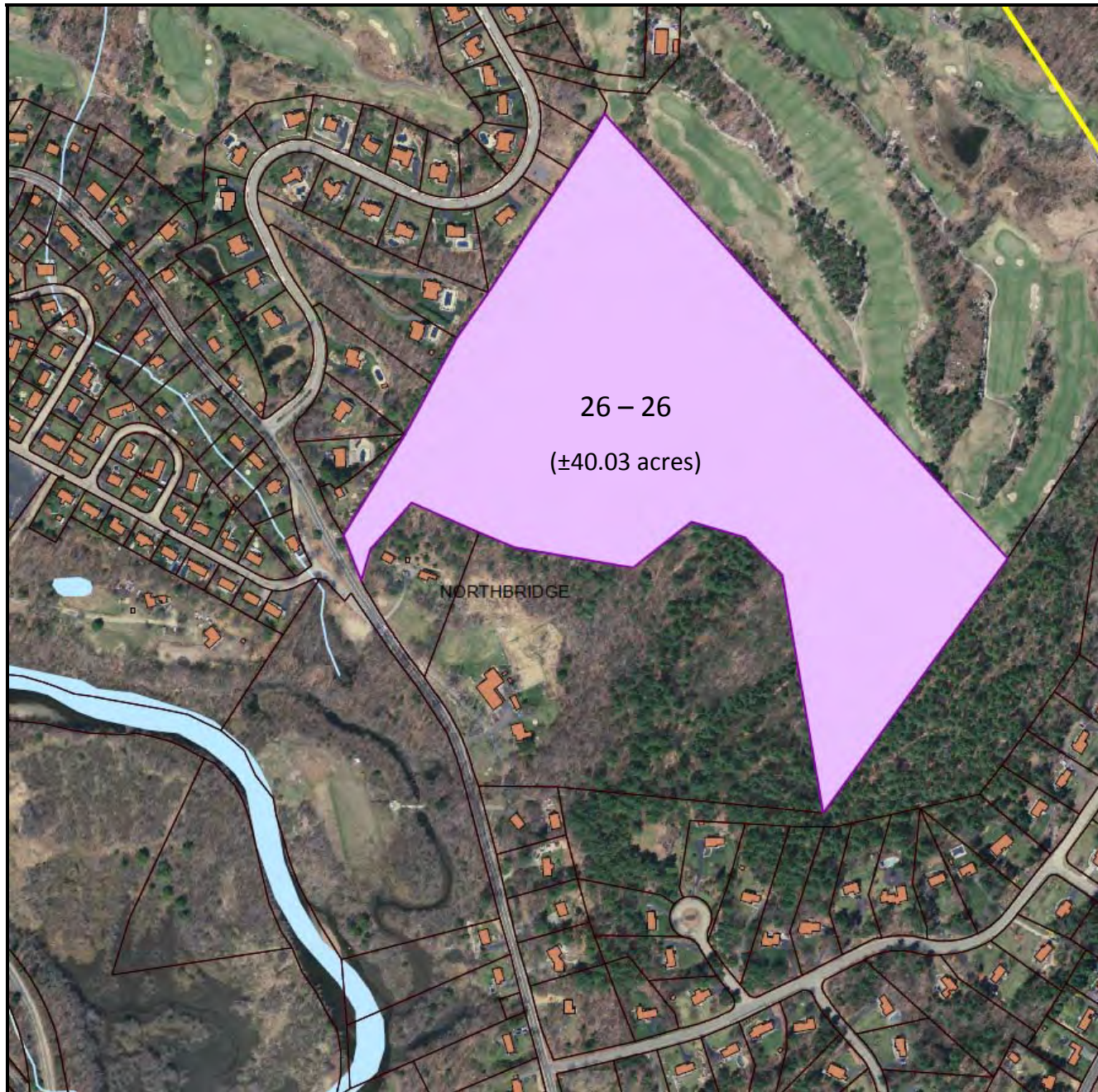




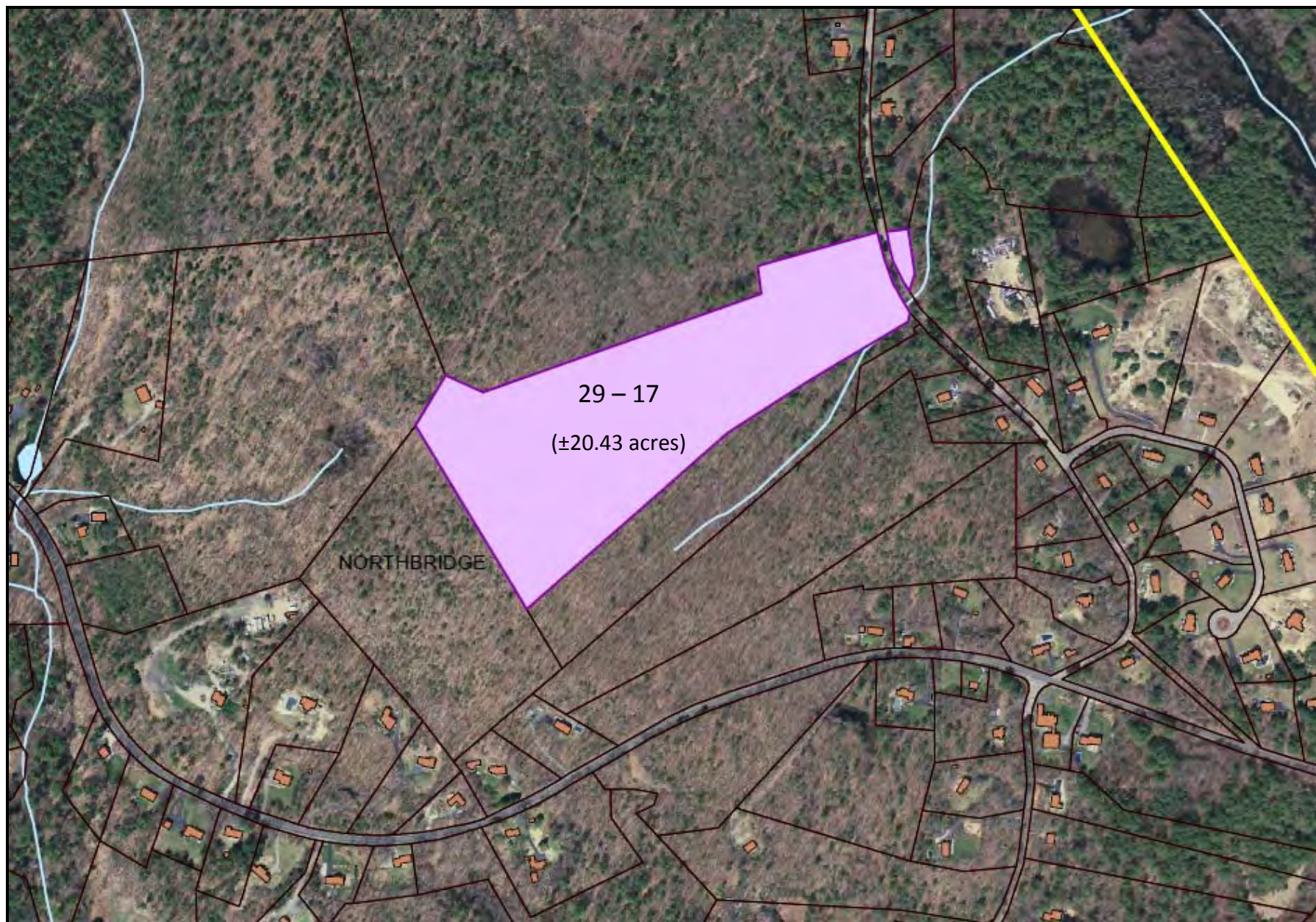
















WRT  
≈ \$ 7,551.50

Mass GIS  
for topo

Abots H.S.

High School

Truett Trust  
- John Puccio

Town Owned

Lot 17

DISTRIBUTED AT  
3/20/17 SPC Meeting

**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**

DATE	AGENDA
<i>Pre-Designer Selection Phase</i>	
March 7, 2017	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
April 24, 2017	SCHOOL BUILDING COMMITTEE MEETING
	Review Alternative Sites
May 22, 2017	DESIGNER PROPOSAL REVIEW SUBCOMMITTEE
	Designer Proposal Review
	Prepare for MSBA Designer Selection Panel (DSP)
May 29, 2017	SCHOOL BUILDING COMMITTEE MEETING
	Review Alternative Sites
June 26, 2017	SCHOOL BUILDING COMMITTEE MEETING
	Designer Introductions
	ADDITIONAL MEETINGS TO BE SCHEDULED