

**PROJECT MINUTES**

Project:	W. Edward Balmer Elementary School Feasibility Study	Project No.:	17020
Prepared by:	Joel Seeley	Meeting Date:	8/29/2017
Re:	School Building Committee Meeting	Meeting No:	9
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	
	Don Walter	D & W, Architect	
	Jason Boone	D & W, Architect	
✓	Thomas Hengelsberg	D & W, Architect	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
9.1	Record	Call to Order, 6:49 PM, meeting opened.
9.2	Record	J. Strazzulla announced the meeting will be video and audio recorded with live broadcast and future re-broadcast.
9.3	Record	A motion was made by M. LeBrasseur and seconded by J. Marzec to approve the 8/15/2017 School Building Committee meeting minutes. Motion passed unanimous by those attending.
9.4	Record	J. Seeley distributed and reviewed draft Meetings and Agendas Schedule for the PSR Phase, attached.
9.5	Record	J. Seeley distributed and reviewed Project Budget Status and Environmental & Site Project Budget Status with Schematic Design Phase Projection, attached.
9.6	Record	<p>J. Seeley distributed and reviewed D&amp;W Amendment No. 2, dated 8/15/2017 and attached, for PDP/PSR Phase GeoEnvironmental Services in the amount of \$10,285.00 to be charged against ProPay Code budget 0003-0000, which has a balance of \$126,520.00. The Committee discussed in detail.</p> <p>A motion was made by J. Marzec and seconded by J. Lundquist to approve D&amp;W Amendment No. 2, dated 8/15/2017 and recommend signature by J. Marzec. No discussion, motion passed unanimous.</p>
9.7	Record	<p>J. Seeley distributed and reviewed D&amp;W Amendment No. 5, dated 8/29/2017 and attached, for PDP/PSR Phase Hazardous Materials Investigation Services in the amount of \$6,820.00 to be charged against ProPay Code budget 0003-0000, which has a balance of \$101,770.00. The Committee discussed in detail.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Lundquist asked D&amp;W to ensure the consultant tests the roofing mastic. <i>T. Hengelsberg will follow-up with the consultant.</i></li> <li>2. M. Walker asked if the consultant took into account the recent AHERA testing information provided by the District in developing their proposal? <i>T. Hengelsberg indicated all the AHERA reports were provided to the consultant. There may be some overlap in the testing as the consultant is the responsible party for final quantities and cost estimating for the project budget.</i></li> </ol> <p>A motion was made by M. LeBrasseur and seconded by J. Marzec to approve D&amp;W Amendment No. 5, dated 8/29/2017 and recommend signature by J. Marzec. No discussion, motion passed unanimous.</p>
9.8	J. Marzec	J. Marzec to coordinate with Town Counsel to provide an opinion on the Vail Field, Riverdale Memorial Field, High School Play Fields and the Linwood Playground sites with respect to Article 97 and any other restrictions.
9.9	T. Hengelsberg L. Dore J. Strazzulla	<p>Hill Street Site Follow-up</p> <ol style="list-style-type: none"> <li>1. T. Hengelsberg to determine where the town sanitary sewer main ends with respect to the Hill Street Farm site and provide direction to the Committee.</li> <li>2. L. Dore to research if there is a wellhead protection zone in the vicinity of the Hill Street Farm site.</li> </ol>

Item #	Action	Discussion
		3. J. Strazzulla to research and determine if the site could be purchased and if so, what an approximate cost would be.
9.10	Record	T. Hengelsberg distributed and reviewed Educational Working Group 8/23/2017 meeting minutes, attached.
9.11	T. Hengelsberg	<p>T. Hengelsberg distributed and reviewed the Preliminary Space Templates, attached, for the Grades 2-4 Option and Grades PreK-5 Option, reflecting a building size of 93,207 GSF and 175,410 GSF respectively.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Strazzulla asked what is the process of justifying the spaces and square footage above MSBA guidelines to the MSBA? <i>L. Dore explained that the process is for the district to develop what they believe is the right amount of spaces and sizes based on the MSBA guidelines. Where there are differences, the educational rationale for those differences is to be clearly articulated in the written district's educational program, which is included in the PDP submission. MSBA will review the educational program and if they need further information will request in their comments.</i></li> <li>2. J. Lundquist asked if the MSBA has a formula for how much space can be above guideline? <i>L. Dore indicated no, they address on a project by project basis.</i></li> <li>3. J. Tubbs asked are mechanical spaces, stairs, electrical rooms etc in the grossing factor? <i>T. Hengelsberg indicated yes.</i></li> </ol> <p>D&amp;W to continue to refine the Space Templates with the Educational Working Group.</p>
9.12	T. Hengelsberg	<p>T. Hengelsberg presented and reviewed space planning bubble diagrams and updated preliminary Site Planning Options, attached, as follows:</p> <ol style="list-style-type: none"> <li>1. New Construction Option A – PreK-5 – two stories</li> <li>2. New Construction Option B – PreK-5 – two stories</li> <li>3. New Construction Option A – 2-4 – two stories</li> <li>4. New Construction Option B – 2-4 – two stories</li> <li>5. Renovation/Addition Option C – PreK-5 – two stories</li> </ol> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. The Committee would like D&amp;W to explore 3-story options to maximize site use.</li> <li>2. The Committee would like D&amp;W to explore renovating the existing classroom wing under a Renovation/Addition Option.</li> <li>3. The Committee would like D&amp;W to explore a vehicle access drive off North Main Street. D&amp;W will review with the Traffic Engineer.</li> <li>4. J. Tubbs asked if the fire lane can also be used for parent vehicle queuing to reduce driveway development? <i>T. Hengelsberg to review and provide direction.</i></li> <li>5. J. Tubbs asked if D&amp;W can review the settlement issues in the existing building and determine if renovating the classroom wing is viable.</li> </ol>

Item #	Action	Discussion
		<p><i>T. Hengelsberg to review and provide direction.</i></p> <p>6. J. Strazzulla asked if we can reclaim the existing playfields in the back and side of Balmer so that there is no net loss of fields by the project? <i>T. Hengelsberg to review.</i></p> <p>7. S. Von Barga asked if D&amp;W can show the location of the outdoor basketball courts? <i>T. Hengelsberg will indicate as the site plans are refined.</i></p> <p>8. M. Walker indicated the drop-offs in the “B” options are far from the school entry. <i>T. Hengelsberg to review.</i></p> <p>9. J. Strazzulla indicated the playfields in the “B” options are far from the school and across a parking lot. <i>T. Hengelsberg to review.</i></p> <p>L. Dore indicated D&amp;W is developing an Options Review Matrix to assist the Committee in reviewing of the next iteration of options and will forward with the agenda package for the next Committee meeting.</p>
9.13	T. Hengelsberg	<p>T. Hengelsberg presented an overview of Community Forum No. 2 and a listing of the questions raised, attached.</p> <p>Committee Discussion:</p> <p>1. C. Stickney asked for a copy of the presentation for the NPS facebook page. <i>T. Hengelsberg will forward.</i></p> <p>2. M. LeBrasseur asked if the questions will be turned into an FAQ that can be posted on the project website? <i>T. Hengelsberg will indicated yes.</i></p>
9.14	T. Hengelsberg	<p>T. Hengelsberg presented the preliminary Middle School capacity analysis, attached. The Middle School is 234,437 gross square feet (GSF), but only has 96,979 of net square feet (NSF). There is a significant amount of storage space and former vacant vocational spaces that contribute to the GSF. The 1908 wing contributes 42,079 GSF to the total.</p> <p>Committee Discussion:</p> <p>1. J. Tubbs asked if the spaces contributing to the large GSF are sub-standard space or space simply not being used? <i>T. Hengelsberg indicated the majority of the space is sub-standard.</i></p> <p>2. J. Lundquist asked if the auditorium was counted in the NSF? <i>T. Hengelsberg indicated yes, the auditorium space was counted in the NSF.</i></p> <p>3. J. Strazzulla indicated that moving the 5<sup>th</sup> grade out of the Middle School will provide the town options on the use of some of the GSF.</p> <p>4. C. Stickney indicated the cost for renovating some or all of the GSF will be 100% paid for the town.</p> <p>D&amp;W will continue its evaluation of the Capacity findings.</p>

Item #	Action	Discussion
9.15	T. Hengelsberg	<p>T. Hengelsberg presented the preliminary Space Analysis for Central Administration, attached. The current Central Administration office has 4,718 NSF and the proposed would have 5,485 NSF, calculating to a GSF of 8,228.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. M. LeBrasseur asked if Central Administration would be reimbursable by MSBA? <i>J. Seeley indicated Central Administration is not reimbursable.</i></li> </ol> <p>D&amp;W will meet with Central Administration to refine the space analysis.</p>
9.16	T. Hengelsberg C. Stickney	<p>T. Hengelsberg presented options for the school tours, attached, for either 9/8/2017, 9/15/2017 or 9/29/2017. After discussion, the Committee decided to see the Webster, Milford and Scituate schools.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. C. Stickney to confirm with staff the most optimum date and let the Committee know.</li> <li>2. C. Stickney asked the Committee if the Middletown RI school, a renovation, was not seen by the Committee, would the Committee be ok if the district brings forth some of the ideas from that school in either the 2-4 or PreK-5 renovation/addition options? <i>The Committee would be ok with that.</i></li> </ol>
9.17	Record	<p>J. Seeley distributed and reviewed Potential Tax Impacts for projects having a Northbridge share of between \$20M and \$60M, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. P. L'Hommedieu asked if there is anyway to determine which tax impact would be supported by the town? <i>J. Seeley recommended that the Committee continue with the process of developing the cost estimates for each of the Options that are being studied and present them to the community for feedback and discussion.</i></li> <li>2. J. Strazzulla indicated the cost models will be presented to the community at the 9/18/2017 Community Forum No. 3.</li> </ol>
9.18	Record	<p>J. Seeley distributed and reviewed a listing of MSBA ineligible costs, attached. The MSBA will provide reimbursement of 57.11% plus incentive points, on eligible costs. Incentive points can be an additional 0-2 points for the district's maintenance history, 1 point for CM@Risk, 0-5 points for renovation and 2 points for Green Schools.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. P. L'Hommedieu indicated that the capital cost to institute the Green Schools requirements, LEED V4, typically outpace the 2% reimbursement.</li> </ol>
9.19	Record	<p>J. Seeley distributed and reviewed the PDP Submission Requirements, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Tubbs asked will the Committee see the final PDP report prior to submission?</li> </ol>

Item #	Action	Discussion
		<i>J. Seeley indicated that the report is a compilation of the work product presented by D&amp;W to the Committee and at the Community Forums over the course of the PDP Phase.</i>
9.20	PR subcommittee  T. Hengelsberg  J. Seeley	<p>The PR subcommittee update:</p> <ol style="list-style-type: none"> <li>1. M. LeBrasseur indicated the subcommittee will meet next week to develop the outreach plan and would welcome any Committee input on messaging content, communication channels and target audiences, such as Selectmen, Finance Committee and others.</li> <li>2. The PR subcommittee will be working with NCTV to develop an additional video tour of Balmer and NES.</li> <li>3. T. Hengelsberg will forward the flyer and poster board advertisement for Community Forum No. 3 to be held at the Balmer Library on 9/18/2017 between 6:00pm and 8:00pm. The poster boards will be placed in the Senior Center, Library, Town Hall, NES, NHS, Central Administration, Community Center and the Food Pantry.</li> <li>4. J. Seeley will develop a draft list of town boards and committees to present to for the next Committee Meeting.</li> </ol>
9.21	J. Strazzulla	<p>Public Comments</p> <ol style="list-style-type: none"> <li>1. B. Gallant asked if the MSBA will reimburse the costs for demolishing the Balmer school if the project was located at the Balmer site? <i>J. Seeley indicated yes.</i></li> <li>1. B. Gallant asked if the MSBA will reimburse the costs for demolishing the Balmer school if the project was not located at the Balmer site? <i>J. Seeley indicated no.</i></li> <li>2. B. Gallant asked if the MSBA will reimburse the costs for the pathway and lighting to North Main Street. <i>J. Seeley indicated yes.</i></li> <li>3. B. Gallant asked if there is a Seniors Tax Abatement? <i>J. Strazzulla will review.</i></li> <li>4. B. Gallant recommended the Committee pursue any Federal or State grants, including MEMA and FEMA grants.</li> </ol>
9.22	J. Seeley	Old or New Business - None
9.23	Record	Next <b>SBC Meeting: September 13, 2017 at 6:30 pm</b> at the High School Media Center.
9.24	Record	<b>Community Forum No. 3: September 18, 2017 at 6:00 pm</b> at the Balmer Elementary School Library.
9.25	Record	A Motion was made by J. Marzec and seconded by M. LeBrasseur to adjourn the meeting. No discussion, voted unanimously.

Project: W. Edward Balmer Elementary School Feasibility Study

Meeting Date: 8/29/2017

Meeting No.: 9

Page No.: 7

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Attachments: Agenda, draft Meetings and Agendas Schedule for the PSR Phase, Project Budget Status and Environmental & Site Project Budget Status with Schematic Design Phase Projection, D&W Amendment No. 2 and 5, Educational Working Group 8/23/2017 meeting minutes, Preliminary Space Templates, Potential Tax Impacts, listing of MSBA ineligible costs, PDP Submission Requirements, 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

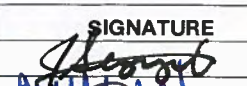

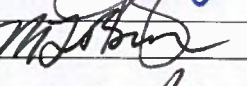
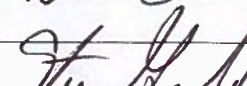
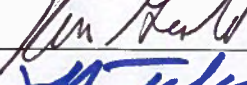
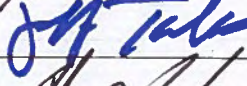
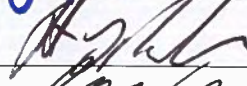
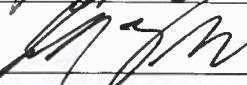
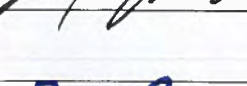
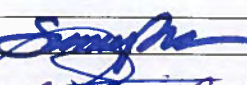
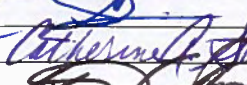
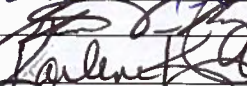
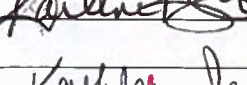


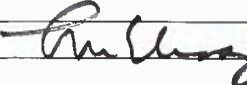
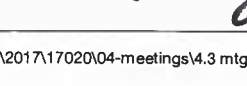
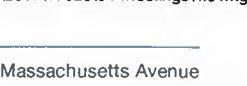



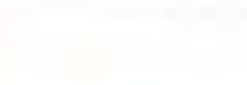


## PROJECT MEETING SIGN-IN SHEET

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: 8/29/2017  
 Meeting No: 9  
 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@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:kozak@northbridgemass.org">kozak@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
	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:	8/29/2017
Meeting Location:	High School Media Center	Meeting Time:	6:30 PM
	427 Linwood Avenue, Whitinsville, MA	Meeting No.	9
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 Community Forum No. 2 Findings
5. Preliminary Space Template Review
6. Design Alternatives Update
7. Middle School Capacity Analysis
8. Central Office Space Needs
9. School Building Tours Update
10. PR Subcommittee Update
11. Discussion of Sustainable Design Goals
12. New or Old Business
13. Committee Questions
14. Public Comments
15. Next Meeting:
  - September 5, 2017
16. Adjourn

## Project Budget Status

Updated: 8/24/2017

Feasibility and Schematic Design Phase	MSBA ProPay Code	FSA Agreement 3/22/2017	Budget Revision 7/31/2017	Current Budget	Vendor	Committed	Balance
OPM	0001-0000	\$ 200,000.00	\$ (75,000.00)	\$ 125,000.00	SMMA	\$ 125,000.00	\$ -
DESIGNER	0002-0000	\$ 525,000.00	\$ (100,000.00)	\$ 425,000.00	D&W	\$ 425,000.00	\$ -
Environmental and Site	0003-0000	\$ 40,000.00	\$ 110,000.00	\$ 150,000.00	D&W	\$ 55,050.00	\$ 94,950.00
Other	0004-0000	\$ 10,000.00	\$ 65,000.00	\$ 75,000.00		\$ -	\$ 75,000.00
Total Budget		<u>\$ 775,000.00</u>		<u>\$ 775,000.00</u>		<u>\$ 605,050.00</u>	<u>\$ 169,950.00</u>

## Environmental & Site Project Budget Status

Updated: 8/24/2017

Feasibility and Schematic Design Phase	Vendor	Amendment No.	Current Budget	Consultant Fee	Designer Markup	Total Committed	Balance
<b>Feasibility Phase</b>							
Geotechnical Engineering Services	Lahlaf Geotechnical Consulting	001		\$ 11,995.00	\$ 1,200.00	\$ 13,195.00	
Geo-Environmental Consulting Services	FS Engineers	002		\$ 9,350.00	\$ 935.00	\$ 10,285.00	
Preliminary Traffic Assessment	Nitsch Engineering	003		\$ 9,000.00	\$ 900.00	\$ 9,900.00	
Site Survey and Wetland Delineation	Nitsch Engineering	004		\$ 13,500.00	\$ 1,350.00	\$ 14,850.00	
Building Hazardous Materials Assessment	Universal Environmental Consultants	005		\$ 6,200.00	\$ 620.00	\$ 6,820.00	
			<b>TOTAL</b>	<b>\$ 150,000.00</b>		<b>\$55,050.00</b>	<b>\$94,950.00</b>
<b>Projected in Schematic Design Phase:</b>							
Geotechnical Engineering	Lahlaf Geotechnical Consulting						\$ 15,000.00
Site Survey	Nitsch Engineering						\$ 20,000.00
Hazardous Materials Assessment	Universal Environmental Consultants						\$ 10,000.00
Traffic Assessment	Nitsch Engineering						\$ 15,000.00

**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**  
**August 29, 2017**

DATE	AGENDA
<i>Feasibility Study Phase (PSR)</i>	
October 17, 2017	SCHOOL BUILDING COMMITTEE MEETING Review Preferred Alternative Goals Update on Construction Alternatives Prepare for Community Forum
October 30, 2017	COMMUNITY FORUM NO. 4 - 6:00 to 8:00 PM - NORTHBRIDGE ELEMENTARY SCHOOL CAFETERIA
November 7, 2017	SCHOOL BUILDING COMMITTEE MEETING Review Community Forum Comments Update on Construction Alternatives Structural Narrative Review MEP Systems Narrative Review Review MSBA Comments on PDP Submission
November 21, 2017	SCHOOL BUILDING COMMITTEE MEETING Update on Sustainable Design Goals Update on Construction Alternatives Review Cost Models Prepare for Community Forum
November 27, 2017	COMMUNITY FORUM NO. 5 - 6:00 to 8:00 PM - W. EDWARD BALMER ELEMENTARY SCHOOL CAFETERIA
December 5, 2017	SCHOOL BUILDING COMMITTEE MEETING Update on Construction Alternatives Discuss the One Preferred Option Review Cost Models
December 19, 2017	SCHOOL BUILDING COMMITTEE MEETING Decide the One Preferred Construction Alternative Vote to Submit Preferred Schematic Report to MSBA
January 3, 2018	SUBMIT PREFERRED SCHEMATIC REPORT PACKAGE TO MSBA
	ADDITIONAL MEETINGS TO BE SCHEDULED

## Memorandum

To:	W. Edward Balmer Elementary School Building Committee	Date:	8/15/2017
From:	Joel G. Seeley	Project No.:	17020
Project:	W. Edward Balmer Elementary School		
Re:	Designer Amendment No. 2: GeoEnvironmental Consulting Services		
Distribution:	School Building Committee (MF)		

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### **DESIGNER AMENDMENT NO. 2: GEOENVIRONMENTAL CONSULTING SERVICES**

**FEE:** \$10,285.00

**REASON:** Provide GeoEnvironmental Consulting Services of Phase I Environmental Site Assessment (ESA), soil sampling and testing and report for the existing Balmer Elementary School site.

**BUDGET AVAILABILITY:** This Amendment would be funded out of the Environmental & Site Survey Budget, ProPay Code 0003-0000, which has the current balance of \$126,520.00.

# **ATTACHMENT F**

## **CONTRACT FOR DESIGNER SERVICES**

### **AMENDMENT NO. 2**

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

**WHEREAS**, effective as of August 15, 2017, the Parties wish to amend the Contract:

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

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

**Fee for Basic Services:**

	<b>Original Contract</b>	<b>Prior Amendments</b>	<b>This Amendment</b>	<b>After this Amendment</b>
Feasibility Study Phase	\$200,000.00	\$13,195.00	\$10,285.00	\$223,480.00
Schematic Design Phase	\$225,000.00			\$225,000.00
Design Development Phase	\$			
Construction Document Phase	\$			
Bidding Phase	\$			
Construction Phase	\$			
Completion Phase	\$			
<b>Total Fee</b>	<b>\$425,000.00</b>	<b>\$13,195.00</b>	<b>\$10,285.00</b>	<b>\$448,480.00</b>

This Amendment is a result of: Providing GeoEnvironmental Consulting Services

ProPay Code: 0003-0000



3. The Construction Budget shall be as follows:

Original Budget:	\$ <u>NA</u>
Amended Budget	\$ <u>NA</u>

4. The Project Schedule shall be as follows:

Original Schedule:	\$ <u>NA</u>
Amended Schedule	\$ <u>NA</u>

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

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

OWNER

James R. Marzec  
(print name)

Board of Selectmen, Town of Northbridge  
(print title)

By \_\_\_\_\_  
(signature )

Date \_\_\_\_\_

DESIGNER

Lee Dore  
(print name)

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

By \_\_\_\_\_  
(signature)

Date \_\_\_\_\_

August 10, 2017



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

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

**Subject: ASR #2**

Dear Joel,

As we have been directed by the School Building Committee to study the existing Balmer Elementary School site, we are moving forward with site-specific study of that location.

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

Geo-Environmental Consulting Services      FS Engineering, Inc.      \$9,350.00

- Phase I Environmental Site Assessment (ESA) by a Licensed Site Professional (LSP), soil sampling and testing, and report.

In accordance with contract Article 9, Dore & Whittier Architects hereby submits a fee for coordination of these additional services in the amount of 10%, or:      \$935.00

**TOTAL, ASR #2      \$10,285.00**

Please see the attached consultant's proposal which details scope of services and schedule.  
Note that all other provisions of the prime contract remain in force.

Sincerely,

**DORE & WHITTIER ARCHITECTS, INC.**

Architects • Project Manager

A handwritten signature in black ink, appearing to read 'Lee P. Dore', is written over a horizontal line.

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

cc. DWA Dist.  
file.

ARCHITECTS  
PROJECT MANAGERS

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

212 Battery Street  
Burlington, VT 05401  
802.863.1428 ph  
802.863.6955

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



August 8, 2017

Mr. Thomas Hengelsberg, Project Manager  
Dore and Whittier Architects, Inc.  
212 Battery Street  
Burlington, VT 05401

Re: Professional Services Relative to Phase I Environmental Site Assessment and Soil Sampling at the Balmer Elementary School Site in Northbridge, Massachusetts

Dear Tom:

FS Engineers, Inc. (FSE) is pleased to present this proposal for professional services for the above-referenced property in Northbridge, Massachusetts. FSE will prepare a Phase I Environmental Site Assessment (ESA) in accordance with ASTM E1527-13 for the property referenced above and limited soil sampling. In preparing for this proposal FSE spoke with Mr. Madjid Lahlaf of LGCI to coordinate our efforts to provide cost savings to the project. FSE will conduct field investigation and collect soil samples from geotechnical borings by LGCI to optimize on project schedule and minimize drilling cost. The soil boring and samples locations will be coordinated between FSE and LGCI in order to meet the requirements of the project goals. This proposal is based on information provided by you. FSE has not conducted a site reconnaissance to prepare this scope of work. Our understanding is that there is no past history of a documented release at this site. The intent of the sampling program is to provide sufficient information to support a feasibility analysis for a preferred school building option.

The scope of work is based on performing two (2) days of field work in order to obtain soil samples for laboratory analysis. The purpose of the investigation is to prepare an ASTM Phase I ESA and characterize the site soil quality to assist in the determination of appropriate reuse options. A report will be submitted that contains laboratory reports, tabulated data, sample locations on a site plan, and recommendations.

FSE is prepared to commit the necessary resources to ensure the timely completion of this project. The project team will be led by Mr. Farooq Siddique, PE, LSP, as Principal and Mr. Michael Hudson, as Project Manager. Both Mr. Siddique and Mr. Hudson have more than 25 year's professional experience in environmental site assessment and remediation.

Our proposal includes the Scope of Services, Schedule of Services, Fee for Services, Basis of Proposal, and Agreement for Professional Services.

## **1.0 SCOPE OF SERVICES**

The following is a list of tasks to be performed under this Agreement:

### **1.1 Visual Survey and Research**

- (a) Obtain readily available records of previous site use and zoning history to identify recognized environmental conditions.
- (b) Check readily available plans and interview knowledgeable persons concerning information on utilities (e.g. electric, gas, oil, water, sewer, etc.) and chemical storage, use, and disposal and complete a transaction screen questionnaire.
- (c) Examine files of federal and state agencies (e.g. DEP, CERCLA, ERNS, and NPL) regarding local releases of oil or hazardous material.
- (d) Conduct a site reconnaissance and check for visual and olfactory evidence of contamination (e.g. stains on ground, odors, liquid on ground, empty chemical containers, improper solid or hazardous waste disposal, site uses).

### **1.2 Soil Sample Collection**

- (a) Review past geotechnical report provided to FSE, if available. Review historical aerial photos online to evaluate site development history. Prepare a sampling plan based upon information reviewed.
- (b) FSE will be on-site during the soil boring work to be conducted by LGCI, the geotechnical engineer. FSE will collect soil samples from the split spoon samples for laboratory analyses. Contacting DIGSAFE, utility clearance, and retaining drilling contractor will be done by others.

- (c) Obtain soil samples from the split spoons and field screen for total volatile organic compounds (VOC) using a photoionization detector (PID). Based upon PID field screening, collect up to eight (8) soil samples one from each boring and submit for laboratory analysis as follows: 8 samples for EPH with target PAH by MassDEP method and 8 samples for VOC by EPA Method 8260. **If the soil samples appear to contain clean fill/soil the sampling program will be reduced accordingly.** A site plan of the property showing the soil borings will be provided to us by the client.

### 1.3 Prepare Report

- (a) Assimilate and interpret information from research, study, sampling, and site visit. Prepare a Phase I Environmental Site Assessment and Limited Soil Sampling Report that describes the soil sampling procedures, presents the tabulated laboratory soil sample analysis results, and contains the laboratory reports and a site plan which will be provided by Client.
- (b) Submit an electronic copy of the report to Client.

## 2.0 SCHEDULE OF SERVICES

FSE is prepared to commence work on this project upon receipt of written authorization to proceed.

## 3.0 FEES FOR SERVICES

For this project as defined in Article 1.0, "Scope of Services", compensation shall be the Fixed Fee of Nine Thousand Three Hundred Fifty Dollars (\$9,350.00) as presented above.

Additional services will be billed hourly according to the following rates:

LSP Services:	\$ 132.00
Project Manager:	\$ 121.00

Project Engineer:     \$ 80.00  
Subcontractor:        Cost + 15%

#### 4.0 BASIS OF PROPOSAL

- (a) We have assumed that all existing site information will be made available.
- (b) We have assumed that any previous studies conducted on the site will be made available.
- (c) We have assumed that access to the site will be provided by the client.

#### 5.0 AGREEMENT FOR PROFESSIONAL SERVICES - Attached herewith.

Please sign two copies of this Agreement. Retain a copy for your files and return the other to us; the receipt of which shall constitute Notice-to-Proceed. If you have any questions, please do not hesitate to contact us. We look forward to working with you on this important project. Thank you for considering FS Engineers, Inc.

Very truly yours,

FS ENGINEERS, INC.



Digitally signed by Farooq Siddique  
DN: cn=Farooq Siddique, o=FS  
Engineers, Inc., ou,  
email=fsiddique@fsengrs.com, c=US  
Date: 2017.08.08 17:02:44 -04'00'

Farooq Siddique, PE, LSP  
Principal

AGREED AND ACCEPTED BY CLIENT:

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



**Estimated Cost Analysis**      08-Aug-17  
Balmer Elementary School  
Phase I ESA and Soil Initial Characterization

Description of Task		Cost (in Dollars)
1.2	Soil Sampling	\$2,464
1.3	Prepare Letter Report	\$1,496
		=====
<b>Subtotal</b>		<b>\$3,960</b>

LSP \$132	Hrs	Sr. Proj. Mgr. \$121	Hrs	Proj. Eng. \$80	Hrs	Total Cost
\$528	4	\$1,936	16	\$0	0	\$2,464
\$528	4	\$968	8	\$0	0	\$1,496
\$0						
\$1,056	8	\$2,904	24	\$0	0	<b>\$3,960</b>

**Sub-Contractors Costs**

ASTM Phase I ESA      \$2,600

=====

**Subtotal      \$2,600**

**0% Markup      \$2,600**

**Analytical Laboratory Costs**

Unit Cost

8	EPH w/ PAHs	\$1,200	\$150
0	PPM 13 Metals	\$0	\$125
0	PCBs 8081	\$0	\$75
0	SVOCs 8270	\$0	\$250
8	VOC's 8260	\$1,040	\$130
0	TCLP Lead	\$0	\$60
0	Conductivity	\$0	\$15

=====

**Subtotal      \$2,240**

**10% Markup      \$2,464**

<b>Labor Costs</b>	<b>\$3,960</b>
<b>Sub-Contractors Costs</b>	<b>\$2,600</b>
<b>Analytical Laboratory Costs</b>	<b>\$2,464</b>
<b>Equipment and Material Costs</b>	<b>\$317</b>
=====	
<b>TOTAL FEE</b>	<b>\$9,341</b>

**Equipment and Material Cost**

Unit Cost

0	Bailers (each)	\$0	\$5
2	Gloves (pair)	\$10	\$5
2	Postage	\$2	\$1
0	Federal Express (per package)	\$0	\$20
0	Water level Meter	\$0	\$45
0	Sulphate Meter	\$0	\$100
0	pH, conductivity, temp meter	\$0	\$75
1	Hnu (PID)	\$100	\$100
	Telephone, Fax, Copying, etc.	\$40	1% of labor
2	Mileage-# of trips	\$165	150 Miles/trip
0	Transit Survey Equipment	\$0	\$75

=====

**Subtotal      \$317**

## Memorandum

To: W. Edward Balmer Elementary School Building Committee Date: 8/29/2017  
From: Joel G. Seeley Project No.: 17020  
Project: W. Edward Balmer Elementary School  
Re: Designer Amendment No. 5: Building Hazardous Materials Assessment Services  
Distribution: School Building Committee (MF)

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### **DESIGNER AMENDMENT NO. 5: BUILDING HAZARDOUS MATERIALS ASSESSMENT**

**FEE:** \$6,820.00

**REASON:** Provide Building Hazardous Materials Assessment for Balmer and Northbridge Elementary Schools.

**BUDGET AVAILABILITY:** This Amendment would be funded out of the Environmental & Site Budget, ProPay Code 0003-0000, which has the current balance of \$101,770.00.

# **ATTACHMENT F**

## **CONTRACT FOR DESIGNER SERVICES**

### **AMENDMENT NO. 5**

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

**WHEREAS**, effective as of August 15, 2017, the Parties wish to amend the Contract:

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

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

**Fee for Basic Services:**

	<b>Original Contract</b>	<b>Prior Amendments</b>	<b>This Amendment</b>	<b>After this Amendment</b>
Feasibility Study Phase	\$200,000.00	\$48,230.00	\$6,820.00	\$255,050.00
Schematic Design Phase	\$225,000.00			\$225,000.00
Design Development Phase	\$			
Construction Document Phase	\$			
Bidding Phase	\$			
Construction Phase	\$			
Completion Phase	\$			
<b>Total Fee</b>	<b>\$425,000.00</b>	<b>\$48,230.00</b>	<b>\$6,820.00</b>	<b>\$480,050.00</b>

This Amendment is a result of: Providing Building Hazardous Materials Assessment Services for Balmer Elementary School and Northbridge Elementary School

ProPay Code: 0003-0000

3. The Construction Budget shall be as follows:

Original Budget: \$ NA

Amended Budget \$ NA

4. The Project Schedule shall be as follows:

Original Schedule: \$ NA

Amended Schedule \$ NA

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

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

OWNER

James R. Marzec

(print name)

Board of Selectmen, Town of Northbridge

(print title)

By \_\_\_\_\_

(signature )

Date \_\_\_\_\_

DESIGNER

Lee Dore

(print name)

Principal / Vice President, Dore & Whittier Architects

(print title)

By \_\_\_\_\_

(signature)

Date \_\_\_\_\_

August 21, 2017



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

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

**Subject: ASR #5**

Dear Joel,

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

Building Hazardous Materials Assessment Universal Environmental Consultants, Inc. \$6,200.00

- Sampling of normally suspect materials at Balmer and Northbridge Elementary Schools
- Lab analysis and testing
- Report summarizing results and conceptual cost estimate for abatement.

In accordance with contract Article 9, Dore & Whittier Architects hereby submits a fee for coordination of these additional services in the amount of 10%, or: \$620.00

**TOTAL, ASR #5 \$6,820.00**

Please see the attached consultant's proposal which details scope of services and schedule.  
Note that all other provisions of the prime contract remain in force.

Sincerely,

**DORE & WHITTIER ARCHITECTS, INC.**

Architects • Project Manager

A handwritten signature in black ink, appearing to read 'Lee P. Dore', is written over a light blue rectangular background.

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

cc. DWA Dist.  
file.

ARCHITECTS  
PROJECT MANAGERS

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

212 Battery Street  
Burlington, VT 05401  
802.863.1428 ph  
802.863.6955

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

June 21, 2017

Mr. Lee Dore  
Dore & Whittier Architects  
260 Merrimac Street  
Newburyport, MA 01950

Reference: **Hazardous Materials Inspection Services**  
**Balmer and Northbridge Elementary Schools**

Dear Mr. Dore:

Thank you for the opportunity for Universal Environmental Consultants (UEC) to provide professional services.

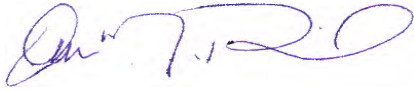
We are pleased to submit our proposal for the above referenced project.

Should this proposal meet with your approval, kindly execute and return the enclosed proposal.

Please do not hesitate to call me at (508) 628-5486 if you have questions about this proposal or our services.

Very truly yours,

Universal Environmental Consultants



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Ammar M. Dieb  
President

UEC:\Proposals\IDM\Dore-Northbridge-I.DOC

Enclosure



**PROPOSAL  
FOR  
HAZARDOUS MATERIALS INSPECTION SERVICES  
AT THE  
BALMER AND NORTHBRIDGE ELEMENTARY SCHOOLS  
NORTHBRIDGE, MA**

**1.0 SCOPE OF SERVICES:**

Services will be provided by Massachusetts licensed asbestos inspectors.

- A. **Review Reports** – Review previous inspection reports (if available).
- B. **Inspection for Asbestos Containing Materials (ACM)** – Conduct a determination inspection of each School. A comprehensive inspection will be required during design phase.

- C. **Bulk Samples Collection** – Collect bulk samples from suspect materials and analyze these samples for asbestos by Polarized Light Microscopy (PLM) using the Point Count Method (if needed). It is estimated that one hundred (100) samples will be collected and analyzed. Bulk samples will be collected and analyzed from the following materials suspected to contain asbestos:

Floor Tile and Mastic	Ceiling Tile	Glue on Ceiling Tile	Thermal Insulation
Window Putty	Door Putty	Curtain	Ceiling/Wall Plaster
Transite Board	Vapor Barriers	Soffit Panels	Fire-proofing
Science Lab Tables	Unit Vent Grilles Sealant	Skim Coat	Paper under Hardwood
Other suspect ACM			

- D. **Inspection for Polychlorinated Biphenyls (PCB's) in Caulking**– Conduct a visual inspection for building caulking suspected to contain PCB's. No testing will be performed.
- E. **Inspection for PCB's** – Perform a visual inspection of the light fixtures for the presence of PCB's in ballasts and mercury in tubes. No testing will be performed.
- F. **Inspection for underground oil storage tanks** – Conduct a visual inspection for underground oil storage tanks.
- G. **Testing for mercury in rubber flooring** – Collect four (4) bulk samples from rubber flooring and analyze for mercury. If mercury was found additional sampling of the slab will be required to be performed during the design phase.
- H. **Testing for radon** – Collect twelve (12) air samples for radon and analyze per EPA.
- I. **Testing for Mold** – Perform a visual inspection for mold growth and collect twelve (12) air samples and analyze for mold.
- J. **Prepare a Final Report** – Prepare a final report with samples results, locations and quantities of ACM and other hazardous materials and cost estimates for remediation.

**2.0 PAYMENT:**

UEC will submit one invoice. Invoices shall be paid within ten (10) days from client's receipt of payment from the owner.

**3.0 FEE FOR SERVICES:**

Fee will be on a lump sum basis that includes labor, overhead, sampling, expenses and profit.

Lump Sum Fee including all sampling of \$ 6,200.00

Proposal Authorized By:



---

Ammar M. Dieb  
President

Proposal Accepted by:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

# W. Edward Balmer Elementary School Feasibility Study

Town of Northbridge  
Whitinsville, MA

## PRELIMINARY DESIGN PROGRAM (PDP) – REQUIREMENTS

REFERENCE	ITEM	RESPONSIBILITY
	➤ <b>TRANSMITTAL LETTER</b>	SMMA
	➤ <b>COVER</b>	D&W
	➤ <b>TABLE OF CONTENTS</b>	D&W
MSBA 3.1.1	➤ <b>INTRODUCTION</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Summary Overview of:               <ul style="list-style-type: none"> <li>○ Statement of Interest</li> <li>○ Date of MSBA Invitation</li> <li>○ Agreed upon Design Enrollment</li> </ul> </li> <li><input type="checkbox"/> Summary of Capital Budget Statement</li> <li><input type="checkbox"/> Project Directory</li> <li><input type="checkbox"/> Project Schedule</li> </ul>	District District District District SMMA SMMA
MSBA 3.1.2	➤ <b>EDUCATIONAL PROGRAM</b>	District
MSBA 3.1.3	➤ <b>INITIAL SPACE SUMMARY</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> MSBA Space Summary Template</li> <li><input type="checkbox"/> Scaled Floor Plans of the Existing Facility</li> <li><input type="checkbox"/> Narrative Description of Variances between the District's Proposed Program and the MSBA Guidelines</li> </ul>	D&W D&W D&W
MSBA 3.1.4	➤ <b>EVALUATION OF EXISTING CONDITIONS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site Title</li> <li><input type="checkbox"/> Historic Clearance – MHC PNF</li> <li><input type="checkbox"/> Site Evaluation</li> <li><input type="checkbox"/> Building Evaluation</li> <li><input type="checkbox"/> Code Evaluation of Existing Building</li> <li><input type="checkbox"/> MAAB/ADA Evaluation of Existing Building</li> <li><input type="checkbox"/> Structural Evaluation</li> <li><input type="checkbox"/> Systems Evaluation</li> <li><input type="checkbox"/> Determine the need for Geotechnical Evaluation and Soils Exploration</li> <li><input type="checkbox"/> Traffic Evaluation</li> <li><input type="checkbox"/> Phase I Initial Site Investigation</li> <li><input type="checkbox"/> Hazardous Material Assessment</li> </ul>	D&W D&W D&W D&W D&W D&W D&W D&W D&W D&W D&W D&W
MSBA 3.1.5	➤ <b>SITE DEVELOPMENT REQUIREMENTS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site orientation and narrative describing location considerations and issues               <ul style="list-style-type: none"> <li>○ Structures and fences</li> <li>○ Site access and circulation</li> <li>○ Parking and paving</li> <li>○ Utilities</li> <li>○ Athletic fields and outdoor educational spaces</li> </ul> </li> <li><input type="checkbox"/> Accessibility Requirements</li> <li><input type="checkbox"/> Code setbacks and limitations</li> <li><input type="checkbox"/> Zoning setbacks, easements and limitations</li> <li><input type="checkbox"/> MEPA Restrictions</li> <li><input type="checkbox"/> Wetlands and/or Flood Restrictions</li> <li><input type="checkbox"/> Emergency vehicle access</li> <li><input type="checkbox"/> Safety and Security Requirements</li> </ul>	D&W       D&W D&W D&W D&W D&W D&W

# W. Edward Balmer Elementary School Feasibility Study

Town of Northbridge  
Whitinsville, MA

REFERENCE	ITEM	RESPONSIBILITY
MSBA 3.1.6	<p>➤ <b>PRELIMINARY EVALUATION OF ALTERNATIVES</b> – should include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Analysis of school district student school assignment practices and available space in other schools in the district</li> <li><input type="checkbox"/> Tuition agreements with adjacent school districts</li> <li><input type="checkbox"/> Rental or acquisition of existing buildings for school use</li> <li><input type="checkbox"/> Base repair option – to meet minimum code requirements <ul style="list-style-type: none"> <li>○ No Build</li> <li>○ Reno/Additions to existing buildings</li> <li>○ New building construction</li> </ul> </li> </ul> <p><u>Include for each Alternative</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Description of the Alternative</li> <li><input type="checkbox"/> Examination of degree it fulfills Educational Program Requirements</li> <li><input type="checkbox"/> Examination of variation from the spaces identified in the Initial Space Summary</li> <li><input type="checkbox"/> How it addresses Site and Facility Goals and Objectives</li> <li><input type="checkbox"/> Assess impact on Construction Phasing</li> <li><input type="checkbox"/> Estimated Preliminary Construction and Project Costs</li> </ul> <p><u>Results of Preliminary Alternatives should include:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Evaluation Criteria</li> <li><input type="checkbox"/> How it did/did not address the criteria</li> <li><input type="checkbox"/> Advantages and Disadvantages of each Alternatives</li> <li><input type="checkbox"/> Comparative Cost Analysis</li> </ul> <p>Conclude with a list of three (minimum) Distinct Alternatives</p>	<p>District</p> <p>District District D&amp;W</p> <p>D&amp;W D&amp;W D&amp;W</p> <p>D&amp;W D&amp;W D&amp;W/SMMA</p> <p>D&amp;W D&amp;W D&amp;W D&amp;W/SMMA D&amp;W</p>
MSBA 3.1.7	<p>➤ <b>LOCAL ACTIONS AND APPROVAL CERTIFICATION</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use Template in Module 3 – Appendix 3D</li> </ul>	District/SMMA
MSBA 3.1.1 MSBA 3.1.1 MSBA 3.1.1	<p>➤ <b>APPENDIX</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of SOI</li> <li><input type="checkbox"/> Copy of the MSBA Board Action Letter</li> <li><input type="checkbox"/> Copy of the MSBA Design Enrollment Letter</li> </ul>	District District District

p:\2017\17020\03-design\3.4 submissions\1-pdp submission\preliminary design program requirements.doc

## Memorandum

To: Northbridge School Building Committee  
From: Joel G. Seeley  
Project: W. Edward Balmer Elementary School  
Re: MSBA Ineligible Costs  
Distribution: (MF)

Date: 8/17/2017  
Project No.: 17020

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Please find the attached excerpt from 963 CMR Section 2.16, the MSBA Enabling Legislation, listing MSBA ineligible costs.

Examples of Ineligible Costs that may be applicable to the project on the Balmer site are:

- Site Costs Over 8%
- Building Costs Over \$326 per Square Foot
- Classroom Modularity for Temporary Swing Space
- Asbestos Flooring Abatement
- Hazardous Material Removal associated with the Site
- FFE/Technology Costs Over \$2,400 per Student
- Legal Fees, Financing Costs and Moving Expenses
- Construction Contingencies over 1% for new construction of 2% for renovations
- Building Permit and Inspection Fees
- Soft costs over 20%

## 2.16: continued

(b) If an Eligible Applicant declines to accept the draft report, said Eligible Applicant shall respond in writing to the Authority within ten calendar days of the date of the draft report letter of their intent to appeal. The Authority, in its sole discretion, may grant additional time in which the Eligible Applicant may respond, but in no event shall such additional time exceed an additional ten calendar days. These deadlines must be met in order to be eligible to appeal draft findings. Said written correspondence shall include a detailed listing of the specific ineligible costs to which the Eligible Applicant does not concur and for each ineligible cost, documentation that supports the Eligible Applicant's position. If no supporting documentation is included in said written correspondence, the Eligible Applicant's appeal of the draft report shall not be accepted and the draft report, as originally reviewed by the Authority, shall go to the Board of the Authority for approval. The Authority shall review properly submitted documentation to determine if the Eligible Applicant's appeal has merit or not and take the appropriate action thereafter. If the Authority determines the Eligible Applicant's support documentation has no merit the audit findings will stand and the Eligible Applicant will have exhausted all of their appeal opportunities. In no event shall the Authority reconsider ineligible costs once an appeal has been settled. All costs relating to an appeal may be assessed to an Eligible Applicant.

(c) All prior appeal decisions by the Authority shall stand and an Eligible Applicant shall have no right to re-file or request review of previous audit decisions nor shall the Authority have any obligation to review any previous audit decision.

(4) Record-keeping.

(a) Eligible Applicants shall maintain all records related to an Application, a Proposed Project, and/or an Approved Project, if approval for a Proposed Project is granted by the Authority, to ensure that minimum record-keeping requirements to facilitate uniform, fair and efficient administration are met and to ensure accountability for all documents. Nothing in 963 CMR 2.00 is intended to alter the otherwise applicable requirements of M.G.L. c. 66, pertaining to the keeping of public records and access thereto.

(b) It shall be a condition on every Eligible Applicant that the Eligible Applicant maintains, in a secure place and in an organized fashion, all records necessary to evidence conformity with M.G.L. c. 70B, 963 CMR 2.00, and any other requirements of the Authority.

(c) The Eligible Applicant shall maintain all records related to an Approved Project, including a full set of the Project Documents, requests for proposals, proposals and evaluations, and "As-Built" drawings, for as long as the Approved Project is in service as a public school. For the purposes of 963 CMR 2.16(4), "all records" shall include, but not be limited to:

1. all executed contracts and purchase orders, including contract amendments and change orders;
2. all Owner's Project Manager's reports, including monthly progress reports;
3. issues log;
4. the potential change order log;
5. all meeting minutes;
6. a schedule or milestone summary;
7. all requests for reimbursement and forms as submitted to the Authority;
8. all invoices and contractors' applications for payment; and
9. other such other information, data, logs, documentation, or records as may be required by the Authority.

(d) The Authority shall, in its sole discretion, disallow any costs not adequately supported by contemporaneous, accurate and complete records.

(5) Ineligible Costs. Costs that are categorically ineligible for reimbursement or payment by the Authority shall include, but not be limited to:

- (a) Any costs for an Approved Project in excess of the Total Facilities Grant.
- (b) Financing costs incurred by an Eligible Applicant, including, but not limited to, interest, principal, costs of issuance and any other cost related to short or long term bonds, notes or other certificates of indebtedness, refunding notes or bonds, temporary loans, or any other form of indebtedness issued by an Eligible Applicant in relation to an Approved Project.
- (c) All costs associated with credit rating services, legal services related to the issuance of any indebtedness, and financial consulting services.



2.16: continued

- (d) The cost of legal services.
- (e) The provision of any direct or indirect municipal services shall be ineligible costs, except the provision of public safety services as required by law, or services which the Authority determines are necessary for the completion of the Approved Project.
- (f) Any funds expended by the Eligible Applicant prior to the execution of a Project Funding Agreement, unless said costs are costs approved by the Authority in writing related to a Feasibility Study as approved by the Authority, shall be ineligible costs and are not reimbursable by the Authority unless the Board votes to allow reimbursement of such expenses incurred prior to the execution of the Project Funding Agreement.
- (g) All costs associated with site acquisition.
- (h) Unsupported or inadequately supported project costs, as determined by the Authority.
- (i) Maintenance or service contracts and warranties.
- (j) Duplicate costs or costs unrelated to the project.
- (k) The lease, purchase or rental of storage space, storage facilities, storage trailers, or storage containers.
- (l) Costs that are normal operating and maintenance costs of the school district, as determined by the Authority, such as textbooks, classroom supplies, custodial supplies, administrative support, telephone service and other such operating costs.
- (m) Swimming pools, skating rinks, field houses (only to the same extent as gymnasias), district administrative office space, indoor tennis courts, and other spaces which may be determined ineligible by the Authority.
- (n) Penalties, processing fees, catalogue fees, sales tax, memberships, and subscriptions.
- (o) The costs of local building permits, inspection fees, and any other such fees.
- (p) Athletic equipment, bases, balls, bats, racquets, uniforms, helmets, gloves, and all other related equipment.
- (q) All costs associated with the purchase, lease, improvement, or maintenance of modular units, unless such costs are deemed by the Authority in writing prior to said purchase or lease, to be the most cost effective option.
- (r) All costs associated with the upgrades, maintenance or improvements to swing spaces used for the housing of students.
- (s) All costs associated with the transportation of students.
- (t) All costs associated with the purchase, lease or use of any vehicle, including but not limited to automobiles, trucks, tractors, and golf carts.
- (u) The costs of any supplies related to the Assisted Facility.
- (v) All costs associated with the demolition of buildings, unless such costs are deemed by the Authority in writing prior to said demolition, to be the most cost effective option.
- (w) All costs associated with utilities.
- (x) All costs associated with cell phone purchase or service.
- (y) Dedication, ceremonial or celebratory costs.
- (z) The Authority reserves it right to disallow any costs associated with any change order that deviates from the scope of the project, as determined by the Authority pursuant to the Project Scope and Budget Agreement.
- (aa) Any costs determined by the Authority to be ineligible pursuant to M.G.L. c. 70B, St. 2004, c. 208, 963 CMR 2.00, the MSBA Audit Guidelines, or any other policy, rule, or guideline of the Authority.

2.17: Minimum Spending Requirements for Building Maintenance

- (1) Pursuant to M.G.L. c. 70B, § 8, the Authority shall not approve any Proposed Project for any school district that fails to spend in the year preceding the year of application at least 50% of the sum of said school district's calculated foundation budget amounts for the purposes of foundation utility and ordinary maintenance expenses, and extraordinary maintenance allotment as defined in M.G.L. c. 70, for said purposes. From Fiscal Year 1999 forward, no school district shall be given approval for a Proposed Project nor receive school facilities funds unless said district has spent at least 50% of the sum of said district's calculated foundation budget amounts in each of the Fiscal Years including and succeeding Fiscal Year 1999.

## DRAFT - FOR DISCUSSION PURPOSES ONLY

Northbridge W. Edward Balmer Elementary School Feasibility Study

Average Homeowner Tax Impact

Date: August 11, 2017

### Northbridge Share

Rate

Term (years)

Yearly Payment-20 yr Average

Average Home Value

**Annual Tax Increase Average Home-20 yr Average**

Annual Tax Increase per \$1,000 Valuation

Impact Average Home-20 Years

\$20,000,000	\$25,000,000	\$30,000,000	\$35,000,000	\$40,000,000	\$45,000,000	\$50,000,000	\$55,000,000	\$60,000,000
5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
20	20	20	20	20	20	20	20	20
\$ 1,525,000	\$ 1,906,250	\$ 2,287,500	\$ 2,668,750	\$ 3,050,000	\$ 3,431,250	\$ 3,812,500	\$ 4,193,750	\$ 4,575,000
\$ 284,000	\$ 284,000	\$ 284,000	\$ 284,000	\$ 284,000	\$ 284,000	\$ 284,000	\$ 284,000	\$ 284,000
\$ 279.86	\$ 349.83	\$ 419.79	\$ 489.76	\$ 559.73	\$ 629.69	\$ 699.66	\$ 769.62	\$ 839.59
\$ 0.9854	\$ 1.2318	\$ 1.4781	\$ 1.7245	\$ 1.9709	\$ 2.2172	\$ 2.4636	\$ 2.7099	\$ 2.9563
\$ 5,597	\$ 6,997	\$ 8,396	\$ 9,795	\$ 11,195	\$ 12,594	\$ 13,993	\$ 15,392	\$ 16,792

Assumptions: Tax rate based on Fiscal 2017 assessed valuation and AVERAGE house value of \$284,000.

Yearly impact will change based upon subsequent year tax rates and valuations.

# DRAFT - FOR DISCUSSION PURPOSES ONLY

## TOWN OF NORTHBRIDGE \$ 20,000,000 Estimated Debt Service 20 Years

YEAR	PRINCIPAL OUTSTANDING	PRINCIPAL	ESTIMATED INTEREST 5.00%	ANNUAL DEBT SERVICE	IMPACT RESID. TAX RATE	HOUSE VALUED AT \$184K	IMPACT ON AVG HOUSE OF \$284,000	HOUSE VALUED AT \$384K
0	\$20,000,000	\$0	\$0	\$0	\$0.00		\$0.00	
1	\$19,000,000	\$1,000,000	\$1,000,000	\$2,000,000	\$1.292	\$237.80	\$367.03	\$496.27
2	\$18,000,000	\$1,000,000	\$950,000	\$1,950,000	\$1.260	\$231.85	\$357.86	\$483.86
3	\$17,000,000	\$1,000,000	\$900,000	\$1,900,000	\$1.228	\$225.91	\$348.68	\$471.46
4	\$16,000,000	\$1,000,000	\$850,000	\$1,850,000	\$1.195	\$219.96	\$339.51	\$459.05
5	\$15,000,000	\$1,000,000	\$800,000	\$1,800,000	\$1.163	\$214.02	\$330.33	\$446.64
6	\$14,000,000	\$1,000,000	\$750,000	\$1,750,000	\$1.131	\$208.07	\$321.15	\$434.24
7	\$13,000,000	\$1,000,000	\$700,000	\$1,700,000	\$1.099	\$202.13	\$311.98	\$421.83
8	\$12,000,000	\$1,000,000	\$650,000	\$1,650,000	\$1.066	\$196.18	\$302.80	\$409.42
9	\$11,000,000	\$1,000,000	\$600,000	\$1,600,000	\$1.034	\$190.24	\$293.63	\$397.02
10	\$10,000,000	\$1,000,000	\$550,000	\$1,550,000	\$1.002	\$184.29	\$284.45	\$384.61
11	\$9,000,000	\$1,000,000	\$500,000	\$1,500,000	\$0.969	\$178.35	\$275.27	\$372.20
12	\$8,000,000	\$1,000,000	\$450,000	\$1,450,000	\$0.937	\$172.40	\$266.10	\$359.80
13	\$7,000,000	\$1,000,000	\$400,000	\$1,400,000	\$0.905	\$166.46	\$256.92	\$347.39
14	\$6,000,000	\$1,000,000	\$350,000	\$1,350,000	\$0.872	\$160.51	\$247.75	\$334.98
15	\$5,000,000	\$1,000,000	\$300,000	\$1,300,000	\$0.840	\$154.57	\$238.57	\$322.58
16	\$4,000,000	\$1,000,000	\$250,000	\$1,250,000	\$0.808	\$148.62	\$229.40	\$310.17
17	\$3,000,000	\$1,000,000	\$200,000	\$1,200,000	\$0.775	\$142.68	\$220.22	\$297.76
18	\$2,000,000	\$1,000,000	\$150,000	\$1,150,000	\$0.743	\$136.73	\$211.04	\$285.36
19	\$1,000,000	\$1,000,000	\$100,000	\$1,100,000	\$0.711	\$130.79	\$201.87	\$272.95
20	\$0	\$1,000,000	\$50,000	\$1,050,000	\$0.678	\$124.84	\$192.69	\$260.54
		<b>\$20,000,000</b>	<b>\$10,500,000</b>	<b>\$30,500,000</b>			<b>\$3,626</b>	<b>\$5,597</b>
						<b>\$181.32</b>	<b>\$279.86</b>	<b>\$378.41</b>
						<b>Avg Per Yr</b>	<b>Avg Per Yr</b>	<b>Avg Per Yr</b>

Assumptions: Tax rate based on Fiscal 2017 assessed valuation and AVERAGE house value of \$284,000.

Yearly impact will change based upon subsequent year tax rates and valuations.

# DRAFT - FOR DISCUSSION PURPOSES ONLY

## TOWN OF NORTHBRIDGE \$ 40,000,000 Estimated Debt Service 20 Years

YEAR	PRINCIPAL OUTSTANDING	PRINCIPAL	ESTIMATED INTEREST 5.00%	ANNUAL DEBT SERVICE	IMPACT RESID. TAX RATE	HOUSE VALUED AT \$184K	IMPACT ON AVG HOUSE OF \$284,000	HOUSE VALUED AT \$384K
0	\$40,000,000	\$0	\$0	\$0	\$0.00		\$0.00	
1	\$38,000,000	\$2,000,000	\$2,000,000	\$4,000,000	\$2.585	\$475.59	\$734.07	\$992.54
2	\$36,000,000	\$2,000,000	\$1,900,000	\$3,900,000	\$2.520	\$463.70	\$715.71	\$967.73
3	\$34,000,000	\$2,000,000	\$1,800,000	\$3,800,000	\$2.456	\$451.81	\$697.36	\$942.91
4	\$32,000,000	\$2,000,000	\$1,700,000	\$3,700,000	\$2.391	\$439.92	\$679.01	\$918.10
5	\$30,000,000	\$2,000,000	\$1,600,000	\$3,600,000	\$2.326	\$428.03	\$660.66	\$893.29
6	\$28,000,000	\$2,000,000	\$1,500,000	\$3,500,000	\$2.262	\$416.14	\$642.31	\$868.47
7	\$26,000,000	\$2,000,000	\$1,400,000	\$3,400,000	\$2.197	\$404.25	\$623.96	\$843.66
8	\$24,000,000	\$2,000,000	\$1,300,000	\$3,300,000	\$2.132	\$392.36	\$605.60	\$818.85
9	\$22,000,000	\$2,000,000	\$1,200,000	\$3,200,000	\$2.068	\$380.47	\$587.25	\$794.03
10	\$20,000,000	\$2,000,000	\$1,100,000	\$3,100,000	\$2.003	\$368.58	\$568.90	\$769.22
11	\$18,000,000	\$2,000,000	\$1,000,000	\$3,000,000	\$1.939	\$356.69	\$550.55	\$744.41
12	\$16,000,000	\$2,000,000	\$900,000	\$2,900,000	\$1.874	\$344.80	\$532.20	\$719.59
13	\$14,000,000	\$2,000,000	\$800,000	\$2,800,000	\$1.809	\$332.91	\$513.85	\$694.78
14	\$12,000,000	\$2,000,000	\$700,000	\$2,700,000	\$1.745	\$321.02	\$495.49	\$669.96
15	\$10,000,000	\$2,000,000	\$600,000	\$2,600,000	\$1.680	\$309.13	\$477.14	\$645.15
16	\$8,000,000	\$2,000,000	\$500,000	\$2,500,000	\$1.615	\$297.25	\$458.79	\$620.34
17	\$6,000,000	\$2,000,000	\$400,000	\$2,400,000	\$1.551	\$285.36	\$440.44	\$595.52
18	\$4,000,000	\$2,000,000	\$300,000	\$2,300,000	\$1.486	\$273.47	\$422.09	\$570.71
19	\$2,000,000	\$2,000,000	\$200,000	\$2,200,000	\$1.422	\$261.58	\$403.74	\$545.90
20	\$0	\$2,000,000	\$100,000	\$2,100,000	\$1.357	\$249.69	\$385.38	\$521.08
		<b>\$40,000,000</b>	<b>\$21,000,000</b>	<b>\$61,000,000</b>			<b>\$7,253</b>	<b>\$11,195</b>
						<b>\$362.64</b>	<b>\$559.73</b>	<b>\$756.81</b>
						<b>Avg Per Yr</b>	<b>Avg Per Yr</b>	<b>Avg Per Yr</b>

Assumptions: Tax rate based on Fiscal 2017 assessed valuation and AVERAGE house value of \$284,000.

Yearly impact will change based upon subsequent year tax rates and valuations.

# DRAFT - FOR DISCUSSION PURPOSES ONLY

## TOWN OF NORTHBRIDGE \$ 60,000,000 Estimated Debt Service 20 Years

PRINCIPAL			ESTIMATED	ANNUAL	IMPACT	HOUSE	IMPACT ON	HOUSE
YEAR	OUTSTANDING	PRINCIPAL	INTEREST	DEBT	RESID.	VALUED AT	AVG HOUSE	VALUED AT
			5.00%	SERVICE	TAX RATE	\$184K	OF \$284,000	\$384K
0	\$60,000,000	\$0	\$0	\$0	\$0.00		\$0.00	
1	\$57,000,000	\$3,000,000	\$3,000,000	\$6,000,000	\$3.877	\$713.39	\$1,101.10	\$1,488.81
2	\$54,000,000	\$3,000,000	\$2,850,000	\$5,850,000	\$3.780	\$695.55	\$1,073.57	\$1,451.59
3	\$51,000,000	\$3,000,000	\$2,700,000	\$5,700,000	\$3.683	\$677.72	\$1,046.04	\$1,414.37
4	\$48,000,000	\$3,000,000	\$2,550,000	\$5,550,000	\$3.586	\$659.88	\$1,018.52	\$1,377.15
5	\$45,000,000	\$3,000,000	\$2,400,000	\$5,400,000	\$3.489	\$642.05	\$990.99	\$1,339.93
6	\$42,000,000	\$3,000,000	\$2,250,000	\$5,250,000	\$3.392	\$624.21	\$963.46	\$1,302.71
7	\$39,000,000	\$3,000,000	\$2,100,000	\$5,100,000	\$3.296	\$606.38	\$935.93	\$1,265.49
8	\$36,000,000	\$3,000,000	\$1,950,000	\$4,950,000	\$3.199	\$588.55	\$908.41	\$1,228.27
9	\$33,000,000	\$3,000,000	\$1,800,000	\$4,800,000	\$3.102	\$570.71	\$880.88	\$1,191.05
10	\$30,000,000	\$3,000,000	\$1,650,000	\$4,650,000	\$3.005	\$552.88	\$853.35	\$1,153.83
11	\$27,000,000	\$3,000,000	\$1,500,000	\$4,500,000	\$2.908	\$535.04	\$825.82	\$1,116.61
12	\$24,000,000	\$3,000,000	\$1,350,000	\$4,350,000	\$2.811	\$517.21	\$798.30	\$1,079.39
13	\$21,000,000	\$3,000,000	\$1,200,000	\$4,200,000	\$2.714	\$499.37	\$770.77	\$1,042.17
14	\$18,000,000	\$3,000,000	\$1,050,000	\$4,050,000	\$2.617	\$481.54	\$743.24	\$1,004.95
15	\$15,000,000	\$3,000,000	\$900,000	\$3,900,000	\$2.520	\$463.70	\$715.71	\$967.73
16	\$12,000,000	\$3,000,000	\$750,000	\$3,750,000	\$2.423	\$445.87	\$688.19	\$930.51
17	\$9,000,000	\$3,000,000	\$600,000	\$3,600,000	\$2.326	\$428.03	\$660.66	\$893.29
18	\$6,000,000	\$3,000,000	\$450,000	\$3,450,000	\$2.229	\$410.20	\$633.13	\$856.07
19	\$3,000,000	\$3,000,000	\$300,000	\$3,300,000	\$2.132	\$392.36	\$605.60	\$818.85
20	\$0	\$3,000,000	\$150,000	\$3,150,000	\$2.035	\$374.53	\$578.08	\$781.63
		\$60,000,000	\$31,500,000	\$91,500,000			\$10,879	\$16,792
							\$543.96	\$839.59
							Avg Per Yr	Avg Per Yr
								Avg Per Yr

Assumptions: Tax rate based on Fiscal 2017 assessed valuation and AVERAGE house value of \$284,000.

Yearly impact will change based upon subsequent year tax rates and valuations.

# MEETING MINUTES



DORE & WHITTIER  
ARCHITECTS, INC.

DATE OF MEETING: August 23, 2017

PROJECT: W. EDWARD BALMER ES FEASIBILITY STUDY

PROJECT NO.: 17-0759

SUBJECT: PROGRAMMING SUBCOMMITTEE MEETING #1  
High School Health Conference Rm. 8:30AM

ATTENDING: Lee Dore - DWA  
Tom Hengelsberg - DWA  
Jason Boone - DWA

Steve Von Bargaen – Dir Facilities & Ops.  
Kathy Perry - Dir of Pupil Personnel Svcs  
Jill Healy – NES  
Amy McKinstry – Dir of Curriculum  
Karlene Ross – Principal, Balmer ES  
Catherine Stickney – Superintendent  
Melissa Walker – Business Mgr.

ITEM	MINUTES	ACTION/ WHO	STATUS / DATE
01-1	Welcome and review of goals for <b>today's</b> meeting which is to gain a better understanding of the details of a MSBA Space Summary Worksheet and to gain an understanding of the types of programs and services the school district is currently offering in BES/NES and what future goals are for these programs.		Closed
01-2	TH distributed and reviewed draft space summary templates to the group for both PK-5 and grade 2-4 configurations.		Closed
01-3	<p>JB initiated a conversation regarding basic program offerings, scheduling, start times and busses</p> <ol style="list-style-type: none"> <li>1) What is the current Grade Configuration? PK-6 <ol style="list-style-type: none"> <li>a. Northbridge = PK-1</li> <li>b. Balmer = 2-4</li> <li>c. Northbridge MS = 5-8</li> </ol> </li> <li>2) What is the proposed Grade Configuration? PK-6 <ol style="list-style-type: none"> <li>a. Option 1 = 2-4</li> <li>b. Option 2 = PK-5</li> </ol> </li> <li>3) What is the current student enrollment? <ol style="list-style-type: none"> <li>a. Northbridge = 382</li> <li>b. Balmer ES = 512</li> </ol> </li> <li>4) What is the proposed total student enrollment? <ol style="list-style-type: none"> <li>a. Option 1 = 510</li> <li>b. Option 2 = 1030</li> </ol> </li> <li>5) What are the start and end times of the typical school day?</li> </ol>		Open

ARCHITECTS  
PROJECT MANAGERS

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	<ul style="list-style-type: none"> <li>a. 8:35 – 2:50</li> <li>b. 8:25 – 2:40</li> <li>c. Parents start to cue early</li> <li>d. A lot of teachers arrive at 7:00am</li> <li>e. Buses tend to drop no earlier than 8:15/8:25am</li> <li>f. <b>Students can't enter until 8:15 &amp; 8:25am</b></li> </ul> <ul style="list-style-type: none"> <li>6) What is the typical first day of school for the year?</li> <li>7) What is the typical last day of school for the year?</li> <li>8) How many busses arrive to the school each morning? 14 full size plus 3 with lifts – not all arriving at same time; cue offsite</li> <li>9) How many vans arrive to the school each morning? <ul style="list-style-type: none"> <li>a. <b>Three “short” buses (47)</b> at NES/Balmer (listed in #8)</li> <li>b. 1 or 2 Wheelchair vans</li> <li>c. 1 to 2 vans for homeless children</li> </ul> </li> <li>10) How many students walk or ride their bikes to school? <ul style="list-style-type: none"> <li>a. 50 walkers at Balmer</li> <li>b. More in the afternoon</li> </ul> </li> <li>11) How many students are driven to school by their parents in the winter seasons? <ul style="list-style-type: none"> <li>a. 100 parent vehicles @ NES</li> <li>b. 150 parent vehicles @ Balmer</li> <li>c. Some parents go to both places</li> <li>d. Mid-day drop off @ NES – associated with pre-<b>k...buses</b> too.</li> </ul> </li> <li>12) How many busses depart the school each afternoon? <ul style="list-style-type: none"> <li>a. 14 plus 3 with lifts.</li> <li>b. Two tier bussing system.</li> <li>c. Buses are never all on site at one time. Usually cue allows for seven busses to unload at a time.</li> </ul> </li> <li>13) How many faculty and staff park onsite on a maximum day? <ul style="list-style-type: none"> <li>a. 85 @ Balmer</li> <li>b. 80 @ NES</li> </ul> </li> <li>14) Are there any third party service providers onsite? Entities not associated with the school district? (i.e. Day care providers, Senior Centers, other?) <ul style="list-style-type: none"> <li>a. <b>Springboard...before and after school day care. 35</b> students @ NES in afternoon and 20-25 kids in morning. 50-60 students total. Use library, art, cafeteria, gym, and computer lab. License for gym, library, cafeteria. BES has up to 40 kids in Springboard.</li> <li>b. After school enrichment program of 20-25 students @ Balmer.</li> <li>c. No dedicated space except for storage which they currently use the stage for.</li> </ul> </li> <li>15) Special Education Programs <ul style="list-style-type: none"> <li>a. Wide range of disabilities</li> <li>b. <b>Wide range of inclusionary practices...push-in pull out, and substantially separate.</b></li> </ul> </li> </ul>		
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	<ul style="list-style-type: none"> <li>i. Medically fragile and intellectually disable children are together in substantially separate spaces.</li> <li>ii. Speech</li> <li>iii. Language</li> <li>iv. OT/PT</li> <li>v. ELL</li> <li>vi. Adjustment counselors</li> <li>vii. School psychologists</li> <li>viii. Title I</li> <li>ix. Vision Specialist (Contracted; not in dedicated space)</li> <li>x. Outside clinicians (no current dedicated spaces) – <b>could use 'hoteling' space</b></li> </ul> <p>c. Potential to have dedicated OT separate from PT. PT has Adaptive PE program included so space should be larger than OT.</p> <p>d. Academic Coaches (1 for PK-2 &amp; 1 for 3-5 – need small conference room type of space; 6-8 persons)</p> <p>e. Instructional technologist – office needed located in/near core academic area (close to students)</p> <p>f. Team Chairs - three in the district, two that serve NES &amp; Balmer...<b>need access to at least two conference room meeting spaces for IEP meetings for PK-5.</b></p> <p>g. Pull-out for small group instruction across multiple grades. Special Education instructors. Generally, no <b>more than six at time...perhaps ten when fifth</b> comes over.</p> <p>h. Potential to recapture Autism spectrum children and social/emotional programs if space can be provided.</p> <p>16) What specials are offered?</p> <p><u>BALMER</u></p> <ul style="list-style-type: none"> <li>a. Art – Every four days for 44 min</li> <li>b. Music - Every four days for 44 min</li> <li>c. PE - Every four days for 44 min</li> <li>d. Library – Every six days for 44 min</li> <li>e. Tech - Every four days for 44 min</li> </ul> <p><u>NES</u></p> <ul style="list-style-type: none"> <li>f. Art – Every six days for 44 min</li> <li>g. Music - Every three days for 40 min</li> <li>h. PE - Every three days for 40 min</li> <li>i. Library/Tech – Every six days for 40 min</li> <li>j. Using specialties to provide teacher planning time</li> </ul>		
01-4	Class sizes: District has a policy of not to exceed 25 students per class 1-5 and NTE 20 students/class for PK/K. For planning purposes the Study will utilize MSBA standards of 18 students per class PK/K and 23 students per class grades 1-5.		Open



01-5	Currently PK enrollment expected at 76 kids at NES. 76 students divided by 18 students/class equals 4.22 classrooms. NES has 1 section of 4 yr. olds for full day and utilize one room and 2 sections of 4 yr. olds for half day and utilize one room. SPED program also has a sub section of both full day and half day PK that utilizes one room. 2 sections of 3 yr olds for half day and utilize one room currently. Total PK planning needs are 4 PK classrooms under core academic spaces (MSBA template) and 1 PK classroom under SPED program. All CR's sized for 1,300 sf each and include a toilet room. This SPED PK classroom will need a description in the educational program narrative describing the program in detail justifying its need. K program will be full day in the future.		Open
01-6	Study Enrollment of 1030 students PK-5 $1030 \div 6 \text{ grades} = 172 \text{ students per grade}$ $K = 172 \text{ students} \div 18 \text{ students/CR} = 9.55 \text{ CR's (Use 9 CR's)}$ $1 = 172 \div 23 = 7.47 \text{ CR's (Use 8 CR's)}$ $2 = 172 \div 23 = 7.47 \text{ CR's (Use 8 CR's)}$ $3 = 172 \div 23 = 7.47 \text{ CR's (Use 8 CR's)}$ $4 = 172 \div 23 = 7.47 \text{ CR's (Use 8 CR's)}$ $5 = 172 \div 23 = 7.47 \text{ CR's (Use 8 CR's)}$ Summary: PK-5 Option 1030 st.: 5 PK CR's (4 + 1 SPED); K = 9 CR's; 1-5 = 40 CR's Summary: 2-4 Option 530 st.: 2-4 = 24 CR's		Open
01-7	Discussed concern over enough PK and K CR's – could locate PK and K adjacent to each other and if big enrollment year for K could restrict PK numbers and utilize a PK CR for the larger K class. Adjacency is important – PK needs own entry and drop off as well.		Open
01-8	Group discussion on desire to have flexible layout (clusters of CR suites) in order to facilitate potential for looping in future, multi grade, or grade level dept. structure. Teacher certifications required for each teacher for each grade level if looping. Desire to only loop for two years with one teacher. Could be District decision on looping or parent input. Possible break up of looping could be PK/K; 1/2; 3/4; and a 5 <sup>th</sup> grade 'house' to assist in transitioning from ES to MS level.		Open
01-9	Discussed with 8 sections per grade level 1-5 it would be desirable to have clusters of 4 CR's with an extended learning (commons) space adjacent to another grouping of 4 CR's with extended learning area. These 8 CR's are a part of a suite that could have separate commons or one larger commons shared between the 8CR's that make up the small learning community (SLC). 8 CR's x 23 students = 184 students per SLC or if segregated to 4 CR's x 23 students = 92 students per SLC. Design team to review both options and/or operable partition to break commons space down for a 4 CR SLC or an 8 CR SLC.		Open
01-10	Desire to have each set of 4 CR's have an adjacent small group instruction (SGI) room for 4-6 students for SPED pull out/third party intervention/mtg space/student break out area. 40 CR's = 20 SGI rooms; PK/K has 14 CR's = 7 SGI rooms. 27 SGI rooms for PK-5 1030 enrollment; 12 SGI rooms for grades 2-4 530 student enrollment.		Open
01-11	Teachers will all have a home base room with 8CR's per grade but need small conference area to plan lessons/collaborate. These teacher planning rooms are not home base offices but a planning area that should be located common to the SLC. One teacher planning room of 250 sf – 7 total for 1030 enrollment or 3 total for 530 enrollment.		Open
01-12	Group desired to have toilet rooms embedded in SLC areas to limit travel time. Desire to have single user rooms vs. gang rooms – DW		Open

	shared optional design strategies for gang bathrooms to help with supervision – further discussion on this item as design proceeds forward.		
01-13	As part of Visioning process, there was a strong desire to include space for making things – group discussed including 3 maker spaces; 1 for PK/K; 1 for grades 1-2 and a larger one shared by 3,4,5. Plan on 2 @ 550sf and the larger one at 720 sf. Each should be central to SLC locations.		Open
01-14	Discussion on SPED substantially separate spaces: 4 rooms at same size as general classrooms (1,000 sf). 2 for social/emotional/behavioral and 2 for intellectually disabled/medically fragile/spectrum populations. These rooms serve all grade levels. <b>Should be close to SLC's. Rooms should include larger bathrooms 2 should have BR's internal to CR of 60 sf each; 2 should be with larger bathrooms with changing table and showers/lift. (*Note 1 PK room is also a SPED Resource room for this population group and listed in 01-6 line item.)</b>		Open
01-15	Desired to have 3 Resource rooms of 350 sf each. 1 at PK/K; 1 at 1/2; 1 at grades 3-5. Resource rooms desired to be located off of a side of the learning commons area at SLC preferably with one side of room with operable wall that could open to commons when not used as Resource room. Furnishings are conference table/chairs and white boards. Student support services space should be directly adjacent (see 01-16)		Open
01-16	Student Support Services Space: Group discussed desire to co-locate staff resources for SPED, ELL and <b>Speech and locate near SLC's. It is desired to have</b> these adjacent and connected to Resource rooms noted in 01-15. 2 rooms required – 1 for PK-2 and will include 6 SPED teachers; 2 Speech and 1 ELL. 2 <sup>nd</sup> Room will be for grades 3-5 and will house 7 SPED; 2 Speech and 1 <b>ELL. Locate directly off SLC's.</b>		Open
01-17	Academic Coaches – these are for mentoring teachers. 2 for PK-5 or 1 office needed for 2-4. Offices should be located near Admin and are 150 sf each.		Open
01-18	Title I – services students; pull in/push out; 4-6 kids at a time. 6 teachers need home base office space – 1 common room of 400 sf to house all 6 staff – utilize SGI rooms, Resource or T Planning for pull out.		Open
01-19	ELL – service for students 4-6 at a time – need 2 rooms for full PK-5 population or 1 room for 2-4 grades. Room size should be 200 sf <b>located close to SLC's and Student Support Services rooms.</b>		Open
01-20	School Psychologist – 1 office for up to 4 adults meeting near admin – 125 sf.		Open
01-21	Adjustment Counselor – 2 offices for PK-5 1 for 2-4. Centrally located 150 sf each.		Open
01-22	De-escalation Rooms – SPED program needs 3 rooms for PK-5 or 1 room 2-4. 125 sf each. District wants these as alcove spaces – no doors as they can present a safety concern. 2 rooms should be <b>located near SLC's but not directly adjacent to CR's. 1 room should be</b> located near front entrance. DW will want to revisit the desired layout of these spaces and what is in them.		Open
01-23	Contracted Services/School Resource Officer/BCBA – these are not every day office space <b>types of resources so a 'hoteling' space is</b> preferred that will have space for up to 5 or 6 adults in group workspace.		Open

01-24	Specials – Art, Music, Gym DW to review math on scheduling of specials to verify number of teaching spaces that are justifiable. Currently MSBA program has 3 <b>Music CR's and 3 Art rooms and 1 6,000 sf elementary sized gym.</b> Group believed that with 1030 enrollment an additional teaching station would be required which would necessitate adding another gym teaching station of approx. 3,500 sf. It was discussed that in the 6,000 sf gym the court lines should allow for up to three risers for bleachers so there is room for spectators to watch. A community sized (HS gym) was deemed not financially feasible by group.		Open
01-25	DW discussed need to continue to meet with this group on a regular basis to confirm program needs, articulate adjacencies desired and review of concept plans. This group will try to meet every 2 weeks on same days as BC meetings. Next meeting confirmed for 8/29/17 at 4:30PM at HS health conference room.		Open

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

Lee Dore  
Principal

c: Attendees  
File

Proposed Space Summary- Elementary Schools

Grades PK - 5 Option				PROPOSED										MSBA Guidelines (refer to MSBA Educational Program & Space Standard Guidelines)									
W. EDWARD BALMER SCHOOL				Existing Conditions			Existing to Remain/Renovated			New			Total			ROOM NFA <sup>1</sup>		# OF RMS		area totals		Comments	
ROOM TYPE				ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals					
CORE ACADEMIC SPACES						25,060			0			60,500			0			45		49,550			
(List classrooms of different sizes separately)																							
Pre-Kindergarten w/ toilet						0			0	1,300	4	5,200										1,100 SF min - 1,300 SF max	
Kindergarten w/ toilet						0			0	1,300	9	11,700										1,100 SF min - 1,300 SF max	
General Classrooms - Grade 1-5						0			0	1,000	40	40,000										900 SF min - 1,000 SF max	
LEVEL 1																							
General Classrooms - Grade 1-6 - 2				790	1	790																	
General Classrooms - Grade 1-6 - 3				793	1	793																	
General Classrooms - Grade 1-6 - 4				1,126	1	1,126																	
General Classrooms - Grade 1-6 - 5				942	1	942																	
General Classrooms - Grade 1-6 - 6				931	1	931																	
General Classrooms - Grade 1-6 - 7				1,123	1	1,123																	
General Classrooms - Grade 1-6 - 8				867	1	867																	
General Classrooms - Grade 1-6 - 9				931	1	931																	
General Classrooms - Grade 1-6 - 10				875	1	875																	
General Classrooms - Grade 1-6 - 11				1,022	1	1,022																	
General Classrooms - Grade 1-6 - 12				941	1	941																	
General Classrooms - Grade 1-6 - 13				905	1	905																	
General Classrooms - Grade 1-6 - 14				938	1	938																	
LEVEL 2																							
General Classrooms - Grade 1-6 - 15				1,099	1	1,099																	
General Classrooms - Grade 1-6 - 16				1,049	1	1,049																	
General Classrooms - Grade 1-6 - 17				873	1	873																	
General Classrooms - Grade 1-6 - 18				862	1	862																	
General Classrooms - Grade 1-6 - 19				878	1	878																	
General Classrooms - Grade 1-6 - 20				909	1	909																	
General Classrooms - Grade 1-6 - 21				866	1	866																	
General Classrooms - Grade 1-6 - 22				891	1	891																	
General Classrooms - Grade 1-6 - 23				866	1	866																	
General Classrooms - Grade 1-6 - 24				882	1	882																	
General Classrooms - Grade 1-6 - 25				875	1	875																	
General Classrooms - Grade 1-6 - 26				1,207	1	1,207																	
General Classrooms - Grade 1-6 - 27				1,079	1	1,079																	
						0																	
Computer Lab				540	1	540																	
Teacher Planning Space										250	7	1,750											
Commons																							
Maker Space/Project Room PK-K; 1-2										550	2	1,100											
Maker Space/Project Room 3-4-5										750	1	750											
SPECIAL EDUCATION						3,896			0			13,365			0			11,070					
(List rooms of different sizes separately)																							
Self-Contained Sped for PK										1,300	1	1,300											
Self-Contained SPED - toilet for PK										120	1	120										room for changing table	
Self-Contained SPED - toilet/ chang/ shwr/Hoya										140	1	140										is one with shower, centrally located OK??	
Self-Contained SPED (Intensive) - CR1				1,018	1	1,018				1,000	4	4,000										8% of pop. in self-contained SPED	
Self-Contained SPED - toilet (Girls)				108	1	108				60	3	180										1 with changing table fold-down	
OT/PT Room				587	1	587																	
OT/PT Storage				214	1	214																	
Toilet (Boys)				157	1	157																	
PT / Adaptive PE										500	1	500										near small gym; subdivide space between adaptive/PT	
OT Room										200	1	200										near small gym; directly adjacent to PT	

Proposed Space Summary- Elementary Schools

Grades PK - 5 Option				PROPOSED										MSBA Guidelines (refer to MSBA Educational Program & Space Standard Guidelines)						
W. EDWARD BALMER SCHOOL				Existing Conditions			Existing to Remain/Renovated			New			Total							
ROOM TYPE	ROOM NFA <sup>1</sup>	# OF RMS	area totals		ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	Comments
Self-Contained SPED CR2	581	1	581																	
SPED Storage	47	1	47																	
Toilet	30	1	30																	
Speech Room	228	1	228																	
SPED CR 3	597	1	597																	
Speech Therapy	241	1	241																	
Title I Office (6 teachers)								400	1	400										central to whole building, travel to kids; home base for 6
ELL(1) /SPED (6)/ Speech (2) (PK-2) Support Services								880	1	880										central to PK-2 House, travel to kids; home base for 9
ELL (1) /SPED (7)/ Speech (2) (3-5) Support Services								980	1	980										central to 3-4-5 house, travel to kids; home base for 10
Deescalation Room			0					125	3	375										2 with CR pods; 1 central to entry; no door
Resource Room PK-K; 1-2; 3-4-5			0					350	3	1,050										
Small Group Room / Reading	88	1	88					120	27	3,240										1/2 size Genl. Clrm.
																				1/2 size Genl. Clrm.
ART & MUSIC			943				0			7,575				0						
Art Classroom - 25 seats (1 @ 1-2; 2@ 3-4-5)			0					1,000	3	3,000										
Art Workroom w/ Storage & kiln			0					150	3	450										
Music Classroom / Large Group - Rm 1	874	1	874					1,200	3	3,600										assumed schedule 2 times / week / student
Music Practice / Ensemble			0					75	3	225										assumed schedule 2 times / week / student
Music Storage	69	1	69																	
Music Ensemble								300	1	300										
HEALTH & PHYSICAL EDUCATION			4,184				0			9,950				0						
Gymnasium	3,701	1	3,701					6,000	1	6,000										6000 SF Min. Size
Gym Storeroom	351	1	351					150	1	150										
Health Instructor's Office w/ Shower & Toilet	132	1	132					150	2	300										
Movement Studio/ Small Gym								3,500	1	3,500										
PE Storage								150	0	0										
										0										
MEDIA CENTER			3,246				0			5,305				0						
Media Center / Reading Room	2,430	1	2,430					2,500	1	3,225										
Audio/Visual	386	1	386							0										
Project Sm Group Rm	140	1	140					120	2	240										
Library Storage	142	1	142					180	1	180										
Office/Work Room	148	1	148					140	1	140										
Teaching Area								800	1	800										
Green Screen Video Room								200	1	200										
Audio/ Edit Booth								120	1	120										
Satellite Reading Areas - in academic areas								100	4	400										one in each pod?
Maker Space								720	0	0										this is in academic now
DINING & FOOD SERVICE			7,705				0			11,955				0						
Cafeteria / Dining	3,377	1	3,377					7,725	1	7,725										2 seatings - 15SF per seat
Stage	965	1	965					1,000	1	1,000										
Chair / Table / Equipment Storage	287	1	287					550	1	550										
Kitchen	1,707	1	1,707					2,330	1	2,330										1600 SF for first 300 + 1 SF/student Add'l
Dishwashing	215	1	215							0										
Managers Office	92	1	92							0										
Dry/Cold Storage	546	1	546							0										
Locker/Toilet	96	1	96							0										
Storage	106	1	106							0										
Subtotal Kitchen	2,762									0										
Staff Lunch Room	314	1	314					350	1	350										20 SF/Occupant

## ***Proposed Space Summary- Elementary Schools***

## Grades PK - 5 Option

# W. EDWARD BALMER SCHOOL

Grades PK - 5 Option			
W. EDWARD BALMER SCHOOL		Existing Conditions	
ROOM TYPE	ROOM NFA <sup>1</sup>	# OF RMS	area totals
<b>MEDICAL</b>			<b>698</b>
Medical Suite Toilet	23	1	23
Nurses' Office / Waiting Room	105	1	105
Examination Room / Resting	315	1	315
Dental Exam Rm	82	1	82
Office	86	1	86
Storage	87	1	87
<b>ADMINISTRATION &amp; GUIDANCE</b>			<b>2,560</b>
General Office / Waiting Room / Toilet	555	1	555
Toilet	29	2	58
Closet	28	1	28
Closet	12	1	12
Teachers' Mail and Time Room			0
Duplicating Room			0
Records Room			0
Principal's Office w/ Conference Area	214	1	214
Principal's Secretary / Waiting			0
Assistant Principal's Office	208	1	208
Supervisory / Spare Office			0
Conference Room	236	1	236
Guidance Office	332	1	332
Planning Room	233	1	233
Guidance Storeroom			0
SPED Coord Office	168	1	168
Teachers' Work Room (Level 2)	516	1	516
Psychologist			
Adjustment Counselor			
Hoteling Space			
Academic Coaches Office			
Team Chair Office			
Instructional Technologist			
<b>CUSTODIAL &amp; MAINTENANCE</b>			<b>1,220</b>
Custodian's Office	125	1	125
Custodian's Workshop	178	1	178
Custodian's Storage	68	1	68
Recycling Room / Trash			0
Receiving and General Supply	849	1	849
Storeroom			0
IT Office - Instructional Technologist			
Network / Telecom Room			0
<b>OTHER</b>			<b>1,003</b>
Book/Supply Storage (Level 1)	498	1	498
Book/Supply Storage (Level 2)	505	1	505
Parents/ Community Room			0
			0

PROPOSED								
Existing to Remain/Renovated			New			Total		
ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals
		0			810			0
			60	1	60			
			250	1	250			
			100	5	500			
		0			3,165			0
			620	1	620			
					0			
					0			
					0			
			100	1	100			
			150	1	150			
			110	1	110			
			275	2	550			
			125	1	125			
			120	0	0			
			120	0	0			
			250	1	250			
			150	0	0			
			35	0	0			
			150	0	0			
			665	0	0			
			150	1	150			
			150	2	300			
			200	1	200			
			120	2	240			
			125	2	250			
			120	1	120			
		0			2,620			0
			150	1	150			
			375	1	375			
			375	1	375			
			400	1	400			
			440	1	440			
			680	1	680			
			150	0	0			
			200	1	200			
		0			500			0
			500	1	500			

MSBA Guidelines (refer to MSBA Educational Program & Space Standard Guidelines)			
ROOM NFA <sup>1</sup>	# OF RMS	area totals	Comments
		810	
60	1	60	
250	1	250	
100	5	500	
		3,165	
665	1	665	
100	1	100	
150	1	150	
110	1	110	
375	1	375	
125	1	125	
120	1	120	
120	1	120	
250	1	250	Shared with SPED
150	3	450	
35	1	35	
665	1	665	moved to core academic
			are these same as Guidance counselors?
			hoteling base for 5 staff: 1 SRO, 1 BCBA, 6 Contracted
			w/ small meeting area in office; central 1 PK-2; 1 3-5
			Central or in with houses?
			Central or in with houses?
		2,630	
150	1	150	
375	1	375	
375	1	375	
400	1	400	
443	1	443	
687	1	687	
200	1	200	
		0	
			per visioning

Proposed Space Summary- Elementary Schools

Grades PK - 5 Option			
W. EDWARD BALMER SCHOOL	Existing Conditions		
ROOM TYPE	ROOM NFA <sup>1</sup>	# OF RMS	area totals
Total Building Net Floor Area (NFA)			50,515
Proposed Student Capacity / Enrollment			
Total Building Gross Floor Area (GFA) <sup>2</sup>			71,871
Grossing factor (GFA/NFA)			1.42

PROPOSED								
Existing to Remain/Renovated			New			Total		
ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals
		0			115,745			0
					173,618			
					1.50			#DIV/0!

MSBA Guidelines (refer to MSBA Educational Program & Space Standard Guidelines)			
ROOM NFA <sup>1</sup>	# OF RMS	area totals	Comments
		98,361	
		1030	PROPOSED ENROLLMENT
		149,350	
		1.52	

<sup>1</sup> Individual Room Net Floor Area (NFA)

Includes the net square footage measured from the inside face of the perimeter walls and includes all specific spaces assigned to a particular program area including such spaces as non-communal toilets and storage rooms.

<sup>2</sup> Total Building Gross Floor Area (GFA)

Includes the entire building gross square footage measured from the outside face of exterior walls

Architect Certification

I hereby certify that all of the information provided in this "Proposed Space Summary" is true, complete and accurate and, except as agreed to in writing by the Massachusetts School Building Authority, in accordance with the guidelines, rules, regulations and policies of the Massachusetts School Building Authority to the best of my knowledge and belief. A true statement, made under the penalties of perjury.

Name of Architect Firm:

Name of Principal Architect:

Signature of Principal Architect:

Date:

***revised 8-29lpd***

**W. EDWARD BALMER SCHOOL**

## Existing Conditions

**PROPOSED**

**MSBA Guidelines**  
**(National Program & Space Standard Guidelines)**



Proposed Space Summary- Elementary Schools

revised 8-29lpd

Grades 2-4 Option

W. EDWARD BALMER SCHOOL			
Existing Conditions			
ROOM TYPE	ROOM NFA <sup>1</sup>	# OF RMS	area totals
Title I Office (3 teachers)			
ELL (1) /SPED (6)/ Speech (2) (2-4) Support Services			
Deescalation Room			0
Resource Room			0
Small Group Room / Reading	88	1	88
ART & MUSIC			943
Art Classroom - 25 seats			0
Art Workroom w/ Storage & kiln			0
Music Classroom / Large Group - Rm 1	874	1	874
Music Practice / Ensemble			0
Music Storage	69	1	69
HEALTH & PHYSICAL EDUCATION			4,184
Gymnasium	3,701	1	3,701
Gym Storeroom	351	1	351
Health Instructor's Office w/ Shower & Toilet	132	1	132
MEDIA CENTER			3,246
Media Center / Reading Room	2,430	1	2,430
Audio/Visual	386	1	386
Project Sm Group Rm	140	1	140
Library Storage	142	1	142
Office/Work Room	148	1	148
Teaching Area			
Green Screen Video Room			
Audio/ Edit Room			
Maker Space			
DINING & FOOD SERVICE			7,705
Cafeteria / Dining	3,377	1	3,377
Stage	965	1	965
Chair / Table / Equipment Storage	287	1	287
Kitchen	1,707	1	1,707
Dishwashing	215	1	215
Managers Office	92	1	92
Dry/Cold Storage	546	1	546
Locker/Toilet	96	1	96
Storage	106	1	106
Subtotal Kitchen	2,762		
Staff Lunch Room	314	1	314
MEDICAL			698
Medical Suite Toilet	23	1	23
Nurses' Office / Waiting Room	105	1	105
Examination Room / Resting	315	1	315
Dental Exam Rm	82	1	82
Office	86	1	86
Storage	87	1	87

PROPOSED											
Existing to Remain/Renovated						New			Total		
ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals
			200	1	200						
			980	1	980						
			125	1	125						
			350	3	1,050						
			120	12	1,440						
		0			2,575			0			
			1,000	1	1,000						
			150	1	150						
			1,200	1	1,200						
			75	3	225						
		0			6,300			0			
			6,000	1	6,000						
			150	1	150						
			150	1	150						
					0						
		0			2,965			0			
			1,570	1	1,570						
					0						
			120	1	120						
			75	1	75						
			120	1	120						
			800	1	800						
			200	1	200						
			80	1	80						
			550	0	0						
		0			7,232			0			
			3,825	1	3,825						
			1,000	1	1,000						
			370	1	370						
			1,810	1	1,810						
					0						
					0						
					0						
					0						
					0						
					0						
			227	1	227						
		0			610			0			
			60	1	60						
			250	1	250						
			100	3	300						

MSBA Guidelines (refer to MSBA Educational Program & Space Standard Guidelines)			
ROOM NFA <sup>1</sup>	# OF RMS	area totals	Comments
500	3	1,500	1/2 size Genl. Clrm.
500	1	500	1/2 size Genl. Clrm.
		2,575	
1,000	1	1,000	assumed schedule 2 times / week / student
150	1	150	
1,200	1	1,200	assumed schedule 2 times / week / student
75	3	225	
		6,300	
6,000	1	6,000	6000 SF Min. Size
150	1	150	
150	1	150	
		2,965	
2,965	1	2,965	
		7,232	
3,825	1	3,825	2 seatings - 15SF per seat
1,000	1	1,000	
370	1	370	
1,810	1	1,810	1600 SF for first 300 + 1 SF/student Add'l
		228	
228	1	228	20 SF/Occupant
		610	
60	1	60	
250	1	250	
100	3	300	

Proposed Space Summary- Elementary Schools

revised 8-29lpd

Grades 2-4 Option

W. EDWARD BALMER SCHOOL			
Existing Conditions			
ROOM TYPE	ROOM NFA <sup>1</sup>	# OF RMS	area totals
ADMINISTRATION & GUIDANCE			2,560
General Office / Waiting Room / Toilet	555	1	555
Toilet	29	2	58
Closet	28	1	28
Closet	12	1	12
Teachers' Mail and Time Room			0
Duplicating Room			0
Records Room			0
Principal's Office w/ Conference Area	214	1	214
Principal's Secretary / Waiting			0
Assistant Principal's Office	208	1	208
Supervisory / Spare Office			0
Conference Room	236	1	236
Guidance Office	332	1	332
Planning Room	233	1	233
Guidance Storeroom			0
SPED Coord Office	168	1	168
Teachers' Work Room (Level 2)	516	1	516
Psychologist			
Adjustment Counselor			
Contracted Providers - BCBA			
Academic Coaches Office			
Team Chair Office			
IT Office - Instructional Technologist			
CUSTODIAL & MAINTENANCE			1,220
Custodian's Office	125	1	125
Custodian's Workshop	178	1	178
Custodian's Storage	68	1	68
Recycling Room / Trash			0
Receiving and General Supply	849	1	849
Storeroom			0
IT Office - Instructional Technologist			
Network / Telecom Room			0
OTHER			1,003
Book/Supply Storage (Level 1)	498	1	498
Book/Supply Storage (Level 2)	505	1	505
Parents/ Community Room			0
			0
			0
Total Building Net Floor Area (NFA)			50,515
Proposed Student Capacity / Enrollment			
Total Building Gross Floor Area (GFA) <sup>2</sup>			71,871
Grossing factor (GFA/NFA)			1.42

PROPOSED								
Existing to Remain/Renovated			New			Total		
ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals
		0			2,375			0
			405	1	405			
					0			
					0			
					0			
			90	1	90			
			150	1	150			
			110	1	110			
			275	1	275			
			125	1	125			
			120	0	0			
			120	0	0			
			250	1	250			
			150	0	0			
					0			
			35	1	35			
			120	1	120			
			405	0	0			
			150	1	150			
			150	1	150			
			120	1	120			
			150	1	150			
			125	1	125			
			120	1	120			
		0			2,110			0
			150	1	150			
			375	1	375			
			375	1	375			
			400	1	400			
			270	1	270			
			340	1	340			
			120	0	0			
			200	1	200			
		0			500			0
			500	1	500			
		0			57,082			0
					85,623			
					1.50			#DIV/0!

MSBA Guidelines (refer to MSBA Educational Program & Space Standard Guidelines)			
ROOM NFA <sup>1</sup>	# OF RMS	area totals	Comments
		2,375	
405	1	405	
100	1	100	
150	1	150	
110	1	110	
375	1	375	
125	1	125	
120	0	-	
120	1	120	
250	1	250	Shared with SPED
150	2	300	
35	1	35	
405	1	405	
			are these same as Guidance counselors?
			hoteling base for 3 staff: 1 SRO, 1 BCBA, 6 Contracted
			w/ small meeting area in office; central, for 2-3-4
			Central or in with houses?
		2,110	
150	1	150	
375	1	375	
375	1	375	
400	1	400	
270	1	270	
340	1	340	
200	1	200	
		0	
		52,107	
		510	PROPOSED ENROLLMENT
		79,305	
		1.52	

Proposed Space Summary- Elementary Schools

revised 8-29lpd

Grades 2-4 Option

W. EDWARD BALMER SCHOOL

Existing Conditions

ROOM TYPE	ROOM NFA <sup>1</sup>	# OF RMS	area totals
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PROPOSED

Existing to Remain/Renovated

New

Total

ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals
--------------------------	----------	-------------	--------------------------	----------	-------------	--------------------------	----------	-------------

MSBA Guidelines

(refer to MSBA Educational Program & Space Standard Guidelines)

ROOM NFA <sup>1</sup>	# OF RMS	area totals	Comments
--------------------------	----------	-------------	----------

<sup>1</sup> Individual Room Net Floor Area (NFA) Includes the net square footage measured from the inside face of the perimeter walls and includes all specific spaces assigned to a particular program area including such spaces as non-communal toilets and storage rooms.

<sup>2</sup> Total Building Gross Floor Area (GFA) Includes the entire building gross square footage measured from the outside face of exterior walls

Architect Certification

I hereby certify that all of the information provided in this "Proposed Space Summary" is true, complete and accurate and, except as agreed to in writing by the Massachusetts School Building Authority, in accordance with the guidelines, rules, regulations and policies of the Massachusetts School Building Authority to the best of my knowledge and belief. A true statement, made under the penalties of perjury.

Name of Architect Firm: \_\_\_\_\_

Name of Principal Architect: \_\_\_\_\_

Signature of Principal Architect: \_\_\_\_\_

Date: \_\_\_\_\_

# W. EDWARD BALMER SCHOOL

FEASIBILITY STUDY

NORTHBRIDGE, MA

School Building  
Committee Meeting

AUGUST 29, 2017



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



- 
- 1. Preliminary Space Template Review**
  - 2. Design Alternatives Update**
  - 3. Review of Q&A from Forums No. 1 and 2**
  - 4. Middle School Capacity Analysis**
  - 5. Central Office Space Needs**
  - 6. School Building Tours Update**
  - 7. Questions, Comments, Feedback**





# PRELIMINARY SPACE TEMPLATE REVIEW

# DESIGN ALTERNATIVES

Grade 2-4  
Option

MSBA-  
Reimbursed  
Project

Future  
Projects

## EXISTING SITE

2<sup>nd</sup> -4<sup>th</sup>  
(510)

Balmer ES

- NEW
- ADD/  
RENO

PK-1<sup>st</sup>

NES

5<sup>th</sup>-8<sup>th</sup>

NMS

9<sup>th</sup>-12<sup>th</sup>

NHS

District  
Offices

Admin Bldg.

feasibility study

# DESIGN ALTERNATIVES

## Grade PK-5 Option

MSBA-  
Reimbursed  
Project

Future  
Projects

### EXISTING SITE

PK-5  
(1030)

Balmer ES

- NEW
- ADD/  
RENO

RE-  
PURPOSED

NES

6<sup>th</sup>-8<sup>th</sup>  
Internal  
Reorg.

NMS

9<sup>th</sup>-12<sup>th</sup>

NHS

District  
Offices

Admin Bldg.

feasibility study



# PROPOSED SPACE SUMMARY (DRAFT)

Grades PK - 5 Option				PROPOSED									MSBA Guidelines (refer to MSBA Educational Program & Space Standard Guidelines)			
W. EDWARD BALMER SCHOOL				Existing Conditions			Existing to Remain/Renovated			New			Total			Comments
ROOM TYPE	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	ROOM NFA <sup>1</sup>	# OF RMS	area totals	
<b>CORE ACADEMIC SPACES</b>			25,060	0			60,500			0			45			49,550
<i>(List classrooms of different sizes separately)</i>																
Pre-Kindergarten w/ toilet			0			0	1,300	4	5,200				1,300	4	5,200	1,100 SF min - 1,300 SF max
Kindergarten w/ toilet			0			0	1,300	9	11,700				1,300	9	11,700	1,100 SF min - 1,300 SF max
General Classrooms - Grade 1-5			0			0	1,900	40	40,000				1,900	40	40,000	800 SF min - 1,000 SF max
<b>LEVEL 1</b>																
General Classrooms - Grade 1-6 - 1	790	1	790													
General Classrooms - Grade 1-6 - 3	793	1	793													
General Classrooms - Grade 1-6 - 4	1,126	1	1,126													
General Classrooms - Grade 1-6 - 5	942	1	942													
General Classrooms - Grade 1-6 - 6	931	1	931													
General Classrooms - Grade 1-6 - 7	1,123	1	1,123													
General Classrooms - Grade 1-6 - 8	867	1	867													
General Classrooms - Grade 1-6 - 9	931	1	931													
General Classrooms - Grade 1-6 - 10	875	1	875													
General Classrooms - Grade 1-6 - 11	1,022	1	1,022													
General Classrooms - Grade 1-6 - 12	941	1	941													
General Classrooms - Grade 1-6 - 13	905	1	905													
General Classrooms - Grade 1-6 - 14	938	1	938													
<b>LEVEL 2</b>																
General Classrooms - Grade 1-6 - 15	1,099	1	1,099													
General Classrooms - Grade 1-6 - 16	1,049	1	1,049													
General Classrooms - Grade 1-6 - 17	873	1	873													
General Classrooms - Grade 1-6 - 18	862	1	862													
General Classrooms - Grade 1-6 - 19	878	1	878													
General Classrooms - Grade 1-6 - 20	909	1	909													
General Classrooms - Grade 1-6 - 21	866	1	866													
General Classrooms - Grade 1-6 - 22	891	1	891													
General Classrooms - Grade 1-6 - 23	866	1	866													
General Classrooms - Grade 1-6 - 24	882	1	882													
General Classrooms - Grade 1-6 - 25	875	1	875													
General Classrooms - Grade 1-6 - 26	1,207	1	1,207													
General Classrooms - Grade 1-6 - 27	1,079	1	1,079													
Computer Lab	540	1	540													
Teacher Planning Space							250	7	1,750							
Commons																
Maker Space/Project Room PK-K, 1-2							550	2	1,100							
Maker Space/Project Room 3-4-5							750	1	750							
<b>SPECIAL EDUCATION</b>			3,896	0			13,365			0			11,070			
<i>(List rooms of different sizes separately)</i>																
Self-Contained Sped for PK							1,300	1	1,300							
Self-Contained SPED - toilet for PK							120	1	120							
Self-Contained SPED - toilet change shower/kitchen							140	1	140							
Self-Contained SPED (Intensive) - C/P	1,018	1	1,018				1,000	4	4,000							
Self-Contained SPED - toilet (C/P)	106	1	106				60	3	180							
OT/PT Room	587	1	587													
OT/PT Storage	214	1	214													
Toilet (Boys)	157	1	157													
PT / Adaptive PE							500	3	500							
OT Room							200	1	200							

space planning



# PROPOSED SPACE SUMMARY (DRAFT)

## Grade 2-4 Option (510 enrollment):

- Existing (Balmer): 71,871 GSF
- Proposed (meets MSBA standard): 93,207 GSF

## Grade PK-5 Option (1030 enrollment):

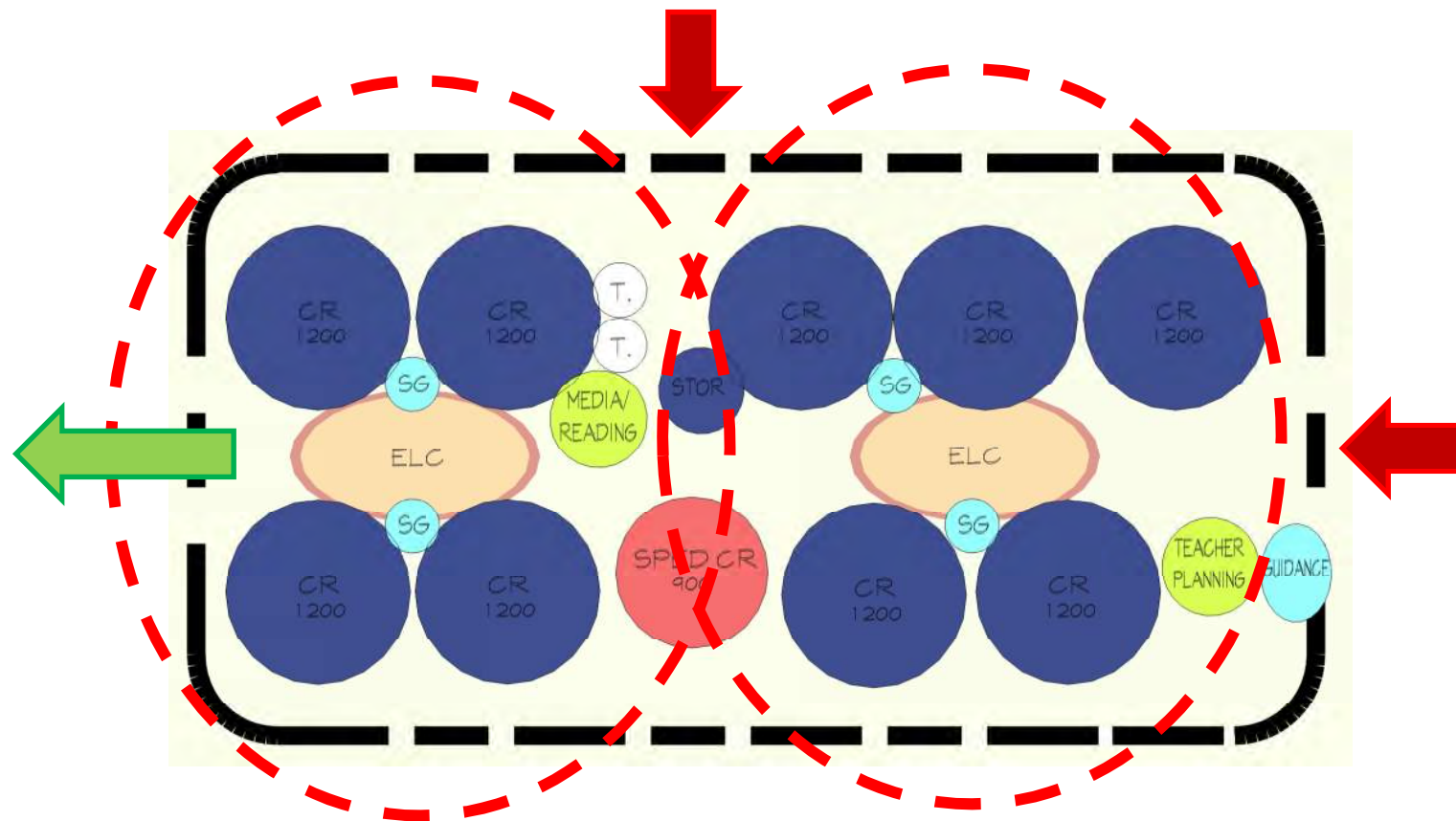
- Existing (Balmer + NES) 128,431 GSF
- Proposed (meets MSBA standard): 175,410 GSF



A topographic map of a region, likely in the Northeast, showing various geographical features and roads. The map includes labels for roads such as Central Turnpike, Main Street, and Linwood Avenue. It also shows several ponds and reservoirs, including Rockdale Pond, Riverdale Pond, Carpenter Reservoir, and Rice City Pond. Other labels include Sutton State Forest, Upton State Forest, and Blackstone River and Canal Heritage State Park. The map is overlaid with a grid of latitude and longitude coordinates.

# DESIGN ALTERNATIVES UPDATE





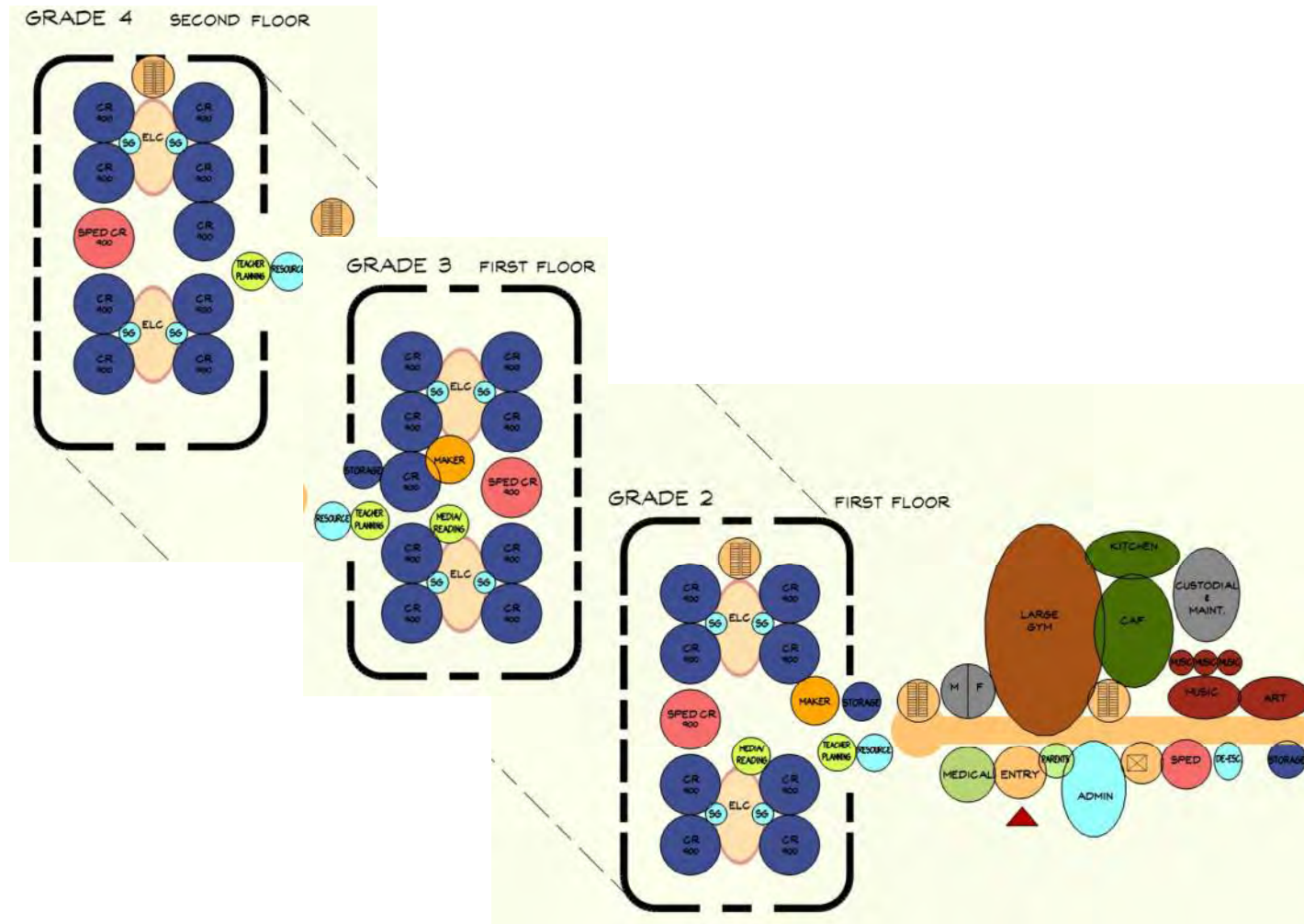
**BUILDING BLOCK – ‘HOUSE’ BUBBLE DIAGRAM**

preliminary planning







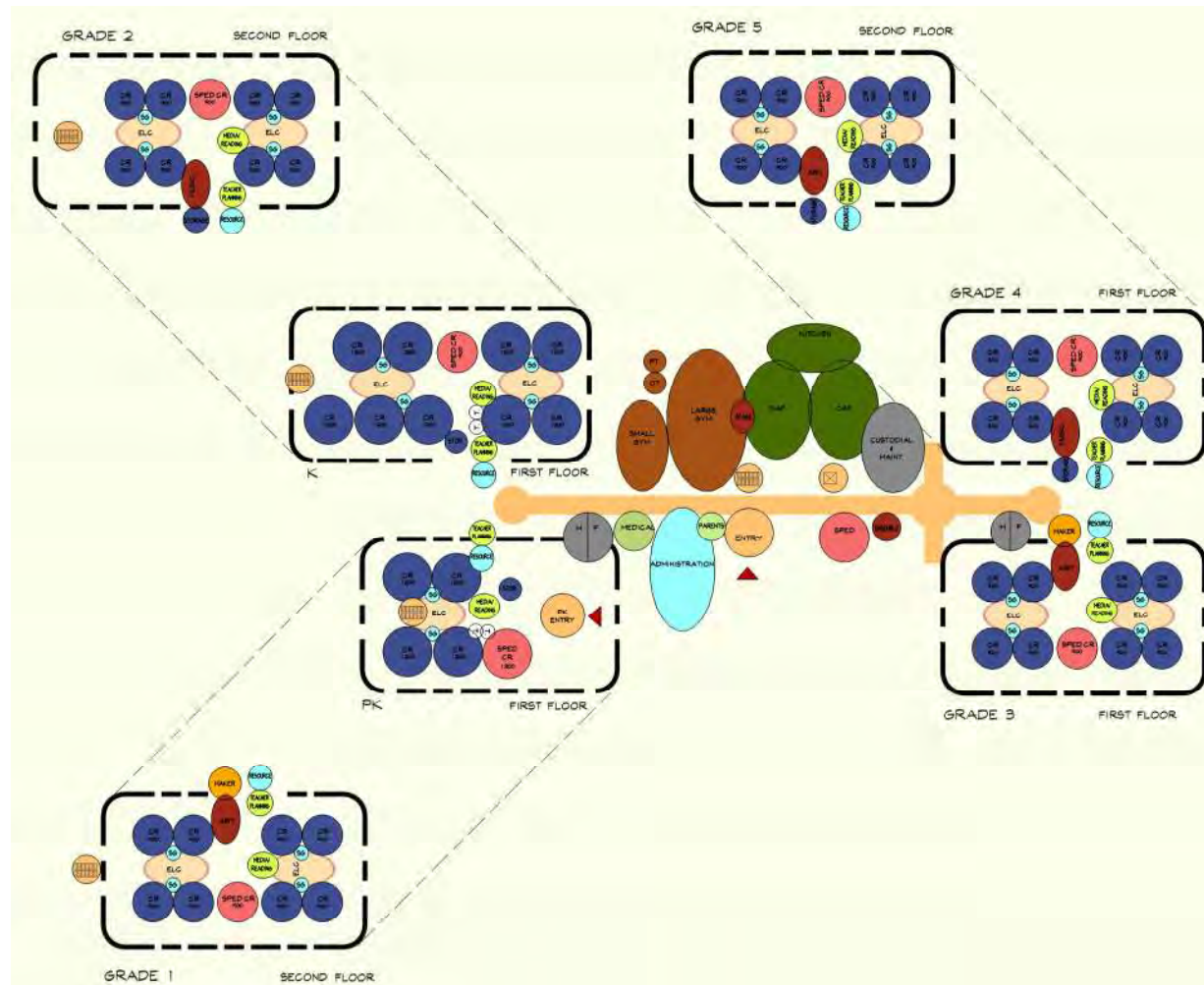


**GRADES 2-4 – 3-STORY BUBBLE DIAGRAM**

preliminary planning







**GRADES PK-5 – “LINEAR” BUBBLE DIAGRAM**

preliminary planning





# OPTION PK-5 - A

## LEGEND

1. VAIL FIELD
2. RAIN GARDEN
3. BUS DROP OFF
4. PLAYGROUND
5. UPPER SCHOOL
6. CORE SPACES
7. LOWER SCHOOL
8. DRY SWALE
9. CAR DROP OFF
10. PLAY FIELD
11. WETLAND
12. NATURE TRAIL
13. PATHWAY
14. OUTDOOR LEARNING



**NEW CONSTRUCTION – PK-5, TWO STORIES**

preliminary site planning



# OPTION PK-5 - B

## LEGEND

1. PLAY FIELDS
2. PLAYGROUND
3. OUTDOOR LEARNING
4. UPPER SCHOOL
5. CORE SPACES
6. LOWER SCHOOL
7. BUS DROP OFF
8. CAR DROP OFF
9. RAIN GARDEN
10. NEW VAIL FIELD
11. WETLAND
12. NATURE TRAIL
13. PATHWAY

NEW CONSTRUCTION – PK-5, TWO STORIES



preliminary site planning





# OPTION

## 2-4 - A

### LEGEND

1. VAIL FIELD
2. RAIN GARDEN
3. BUS DROP OFF
4. PLAYGROUND
5. GRADE 2 (1 ST.)
6. CORE SPACES
7. GRADE 3-4 (2 ST)
8. DRY SWALE
9. CAR DROP OFF
10. PLAY FIELD
11. WETLAND
12. NATURE TRAIL
13. PATHWAY
14. OUTDOOR LEARNING



**NEW CONSTRUCTION – 2-4, TWO STORIES**



# OPTION 2-4 - B

## LEGEND

1. PLAY FIELDS
2. PLAYGROUND
3. LEARNING GARDEN
4. GRADE 2 (1 ST.)
5. CORE SPACES
6. GRADE 3-4 (2 ST.)
7. BUS DROP OFF
8. CAR DROP OFF
9. RAIN GARDEN
10. NEW VAIL FIELD
11. WETLAND
12. NATURE TRAIL
13. PATHWAY

NEW CONSTRUCTION – 2-4, TWO STORIES



preliminary site planning





# OPTION PK-5 - C

## LEGEND

1. VAIL FIELD
2. BUS DROP OFF
3. PLAYGROUND
4. CAR DROP OFF
5. LOWER SCHOOL
6. CORE SPACES
7. UPPER SCHOOL
8. LEARNING GARDEN
9. WETLAND
10. NATURE TRAIL
11. ONE-WAY OUT
12. MAIN ENTRANCE

**ADD-RENO – PK-5, TWO STORIES**





# **Q & A FROM FORUM ONE**

## Questions & Answers from Forum #1 – 8/1/17

**Q: Why can't we just fix up the existing school?**

**A:** The MSBA requires that the District study a range of options, one of which would be addressing code issues and deferred maintenance items only. This option does not address any educational program issues and is not reimbursable by the MSBA.

Other options that must be studied, which also address important educational program issues, include:

- Renovation
- Renovation / Addition
- New Construction



## Questions & Answers from Forum #1 – 8/1/17

**Q: What about the Middle School? Is that part of the study?**

**A:** In the PK-5 grade configuration, the 5th grade would be removed from the Middle School and added to a new or reno/add elementary school. That is the only way this study affects the Middle School.

The District will determine, on a parallel track with the study, what to do with the vacated middle school space, and is considering its options.





## Questions & Answers from Forum #1 – 8/1/17

**Q: How many options are presented to the townspeople for vote, and do they get to vote for their preferred option?**

**A:** Several options are being studied, for each grade configuration (2-4 or PK-5). Ultimately these several options are down-selected to one Preferred Option through community feedback at multiple public forums and presentations.

The single preferred option will then be brought to the MSBA and the voters for approval in the Fall of 2018.



## Questions & Answers from Forum #1 – 8/1/17

**Q: Is it true that if the PK-5 option is selected, it would address the issues at both Balmer School and Northbridge Elementary School?**

**A: Yes. If the PK-5 configuration is selected, this would mean the populations of Balmer and NES would be combined into one new school, or a renovated school with a major addition.**

**This would take NES out of service as a school building, and the building and/or site could be repurposed for another town use.**



## Questions & Answers from Exit Tickets - Forum #1 – 8/1/17

**Q: How are sites for athletic fields selected?**

**A: Athletic field sites have not been selected yet. They are included in the overall site and building design process.**

The School Building Committee is committed to developing a design with no net loss of current athletic field space.



## Questions & Answers from Exit Tickets - Forum #1 – 8/1/17

**Q: Will the new or renovated school provide an improved indoor environment? Things like:**

- **Healthy materials**
- **Good indoor air quality and adequate ventilation**
- **Natural lighting and views**

**A: As we progress into the detailed design, all of these issues will be addressed.**



## Questions & Answers from Exit Tickets - Forum #1 – 8/1/17

**Q: How will ideas about the school be communicated to the public, to allow people to understand the project and support it?**

**A: The School Building Committee has created a Public Relations subcommittee, who will be tasked with informing the public about the project and strengthening support in the community.**

The main vehicles will be more public forums like this one—throughout the process—as well as other forms of media and person-to-person communication.



## Questions & Answers from Exit Tickets - Forum #1 – 8/1/17

**Q: If the Balmer site is selected for the project, what would be the logistics for holding classes at Balmer during the construction period?**

**A: The design team and Building Committee are studying those logistics as a key part of the project design, with the goal of minimizing disruption to every extent possible.**





# QUESTIONS FROM FORUM TWO

## Questions & Comments from Forum #2 – 8/28/17

- Q: How did the enrollment get developed?**
- Q: What happens if Special Education population increases?**
- Q: Can details behind enrollment projection be shared?**
- Q: When does “green” technology get studied/incorporated?**
- Q: If the study project proceeds, what are the future needs of the MS and HS?**
- Q: What is the contingency plan if this project does not move forward?**





## Questions & Comments from Forum #2 – 8/28/17

Q: Can the project cost be broken down to personal impact?

Q: Can corporate sponsors be sought for certain aspects of the project?

Q: How could NES be repurposed for the benefit of the town? Could it be made into a fire station?

C: There has to be straight talk and accuracy at the town meeting. Get the numbers right. Overcome trust issues in members of the public.





# NMS CAPACITY AND CENTRAL ADMIN OFFICE

# MIDDLE SCHOOL CAPACITY ANALYSIS

## Existing Space 5-8 (735 enrollment):

Existing NSF: 96,979 NSF

Existing GSF: 234,437 GSF

(2.42 Grossing Factor)

## Proposed Space 6-8 (~551 enrollment):

Existing NSF: 96,979 NSF

5<sup>th</sup> Grade - 7,536 NSF

Existing NSF: 89,443 NSF

Existing GSF: 234,437 GSF

space planning



# MIDDLE SCHOOL CAPACITY ANALYSIS

Option discussed: move 5<sup>th</sup> grade to Balmer, relocate all classes in 1908 wing to former 5<sup>th</sup> grade area; “mothball” 1908 wing.

## Proposed Space 6-8 (~551 enrollment):

Existing NSF:	96,979 NSF
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<u>5<sup>th</sup> Grade</u>	<u>- 7,536 NSF</u>
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Existing NSF:	89,443 NSF
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Existing GSF:	234,437 GSF
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<u>Taking 1908 building offline</u>	<u>- 42,079 GSF</u>
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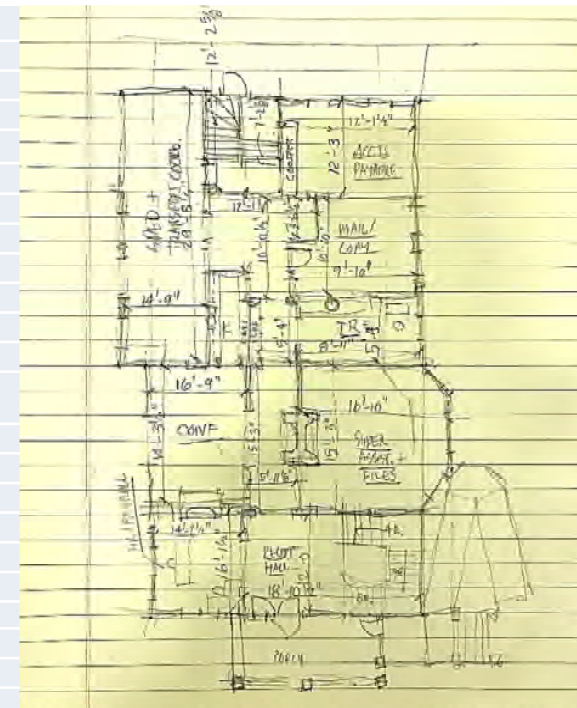
Existing NSF w/out 1908	192,358 GSF
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# ADMINSTRATION SPACE ANALYSIS

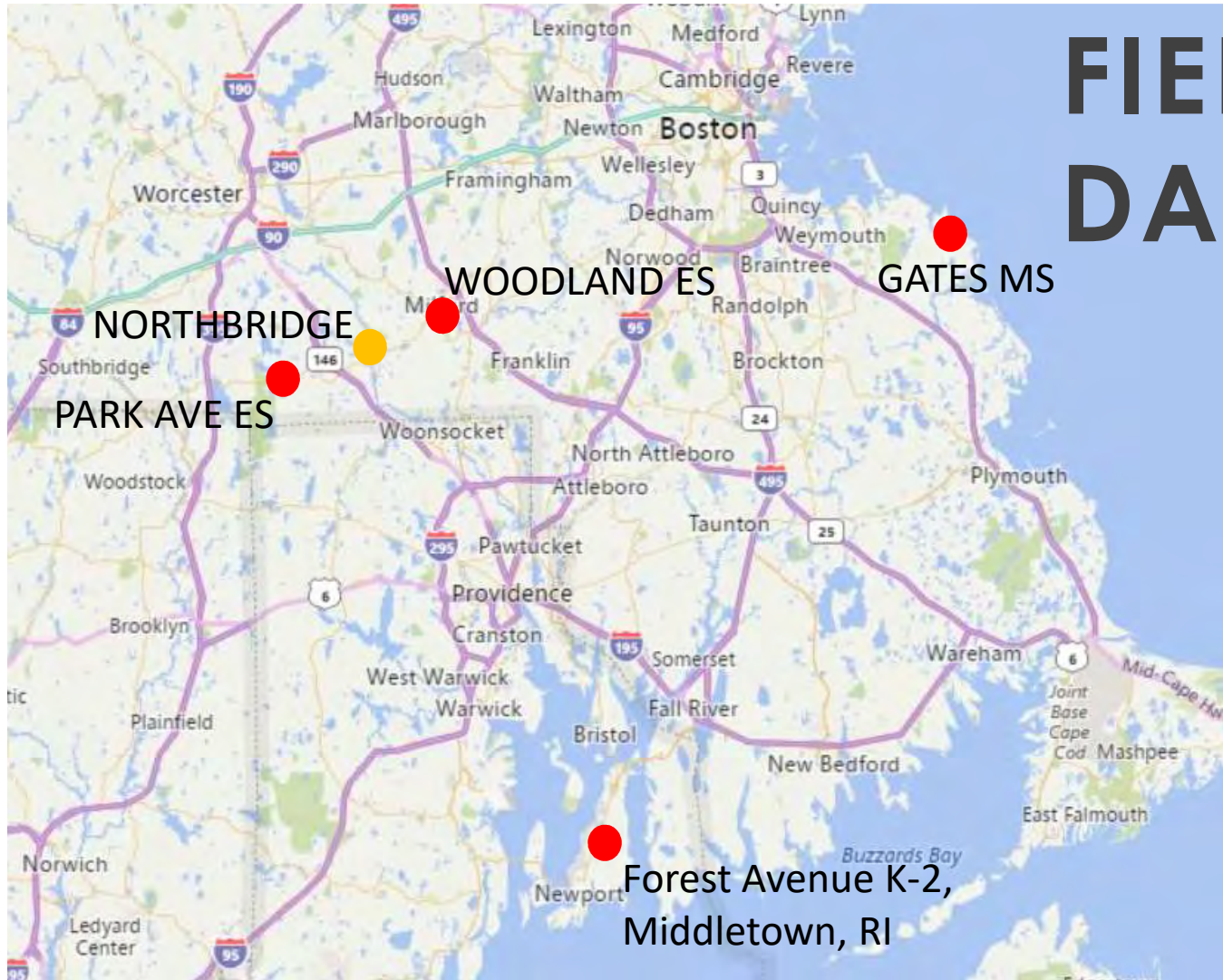
Northbridge Public Schools	DRAFT			
District Offices Program Worksheet				
29-Aug-17				
Room	Existing Square Footage	Proposed	Notes/Comments	
Reception Hall	227	500		
H.R./ Payroll Office (2 desks)	229	250		
Conference Room	239	500		
Superintendent's Admin. Assist. / Files	257	250		
Toilet Room	48	60		
Mail / Copy Room	107	150		
Sped. & Transport Coord. Office (3 desks plus files)	438	500		
Accounts Payable Office	149	150		
Corridor #1	90		in gross multiplier	
Corridor #2	197		in gross multiplier	
Curriculum Director Office	229	250		
Waiting Room/ Stair Hall	227		in gross multiplier	
C.F.O. Office	240	250		
Superintendent's Office	257	350		
Pupil Personnel Director (SPED)	270	250		
Toilet Room	49		in gross multiplier	
Sever Room	76	150		
Facilities Director Office	123	225		
Instructional Technologist Office (2 desks)	164		verify these positions move to ES or are they different	
I.T. Support Office	162	150		
Records Storage (Attic - approx)	940	1500		
TOTAL NET SF	4,718 NSF	5,485 NSF		
GROSS Multiplier (mech/bathrooms/wall thickness, etc.)		1.5		
Total Gross SF		8,228 GSF		



space planning







# FIELD TRIP DATES?

**FRIDAYS**

**SEPT**

**8**

**15**

**29**

**FULL DAY/  
HALF DAY?**

**ALT 1:**

Meet at NHS 7:30 AM

7:45 – 8:10 drive to Webster

8:15 – 9:15 tour Park Ave School

9:20 – 10:05 drive to Milford

10:10 – 11:10 tour Woodland School

11:15 - 12:35 drive to Scituate village

12:40 – 1:40 lunch in Scituate village

Drive 5 mins to Gates

1:50 – 3:00 tour Gates Intermediate School

3:10 – 4:40 drive to back to Whitinsville

This leaves out Forest Ave School, and perhaps that can be another out-and-back trip, another day.

# FIELD TRIP DATES?

**FRIDAYS**

**SEPT**

**8**

**15**

**29**

**FULL DAY/  
HALF DAY?**

## **ALT 2: Ambitious and not as preferred**

Meet at NHS 7:30 AM

7:45 – 8:15 drive to Milford

8:20 – 9:20 tour Woodland School

9:30 – 10:50 drive to Scituate

11:00 – 12:00 tour Gates Intermediate School

12:00 – 1:00 lunch in Scituate village.

1:00 – 1:40 drive to Middletown, RI

1:45 – 2:15 tour Forest Ave School

2:20 – 3:50 drive to back to Whitinsville

Webster Park Ave is a 20 minute drive from Whitinsville – perhaps that could be done as a quick trip on another day, adjacent to a meeting so we already have the herd in tow?

# **FIELD TRIP DATES?**

**FRIDAYS**

**SEPT**

**8**

**15**

**29**

**FULL DAY/  
HALF DAY?**



# FIELD TRIP DATES?

## ALT 3

Two half-day trips with lunch, two separate days:

Webster – Middletown RI

And

Milford - Scituate

**FRIDAYS**

**SEPT**

**8**

**15**

**29**

**FULL DAY/  
HALF DAY?**



THANK YOU



DORE & WHITTIER  
ARCHITECTS, INC.