### SMMA

#### **PROJECT MINUTES**

Project:	New W. Edward Balmer Elementary School	Project No.:	17020
Prepared by:	Joel Seeley	Meeting Date:	5/29/19
Re:	School Building Committee Meeting	Meeting No:	44
Location:	High School Media Center	Time:	6:30pm
Distribution:	School Building Committee Members, Attendees (MF)		

Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
$\checkmark$	Joseph Strazzulla	Chairman, School Building Committee	Voting Member
✓	Melissa Walker	School Business Manager	Voting Member
	Alicia Cannon	Representative of the Board of Selectmen	Voting Member
	Michael LeBrasseur	Chairman, School Committee	Voting Member
$\checkmark$	Paul Bedigian	Representative of the Building, Planning, Construction Committee	Voting Member
	Steven Gogolinski	Representative of the Finance Committee	Voting Member
$\checkmark$	Jeffrey Tubbs	Community Member with building design and/or construction experience	Voting Member
$\checkmark$	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
$\checkmark$	Andrew Chagnon	Community Member with building design and/or construction experience	Voting Member
$\checkmark$	Spencer Pollock	Parent Representative	Voting Member
	Adam Gaudette	Town Manager	Non-Voting Member
	Amy McKinstry	Interim Superintendent of Schools	Non-Voting Member
	Richard Maglione	Director of Facilities	Non-Voting Member
$\checkmark$	Karlene Ross	Principal, W. Edward Balmer Elementary School	Non-Voting Member
$\checkmark$	Jill Healy	Principal, Northbridge Elementary School	Non-Voting Member
	Gregory Rosenthal	Director of Pupil Personnel Services	Non-Voting Member
	Lee Dore	D & W, Architect	
$\checkmark$	Thomas Hengelsberg	D & W, Architect	
	David Fontaine	Fontaine Bros, CM	
	David Fontaine, Jr	Fontaine Bros, CM	
	David Barksdale	Fontaine Bros, CM	
	Jim Mauer	Fontaine Bros, CM	
✓	Joel Kent	Fontaine Bros, CM	
✓	Joel Seeley	SMMA, OPM	

PROVIDENCE, RHODE ISLAND

Project:New W. Edward Balmer Elementary SchoolMeeting Date:5/29/19Meeting No.:44Page No.:2

Item #	Action	Discussion			
44.1	Record	Call to Order, 6:35 PM, meeting opened.			
44.2	Record	A motion was made by A. Chagnon and seconded by J. Tubbs to approve the 5/8/19 School Building Committee meeting minutes with the following correction: Item 43.8 to read – "K. Ross indicated the traffic and site conditions will be reviewed with new parents at a meeting on 6/4/19." Motion passed unanimous by those attending.			
44.3	Record	Warrant No. 26 was reviewed. A motion was made by P. Bedigian and seconded by J. Tubbs to approve Warrant No. 26 No discussion, motion passed unanimous.			
44.4	Committee	Committee to provide J. Seeley feedback on the listed meeting dates for the 90% Construction Documents Meetings and Agenda Schedule.			
44.5	T. Hengelsberg	T. Hengelsberg to provide existing top soil characterization for gradient and nutrient enhancements for Committee review.			
44.6	R. Maglione	R. Maglione will provide direction on the final list of Proprietary Specifications.			
44.7	L. Dore	L. Dore to review fence or netting options for the left field line of the baseball field parallel to Crescent Street.			
44.8	Record	The response to the MSBA Design Development Submission Comments was submitted on 5/10/19.			
44.9	Record	The route for the 36" storm line to be the original route with no internal manhole within the building footprint.			
44.10	T. Hengelsberg	T. Hengelsberg to confirm appropriate working clearances for the boiler room equipment.			
44.11	J. Seeley	J. Seeley to follow-up with DPW in eight to ten weeks from installation of the flow meter to measure the existing infiltration and inflow (I/I) from the existing Balmer School on-site sanitary sewer distribution system.			
44.12	Record	The MSBA Design Status Review meeting is scheduled for 6/12/19 at 1:30pm at D&W offices in Newburyport.			
44.13	T. Hengelsberg	T. Hengelsberg presented updated operational and testing information on the "Won-Door" and indicated the Fire Department and the Building Department have approved utilizing the "Won-Door".			
		Committee Discussion:			
		<ol> <li>J. Tubbs indicated the "Won-Door" annual testing costs appear low and the system itself seems excessive for an elementary school.</li> </ol>			
		<ol> <li>K. Ross indicated the wide corridor opening without a center divide, offered by the "Won-Door" system, is essential on the first floor.</li> </ol>			
		3. J. Healy indicated there will be 350 -400 students passing thru the opening on the second and third floors, everyday.			
		T. Hengelsberg to obtain feedback from other D&W school projects, or other Massachusetts school projects, regarding their experience with the "Won-Door" horizontal sliding fire door, expected service life, and approximate annual maintenance and testing costs as a follow-up to the VE Pricing.			

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Item #	Action	Discussion
44.14	Record	J. Seeley distributed and reviewed the updated SBC Membership letter to MSBA, dated 4/11/19, attached.
44.15	T. Hengelsberg	T. Hengelsberg reviewed a glue-lam and wood decking option for the entry canopy construction, attached. FBI will provide cost analysis with the 60% CD estimate.
		Committee Discussion:
		<ol> <li>J. Tubbs asked if wood construction is acceptable by code?</li> <li>T. Hengelsberg indicated yes, the canopy will be protected by a dry-pipe fire sprinkler system.</li> </ol>
		<ol> <li>A. Chagnon asked if D&amp;W can provide photographs of similar as-constructed canopies to allow the Committee to better understand the design?</li> <li>T. Hengelsberg will provide for the next Committee meeting.</li> </ol>
44.16	T. Hengelsberg	T. Hengelsberg provided an overview of the Security and Door Hardware meeting held on 5/22/19, attached. Committee Discussion:
		<ol> <li>J. Tubbs asked for clarification on the lock-down versus egress function of the classroom locksets.</li> <li><i>T. Hengelsberg will provide clarification at the next Committee meeting.</i></li> </ol>
44.17	T. Hengelsberg	<ul> <li>T. Hengelsberg presented on update on the LEED Scorecard, attached. There are two options that could be pursued relative to credits for Electric Charging Stations: 1) provide and install Electric Charging Stations, including the electrical conduits and cabling connected to the building, and 2) including just the electrical conduits to the building, with the Electric Charging Stations and cabling installed in the future under a separate project. Committee Discussion:</li> <li>1. A. Chagnon asked if the cost for both Options 1 and 2 can be provided for</li> </ul>
		<i>T. Hengelsberg will provide for the next Committee meeting.</i>
44.18	Record	J. Kent distributed and reviewed the 5/14/19 Construction Logistics Meeting Minutes.
44.19	J. Kent	J. Kent provided an overview of the updated the Site Logistics Plans.
		Committee Discussion:
		1. J. Kent to develop the NFPA 241 plan.
		2. J. Kent to review the Site Logistics Plans with the Police and Fire Departments.
		<ol> <li>J. Kent will review the cost impact of providing sod in lieu of seed for the two U-6 playfields and the two U-8 playfields.</li> </ol>
		4. J. Kent to provide a simplified version of the Site Logistics Plans for distribution to the public, parents, neighbors and teachers.
44.20	J. Seeley	A. Chagnon provided an update from the Trade Contractor Prequalification Committee.
		The Trade Contractor Prequalification Committee met on 5/22/19 to review the draft Request for Qualifications, evaluation process and timeline. The Advertisement has been published and an informational meeting and tour of the Balmer School is scheduled for 6/4/19 at 3:30pm. The Qualification packages are due 6/12/19.

Item #	Action	Discussion			
44.21	Record	<b>Site Permitting</b> - A. Chagnon provided an overview of the site permitting as follows:			
		Conservation Commission			
		<ol> <li>NOI Hearing scheduled for 6/5/19. The Civil Engineer has responded to the Town's peer engineering firm comments.</li> </ol>			
		Planning Board			
		<ol> <li>Planning Board approved the Site Plan at the 5/14/19 Hearing with conditions. The Building Inspector has determined a variance is not required for the parking spaces, per attached Zoning Bylaw letter, dated 4/24/19, attached.</li> </ol>			
44.22	T. Hengelsberg	J. Strazzulla provided an update from the Ground Breaking Ceremony Committee on the Ground Breaking Ceremony scheduled for 11:00am on 6/15/19. T. Hengelsberg distributed and reviewed the draft Ground Breaking Ceremony Flyer, attached.			
		T. Hengelsberg to updated the Flyer to reflect the school name as "Northbridge Elementary School" and correct the date.			
44.23	Committee	T. Hengelsberg presented a draft Construction Sign, attached for review.			
		Each Committee member to confirm the spelling of their name and their title.			
44.24	K. Ross J. Healy	The Parents Meeting to review the traffic and site conditions is scheduled for 6:00pm on 6/4/19. K. Ross and J. Healy will send out the invitation flyers.			
44.25	J. Strazzulla T. Hengelsberg	J. Strazzulla provided an update on the Neighborhood Informational Meeting scheduled for 11:30am on 6/8/19. T. Hengelsberg distributed and reviewed the draft Neighborhood Informational Meeting Flyer, attached.			
		Committee Discussion:			
		1. J. Strazzulla will distribute the Flyer to the neighbors.			
		2. J. Kent indicated out of the 35 neighbors offered the pre-construction survey, 30 have accepted the offer, 3 have declined and 2 have not responded.			
		<ol> <li>J. Kent indicated FBI will be providing a continuous or near continuous marking along the Property Line prior to the meeting to assist the neighbors in understanding if they have personal property encroaching over the property line.</li> </ol>			
		4. The neighbors will need to relocate any encroaching personal property by the end of June 2019.			
		5. T. Hengelsberg to updated the Flyer to reflect the school name as "Northbridge Elementary School".			
44.26	Record	Committee Questions - none			
44.27	Record	Old or New Business - none			
44.28	Record	Next <b>SBC Meeting: 6/12/19 at 6:30 pm</b> at the High School Media Center. The anticipated agenda items are to review the 60% CD estimate, vote to submit the 60% CD Package to MSBA, and vote to award the Early Site Package.			
44.29	Record	A Motion was made by A. Chagnon and seconded by J. Tubbs to adjourn the meeting. No discussion, motion passed unanimous.			

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Project:New W. Edward Balmer Elementary SchoolMeeting Date:5/29/19Meeting No.:44Page No.:5

Attachments: Agenda, Budget Tracking Form, Warrant No. 26, SBC Membership letter to MSBA, 5/14/19 Construction Logistics Meeting Minutes, Zoning Bylaw letter, draft Ground Breaking Ceremony Flyer, draft Construction Sign, draft Neighborhood Informational Meeting Flyer, 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

Plus Add pursepoint Add Tours sign

Project Management

### **PROJECT MEETING SIGN-IN SHEET**

**SMMA** 

Project:	New W. Edward Balmer Elementary School	Project No .:	17020
Prepared by:	Joel Seeley	Meeting Date:	5/29/2019
Re:	School Building Committee Meeting	Meeting No:	44
Location:	High School Media Center	Time:	6:30pm
	427 Linwood Avenue, Whitinsville, MA		

Distribution:

Attendees, (MF)

1 SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
e stights	Joseph Strazzulla	jstrazzulla@nps.org	Chairman, School Building Committee
Marl	Melissa Walker	mwalker@nps.org	School Business Manager, MCPPO
	Alicia Cannon	cannonhome0927@gmail.com	Member, Board of Selectmen, CEO
	Michael LeBrasseur	mlebrasseur@nps.org	Chairman, School Committee
Redigian	Paul Bedigian	bedigianps@cdmsmith.com	Representative of the Building, Planning, Construction Committee
1	Steven Gogolinski	steve@gogolinskicpa.com	Representative of the Finance Committee
Elabo	Jeffrey Tubbs	jtubbs@charter.net	Member of community with architecture, engineering and/or construction experience
hol	Peter L'Hommedieu	plhommedieu@shawmut.com	Member of community with architecture, engineering and/or construction experience
~	Jeff Lundquist	jlundquist@therichmondgroup.com	Member of community with architecture, engineering and/or construction experience
-1000-	Andrew Chagnon	achagnon@vertexeng.com	Member of community with architecture, engineering and/or construction experience
mpi	Spencer Pollock	spencerpollock22@gmail.com	Parent Representative
/	Adam Gaudette	agaudette@northbridgemass.org	Town Manager
	Amy McKinstry	amckinstry@nps.org	Interim Superintendent
~	Richard Maglione	rmaglione@nps.org	Building Maintenance Local Official
loss,	Karlene Ross	kross@nps.org	Principal, W. Edward Balmer Elementary School
Haly	Jill Healy	jhealy@nps.org	Principal, Northbridge Elementary School
/	Gregory Rosenthal	grosenthal@nps.org	Director of Pupil Personnel Services
	Lee P. Dore	Ipdore@DoreandWhittier.com	Dore & Whittier Architects
Sh	Thomas Hengelsberg	thengelsberg@DoreandWhittier.com	Dore & Whittier Architects
0	David Fontaine, Jr.	djr@fontainebros.com	Fontaine Bros., Inc.
	David Barksdale	dbarksdale@fontainebros.com	Fontaine Bros., Inc.
20	Jim Mauer	jmauer@fontainebros.com	Fontaine Bros., Inc.
1) Jud	Joel Kent	jkent@fontainebros.com	Fontaine Bros., Inc.
Man	Joel Seeley	iseeley@smma.com	SMMA

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www.smma.com

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### SMMA

### Agenda

Project:	W. Edward Balmer Elementary School Feasibility Study	Project No.:	17020		
Re:	School Building Committee Meeting	School Building Committee Meeting Meeting Date:			
Meeting Location:	Meeting Location: High School Media Center				
	427 Linwood Avenue, Whitinsville, MA	Meeting No.	44		
Prepared by:	Joel G. Seeley				
Distribution:	Committee Members (MF)				

- 1. Call to Order
- 2. Public Comments
- 3. Approval of Minutes
- 4. Approval of Invoices and Commitments
- 5. Review Design Refinements
- 6. LEED Scorecard Update
- 7. Follow-up to VE Pricing Won-Door
- 8. Proprietary Materials Update
- 9. Construction Logistics Plan Update
- 10. Site Permitting Update
  - Conservation Commission
  - Planning Board
- 11. Groundbreaking Ceremony June 15, 2019 at 11:00 AM
- 12. Job Site Sign
- 13. Parents Meeting June 4, 2019 at 6:00 PM
- 14. Neighborhood Meeting June 8, 2019 at 11:30 AM
- 15. Trade Contractor Prequalification Committee Update
- 16. New or Old Business
- 17. Committee Questions
- 18. Next Meeting: June 12, 2019
- 19. Adjourn

1000 Massachusetts Avenue Cambridge, MA 02138 617.547.5400

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2 ...



#### TOWN OF NORTHBRIDGE OFFICE OF THE INSPECTOR OF BUILDINGS

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

April 24, 2019

Tom Hengelsberg, AIA Dore & Whittier Architects, Inc. 260 Merrimac Street Bldg. 7 Newburyport, MA 01950

Re: Balmer School Project - Zoning Bylaw parking and loading requirements

Dear Tom:

I have reviewed your zoning by-law analysis regarding the parking requirements at the proposed Balmer Elementary School. The parking analysis includes parking for staff and visitors as well as additional event parking and overflow parking.

Though the proposed parking is less than the parking requirements of the Zoning By-Law, the parking analysis included a reasonable number of parking spaces based upon the requirements of the school. The Zoning By-Law lists the parking requirements for an Educational Use but does not distinguish between an elementary or high school. Clearly the parking spaces needed for an Elementary school will be less than the High School. Massachusetts General Laws Chapter 40A Section 3 states that an Educational Use is subject to reasonable regulations concerning the bulk and height of structures and determining yard sizes, lot area, setbacks, open space, parking and building coverage requirements.

It is my opinion, based upon the parking analysis, consultation with Town Counsel and MGL Chapter 40A Section 3, that the proposed parking is reasonable for the proposed Balmer Elementary School. Please contact me if you should have any questions regarding this letter.

Sincerely,

Inspector of Buildings

Cc: Town Manager, Planning Board

# The New W. EDWARD BALMER ELEMENTARY SCHOOL

### Groundbreaking Ceremony



On behalf of the Northbridge Public Schools and Northbridge School Building Committee, we cordially invite you to the groundbreaking ceremony for the new elementary school.

Please join us on Saturday, June 15, 2018 at 11:00am

21 Crescent Street, Whitinsville

Project Website: <u>www.nps.org/sbc</u> Project Email: <u>sbc@nps.org</u>

SPONSORED BY THE NORTHBRIDGE SCHOOL BUILDING COMMITTEE SMMA – Owner's Project Manager | Dore & Whittier Architects | Fontaine Brothers, Inc. Construction Managers IN PARTNERSHIP WITH THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY

### W. EDWARD BALMER ELEMENTARY SCHOOL

Pre-Construction Phase

Join us for a Neighborhood Informational Meeting at the

BALMER SCHOOL LIBRARY 21 Crescent Street, Whitinsville

### SATURDAY, JUNE 8, 2019 – 11:30 AM

Hosted by the Northbridge School Building Committee

### **RECAP OF THE DESIGN**

### CONVERSATION WITH THE CONSTRUCTION MANAGER

- Project Planning
- Logistics
- Site Safety
- Schedule
- Project Management
- Communication Channels

### SHARE YOUR THOUGHTS

Project Website: www.nps.org/sbc Project Email: sbc@nps.org



CONSTRUCTION PHASING PLAN UNDER DEVELOPMENT - SUBJECT TO CHANGE

SPONSORED BY THE NORTHBRIDGE SCHOOL BUILDING COMMITTEE SMMA – **Owner's Project Manager** Fontaine Brothers Inc. – Construction Manager Dore & Whittier Architects - Designer

IN PARTNERSHIP WITH THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY



### Meeting Date: May 14, 2019 Issue Date: May 20, 2019 Meeting #: 06 Next Meeting: June 4 - 2:50 p.m.

Prepared By: Jim Mauer – Sr Project Manager, FBI

Attending	Name	Company	Phone Number	Email
	Jim Mauer	Fontaine Bros Inc	413-478-2798	jmauer@Fontainebros.com
$\boxtimes$	Renee Underwood	Balmer School		runderwood@nps.org
$\boxtimes$	Karlene Ross	Balmer School	508-234-8161	kross@mps.org
	Mike Cavanaugh	Fontaine Bros Inc	413-246-4007	Mcavanaugh@fontainebros.com
$\boxtimes$	Joel Kent	Fontaine Bros Inc	781-291-9625	jkent@fontainebros.com
$\boxtimes$	Sharyn Tritone	Balmer Parent		jandstritone@yahoo.com
$\boxtimes$	Stephanie Dec	Balmer School		sdec@nps.org
	Laurie Miller	Balmer School		lmiller@nps.org
$\boxtimes$	Joan Thorne	Balmer School		jthorne@nps.org
	David Fontaine Jr	Fontaine Bros Inc		djr@fontainebros.com
$\boxtimes$	Sharon Poitras	Balmer School		spoitras@nps.org
	Tom Hengelsberg	Dore & Whittier		thengelsberg@doreandwhittier.com
$\boxtimes$	Richard Maglione	Northbridge Public Schools		rmaglione@nps.org
$\boxtimes$	Theresa Gould	Balmer School		tgould@nps.org
$\boxtimes$	Amy McKinstry	Northbridge Public Schools		amckinstry@nps.org



	Topic	Required By	Responsible	Description
1.1	Parking		ALL	<ul> <li>Added Parking to replace lost on East of building <ul> <li>Can't use the parking on left of entry drive during school day used for bus traffic</li> <li>Looking to replace East Side to be taken by Construction <ul> <li>1/22/19 – Looking for 20+ Total on at West side Extg</li> <li>West Side – Loading Area -Custodian - Karlene — Kitchen - Misc staff park here - not so much teachers <ul> <li>Can't block the docks</li> <li>Dumpster / Compactor - need to be accommodated</li> <li>Temp Lighting on left side of building (and Rear ?)</li> <li>Use of left side of bldg need entry other than Dock / Cafeteria (Add sidewalk to FRONT of Bldg)</li> <li>Loss of spaces when snow - piles at light poles – 1/22/19 – Recent Snow – piled along West property line</li> <li>1/22/19 – Determined want to keep the NEW Added parking on West side of Extg building – Don't want spaces at Entry Road from Crescent</li> <li>-1/22/19 – Discussed possible to Add striping at the Parent Drop Off area for use for parent parking at after hour Events – Review with Karlene R.</li> <li>-2/6/19 – After review with team – decided NOT to add striping at Parent Drop Off Lot –</li> </ul> </li> <li>3/19/19 -Remove the two added spots at NW end of lot closest to school – too close to the West Property, concern for Winter months with snow piles Include 8 Spaces along E ends of rows (1 per row) along drive in- works now so we can stripe it.</li> <li><i>5/14/19 - Existing boiler can't be converted to gas. Separate tank to be added; should not affect parking.</i></li> </ul> </li> </ul></li></ul>
1.2	Playgrounds	Closed	FBI / DWA	<ul> <li>-Don't use the Rear green space - Wet</li> <li>-Add Green space from Extg to the outfield adjacent - Fence in area</li> <li>-Gate at fence from Playground to new grassed area and another facing road for E Egress</li> <li>-1/22/19 - Want added playground space to be GRASS - FBI may alter shape slightly to allow keeping more space at South for construction and build extended playground to the West</li> <li>- 4/30/19 - Any motivation to salvage existing playground equipment at Balmer ES at conclusion of construction? Unclear if school department or parks department owns, and it is not that new. Will continue to investigate if somewhere in town that would benefit from.</li> </ul>
1.3	Egress	Closed	ALL	<ul> <li>-Rear Right (East ) Closest to New building is existing HP Egress – Add HP Egress at opposite other end of rear (West)</li> <li>-When exit from E. classrooms Go to either the Drop Off parking area or the REAR –</li> <li>-Muster point at Rear in the far corner – Surfacing? 1/22/19 – Drainage is concern in rear – gravel / stone is Ok with BES – need consideration of water coming off hill and where it will go</li> <li>-Lights / Cameras at Side / Rear -1/22/19 Reuse lights / New Cameras</li> <li>-Between New and Existing- fence off from building - xx' ? Need to maintain egress 1/22/19 – probably 5-6' path for egress – confirm with AHJ.</li> </ul>



				<ul> <li>2/6/19 – Per Tom H. this will be reviewed in future meeting with Town Departments to determine required egress / access.</li> <li>N Grid - easement - paths are overgrown- can we clear ? - N Grid will they do it ? - (Fire Exit) - 1/22/19 – Town to approach N Grid</li> <li>Coordination with Fire Department –</li> <li>2/6/19 – Karlene asked that the North Exit Door at West Corridor be set up with Electronic Lock / Fob – similar to Main Entry Door – will allow access by Staff parking in the new lot on West side of building</li> <li>4/30/19 - Enhanced lockdown during construction is being planned now. Site logistics graphics will be helpful in demonstrating what area is available. Easement area brush needs to be cleared out by August 20 per Karlene. Richard notes that school facilities can take care of. FBI to reach out to Richard for contacts at access control and electrical subcontractors district uses.</li> </ul>
1.5	Access . Fencing to Site	Closed	FBI	<ul> <li>Trucks enter off Crescent opposite Lake</li> <li>Fabric on all fencing</li> <li>Upper floors - they will draw the shades to avoid distraction -</li> <li>Concerns (valid) about noise / Dust- these are also concerns that FBI deals with -</li> <li>Possible need to Add AC where next to the new building - noise / dust don't want open windows (Sept mainly)</li> <li>-1/22/19 – Discussed Blackout times for deliveries – Approx. 7:45 – 8:45 and 2:15 – 2:45 – to be Confirmed.</li> <li>2/6/19 – Adjust start of afternoon blackout to 2:00 – others are Ok</li> </ul>
2.1	Site Signage	Closed	FBI / DWA	<ul> <li>Discussion of ADDED site signing –</li> <li>STAFF PARKING ONLY - at entry to West Parking</li> <li>Traffic Direction arrows on the parking log</li> <li>Confirm Crosswalks will be striped at Crescent Street</li> <li>2/6/19 – Signage / Striping Notes:</li> <li>Designate the 2nd Row from building as Visitor —. Painting on Paving - No signs on posts</li> <li>Buses don't stop in proper location at the drop off area add some line change / signage here -</li> <li>Add sign approx 20' from road on entry for Buses only in Right lane - Blackout hours</li> <li>Add Arrows on paving to direct cars in / out by row</li> <li>Add stop line in drop off area- with STOP</li> <li>RESTRIPE existing lots</li> <li>Allowance for minor patching - potholes there now unlikely to be repaired</li> <li>STAFF ONLY sign for West Side Parking</li> <li>3/19/19 - EMPHASIS on No Parking Zone at Loading Dock</li> </ul>
2.2	Ext Entry- Widen?	Closed	DWA	BES asked if possible to Widen the existing radius of driveway at Exit to Crescent on East side of entry - DWA will need to review. 2/6/19 – Tom H. suggested that we widen the West Side of Entry drive to create a 3 <sup>rd</sup> traffic lane – leave East radius as is- acceptable to everyone.
3.1	Meetings		All	Suggested that some informational meetings be scheduled prior to start of new school year – especially for New parents. Another meeting for neighbors prior to start of school. BES to begin assembly of FAQ's to post and use in the meetings. • 3/19/19 – Discussion:



Meetings
Parents
Staff
Neighbors
Parents
Probably - Prior to June 12th -st grade going to 2nd Grade
Graphics same used previous —DWA / FBI
Another Graphic for Evacuation and Fire Drills
2 <sup>nd</sup> meeting for 3 & 4 parents
Karlene will confirm dates
Staff
June 4th Staff Meeting
Same stuff as the Students meetings. Assembly areas, etc.
Parking, Summer Access —. What will site look like -
Playground - Ventilation - Fencing, Blasting?
Neighbors
Same as last summer meetings -
Plan around the Early Bid Packages - Late June — July
(Probably already have established property lines, tree
cutting by then?)
• 4/30/19 – Discussion:
Staff Meeting
- Staff meeting will be June 4 <sup>th</sup> at 2:50PM
<ul> <li>Staff has many questions about what new building and</li> </ul>
classrooms will look like. Can D&W do an update meeting
focused on latest with design?
<ul> <li>Important items to bring up to staff:</li> </ul>
(A) CORI checks through the district / workers will not be in
existing school / separate entrance, etc.
(B) Graphics/ visuals noting fence locations at different phases
(C) Locations of new access controls at existing Balmer;
5/14/19: "Purple Hallway," include note about added
walkway and lighting
(D) Bring large graphics of site utilization plan to leave in
(D) Bring large graphics of site utilization plan to leave in teacher's lounge
(E) Any times to avoid the site over the summer? Blasting, etc.
(E) Any times to avoid the site over the summer / Blasting, etc. (F) General schedule
(G) What it will feel like in classrooms
(G) what it will leer like in classrooms (H) Noise level
(I) Not going to interfere w/ recess
(1) Not going to interfere w/ recess (J) $5/14/19$ : Evacuation plan
(J) $5/14/19$ : Evacuation plan (K) $5/14/19$ : Air quality
(K) 5/14/19: Air quality (L) 5/14/19: Discuss content of this meeting vs. content of a
future design update Parent Meeting
Parent Meeting
- Parent meeting will be same day as staff, June 4 <sup>th</sup> but at night,
6:00PM.
- Should record parent meeting so it can be posted for any parents
that can't make it
- 5/14/19: Will include 1 <sup>st</sup> grade parents
- 5/14/19: Discuss recess/ IAQ



3.2	Storage Shed	Closed	All	<ul> <li>5/14/19: Reinforce that safety protocols have been a major focus and health concerns have been discussed.</li> <li>5/14/19: Karlene to notify parents.</li> <li>Neighbor Meeting         <ul> <li>FBI to work with SMMA regarding best time to schedule neighbor meeting</li> </ul> </li> <li>Noted that there is Existing Storage shed in the East Parking area. This can be removed when we demo that parking lot and no need to replace.</li> <li>BES to confirm there is nothing in shed that they want to keep.</li> <li>3/19/19 – Staff volunteered to review contents of shed to be sure there is nothing of value.</li> </ul>
3.3	Helicopter Evac		NPS	Discussion about the use of Parent Drop off area as "Evacuation Helicopter Landing Zone" – There is possible impact to this use by construction. Cathy S. to review and advise. 4/30/19 – Richard to review w/ public safety committee / notify that change of location will be required.
3.4	Summer Daycare		BES / FBI	Noted by Karlene use of school for Summer Daycare. Full Days – Tues thru Friday – begins approx. July 5 <sup>th</sup> – Karlene to distribute details on use / dates / times – 3/19/19 – Don't do much Outside - Discussion on limited use – MAY either cancel or move the Summer Program. 4/30/19 – Program will be run at Balmer this summer. FBI suggests a meeting w/ program leader to review summer schedule and potential impacts. 5/14/19 – It has been determined that there will not be enough membership this year and program will NOT be run at existing Balmer this summer.
4.1	Room Placement		NPS / FBI	<ul> <li>Following regular meeting had smaller group discussion regarding some classroom relocations from the " construction side " of building to lessen impact on some more sensitive student population. Plan formulated – NPS to implement.</li> <li>FBI to bring sample of circulation fan for use in classrooms that may be useful.</li> <li>4/30/19 – Pair of sample fans turned over. Planning for internal shifts is in progress. Richard notes that some AC units that would be effective for classrooms have become available in town. As which room individual classes are going to be in is finalized, AC's may be added to some.</li> <li>5/14/19 – Fan worked OK, hasn't been tested with warm weather. They are quiet and small.</li> </ul>
6.1	Access to Existing Balmer ES over Summer 2019		BES / FBI	<ul> <li>Teachers in and out, rainy days in particular; not as much beginning of summer</li> <li>Last day of school is 6/13/19</li> <li>FBI to provide weekly updates to Sharon about when school will be inaccessible</li> <li>There are (4) days in August when school must be open for parent packet pickup: 8/20 from 1-3PM; 8/21 from 9-11AM; 8/22 from 3-5PM; 8/23 from 9-11AM</li> <li>The Balmer Backyard picnic is Thursday 8/22 from 5-6:30PM; school must be open for this activity</li> </ul>



These minutes reflect Fontaine Bros., Inc. interpretation of the discussions that took place. Any discrepancies or omissions should be brought to the author's attention immediately. These minutes shall be included as part of the Project record.

Prepared By: Joel Kent

Date: May 20, 2019



### The Northbridge Public Schools Town of Northbridge

87 Linwood Avenue, Whitinsville, Massachusetts 01588 (508) 234-8156 FAX (508) 234-8469 www.nps.org

Amy McKinstry, Superintendent Greg Rosenthal, Director of Pupil Personnel Services Melissa Walker, Director of Business and Finance

**REVISED** April 11, 2019

Ms. Jennifer Flynn, Project Coordinator Massachusetts School Building Authority 40 Broad Street, 5<sup>th</sup> Floor Boston, Massachusetts 02109

Dear Ms. Flynn:

In accordance with 963 CMR 2.00, attached for your review and approval is the membership of the School Building Committee for the W. Edward Balmer Elementary School located in the Town of Northbridge. The Committee was formed in accordance with the provisions of all applicable statutes, local charters, by-laws and agreements of the Town of Northbridge. Committee Members include the following:

Designation	Name and Title	Address	Email Address and Phone Number	Voting Member?
CHAIR OF SCHOOL BUILDING COMMITTEE	Joseph Strazzulla, School Committee Member	170 Rebecca Rd. Whitinsville, MA 01588	jstrazzulla@nps.org 508-942-9930	Yes
SBC member who is MCPPO certified <sup>*</sup>	Melissa Walker School Business Manager	87 Linwood Ave. Whitinsville, MA 01588	mwalker@nps.org 508-234-8156	Yes
Local Chief Executive Officer Representative of Office authorized by law to construct school buildings	Alicia Cannon Board of Selectmen	271 Marston Rd. Whitinsville, MA 01588	acdc0927@gmail.com 857-939-5275	Yes
Administrator or Manager <sup>i*</sup>	Adam Gaudette Town Manager	7 Main St. Whitinsville, MA 01588	agaudette@northbridgemass.org 508-234-2095	No
School Committee Member	Michael LeBrasseur	295 Hillcrest Rd. Whitinsville, MA 01588	mlebrasseur@nps.org 508-353-9345	Yes
Superintendent of Schools Amy McKinst Interim Superintenden		87 Linwood Ave. Whitinsville, MA 01588	amckinstry@nps.org 508-234-8156	No
Local Official responsible for Building Maintenance	Richard Maglione	87 Linwood Ave. Whitinsville, MA 01588	rmaglione@nps.org 508-234-8156	No

Excellence - Accountability - Collaboration: "Every Student, Every Classroom, Every Day"

It is the policy of the Northbridge Public Schools not to discriminate on the basis of race, color, gender, religion, national origin, sexual orientation, gender identity, disability, age, or homelessness in its educational programs, services, activities, or employment.

Members of community with architecture, engineering and/or construction experience	Paul Bedigian, Representative of the Building, Planning, Construction Committee	25 June St. Northbridge, MA 01534	bedigianps@cdmsmith.com 508-234-0264	Yes
School Principal	Karlene Ross W. Edward Balmer Elementary	21 Crescent St. Whitinsville, MA 01588	kross@nps.org 508-234-8161	No
School Principal	Jill Healy Northbridge Elementary School	30 Cross St. Whitinsville, MA 01588	jhealy@nps.org 508-234-6346	No
Local budget official or member of local finance Committee	Steven Gogolinski Representative of the Finance Committee	442 Douglas Rd. Whitinsville, MA 01588	steve@gogolinskicpa.com 508-344-0909	Yes
Member Knowledgeable in educational mission and function of facility	Greg Rosenthal	87 Linwood Ave. Whitinsville, MA 01588	grosenthal@nps.org 508-234-8156	No
Members of community with architecture, engineering and/or construction experience	Jeffrey Tubbs	244 Brookway Dr. Northbridge MA 01534	jtubbs@charter.net 617-851-7960	Yes
Members of community with architecture, engineering and/or construction experience	Peter L'Hommedieu	112 Rumonoski Dr. Northbridge, MA 01534	PLHommedieu@shawmut.com 617-719-2744	Yes
Members of community with architecture, engineering and/or construction experience	Jeff Lundquist	20 Hastings Dr. Whitinsville, MA 01588	jlundquist@therichmondgroup.com 774-278-1592	Yes
Members of community with architecture, engineering and/or construction experience	Andrew Chagnon	85 Green Meadow Ct. Whitinsville, MA 01588	achagnon@vertexeng.com 774-280-0163	Yes
Parent Representative	Spencer Pollock	328 Rebecca Rd. Whitinsville, MA 01588	spencerpollock22@gmail.com 508-367-6123	Yes

Listed below is the past performance of the school building committee, the building committee (temporary or permanent), or any other committee responsible for oversight, management, or administration of the construction of public buildings and its individual members:

When the 2001 Northbridge High School was constructed, a school building committee had been in place, however, upon completion of that project, the committee was disbanded.

The Town of Northbridge has a standing Building, Planning and Construction Committee. The Building, Planning and Construction Committee is responsible for surveying the growth needs of the Town, the needs of the community and the physical condition of all municipal buildings and other facilities. The Committee shall meet from time to time with representatives of all municipal agencies to determine the need for additions or renovations to any existing buildings or for the

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construction of new buildings or any other facilities for the Town, and to determine the appropriate sites for such buildings and facilities. A representative of the Building, Planning, and Construction Committee is named above as a voting member of the School Building Committee.

After approval of this committee by the Authority, the Town of Northbridge will notify the Authority in writing within 20 calendar days of any changes to the membership or the duties of said committee.

Sincerely,

Alicia Cannon

Local Chief Executive Officer Representative of Office Authorized by Law to Construct School Buildings

Approved by MSBA

Date

<sup>i</sup> Please attach the certification from the Office of the Inspector General demonstrating completion of the MCPPO Program. <sup>ii</sup> "Administrator or Manager" refers to a Town Administrator, Town Manager, or to an equivalent position.

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# THE NEW **NORTHBRIDGE ELEMENTARY SCHOOL** NORTHBRIDGE, MASSACHUSETTS



# **Northbridge** SCHOOL BUILDING COMMITTEE: Joseph Strazzulla, Chair & Member of School Committee Gregory Rosenthal, Director of Pupil Personnel Services **Public Schools**



Alicia Cannon, Member of Board of Selectmen Michael LeBrasseur, Chair of School Committee Adam Gaudette, Town Manager Steven Gogolinski, Member of Finance Committee Amy McKinstry, Superintendent of Schools Richard Maglione, Director of Facilities Karlene Ross, Principal, Balmer Elementary School Jill Healy, Principal, Northbridge Elementary School

- Melissa Walker, Director of Business and Finance

Paul Bedigian, Member of Building, Planning & Construction Committee Jeffrey Tubbs, Community Member Peter L'Hommedieu, Community Member Jeffrey Lundquist, Community Member Andrew Chagnon, Community Member Spencer Pollock, Parent Representative Dr. Catherine Stickney, Former Superintendent of Schools



# Town of Northbridge







# Project Management

OWNER'S PROJECT MANAGER: SYMMES, MAINI, & MCKEE 1000 Massachusetts Avenue Cambridge, MA 02138



DESIGNER: DORE & WHITTIER ARCHITECTS, INC. 260 Merrimac Street, Building 7 Newburyport, MA 01950



GENERAL CONTRACTORS

CONSTRUCTION MANAGER: FONTAINE BROTHERS, INC. 510 Cottage Street Springfield, MA 01104

# THIS PROJECT IS FUNDED IN PART BY THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY 40 Broad Street, Suite 500, Boston, MA 02109

Massachusetts School Building Authority

Funding Affor dable, Sustainable, and Efficient Schools in Partnership with Local Communities

# THE NEW W. EDWARD BALMER SCHOOL NORTHBRIDGE, MASSACHUSETTS

### SCHOOL BUILDING COMMITTEE MEETING

SMMA

**Project Management** 





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

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MAY 29, 2019

# AGENDA

- CD Progress Report
- Design Refinements
- LEED Update
- Follow up to Value Engineering Items
- Proprietary Items



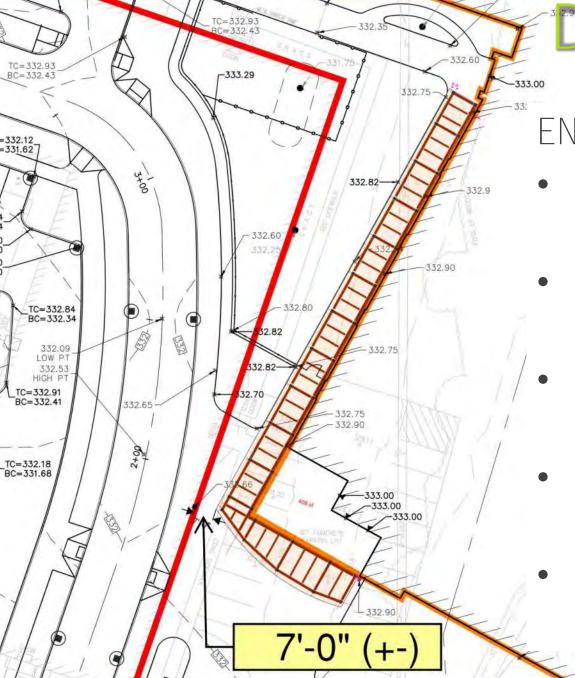
# **CD PROGRESS REPORT**

5/8	Technology Design Meeting
5/8	Working Group – Salvage discussion/ Site phasing logistics
5/14	Planning Board meeting – approved project with conditions
5/17	Issued 60% CD Pricing Set to Estimators/
	Fontaine issued ERP #1 to Site Subs for bidding
5/22	Hardware/ Code/ Security Meeting
5/22	Trade Contractor Prequalification meeting
5/24	Coordination Conference Call with Fontaine

Ongoing: Internal coordination, consultant coordination, conference calls. Drawing & Specification progress. Next Deadline: 6/4/19 – 60% CD Estimates due – reconciliation 6/7



# **DESIGN REFINEMENTS**



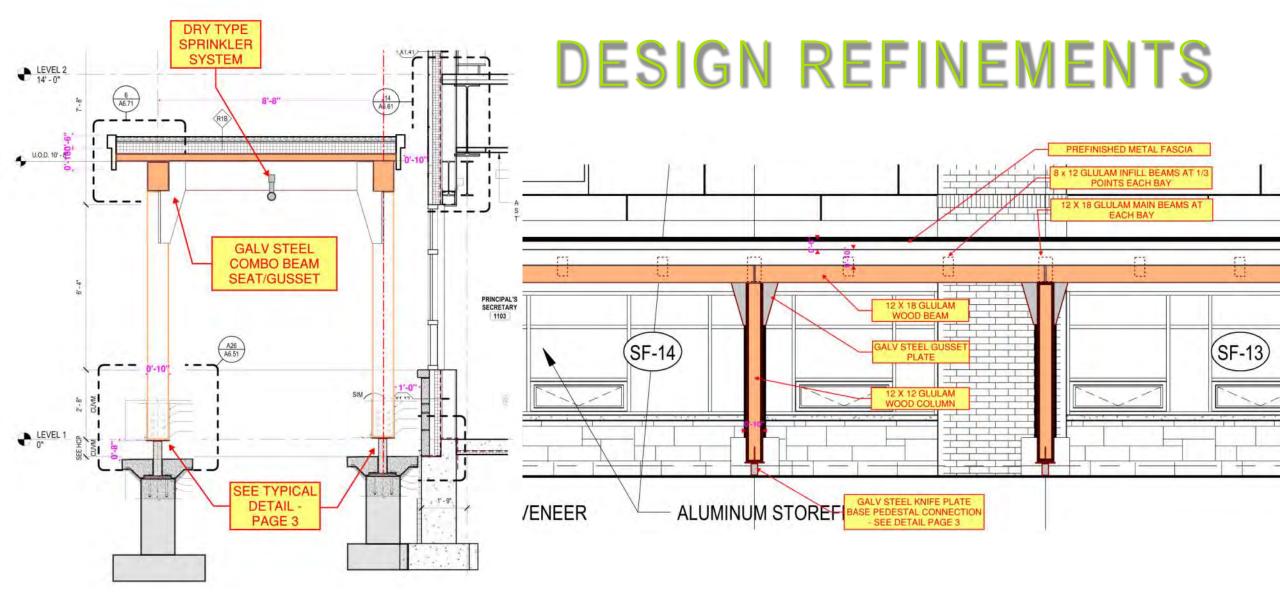
ENTRY CANOPY CONSTRUCTABILITY REVIEW:

- Gap between corner of canopy roof and existing building is about 7'-0"
- Fontaine warned of difficulty in passing machines and materials through that gap
  - Canopy framing blocks access to upper level of west façade without staging on canopy roof
- Thermal issues of connecting canopy to the building
- Size of foundations growing due to base plate detail

# **DESIGN REFINEMENTS**

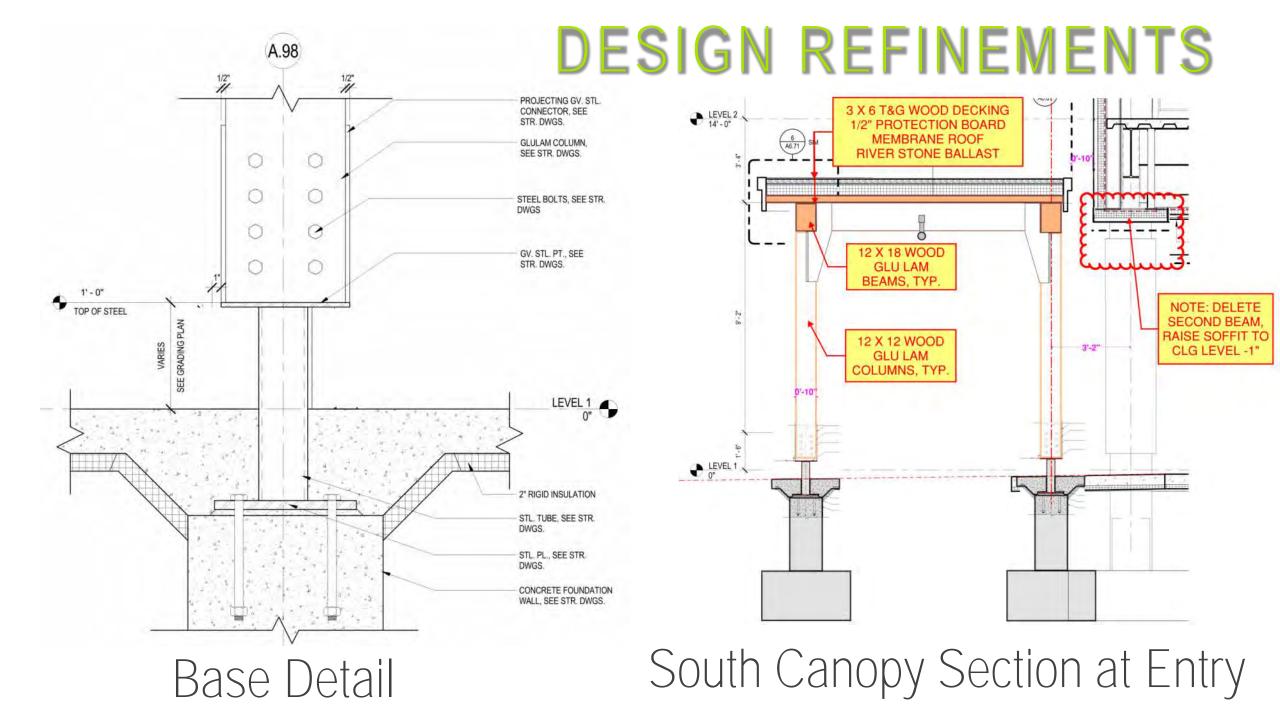
A20 A9.55 22 7.6 INTRODUCED WOOD CANOPY OP Z0.8 Glue-lam timber columns & beams Z.0

- T&G wood decking
- Structurally independent from building, offers phasing flexibility



West Canopy Section

### West Canopy Elevation



### **REDACTED FOR SECURITY REASONS**

# HARDWARE MEETING

- Decided locations of power door locks
- Discussed security systems in detail
- Verified code assumptions
- Verified hardware specs for doors



# **DESIGN REFINEMENTS**

- Civil has incorporated Planning Board comments; reissued pricing drawings
- Ongoing Structural coordination with Architecture, M-E-P-FP
- Civil/ Plumbing coordination
- Mechanical ductwork coordination
- In-house, ongoing redlines and QA/QC Manager Review

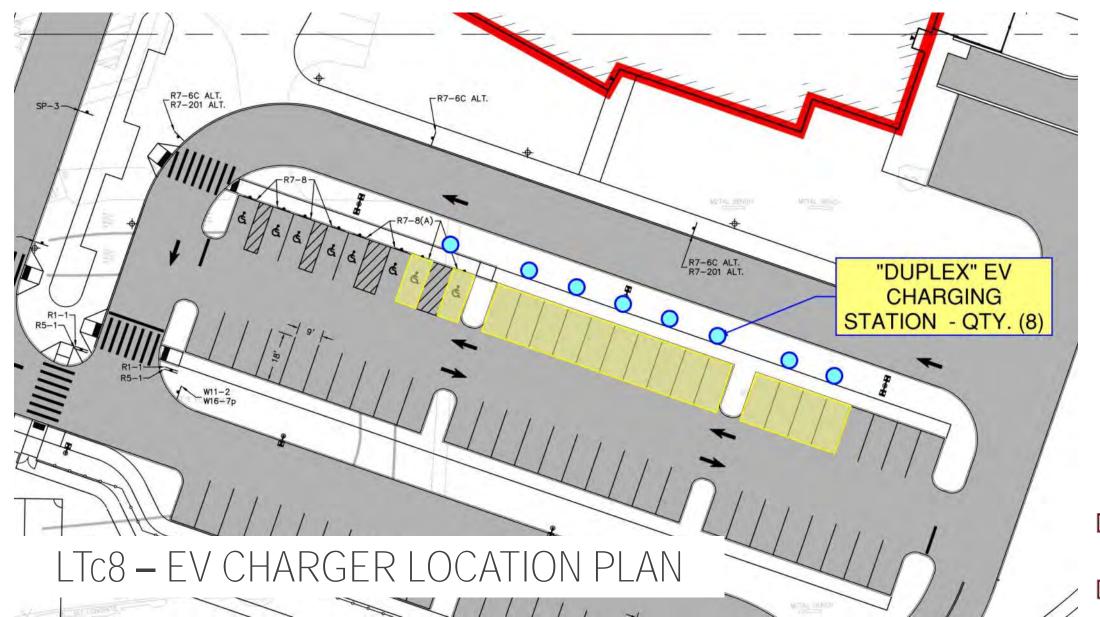


# LEED UPDATE – OWNER INPUT NEEDED

LTc8 – GREEN VEHICLES CREDIT

- OPTION 1 Provide minimum 2% or five (5) EV charging stations
- OPTION 2 Provide infrastructure (empty raceways and panel breaker space) for minimum 6% or fifteen (15) future charging stations. Each charger has dual connections, so we would need (8) chargers for (16) spaces.
- Option 2 could be the most cost-effective way to gain the credit

# LEED UPDATE – OWNER INPUT NEEDED



# LEED UPDATE – OWNER INPUT NEEDED

### EV CHARGING STATION – UTILITY INCENTIVES

- Provided through MassSave Electric Vehicle Charging Station Program (link)
- What: The program is intended to <u>support the installation of the infrastructure</u>
   for charging and <u>not the chargers themselves</u>
- For New Construction projects, they will typically reimburse the cost of:
  - Installing dedicated electrical service for EVs
  - Site work: trenching, pads, conduit, etc.
  - Running conductors
- Customer pays for the chargers and installation and any electricity use from the charger.



# LEED UPDATE – CREDIT STATUS

### Yes M + M - No

42 4 16 48 PROJECT TOTALS (Certification Estimates)

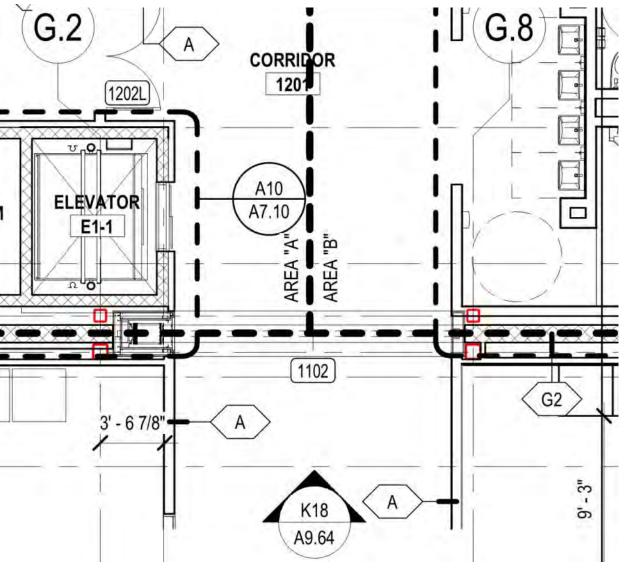
110

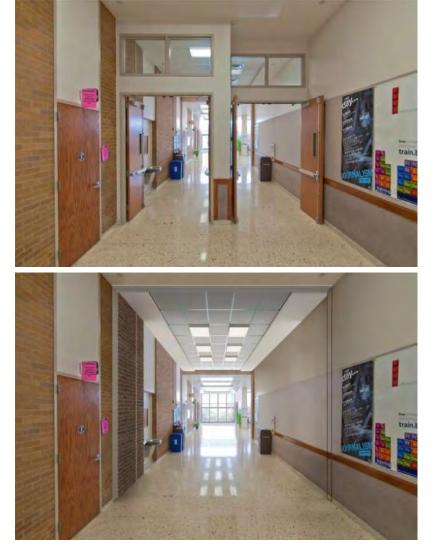
Certified: 40-49 points Silver: 50-59 points Gold: 60-79 points Platinum: 80+ points

- Tracking "Certified" which is MSBA minimum
- Silver stretch goal looking more remote
- Still trying to maximize points/credits



# **VE LIST: "WON-DOOR"**





Double egress fire doors in open position

Won-Door open position

Accepted by Fire Chief and Building Inspector

# **VE LIST: "WON-DOOR"**



• Alternative will be pairs of fire doors with major obstructions in corridor

# VE LIST: "WON-DOOR"

Architectural, Interior Items:



Provide swinging full-height fire doors [(2) pairs @ 4' w x 9' tall] ILO "Won-Door" sliding fire door (3 levels)

DW TO PROVIDE MAINTENANCE INFO

(\$66,932)

- Annual maintenance estimate ~\$650-\$700
- Typical repair cost service call average <\$500.
- Won-door offers maintenance agreements
- Annual testing required part of maintenance
- Life expectancy 25-30 years similar to major mechanical equipment

# PROPRIETARY ITEMS UPDATE

- BMS/ Mechanical Controls: System to be OPEN SPEC per Director of Facilities – deleted from list
- Phone system reuse system currently being installed this summer
- Technology subcommittee met and discussed security systems; decided on proprietary systems:
  - Integrated Access Control/ Card Readers
  - Intrusion Detection System
  - Video Surveillance Platform/System
  - Next steps decide on manufacturers and models



# Thank You!