

**PROJECT MINUTES**

Project:	New W. Edward Balmer Elementary School	Project No.:	17020
Prepared by:	Joel Seeley	Meeting Date:	1/2/19
Re:	School Building Committee Meeting	Meeting No:	35
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
	Alicia Cannon	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
✓	Richard Maglione	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
	Gregory Rosenthal	Director of Pupil Personnel Services	Non-Voting Member
	Lee Dore	D & W, Architect	
✓	Thomas Hengelsberg	D & W, Architect	
✓	Dominick Puniello	Garcia, Galuska, DeSousa (GGD), Mechanical Engineer	
✓	Mathew DiSalvo	Garcia, Galuska, DeSousa (GGD), Mechanical Engineer	
✓	David Pereira	Garcia, Galuska, DeSousa (GGD), Electrical Engineer	
	David Fontaine, Jr	Fontaine Bros, CM	
✓	David Fontaine, Sr	Fontaine Bros, CM	
✓	Jim Mauer	Fontaine Bros, CM	
✓	Joel Kent	Fontaine Bros, CM	
✓	Derek Richardson	Fitzemeyer & Tocci, (F&T) Commissioning Agent	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
35.1	Record	Call to Order, 6:39 PM, meeting opened.
35.2	Record	Public Comments – no comments
35.3	Record	A motion was made by M. LeBrasseur and seconded by S. Gogolinski to approve the 12/18/18 School Building Committee meeting minutes. Motion passed unanimous by those attending.
35.4	Record	<p>Warrant No. 19 was reviewed.</p> <p>A motion was made by P. Bedigian and seconded by M. LeBrasseur to approve Warrant No. 19. No discussion, motion passed unanimous.</p>
35.5	Record	J. Seeley distributed and reviewed the Budget Tracking Form thru 12/31/18, attached, for the Total Project Budget.
35.6	Record	<p>J. Seeley distributed and reviewed Designer Amendment No. 12, dated 1/2/19 for soil testing for possible natural occurring arsenic, in the amount of \$4,290.00 to be charged against ProPay Budget 0204-0300, which has a balance of \$85,000.00, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. P. Bedigian asked if additional geotechnical borings will be required also? <i>T. Hengelsberg indicated no, the geotechnical borings already performed are sufficient.</i></li> <li>2. A. Chagnon asked if the \$85,000 budget is sufficient? <i>J. Seeley indicated yes, the \$85,000 budget is sufficient based on currently known information.</i></li> </ol> <p>A motion was made by A. Chagnon and seconded by J. Lundquist to approve Designer Amendment No. 12, dated 1/2/19 and recommend signature by A. Cannon. No discussion, motion passed unanimous.</p>
35.7	J. Seeley	<p>J. Seeley distributed and reviewed the updated Meetings and Agendas Schedule for the Design Development Phase inclusive of the Educational Working Group meetings, attached.</p> <p>J. Seeley to add the 3/5/19 Educational Working Group meetings and re-issue.</p>
35.8	T. Hengelsberg	T. Hengelsberg to refine the sidewalk layouts for a future Committee meeting.
35.9	A. Gaudette J. Seeley	A. Gaudette and J. Seeley to follow-up on execution of the Project Funding Agreement, PFA, by A. Cannon.
35.10	J. Seeley	<p>A. Chagnon and J. Seeley provided information from another community that has procured Photovoltaic Panel Systems (PV) on several school projects. They utilized a RFP process to hire a solar developer under a Power Purchase Agreement (PPA).</p> <p>A PV Working Group comprised of A. Chagnon, J. Strazzulla, A. Gaudette, M. Walker and R. Maglione will explore further.</p> <p>J. Seeley to organize a meeting with the Working Group and a solar developer.</p>
35.11	T. Hengelsberg	T. Hengelsberg to post periodic progress updates of the Design Development drawings for Committee review. The Design Development Pricing Set scheduled to be issued on 2/22/19, will be posted.

Item #	Action	Discussion
35.12	T. Hengelsberg	<b>Site Design</b> <ol style="list-style-type: none"> <li>1. T. Hengelsberg will provide detailed cut and fill analysis, by material, with the Design Development Pricing Set for Committee review.</li> <li>2. T. Hengelsberg will provide existing top soil characterization for gradient and nutrient enhancements for Committee review.</li> <li>3. T. Hengelsberg will provide direction if the U-10 soccer field can be shifted west to increase the separation and buffer along the east property line.</li> </ol>
35.13	T. Hengelsberg	<b>Building Elevation Design</b> <ol style="list-style-type: none"> <li>1. T. Hengelsberg will provide analysis showing cut sheets, cost, life cycle cost, life span, maintenance, warranty and durability for each of the siding options for Committee review.</li> </ol>
35.14	D. Richardson	<p>J. Seeley introduced D. Richardson of Fitzmeyer &amp; Tocci, (F&amp;T) the Commissioning Agent. D. Richardson provided an overview the Commissioning Agent services and functional testing approach for the project.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Lundquist asked what other systems are tested in addition to MEP systems? <i>D. Richardson indicated examples of other systems are security systems, fire alarm systems, and tele/data systems. D. Richardson will provide a listing from the standard MSBA contract.</i></li> </ol>
35.15	M. DiSalvo	<p>T. Hengelsberg introduced D. Puniello and M. DiSalvo of Garcia, Galuska, DeSousa, (GGD), the HVAC Engineers. M. DiSalvo presented an overview of the HVAC System, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. M. LeBrasseur asked why is the kitchen heated and ventilated only? <i>M. DiSalvo indicated the kitchen is under negative air pressure due to the high amount of exhaust requirements creating air flow and indirect cooling from the conditioned cafeteria into the kitchen space.</i></li> <li>2. J. Strazzulla asked if radiant ceiling panels in the classroom are more efficient than heating by forced hot air? <i>M. DiSalvo indicated yes, the radiant ceiling panels are more efficient.</i></li> <li>3. J. Tubbs asked will the specifications include sufficient training requirements for the school department's maintenance staff? <i>M. DiSalvo indicated yes, the specifications will include training requirements, including video taping, and GGD will work with the school department to further define.</i></li> <li>4. J. Lundquist asked if additional classroom spaces should be air conditioned for future SPED needs. <i>K. Ross, J. Healy and C. Stickney indicated no, there are sufficient SPED spaces.</i></li> </ol>
35.16	Record	<p>T. Hengelsberg introduced D. Pereira of Garcia, Galuska, DeSousa, (GGD), the Electrical Engineer. D. Pereira presented an overview of the Electrical System, attached.</p>

Item #	Action	Discussion
		<p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. A. Chagnon asked if the site lighting design has been developed? <i>D. Pereira indicated not yet, the design will commence after being informed by the Security Meeting scheduled for 1/9/19.</i></li> </ol>
35.17	Record	<p>T. Hengelsberg presented an overview of the Plumbing and Fire Protection Systems, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Lundquist asked if there will be floor drains in the toilet rooms? <i>T. Hengelsberg indicated yes, there are floor drains in the toilet rooms.</i></li> <li>2. A. Chagnon asked if a rainwater harvesting system is in the project. <i>T. Hengelsberg indicated no, a rainwater harvesting system is not in the project.</i></li> </ol>
35.18	Record	J. Strazzulla indicated the Northbridge's Green Communities inquiry was responded to and they are all set.
35.19	Record	<p><b>Site Permitting</b></p> <p>J. Seeley indicated the 12/19/18 hearing for the ANRAD with the Conservation Commission was continued to 1/16/19 at 7:15pm to allow for a site walk with the Conservation Commission, which occurred on 12/27/18. There were no significant changes noted to the flagged wetland line during the site walk.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. M. LeBrasseur asked if there will be permitting fees? <i>J. Seeley indicated the Conservation Commission will not have a permit fee, but they may retain a 3<sup>rd</sup> party peer reviewer and their cost would be a project cost.</i></li> </ol>
35.20	Record	Old or New Business - none
35.21	Record	Next <b>SBC Meeting: 1/15/19 at 6:30 pm</b> at the High School Media Center. The anticipated agenda items are a review of updated site and floor plans and interior designs of instructional spaces and materials.
35.22	Record	A Motion was made by A. Chagnon and seconded by P. Bedigian to adjourn the meeting. No discussion, motion passed unanimously.

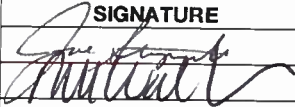

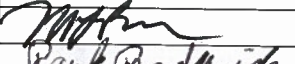
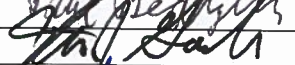

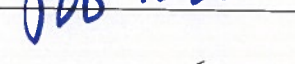



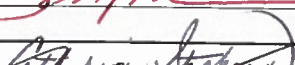


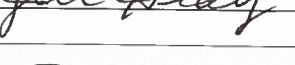
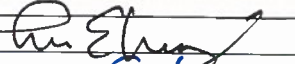



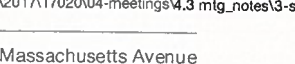
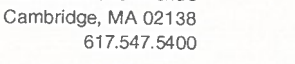
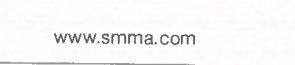



Attachments: Agenda, Warrant No. 19, Budget Tracking Form, Designer Amendment No. 12, updated Meetings and Agendas Schedule for the Design Development Phase, Powerpoint

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  
 Prepared by: Joel Seeley  
 Re: School Building Committee Meeting  
 Location: High School Media Center  
 427 Linwood Avenue, Whitinsville, MA  
 Distribution: Attendees, (MF)

Project No.: 17020  
 Meeting Date: 1/2/2019  
 Meeting No: 35  
 Time: 6:30pm

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
	Joseph Strazzulla	jstrazzulla@nps.org	Chairman, School Building Committee
	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
	Paul Bedigian	bedigianps@cdmsmith.com	Representative of the Building, Planning, Construction Committee
	Steven Gogolinski	steve@gogolinskicpa.com	Representative of the Finance Committee
	Jeffrey Tubbs	jtubbs@charter.net	Member of community with architecture, engineering and/or construction experience
	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
	Andrew Chagnon	achagnon@vertexeng.com	Member of community with architecture, engineering and/or construction experience
	Spencer Pollock	spencerpollock22@gmail.com	Parent Representative
	Adam Gaudette	agaudette@northbridgema.org	Town Manager
	Dr. Catherine Stickney	cstickney@nps.org	Superintendent of Schools, NPS
	Richard Maglione	rmaglione@nps.org	Building Maintenance Local Official
	Karlene Ross	kross@nps.org	Principal, W. Edward Balmer Elementary School
	Jill Healy	jhealy@nps.org	Principal, Northbridge Elementary School
	Gregory Rosenthal	grosenthal@nps.org	Director of Pupil Personnel Services
	Lee P. Dore	lpdore@DoreandWhittier.com	Dore & Whittier Architects
	Thomas Hengelsberg	thengelsberg@DoreandWhittier.com	Dore & Whittier Architects
	David Fontaine, Sr.	DFontaine@fontainebro.com	Fontaine Bros., Inc.
	David Fontaine, Jr.	djr@fontainebro.com	Fontaine Bros., Inc.
	Mark Abdella	mabdella@fontainebro.com	Fontaine Bros., Inc.
	Jim Mauer	jmauer@fontainebro.com	Fontaine Bros., Inc.
	Joel Seeley	jseeley@smma.com	SMMA

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*J. Kent* JOEL KENT jkent@fontainebrothers.com FONTAINE BROS., INC.  
*Dom Puniello* DOMINICK PUNIELLO dom-puniello@g-g-d.com GGD Consulting Engineers, Inc.  
*Matthew V. DiSalvo* Matthew V. DiSalvo Matthew.DiSalvo@g-g-d.com GGD  
*David Percina* David Percina david\_percina@g-g-d.com GGD

*Andrew Charnions* ANDREW CHARNIONS acharnions@venterose.com N SBC  
*Steven Gogolinski* STEVEN GOGOLINSKI STEVE@GOGOLINSKI.CA.COM SBC

*[Faint handwritten notes and signatures in the right margin]*

## Agenda

Project: New W. Edward Balmer Elementary School  
Re: School Building Committee Meeting  
Meeting Location: High School Media Center  
427 Linwood Avenue, Whitinsville, MA  
Prepared by: Joel G. Seeley  
Distribution: Committee Members (MF)

Project No.: 17020  
Meeting Date: 1/2/2019  
Meeting Time: 6:30 PM  
Meeting No. 35

- 
1. Call to Order
  2. Public Comments
  3. Approval of Minutes
  4. Approval of Invoices and Commitments
  5. Introduce Commissioning Agent
  6. Review MEP Systems
  7. Green Communities
  8. Site Permitting Update
  9. New or Old Business
  10. Committee Questions
  11. Next Meeting: January 15, 2019
  12. Adjourn

Symmes Maini & McKee Associates, Inc. (SMMMA)  
Northbridge School District  
Northbridge W. Edward Balmer Elementary School  
BUDGET SUMMARY

Symmes Maini & McKee Associates, Inc. (SMMIA)										
Northbridge School District										
Northbridge W. Edward Balmer Elementary School										
BUDGET SUMMARY										
BUDGET TRACKING FORM as of: 12/31/2018										
	Propay code #	Name	Original PS&B Budget 6/20/2018	Budget Revisions	Current Budget A	Contract Amount B	Expended C	(B - C) Remaining Contract Amount D	Additional Projected Amount E	(A - B - E) Budget Balance
		<u>Feasibility Study Agreement</u>								
1	0001-0000	<u>OPM Feasibility Study</u>	105,000.00		105,000.00	105,000.00	105,000.00	-	-	-
2	0002-0000	<u>A&amp;E Feasibility Study</u>	425,000.00		425,000.00	425,000.00	425,000.00	-	-	-
3	0003-0000	<u>Environmental and Site</u>	150,000.00		150,000.00	146,753.50	145,543.50	1,210.00	-	3,246.50
4	0004-0000	<u>Other</u>	95,000.00		95,000.00	51,734.59	51,734.59	-	-	43,265.41
		<b>Feasibility Study Agreement Subtotal</b>	<b>\$ 775,000.00</b>	<b>\$ -</b>	<b>\$ 775,000.00</b>	<b>\$ 728,488.09</b>	<b>\$ 727,278.09</b>	<b>\$ 1,210.00</b>	<b>\$ -</b>	<b>\$ 46,511.91</b>
		<u>Administration</u>								
6	0101-0000	<u>Legal Fees</u>	80,000.00		80,000.00	-	-	-	-	80,000.00
		<u>Owner's Project Manager</u>								
7	0102-0400	> Design Development	180,250.00		180,250.00	180,250.00	18,025.00	162,225.00	-	-
8	0102-0500	> Construction Contract Documents	250,025.00		250,025.00	250,025.00	-	250,025.00	-	-
9	0102-0600	> Bidding	95,050.00		95,050.00	95,050.00	-	95,050.00	-	-
10	0102-0700	> Construction Contract Administration	1,912,599.00		1,912,599.00	1,912,599.00	-	1,912,599.00	-	-
11	0102-0800	> Closeout	120,080.00		120,080.00	120,080.00	-	120,080.00	-	-
12	0102-0900	> Extra Services	100,000.00		100,000.00	-	-	-	-	100,000.00
13	0102-1000	> Reimbursable & Other Services	40,000.00		40,000.00	-	-	-	-	40,000.00
14	0102-1100	> Cost Estimates	-		-	-	-	-	-	-
15	0103-0000	Advertising	20,000.00		20,000.00	-	-	-	-	20,000.00
16	0104-0000	Permitting	50,000.00		50,000.00	-	-	-	-	50,000.00
17	0105-0000	Owner's Insurance	80,000.00		80,000.00	-	-	-	-	80,000.00
18	0199-0000	Other Administrative Costs	60,000.00		60,000.00	-	-	-	-	60,000.00
		<b>Administration Subtotal</b>	<b>\$ 2,988,004.00</b>	<b>\$ -</b>	<b>\$ 2,988,004.00</b>	<b>\$ 2,558,004.00</b>	<b>\$ 18,025.00</b>	<b>\$ 2,539,979.00</b>	<b>\$ -</b>	<b>\$ 430,000.00</b>
		<u>Architecture and Engineering</u>								
		<u>Basic Services</u>								
21	0201-0400	> Design Development	1,944,609.00		1,944,609.00	1,944,609.00	388,921.80	1,555,687.20	-	-
22	0201-0500	> Construction Contract Documents	2,657,249.00		2,657,249.00	2,657,249.00	-	2,657,249.00	-	-
23	0201-0600	> Bidding	227,830.00		227,830.00	227,830.00	-	227,830.00	-	-
24	0201-0700	> Construction Contract Administration	2,252,218.00		2,252,218.00	2,252,218.00	-	2,252,218.00	-	-
25	0201-0800	> Closeout	164,136.00		164,136.00	164,136.00	-	164,136.00	-	-
26	0201-9900	> Other Basic Services	-		-	-	-	-	-	-
27		<b>BASIC SERVICES SUBTOTAL</b>	<b>\$ 7,246,042.00</b>	<b>\$ -</b>	<b>\$ 7,246,042.00</b>	<b>\$ 7,246,042.00</b>	<b>\$ 388,921.80</b>	<b>\$ 6,857,120.20</b>	<b>\$ -</b>	<b>\$ -</b>
		<u>Reimbursable Services</u>								
28	0203-0100	> Construction Testing	30,000.00		30,000.00	-	-	-	-	30,000.00
29	0203-0200	> Printing (over minimum)	20,000.00		20,000.00	-	-	-	-	20,000.00
30	0203-9900	> Other Reimbursable Costs	100,000.00		100,000.00	-	-	-	-	100,000.00
31	0204-0200	> Hazardous Materials	100,000.00		100,000.00	-	-	-	-	100,000.00
32	0204-0300	> Geotech & Geo-Env.	85,000.00		85,000.00	-	-	-	-	85,000.00
33	0204-0400	> Site Survey	40,000.00		40,000.00	-	-	-	-	40,000.00
34	0204-0500	> Wetlands	40,000.00		40,000.00	-	-	-	-	40,000.00
35	0204-1200	> Traffic Studies	35,000.00		35,000.00	-	-	-	-	35,000.00
		<b>Architectural and Engineering Subtotal</b>	<b>\$ 7,696,042.00</b>	<b>\$ -</b>	<b>\$ 7,696,042.00</b>	<b>\$ 7,246,042.00</b>	<b>\$ 388,921.80</b>	<b>\$ 6,857,120.20</b>	<b>\$ -</b>	<b>\$ 450,000.00</b>



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

All meetings held at the  
**High School Media Center at 6:30 PM**  
unless otherwise noted

**MEETINGS SCHEDULE AND AGENDAS**  
**October 18, 2018 - Updated December 28, 2018**

DATE	AGENDA
<b><i>Design Development Phase</i></b>	
November 20, 2018	BUILDING COMMITTEE MEETING
	Review Design Development Phase Schedule and Deliverables
	Review Overall Project Schedule
December 18, 2018	BUILDING COMMITTEE MEETING
	Review Updated Site and Floor Plans
	Review Exterior Elevations
	Review Exterior Materials
	Introduce Commissioning Agent
January 2, 2019	WORKING GROUP MEETING (WEDNESDAY) - 3:00 PM NORTHBRIDGE HIGH SCHOOL HEALTH CONFERENCE ROOM
	Continue Special Education User Group Input - STARS and HORIZONS Rooms Grades 3-5
	Review Floor Plans re: SPED Classroom Entry Setup
	Review and Coordinate Building-wide Special Education Features
January 2, 2019	BUILDING COMMITTEE MEETING (WEDNESDAY)
	Review MEP Systems
January 8, 2019	WORKING GROUP MEETING (TUESDAY) - 3:00 PM NORTHBRIDGE HIGH SCHOOL HEALTH CONFERENCE ROOM
	Interior Design - Overall Color and Wayfinding Diagram, Interior Colors and Finishes - Classroom Wings A-B
	Landscape and Playground Design
January 9, 2019	SAFETY / SECURITY / HARDWARE MEETING (WEDNESDAY) - 9:00 AM NORTHBRIDGE ELEMENTARY SCHOOL ROOM #304
	Door Operation, Door Hardware, and Locking
	Crisis/Lockdown Procedures
	Building Transparency: Windows and Interior Borrowed Lites
	Technology as related to Safety and Security
January 15, 2019	WORKING GROUP MEETING (WEDNESDAY) - 4:30 PM NORTHBRIDGE HIGH SCHOOL HEALTH CONFERENCE ROOM
	Interior Design - Interior Colors and Finishes - Wing C
	Review of Wings A-B with comments incorporated
	Exterior Design Review - Façade panel materials and other colors selected
January 15, 2019	BUILDING COMMITTEE MEETING
	Review Updated Site and Floor Plans
	Review Interior Designs of Instructional Spaces
	Review Interior Materials

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

All meetings held at the  
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unless otherwise noted

**MEETINGS SCHEDULE AND AGENDAS**  
**October 18, 2018 - Updated December 28, 2018**

DATE	AGENDA
February 5, 2019	WORKING GROUP MEETING (WEDNESDAY) - 4:30 PM NORTHBRIDGE HIGH SCHOOL HEALTH CONFERENCE ROOM
	Interior Design - Interior Colors and Finishes - Review All
	Site Plan Review
	Exterior Design Review - Comments incorporated
February 5, 2019	BUILDING COMMITTEE MEETING
	Review Updated Site Plan and Floor Plans
	Review Updated Exterior Elevations
	Review LEED-S Scorecard, Energy Model and Daylighting Model
February 19, 2019	BUILDING COMMITTEE MEETING
	Review Updated Site and Floor Plans
	Review Updated Interior Instructional Spaces
	Review Interior Designs of Community Spaces
	Review Updated Interior Materials
	Review Preliminary Instructional FF&E
	Review Preliminary Instructional Technology
March 5, 2019	BUILDING COMMITTEE MEETING
	Review Final Site Plan, Floor Plan and Exterior Elevations
	Review Final MEP Systems
	Review Architectural Equipment
	Review Final LEED-S Scorecard
March 19, 2019	BUILDING COMMITTEE MEETING
	Review Preliminary Design Development Cost Estimate
	Value Engineering
April 2, 2019	BUILDING COMMITTEE MEETING
	Review Final Design Development Documents and Estimates
	Vote to Submit Design Development Package to MSBA
April 5, 2019	SUBMIT DESIGN DEVELOPMENT PACKAGE TO MSBA
	ADDITIONAL MEETINGS TO BE SCHEDULED

## Warrant No. 19

Project: New W. Edward Balmer Elementary School  
 Prepared by: Joel G. Seeley, AIA

Project No.: 17020  
 Date: 1/2/2019

School Building Committee for the W. Edward Balmer Elementary School hereby authorizes to draw against funds for the obligations incurred for value received in services and for materials shown below:

<u>Vendor</u>	<u>Invoice No.</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>ProPay Code</u>	<u>Balance After Invoice</u>
Dore & Whittier	00017	12/21/2018	\$ 388,921.80	0201-0400	\$ 1,166,765.40
<i>Refined Site Plan, Floor Plans and Elevations; Coordinated with engineers; Developed 2-D and 3-D Room Data Drawings; Attended Educational Working Group Meetings; Attended Conservation Commission Hearing; Attended Energy Charrette; Prepared presentation for SBC meeting; Attended SBC Meeting</i>					
SMMA	50061	12/27/2018	\$ 27,037.50	0102-0400	\$ 135,187.50
<i>Refined site permitting schedule; Coordinated with Commissioning Agent; Attended Conservation Commission Hearing; Scheduled and attended Energy Charrette and issued minutes; Reviewed payment requests; Attended SBC meeting and issued minutes; Submitted monthly MSBA report</i>					
Fontaine Bros.	PreConstruction 3	12/26/2018	\$ 16,154.00	0501-0000	\$ 177,692.00
<i>Provided input on site phasing and logistics; Priced exterior materials options; Attended Balmer School Security Meeting; Attended Energy Charrette; Attended SBC Meeting</i>					
<b>Total</b>			<b>\$ 432,113.30</b>		

\_\_\_\_\_  
 Joseph Strazzulla, Chair

\_\_\_\_\_  
 Melissa Walker

\_\_\_\_\_  
 Alicia Cannon

\_\_\_\_\_  
 Michael LeBrasseur

\_\_\_\_\_  
 Paul Bedigian

\_\_\_\_\_  
 Steven Gogolinski

\_\_\_\_\_  
 Jeffrey Tubbs

\_\_\_\_\_  
 Peter L'Hommedieu

\_\_\_\_\_  
 Jeff Lundquist

\_\_\_\_\_  
 Andrew Chagnon

\_\_\_\_\_  
 Spencer Pollock

Approved on \_\_\_\_\_



Dore & Whittier Architects, Inc.  
212 Battery Street  
Burlington, VT 05401

Northbridge Public Schools  
Town of Northbridge  
87 Linwood Avenue  
Whitinsville, MA 01588

Invoice number 00017  
Date 12/21/2018

Project 17-0759 Balmer Elementary School FS/SD  
- MSBA

For Date Range: December 1 to December 31, 2018

Description	Contract Amount	Percent Complete	Prior Billed	Current Billed	Remaining
<b>BASIC SERVICES</b>					
Feasibility Study	198,675.00	100.00	198,675.00	0.00	0.00
Schematic Design	226,325.00	100.00	226,325.00	0.00	0.00
Design Development	1,944,609.00	40.00	388,921.80	388,921.80	1,166,765.40
Construction Documents	2,657,249.00	0.00	0.00	0.00	2,657,249.00
Bidding	227,830.00	0.00	0.00	0.00	227,830.00
Construction Administration	2,252,218.00	0.00	0.00	0.00	2,252,218.00
Closeout	164,136.00	0.00	0.00	0.00	164,136.00
Subtotal	7,671,042.00	15.68	813,921.80	388,921.80	6,468,198.40
<b>ADDITIONAL SERVICES</b>					
ASR-1 - Geotechnical: Test Borings, Soils and Report	13,195.00	100.00	13,195.00	0.00	0.00
ASR-2 - Geo-Environmental: Phase 1	10,285.00	88.24	9,075.00	0.00	1,210.00
ASR-3 - Preliminary Traffic Study	9,900.00	100.00	9,900.00	0.00	0.00
ASR-4 - Site Survey and Wetland Delineation	14,850.00	100.00	14,850.00	0.00	0.00
ASR-5 - Hazardous Materials Assessment	6,820.00	100.00	6,820.00	0.00	0.00
ASR-6 - Hydrant Water Pressure/Volume Testing Services	1,410.00	100.00	1,410.00	0.00	0.00
ASR-7 - Traffic Phase 2	19,800.00	100.00	19,800.00	0.00	0.00
ASR-8 - Geotechnical Services	25,943.50	100.00	25,943.50	0.00	0.00
ASR-9 - Land Survey	39,600.00	100.00	39,600.00	0.00	0.00
ASR-10 - Land Survey Services	4,950.00	100.00	4,950.00	0.00	0.00
Subtotal	146,753.50	99.18	145,543.50	0.00	1,210.00
<b>REIMBURSABLE ITEMS</b>					
USPS Fees for Mailing	1,339.87	100.00	1,339.87	0.00	0.00
FS to SD Printing Cost Beyond Contract	2,798.13	100.00	2,798.13	0.00	0.00
Printing for Posters Announcing Town Meeting/voting Dates	364.40	100.00	364.40	0.00	0.00
Subtotal	4,502.40	100.00	4,502.40	0.00	0.00
Total	7,822,297.90	17.30	963,967.70	388,921.80	6,469,408.40

Invoice total 388,921.80

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
00016	11/30/2018	389,286.20	389,286.20				
00017	12/21/2018	388,921.80	388,921.80				
	Total	778,208.00	778,208.00	0.00	0.00	0.00	0.00



Attn Ms. Melissa Walker  
Business Manager Northbridge Public Schools  
87 Linwood Avenue  
Whitinsville, MA 01588

December 27, 2018  
Project No: 17020.00  
Invoice No: 0050061

Project 17020.00 Northbridge Balmer Elementary School OPM  
OPM Services for the W. Edward Balmer Elementary School, Whitinsville, MA 01588

**Professional Services from December 1, 2018 to December 28, 2018**

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Feasibility	60,000.00	100.00	60,000.00	60,000.00	0.00
Schematic Design	45,000.00	100.00	45,000.00	45,000.00	0.00
Design Development	180,250.00	25.00	45,062.50	18,025.00	27,037.50
Construction Documents	250,025.00	0.00	0.00	0.00	0.00
Bidding	95,050.00	0.00	0.00	0.00	0.00
Construction Administration	1,912,599.00	0.00	0.00	0.00	0.00
Closeout	120,080.00	0.00	0.00	0.00	0.00
Total Fee	2,663,004.00		150,062.50	123,025.00	27,037.50
Total Fee					27,037.50
Total this Invoice					\$27,037.50

**Outstanding Invoices**

Number	Date	Balance
0049924	12/4/2018	18,025.00
Total		18,025.00

**Billings to Date**

	Current	Prior	Total
Fee	27,037.50	123,025.00	150,062.50
Totals	27,037.50	123,025.00	150,062.50

Authorized

Joel Seeley 

# APPLICATION AND CERTIFICATION FOR PAYMENT

PAGE ONE OF 3 PAGES

TO OWNER: PROJECT: W Balmer Elementary  
Town of Northbridge Pre-Construction Services  
Phase

APPLICATION NO: 3  
DATE: 12/26/18  
Thru 12/31/18  
ARCHITECT'S  
PROJECT NO:

Distribution to:  
☐ OWNER  
☐ ARCHITECT  
☐ CONTRACTOR

FROM CONTRACTOR:  
Fontaine Bros., Inc.  
510 Cottage Street  
Springfield, Ma. 01104  
CONTRACT FOR: General Construction

CONTRACT DATE:

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM ..... \$ 250,000.00  
2. Net change by Change Orders ..... \$ 0.00  
3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$ 250,000.00  
4. TOTAL COMPLETED & STORED TO DATE ..... \$ 72,308.00  
(Column G on G703)

5. RETAINAGE:  
a. % of Completed Work \$ 0.00  
(Column D + E on G703)  
b. % of Stored Material \$  
(Column F on G703)  
Total Retainage (Lines 5a + 5b or

Total in Column I of G703) ..... \$ -  
6. TOTAL EARNED LESS RETAINAGE ..... \$ 72,308.00  
(Line 4 Less Line 5 Total)  
7. LESS PREVIOUS CERTIFICATES FOR  
PAYMENT (Line 6 from prior Certificate) ..... \$ 56,154.00  
8. CURRENT PAYMENT DUE ..... \$ 16,154.00  
9. BALANCE TO FINISH, INCLUDING RETAINAGE ..... \$ 177,692.00  
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	
Total approved this Month	\$0.00	
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

CONTRACTOR: Fontaine Bros., Inc.  
James M Maurer Project Manager

By:  Date: December 26, 2018

State of: Massachusetts County of: Hampden  
Subscribed and sworn to before me this 26th day of December 2018  
Notary Public: JANE MARIE HAJEC  
My Commission expires: 11-26-2021  
COMMONWEALTH OF MASSACHUSETTS  
My Commission Expires Nov. 26, 2021

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

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

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

## BALMER ELEMENTARY SCHOOL

## SUMMARY - COST BY DIVISION

PERIOD TO: 12/31/2018

From:

Fontaine Bros., Inc.

510 Cottage Street

Springfield, MA 01104

To:  
Town of NorthbridgeProject:  
Balmer Elementary School

2524

Application No:  
Application Date:  
Period To:3  
12/26/2018  
12/31/2018

A	B	C	D	E	F	G	H	I	
ITEM NO	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED PREVIOUS APPLICATIONS	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE
0501-0000	CM PRECONSTRUCTION SERVICES	250,000.00	56,154.00	16,154.00	0.00	72,308.00	29%	177,692.00	0.00
0502-0010	GMP FEE	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-0020	GMP INSURANCE	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-0030	GMP CONSTRUCTION CONTINGENCY	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-0100	DIV 1 GEN REQUIREMENTS	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-0200	DIV 2 EXISTING CONDITIONS	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-0300	DIV 3 CONCRETE	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-0400	DIV 4 MASONRY	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-0500	DIV 5 METALS	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-0600	DIV 6 WOOD & PLASTICS	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-0700	DIV 7 THERMAL & MOISTURE PROTECTION	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-0800	DIV 8 OPENINGS	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-0900	DIV 9 FINISHES	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-1000	DIV 10 SPECIALTIES	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-1100	DIV 11 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-1200	DIV 12 FURNISHINGS	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-1400	DIV 14 CONVEYING SYSTEMS	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-2100	DIV 21 FIRE SUPPRESSION	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-2200	DIV 22 PLUMBING	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-2300	DIV 23 HVAC	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-2500	DIV 25 INTEGRATED AUTOMATION	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-2600	DIV 26 ELECTRICAL	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-2700	DIV 27 COMMUNICATIONS	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-2800	DIV 28 ELECTRONIC SAFETY & SECURITY	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-3100	DIV 31 EARTHWORK	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-3200	DIV 32 EXTERIOR IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0502-3300	DIV 33 UTILITIES	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0506-0000	ALTERNATES	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0508-0000	EARLY PACKAGE CCDs	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
0508-0000	CHANGE ORDERS	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00
	GRAND TOTAL	250,000.00	56,154.00	16,154.00	0.00	72,308.00	29%	177,692.00	0.00

## Memorandum

To:	W. Edward Balmer Elementary School Building Committee	Date:	1/2/2019
From:	Joel G. Seeley	Project No.:	17020
Project:	W. Edward Balmer Elementary School		
Re:	Designer Amendment No. 12: Soil Investigation Services		
Distribution:	School Building Committee (MF)		

---

### **DESIGNER AMENDMENT NO. 12: SOIL INVESTIGATION SERVICES**

**FEE:** \$4,290.00

**REASON:** Provide Soil Investigation Services at the W. Edward Balmer Elementary School site to include investigation of surficial soil conditions for possible naturally-occurring arsenic in soils.

**BUDGET AVAILABILITY:** This Amendment would be funded out of the Geotechnical and GeoEnvironmental Budget, ProPay Code 0204-0300 which has the current balance of \$85,000.00.

# **ATTACHMENT F**

## **CONTRACT FOR DESIGNER SERVICES**

### **AMENDMENT NO. 12**

**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 January 2, 2019, 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	\$ 141,803.50	\$ 0.00	\$ 341,803.50
Schematic Design Phase	\$225,000.00	\$ 4,950.00	\$ 0.00	\$ 229,950.00
Design Development Phase	\$ 0.00	\$1,944,609.00	\$ 4,290.00	\$ 1,948,899.00
Construction Document Phase	\$ 0.00	\$2,657,249.00	\$ 0.00	\$ 2,657,249.00
Bidding Phase	\$ 0.00	\$ 227,830.00	\$ 0.00	\$ 227,830.00
Construction Phase	\$ 0.00	\$2,252,218.00	\$ 0.00	\$ 2,252,218.00
Completion Phase	\$ 0.00	\$ 164,136.00	\$ 0.00	\$ 164,136.00
<b>Total Fee</b>	<b>\$425,000.00</b>	<b>\$7,392,795.50</b>	<b>\$ 4,290.00</b>	<b>\$7,822,085.00</b>

This Amendment is a result of: Provide Additional Soil Investigation Services.

MSBA ProPay 0204-0300

3. The Construction Budget shall be as follows:

Original Budget:	\$ <u>79,492,662.00</u>
Amended Budget	\$ <u>79,492,662.00</u>

4. The Project Schedule shall be as follows:

Original Schedule:	<u>December 20, 2021</u>
Amended Schedule	<u>December 20, 2021</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

Alicia Cannon  
(print name)  
Board of Selectmen, Town of Northbridge  
(print title)  
By \_\_\_\_\_  
(signature)  
Date January 2, 2019

DESIGNER

Lee P. Dore  
(print name)  
Principal / Vice President, Dore & Whittier Architects  
(print title)  
By \_\_\_\_\_  
(signature)  
Date January 2, 2019

December 20, 2018



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

**Project: Balmer Elementary School - #17-0759**

**Subject: ASR #12**

Dear Joel,

As we have been directed by you to proceed with investigation of surficial soil conditions at the Balmer site to survey for possible naturally-occurring arsenic in soils, we present this additional service request to perform that work.

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

Soil Sampling & Testing Services/ Report	FS Engineers, Inc.	\$3,900.00
<ul style="list-style-type: none"><li>• Soil sampling using powered hand auger, (5) samples, MA-certified laboratory analysis for RCRA metals, and letter report, as shown in attached proposal.</li></ul>		

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 \$390.00

**TOTAL, ASR #12 \$4,290.00**

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 circular stamp.

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

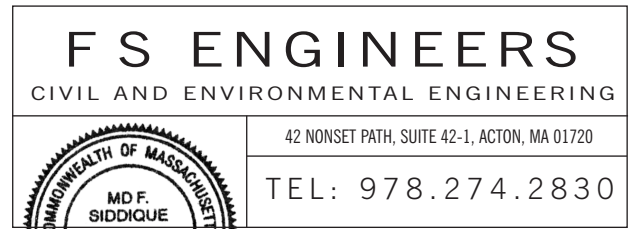
cc. DWA Dist.  
file.

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)



December 7, 2018

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

Re: Professional Services Relative to Surficial Soil Sampling for Arsenic 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 site. FSE is familiar with the Site and its conditions based upon soil characterization studies performed in October 2017. The purpose of this proposal is to characterize surface soils at the school grounds for arsenic content.

FSE is prepared to commit the necessary resources to timely complete the project. The project team will be led by Mr. Farooq Siddique, PE, LSP, as Principal-In-Charge. Mr. Siddique has more than 25 years of professional experience in environmental and civil engineering. He is a registered Professional Engineer and Licensed Site Professional in Massachusetts.

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 Soil Sample Collection**

Using a hand auger or similar device FSE will collect up to five surface and near surface soil samples from the grounds at the Balmer Elementary School. The soil samples will be analyzed for RCRA 8 metals at a Massachusetts certified analytical laboratory.

## **1.2 Prepare Letter Report**

Prepare a letter report that describes the sampling procedures, presents the tabulated laboratory soil sample analysis results, and contains the laboratory reports and a site plan.

## **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 Three Thousand Nine Hundred Dollars (\$3,900)**. The amount will not be exceeded without prior written authorization from the client.

## **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 this Agreement. Retain a copy for your files and return a signed copy 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.

AGREED AND ACCEPTED BY CLIENT:

[ORIGINAL DIGITALLY SIGNED]

Farooq Siddique, PE, LSP  
Principal

Name\_\_\_\_\_

Title\_\_\_\_\_

Date\_\_\_\_\_