

PROJECT MINUTES

Project:	New W. Edward Balmer Elementary School	Project No.:	17020
Prepared by:	Joel Seeley	Meeting Date:	7/2/19
Re:	School Building Committee Meeting	Meeting No:	47
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
	Amy McKinstry	Interim Superintendent of Schools	Non-Voting Member
✓	Richard Maglione	Director of Facilities	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	
	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	

Item #	Action	Discussion
47.1	Record	Call to Order, 6:35 PM, meeting opened.
47.2	Record	J. Strazzulla announced the meeting will be video and audio recorded with live broadcast and future re-broadcast.
47.3	Record	Public Comment - None
47.4	Record	A motion was made by S. Gogolinski and seconded by A. Cannon to approve the 6/18/19 School Building Committee meeting minutes. No Discussion, motion passed unanimous by those attending.
47.5	Record	J. Seeley distributed and reviewed the Budget Tracking Form thru 6/30/19, attached, for the Total Project Budget.
47.6	Record	<p>J. Seeley distributed and reviewed Designer Amendment No. 19, dated 7/2/19 for Soil Characterization Services, in the amount of \$18,810.00 to be charged against ProPay Budget 0203-9900, which has a balance of \$85,206.87, attached.</p> <p>A motion was made by M. LeBrasseur and seconded by A. Cannon to approve Designer Amendment No. 19, dated 7/2/19 and recommend signature by A. Cannon. No discussion, motion passed unanimous.</p>
47.7	Record	<p>J. Seeley distributed and reviewed Designer Amendment No. 20, dated 7/2/19 for Excavation Services to support Horticultural Soils Testing, in the amount of \$2,000.00 to be charged against ProPay Budget 0203-9900, which has a balance of \$66,396.87, attached.</p> <p>A motion was made by A. Chagnon and seconded by J. Tubbs to approve Designer Amendment No. 20, dated 7/2/19 and recommend signature by A. Cannon. No discussion, motion passed unanimous.</p>
47.8	Record	J. Seeley distributed and reviewed the 90% Construction Documents Project Schedule, attached.
47.9	J. Seeley	<p>J. Seeley distributed and reviewed the 90% Construction Documents Meetings and Agenda Schedule, attached.</p> <p>J. Seeley to change the August 27, 2019 meeting date to August 26, 2019 and send an updated calendar invite.</p>
47.10	Committee	J. Seeley distributed and reviewed the draft 100% Construction Documents Meetings and Agenda Schedule, attached, for Committee review.
47.11	T. Hengelsberg M. LeBrasseur	<p>T. Hengelsberg distributed and reviewed the Listing of Recommended Proprietary Specifications, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> J. Tubbs indicated McKeon also manufactures accordion fire doors. <i>T. Hengelsberg will review and add to the proprietary list.</i> A. Cannon asked if the Technology and Security system Proprietary items are forward looking systems and not simply what the District is using today? <i>T. Hengelsberg indicated the Director of Educational Technology has researched the items and is in the process of implementing them District-Wide.</i>

Item #	Action	Discussion
		<p>A motion was made by J. Tubbs and seconded by P. Bedigian to approve the list of Proprietary Specifications, with the addition of McKeon, and recommend approval by the School Committee. No discussion, motion passed unanimous.</p> <p>T. Hengelsberg to provide M. LeBrasseur the updated information packet for the School Committee.</p>
47.12	L. Dore	L. Dore to review fence or netting options for the left field line of the baseball field parallel to Crescent Street.
47.13	Record	T. Hengelsberg presented and reviewed the boiler room has appropriate working clearances for the boiler room equipment, attached.
47.14	J. Seeley	J. Seeley to follow-up with DPW in mid-July on the final flow meter results measuring the existing infiltration and inflow (I/I) from the existing Balmer School on-site sanitary sewer distribution system.
47.15	Record	T. Hengelsberg presented and reviewed the lock-down function and egress function of the classroom locksets, attached.
47.16	J. Kent	J. Kent to develop the NFPA 241 plan.
47.17	Record	T. Hengelsberg distributed and reviewed the 5/22/19 Educational Working Group Meeting Minutes and the 6/18/19 Regulatory Meeting Minutes, attached.
47.18	T. Hengelsberg	<p>T. Hengelsberg presented and reviewed the costs and potential rebates for the Electric Charging Stations, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> J. Healy asked if the location of the spaces can be changed? <i>T. Hengelsberg indicated yes, but the planned location has the shortest electrical cable runs and is out of the path of snow plow stockpiling.</i> A. Cannon asked who will be responsible to maintain the units? <i>T. Hengelsberg indicated the Town, but that would need to be confirmed.</i> J. Strazzulla indicated the cost to maintain against the potential revenue needs to be understood. P. Bedigian asked if there can be a limitation on public use, and still get the public use rebate percentage? <i>T. Hengelsberg will verify with NGrid.</i> <p>T. Hengelsberg to research maintenance cost, potential revenue, public-use limitations, application or credit card based, and charging rates for next Committee meeting.</p>
47.19	Record	<p>A. Chagnon distributed and reviewed the List of recommended Elevator and Waterproofing, Dampproofing and Caulking Prequalified Trade Contractors for the Early Foundation and Steel Package by the Trade Contractor Prequalification Sub-Committee, attached.</p> <p>A motion was made by J. Tubbs and seconded by A. Cannon to approve the list of Pre-Qualified Trade Contractors for the Early Foundation and Steel Package. No discussion, motion passed unanimous.</p>

Item #	Action	Discussion
47.20	Record	J. Seeley distributed and reviewed the Trade Contractor Prequalification Timeline for the GMP Package, attached.
47.21	Record	<p>J. Seeley reviewed the role of a Construction Working Group.</p> <p>A motion was made by A. Chagnon and seconded by M. LeBrasseur to appoint J. Lundquist, K. Ross, R. Maglione, A. Cannon and S. Gogolinski to the Construction Working Group with authority to approve expenditures for construction change orders up to \$50,000 if needed to maintain the project schedule, in between the monthly SBC meetings. No discussion, motion passed unanimous.</p>
47.22	D. Fontaine	<p>D. Fontaine provided a Construction Update. The temporary construction fencing is underway and tree clearing will commence on 7/8/19. The neighbors that constructed personal property on the Town's land have not yet moved such onto their property. D. Fontaine distributed and reviewed the Status of the Pre-Construction Surveys, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. A. Chagnon asked if the orange snow fence along the Mason Road properties is the final construction fence? <i>D. Fontaine indicated no, once the tree clearing operation commences, the snow fence will be replaced with the final construction fence.</i> 2. D. Fontaine asked if the 2 residences that did not respond to 3 attempts for the survey, including certified letter, be given one more opportunity to participate in the survey. <i>After discussion, the Committee agrees to offer the 2 residences one more opportunity. D. Fontaine to follow-up.</i>
47.23	Record	<p>Site Permitting - J. Seeley provided an overview of the site permitting as follows:</p> <p>Conservation Commission</p> <ol style="list-style-type: none"> 1. The Conservation Commission Order of Conditions has been issued and recorded, attached.
47.24	Record	Committee Questions - none
47.25	J. Seeley	<p>Old or New Business</p> <ol style="list-style-type: none"> 1. J. Seeley distributed and reviewed the SBC Response to Abutters Claims, dated 6/21/19, the U-10 Playfield Construction Cost Study, dated 6/23/19, Memorandum from Northbridge Youth Lacrosse Board of Directors, dated 7/1/19, and Memorandum from Northbridge Youth Soccer, all attached. 2. J. Strazzulla provided an overview of the Neighborhood Meeting, held on 7/2/19. S. Gogolinski, A. Chagnon, M. LeBrasseur, J. Strazzulla, D&W, FBI, SMMA attended to answer questions submitted by the resident at 192 Mason Road. All the questions were not discussed, J. Seeley to coordinate a written response by the SBC. 3. J. Tubbs indicated he believes the SBC should stay with the site plan as developed and approved by the voters. 4. A. Chagnon indicated the SBC has led an open and transparent process throughout, held 46 public meetings, hosted 10 Community Forums, performed

Item #	Action	Discussion
		<p>2 web-based community wide surveys, met on multiple occasions with the Selectmen, Finance Committee, and School Committee at their open public meetings and hosted 2 meetings and site walks with the neighborhood and he believes the SBC should stay with the site plan as developed and approved by the voters.</p> <p>5. M. LeBrasseur indicated the Town voted with overwhelming support for the project as designed and the SBC should stay with the site plan as developed and approved by the voters.</p> <p>6. A. Cannon indicated this is a Town Project, approved by the voters of the Town and the SBC should stay with the site plan as developed and approved by the voters.</p>
47.26	Record	Next SBC Meeting: 7/16/19 at 6:30 pm at the High School Media Center. The anticipated agenda items are to review design refinements and MSBA comments on the 60% Construction Documents Submission.
47.27	Record	A Motion was made by M. LeBrasseur and seconded by P. Bedigian to adjourn the meeting. No discussion, motion passed unanimous.

Attachments: Agenda, Budget Tracking Form, Designer Amendment No. 19, Designer Amendment No. 20, 90% Construction Documents Project Schedule, 90% Construction Documents Meetings and Agenda Schedule, draft 100% Construction Documents Meetings and Agenda Schedule, Listing of Recommended Proprietary Specifications, 5/22/19 Educational Working Group Meeting Minutes, 6/18/19 Regulatory Meeting Minutes, List of recommended Elevator and Waterproofing, Dampproofing and Caulking Prequalified Trade Contractors for the Early Foundation and Steel Package, Trade Contractor Prequalification Timeline for the GMP Package, Status of the Pre-Construction Surveys, Conservation Commission Order of Conditions, SBC Response to Abutters Claims, dated 6/21/19, the U-10 Playfield Construction Cost Study, dated 6/23/19, Memorandum from Northbridge Youth Lacrosse Board of Directors, dated 7/1/19, Memorandum form Northbridge Youth Soccer, Powerpoint

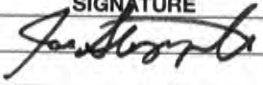
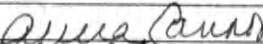
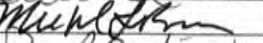
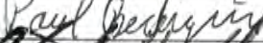








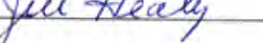

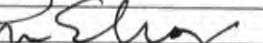
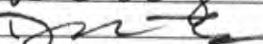






The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

PROJECT MEETING SIGN-IN SHEET

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

Project No.: 17020
 Meeting Date: 7/1/2019
 Meeting No: 47
 Time: 6:30pm

Distribution: Attendees, (MF)

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	j_lundquist@charter.net	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@northbridgemass.org	Town Manager
	Amy McKinstry	amckinstry@nps.org	Interim Superintendent
	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, Jr.	djf@fontainebro.com	Fontaine Bros., Inc.
	David Barksdale	dbarksdale@fontainebro.com	Fontaine Bros., Inc.
	Jim Mauer	jmauer@fontainebro.com	Fontaine Bros., Inc.
	Joel Kent	jkent@fontainebro.com	Fontaine Bros., Inc.
	Joel Seeley	jseeley@smma.com	SMMA

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: 7/2/2019
Meeting Time: 6:30 PM
Meeting No. 47




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1. Call to Order
 2. Public Comments
 3. Approval of Minutes
 4. Approval of Invoices and Commitments
 5. Review 90% Construction Documents Phase Schedule
 6. Review Design Refinements
 7. Vote to Approve Prequalified Trade Contractors
 8. Vote to Approve Proprietary Specifications
 9. Construction Working Group
 10. New or Old Business
 11. Committee Questions
 12. Next Meeting: July 16, 2019
 13. Adjourn

Symmes Maini & McKee Associates, Inc. (SMMA) Northbridge School District Northbridge W. Edward Balmer Elementary School BUDGET SUMMARY										
BUDGET TRACKING FORM as of: 6/30/2019			Original PS&B Budget 6/20/2018	Budget Revisions	Current Budget	Contract Amount	Expended	(B - C) Remaining Contract Amount	Additional Projected Amount	(A - B - E) Budget Balance
	Propay code #	Name			A	B	C	D	E	
		<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&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	51,759.59	51,759.59	-	-	43,240.41
Feasibility Study Agreement Subtotal			\$ 775,000.00	\$ -	\$ 775,000.00	\$ 728,513.09	\$ 727,303.09	\$ 1,210.00	\$ -	\$ 46,486.91
		<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	<u>> Design Development</u>	180,250.00		180,250.00	180,250.00	180,250.00	-	-	-
8	0102-0500	<u>> Construction Contract Documents</u>	250,025.00		250,025.00	250,025.00	75,007.50	175,017.50	-	-
9	0102-0600	<u>> Bidding</u>	95,050.00		95,050.00	95,050.00	-	95,050.00	-	-
10	0102-0700	<u>> Construction Contract Administration</u>	1,912,599.00		1,912,599.00	1,912,599.00	-	1,912,599.00	-	-
11	0102-0800	<u>> Closeout</u>	120,080.00		120,080.00	120,080.00	-	120,080.00	-	-
12	0102-0900	<u>> Extra Services</u>	100,000.00		100,000.00	-	-	-	-	100,000.00
13	0102-1000	<u>> Reimbursable & Other Services</u>	40,000.00		40,000.00	-	-	-	-	40,000.00
14	0102-1100	<u>> Cost Estimates</u>	-		-	-	-	-	-	-
15	0103-0000	<u>Advertising</u>	20,000.00		20,000.00	291.14	242,049.14	(241,758.00)	-	19,708.86
16	0104-0000	<u>Permitting</u>	50,000.00		50,000.00	6,474.10	6,474.10	-	-	43,525.90
17	0105-0000	<u>Owner's Insurance</u>	80,000.00		80,000.00	-	-	-	-	80,000.00
18	0199-0000	<u>Other Administrative Costs</u>	60,000.00		60,000.00	300.00	300.00	-	-	59,700.00
Administration Subtotal			\$ 2,988,004.00	\$ -	\$ 2,988,004.00	\$ 2,565,069.24	\$ 504,080.74	\$ 2,060,988.50	\$ -	\$ 422,934.76
		<u>Architecture and Engineering</u>								
		<u>Basic Services</u>								
21	0201-0400	<u>> Design Development</u>	1,944,609.00		1,944,609.00	1,944,609.00	1,944,609.00	-	-	-
22	0201-0500	<u>> Construction Contract Documents</u>	2,657,249.00		2,657,249.00	2,657,249.00	885,395.36	1,771,853.64	-	-
23	0201-0600	<u>> Bidding</u>	227,830.00		227,830.00	227,830.00	-	227,830.00	-	-
24	0201-0700	<u>> Construction Contract Administration</u>	2,252,218.00		2,252,218.00	2,252,218.00	-	2,252,218.00	-	-
25	0201-0800	<u>> Closeout</u>	164,136.00		164,136.00	164,136.00	-	164,136.00	-	-
26	0201-9900	<u>> Other Basic Services</u>	-		-	-	-	-	-	-
27		BASIC SERVICES SUBTOTAL	\$ 7,246,042.00	\$ -	\$ 7,246,042.00	\$ 7,246,042.00	\$ 2,830,004.36	\$ 4,416,037.64	\$ -	\$ -
		<u>Reimbursable Services</u>								
28	0203-0100	<u>> Construction Testing</u>	30,000.00		30,000.00	-	-	-	-	30,000.00
29	0203-0200	<u>> Printing (over minimum)</u>	20,000.00		20,000.00	-	-	-	-	20,000.00
30	0203-9900	<u>> Other Reimbursable Costs</u>	100,000.00		100,000.00	14,793.13	5,036.13	9,757.00	-	85,206.87
31	0204-0200	<u>> Hazardous Materials</u>	100,000.00		100,000.00	23,100.00	-	23,100.00	-	76,900.00
32	0204-0300	<u>> Geotech & Geo-Env.</u>	85,000.00		85,000.00	83,435.00	4,290.00	79,145.00	-	1,565.00
33	0204-0400	<u>> Site Survey</u>	40,000.00		40,000.00	-	-	-	-	40,000.00
34	0204-0500	<u>> Wetlands</u>	40,000.00		40,000.00	-	-	-	-	40,000.00
35	0204-1200	<u>> Traffic Studies</u>	35,000.00		35,000.00	-	-	-	-	35,000.00
Architectural and Engineering Subtotal			\$ 7,696,042.00	\$ -	\$ 7,696,042.00	\$ 7,367,370.13	\$ 2,839,330.49	\$ 4,528,039.64	\$ -	\$ 328,671.87

Symmes Maini & McKee Associates, Inc. (SMMA) Northbridge School District Northbridge W. Edward Balmer Elementary School BUDGET SUMMARY			Original PS&B Budget 6/20/2018	Budget Revisions	Current Budget	Contract Amount	Expended	(B - C) Remaining Contract Amount	Additional Projected Amount	(A - B - E) Budget Balance
BUDGET TRACKING FORM as of: 6/30/2019										
CM @ Risk Preconstruction Services										
36	0501-0000	Pre-Construction Services	\$ 250,000.00		\$ 250,000.00	\$ 210,000.00	\$ 129,232.00	\$ 80,768.00	\$ -	\$ 40,000.00
	0502-0001	Construction Budget	\$ 79,492,662.00		\$ 79,492,662.00	\$ -	\$ -	\$ -	\$ -	\$ 79,492,662.00
89	CSI Code	CSI Description								
89	0502-0100	Division 1 - General Requirements			-	-	-	-	-	-
89	0502-0200	Division 2 - Existing Conditions			-	-	-	-	-	-
89	0502-0300	Division 3 - Concrete			-	-	-	-	-	-
89	0502-0400	Division 4 - Masonry			-	-	-	-	-	-
89	0502-0500	Division 5 - Metals			-	-	-	-	-	-
89	0502-0600	Division 6 - Wood, Plastics and Composites			-	-	-	-	-	-
89	0502-0700	Division 7 - Thermal & Moisture Protection			-	-	-	-	-	-
89	0502-0800	Division 8 - Openings			-	-	-	-	-	-
89	0502-0900	Division 9 - Finishes			-	-	-	-	-	-
89	0502-1000	Division 10 - Specialties			-	-	-	-	-	-
89	0502-1100	Division 11 - Equipment			-	-	-	-	-	-
89	0502-1200	Division 12 - Furnishings			-	-	-	-	-	-
89	0502-1400	Division 14 - Conveying Systems			-	-	-	-	-	-
89	0502-2100	Division 21 - Fire Suppression			-	-	-	-	-	-
89	0502-2200	Division 22 - Plumbing			-	-	-	-	-	-
89	0502-2300	Division 23 - HVAC			-	-	-	-	-	-
89	0502-2600	Division 26 - Electrical			-	-	-	-	-	-
89	0502-3100	Division 31 - Earthwork			-	-	-	-	-	-
89	0502-3200	Division 32 - Exterior Improvements			-	-	-	-	-	-
89	0502-3300	Division 33 - Utilities			-	-	-	-	-	-
89	0502-9900	Retainage			-	-	-	-	-	-
89	0508-0000	Change Orders		\$ -	-	-	-	-	-	-
89	Construction Budget Subtotal		\$ 79,492,662.00	\$ -	\$ 79,492,662.00	\$ -	\$ -	\$ -	\$ -	\$ 79,492,662.00
		Alternates								
90	0506-0000	Ineligible Work (Maint Bldg, Press Box, Concession and Restrooms)	-		-	-	-	-	-	-
90	0506-0000	Retainage for Alternates/Ineligible Work			-	-	-	-		
	Alternates Subtotal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	0600-0000	Miscellaneous Project Costs								
94	0601-0000	Utility Company Fees	200,000.00		200,000.00	7,250.00	-	7,250.00	-	192,750.00
95	0602-0000	Testing Services	300,000.00		300,000.00	-	-	-	-	300,000.00
96	0603-0000	Swing Space / Modulares	-		-	-	-	-	-	-
97	0699-0000	Other Project Costs (Mailing & Moving)	200,000.00		200,000.00	-	-	-	-	200,000.00
	0600-0000	Miscellaneous Project Costs Subtotal	\$ 700,000.00	\$ -	\$ 700,000.00	\$ 7,250.00	\$ -	\$ 7,250.00	\$ -	\$ 692,750.00
	0700-0000	Furnishings and Equipment								
99	0701-0000	Furnishings	1,648,000.00		1,648,000.00	-	-	-	-	1,648,000.00
	0702-0000	Equipment								
101	0703-0000	Computer Equipment	1,854,000.00		1,854,000.00	-	-	-	-	1,854,000.00
	Furnishings and Equipment Subtotal		\$ 3,502,000.00	\$ -	\$ 3,502,000.00	\$ -	\$ -	\$ -	\$ -	\$ 3,502,000.00
103	0507-0000	Owner's Construction Contingency	3,974,633.00	-	3,974,633.00	-	-	-	-	3,974,633.00
104	0801-0000	Owners' (soft cost) Contingency	1,589,853.00		1,589,853.00	-	-	-	-	1,589,853.00
	Contingency Subtotal		\$ 5,564,486.00	\$ -	\$ 5,564,486.00	\$ -	\$ -	\$ -	\$ -	\$ 5,564,486.00
	Total Project Budget		\$ 100,968,194.00	\$ -	\$ 100,968,194.00	\$ 10,878,202.46	\$ 4,199,946.32	\$ 6,678,256.14	\$ -	\$ 90,089,991.54

November 26, 2018 Updated: July 2, 2019		New W. Edward Balmer Elementary School Project Schedule			PROJECT MANAGEMENT		SMMA				
ID	Task Name	Duration	Start	Finish	2014		2019				
1	MSBA PREREQUISITES	431 days	3/9/2015	11/9/2016							
4	RETAIN OPM	45 days	1/30/2017	4/3/2017							
10	RETAIN DESIGNER	80 days	3/8/2017	6/27/2017							
20	FEASIBILITY STUDY (FS)	161 days	6/27/2017	2/14/2018							
35	SCHEMATIC DESIGN (SD)	86 days	2/14/2018	6/13/2018							
42	PROJECT SCOPE AND BUDGET	139 days	5/23/2018	12/6/2018							
50	DESIGN DEVELOPMENT	119 days	11/8/2018	4/26/2019							
59	SITE PERMITTING	170 days	11/7/2018	7/8/2019							
89	BUILDING PERMITTING	102 days	6/18/2019	11/8/2019							
90	Site Enabling and Preparation Package Permit	22 days	6/18/2019	7/18/2019							
91	Foundation Permit	22 days	9/6/2019	10/7/2019							
92	Structure Permit	22 days	9/6/2019	10/7/2019							
93	Building Permit	23 days	10/9/2019	11/8/2019							
94	CONSTRUCTION DOCUMENTS	160 days	3/8/2019	10/21/2019							
95	Incorporate MSBA DD Comments	11 days	4/29/2019	5/13/2019							
96	Develop 60% Contract Documents to Estimator	30 days	4/8/2019	5/17/2019							
97	Early Site Enabling, and Preparation Package No. 1	51 days	3/8/2019	5/17/2019							
98	OPM and Cx Review	13 days	5/17/2019	6/4/2019							
99	60% Construction Documents Cost Estimate	13 days	5/17/2019	6/4/2019							
100	60% Construction Documents Submission to MSBA	0 days	6/18/2019	6/18/2019					6/18/2019	60% Constr	
101	MSBA Review of 60% CD Submission	16 days	6/19/2019	7/11/2019							
102	Incorporate MSBA 60% CD Comments	11 days	7/10/2019	7/24/2019							
103	Develop 90% Contract Documents to Estimator	30 days	6/18/2019	7/30/2019							
104	Early Foundation and Structural Package No. 2	30 days	6/18/2019	7/30/2019							
105	Structural Peer Review of Early Foundation and Structural Package	16 days	7/30/2019	8/20/2019							
106	90% Construction Documents Cost Estimate	16 days	7/30/2019	8/20/2019							
107	90% Construction Documents Submission to MSBA	0 days	9/4/2019	9/4/2019					9/4/2019	90% Constr	
108	MSBA Review of 90% CD Submission	16 days	9/4/2019	9/25/2019							
109	Incorporate MSBA 90% CD Comments	11 days	9/25/2019	10/9/2019							
110	Construction Documents Complete Package No. 3	0 days	10/9/2019	10/9/2019					10/9/2019	Constructi	
111	LEED-S Design Submission	9 days	10/9/2019	10/21/2019							
112	PROCUREMENT	514 days	12/6/2017	12/9/2019							
113	CM Selection	73 days	12/6/2017	3/21/2018							
120	Prequalification - Package No. 2 Trade Contractors	53 days	4/22/2019	7/3/2019							
128	Prequalification - Package No. 3 Trade Contractors	66 days	6/24/2019	9/25/2019							
129	Develop Draft RFQs	21 days	6/24/2019	7/23/2019							
130	Submit Advertisement to Central Register and Local Newspaper	0 days	7/23/2019	7/23/2019					7/23/2019	Submit Adv	
131	Notice in Central Register	0 days	7/31/2019	7/31/2019					7/31/2019	Notice in C	
132	Submit SOQs	0 days	8/21/2019	8/21/2019					8/21/2019	Submit SO	
133	Review SOQs	24 days	8/21/2019	9/24/2019							
134	Recommend Prequalified Trade Contractors to SBC	0 days	9/24/2019	9/24/2019					9/24/2019	Recommen	
135	Issue Notification Letters to Prequalified Trade Contractors	0 days	9/25/2019	9/25/2019					9/25/2019	Issue Notif	
136	Construction Documents Package No. 3	49 days	10/1/2019	12/9/2019							
137	Submit Advertisement to Central Register and Newspaper	0 days	10/1/2019	10/1/2019					10/1/2019	Submit Adv	
138	Notice in Central Register	0 days	10/9/2019	10/9/2019					10/9/2019	Notice in C	
139	Bid Package Issued	0 days	10/9/2019	10/9/2019						10/9/2019	
140	Pre-Bid Meeting	0 days	10/16/2019	10/16/2019					10/16/2019	Pre-Bid Me	
141	Trade Contractor Bids Due	0 days	11/6/2019	11/6/2019					11/6/2019	Trade Con	
142	CM Develop GMP	21 days	11/8/2019	12/9/2019							
143	GMP Approval	0 days	12/9/2019	12/9/2019					12/9/2019	GMP Appr	
144	EARLY PACKAGES PROCUREMENT	72 days	5/17/2019	8/28/2019							
145	Early Site Package No. 1	18 days	5/17/2019	6/12/2019							
149	Early Foundation and Structural Package No. 2	21 days	7/30/2019	8/28/2019					8/28/2019	Early Found	
150	CM Bid Early Foundation and Structure Package	16 days	7/30/2019	8/20/2019							
151	Develop Early Foundation and Structure Package GMP	6 days	8/20/2019	8/27/2019							
152	Award Early Foundation and Structure Package GMP	0 days	8/28/2019	8/28/2019					8/28/2019	Award Earl	
153	CONSTRUCTION	736 days	6/11/2019	4/21/2022							
154	Notice to Proceed	0 days	6/11/2019	6/11/2019					6/11/2019	Notice to Pr	
155	Site Mobilization	0 days	6/18/2019	6/18/2019					6/18/2019	Site Mobiliz	
156	Substantial Completion - Phase 1 "Enabling Work"	43 days	6/18/2019	8/16/2019							
157	50% DCAMM Evaluation	0 days	8/15/2020	8/15/2020					8/15/2020	50% DC	
158	Punch List Start	0 days	4/15/2021	4/15/2021					4/15/2021	Punch	
159	Punch List Complete	0 days	6/15/2021	6/15/2021					6/15/2021	Punch	
160	Substantial Completion - Phase 2 "Building Construction"	0 days	6/15/2021	6/15/2021					6/15/2021	Subst	
161	Final Completion, Closeout and Commissioning	34 days	6/15/2021	7/30/2021							
162	FFE/Technology Installation	34 days	6/15/2021	7/30/2021							
163	Teacher/Staff Move-In	21 days	8/2/2021	8/30/2021							
164	Occupancy	0 days	8/30/2021	8/30/2021					8/30/2021	Occu	
165	Demolish Existing School	66 days	7/3/2021	10/4/2021							
166	Parking Lot and Playfield Construction	55 days	10/4/2021	12/20/2021							
167	CM Request for Final Payment	0 days	12/20/2021	12/20/2021					12/20/2021	CM	
168	Substantial Completion - Phase 3 "Demolition and Site Work"	0 days	12/20/2021	12/20/2021					12/20/2021	Sub	
169	Closeout	46 days	12/20/2021	2/21/2022							
170	Final Completion	46 days	12/20/2021	2/21/2022							
171	100% DCAMM Evaluation	0 days	2/21/2022	2/21/2022					2/21/2022	100	
172	LEED-S Construction Submission	46 days	12/20/2021	2/21/2022							
173	MSBA Final Payment Reimbursement Request	0 days	3/1/2022	3/1/2022					3/1/2022	MS	
174	Commissioning Agent 10-month Inspection	0 days	4/15/2022	4/15/2022					4/15/2022	Co	
175	Commissioning Agent Final Report Submission to MSBA	0 days	4/15/2022	4/15/2022					4/15/2022	Co	
176	Commissioning Agent Submission of Certification	0 days	4/15/2022	4/15/2022					4/15/2022	Co	
177	USGBC Issuance of Certification	0 days	4/21/2022	4/21/2022					4/21/2022	US	

School Building Committee Meeting
Northbridge High School Media Center
Doodle Survey Results regarding August 26, August 27 or August 28, 2019

	Aug 26 MON 6:30 PM 8:30 PM	Aug 27 TUE 6:30 PM 8:30 PM	Aug 28 WED 6:30 PM 8:30 PM
16 participants	✓ 15	✓ 12	✓ 14
 Sarah Traniello, Sy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Joel Seeley	✓	✓	
 Steve Gogolinski	✓		
 Richard Maglione	✓	✓	✓
 Adam Gaudette	✓	✓	✓
 Tom Hengelsberg	✓	✓	(✓)
 Paul Bedigian	✓	✓	✓
 Amy McKinsty	✓		✓
 Spencer Pollock	✓	✓	✓
 Andrew Chagnon	✓	✓	✓
 Melissa Walker	✓		✓
 Greg Rosenthal	✓	✓	✓
 Karlene Ross	✓	✓	✓
 Jeff Lundquist	(✓)	✓	(✓)
 Peter L'Hommedieu		✓	✓
 Alicia Cannon	✓	✓	✓
 Mike LeBrasseur	✓		✓

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

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

MEETINGS SCHEDULE AND AGENDAS
May 6, 2019 *Updated July 2, 2019*

DATE	AGENDA
90% Construction Documents Phase	
July 2, 2019	BUILDING COMMITTEE MEETING
	Review Overall Construction Document Phase Schedule
	Review 90% Construction Document Schedule
	Review Design Refinements
	Approve Package 2 Trade Contractors
July 16, 2019	BUILDING COMMITTEE MEETING
	Review Design Refinements
	Review MSBA 60% Construction Documents Submission Comments
August 6, 2019	TRADE CONTRACTOR QUALIFICATION COMMITTEE MEETING
	Review RFQ
August 6, 2019	BUILDING COMMITTEE MEETING
	Review Design Refinements
August 27, 2019	BUILDING COMMITTEE MEETING (MONDAY)
	Award Early Concrete and Steel
	Review Reconciled 90% Construction Documents Cost Estimate
	Decide Value Engineering Items
	Vote to Submit 90% Construction Documents Package to MSBA
September 4, 2019	SUBMIT 90% CONSTRUCTION DOCUMENTS PACKAGE TO MSBA
	ADDITIONAL MEETINGS TO BE SCHEDULED

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

Page 11 of 37

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

MEETINGS SCHEDULE AND AGENDAS

July 2, 2019

DATE	AGENDA
100% Construction Documents Phase	
September 17, 2019	BUILDING COMMITTEE MEETING
	Review Overall Construction Document Phase Schedule
	Review 100% Construction Document Schedule
	Review Design Refinements
September 24, 2019	TRADE CONTRACTOR QUALIFICATION COMMITTEE MEETING
	Review of Trade Contractor Statements of Qualifications
October 1, 2019	BUILDING COMMITTEE MEETING
	Vote to Approve Trade Contractor Prequalifications
	Review MSBA 90% Construction Documents Submission Comments
November 19, 2019	BUILDING COMMITTEE MEETING
	Vote to Approve Trade Contractor Bids
	ADDITIONAL MEETINGS TO BE SCHEDULED



Project Management

Northbridge New W. Edward Balmer Elementary School July 2, 2019

Final Package Trade Contractor Prequalification Timeline

July 22 – August 6, 2019	Develop Request for Qualifications (RFQ)
August 6, 2019	Submit RFQs Advertisement to: <ol style="list-style-type: none"> 1. Central Register (CR) 2. Local Newspaper
August 6, 2019 @ 6:00 PM	Prequalification Subcommittee Meeting – Review RFQ
August 14, 2019	RFQ Advertisement Noticed in: <ol style="list-style-type: none"> 1. Central Register (CR) 2. Local Newspaper
August 22, 2019 @ 9:00 AM	Informational Meeting at W. Edward Balmer Elementary School and Tour
August 28, 2019	Qualification Packages Due
August 28 – September 24	Evaluate Qualifications Packages
September 24, 2019 @ 6:00 PM	Prequalification Subcommittee Meeting – Review SOQs
October 1, 2019	Prequalification Committee Recommendation at SBC Meeting
October 2, 2019	Issue Notification to Qualified Trade Contractors

p:\2017\17020\10-bid\trade contractor prequalification\final package - trade contractor prequalification\finalpackage\tradecontractorprequaltimeline2july2019.doc

**New W. Edward Balmer Elementary School
List of Prequalified Trade Contractors
Elevator and Waterproofing, Dampproofing and Caulking Work
for Early Foundation and Steel Package
June 26, 2019**

Trade	Company
Elevator	Baystate Elevator Co.
Elevator	Delta Beckwith Elevators
Elevator	Eagle Elevators
Waterproofing, Dampproofing and Caulking	Acme Waterproofing Co., Inc.
Waterproofing, Dampproofing and Caulking	Beacon Waterproofing & Restoration
Waterproofing, Dampproofing and Caulking	Folan Waterproofing & Construction Co., Inc.
Waterproofing, Dampproofing and Caulking	P.J. Spillane Company
Waterproofing, Dampproofing and Caulking	Superior Waterproofing & Caulking
Waterproofing, Dampproofing and Caulking	The Waterproofing Company



DORE & WHITTIER
ARCHITECTS, INC.

MEETING MINUTES CD-5

DATE OF MEETING: May 22, 2019

PROJECT: W. EDWARD BALMER ES

PROJECT NO.: 17-0759

SUBJECT: WORKING GROUP MEETING – Hardware/ Safety/ Security

ATTENDING:

Tom Hengelsberg – DWA	Working Group:
Tim Mullen – DWA	Richard Maglione – Dir of Facilities
John Gant – Allegion (Hardware Consultant)	Karlene Ross – Principal, Balmer ES
Will Badge – Allegion (Hardware Consultant)	Jill Healy – Principal NES
Scott Goodrich - EdVance Technology Consulting	Amy McKinstry – Acting Superintendent
	Melissa Walker – Dir of Finance
	Greg Palmer – Dir of Information Tech.
	Greg Rosenthal – Dir of Student Services
Jim Mauer, Fontaine Bros Inc. CM	Jim Sheehan – Building Inspector (AHJ)
	David White – Fire Chief
	Tom DeJordy, NPD (SRO)
	Timothy Labrie, NPD

ITEM	MINUTES	ACTION/ WHO	STATUS/ DATE
05-1	<p>Meeting began with welcome and introductions.</p> <p>TH presented a walk-through of the building floor plan from a security standpoint beginning with the Main Entrance. TH noted that this time, the team will be reviewing specific hardware needs of each opening, and Allegion will note any changes from previous record or assumptions. TH stated that D&W and Allegion had spent considerable time the previous day reviewing and editing this diagram in preparation for this meeting. The colored plan diagram (attached) showed "levels of access/exposure":</p> <ul style="list-style-type: none"> Red: primary access/egress doors in contact with the outside Yellow: secondary spaces generally internal to the building. Blue: tertiary spaces (two stair towers) that are totally internal to the building. Orange: denotes the Main Admin Office as the operations center and control center for the Main Entry. <p>This was a similar walk-through to the one conducted in the first security meeting, and several key points were reviewed again, with new nuances covered, as follows.</p>		Closed
05-2	<p>Administrative Suite:</p> <ul style="list-style-type: none"> During school day, entry sequence to remain the same as previously discussed. Add card reader at door from corridor to Mail Room. Doors from corridor to conference rooms to be locked at all times, key entry from corridor side. 	DWA and team to incorporate comments in 60% CD set.	Closed
05-3	<p>Gymnasium:</p> <ul style="list-style-type: none"> Door from Platform to Gym can be locked from Gym side (Storeroom function) 	DWA and team to incorporate	Closed

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	<ul style="list-style-type: none"> • South Door of Gym (West), normally unlocked, can be locked from Gym Side to allow no entry • Chief White expressed some concerns with key locked doors (doors that do not automatically unlock in a Fire Alarm situation. In the case of the gym, its normal function is as two teaching stations. Jill stated, as a matter of operational policy, all unoccupied classrooms are to be locked by the teacher as they leave for security reasons. 	comments in 60% CD set.	
05-4	<p>Wide-ranging discussion of other openings and situations as TH reviewed the diagrams:</p> <ul style="list-style-type: none"> • Police: Each police vehicle will have both a Prox Card, and Master Key attached to the key fob for vehicle operation. Approximately 25 to 30 units of each (key, card, fob). • Fire Department: Each Vehicle will have a Master Key attached to the key fob for the vehicle. Need to obtain quantity needed by Fire Department (quantities should be indicated in the specifications for Door Hardware, and Technology.) • Police / Fire access: If a door has a fire department number associated with it (number label affixed to the door) access from the exterior via prox card or key is needed. All exterior doors that are egress-only will need a small, non ADA compliant pull for Police or Fire Department access. • Add H/C access button and motorized operators at A Wing Pre-K Entrance vestibule doors (inner and outer). • Medical Emergency and discussion of "Clear the Halls" directive: Discussion of which door works best for EMT access to elevator with minimum disturbance. Consensus was to utilize the north egress door (adjacent to Maker Space) for EMT's to enter school due to closer proximity to elevator. • PK and K Toilet Rooms: Discussion regarding whether to provide privacy locks on toilet rooms doors for kids in this age group. Concern with providing a privacy lock is that students could lock themselves in the room, leaving the teacher no access. Preference appears to be for a passage set, with an "occupied" indicator of some type. • Communicating Doors: Lockable, or not lockable? Police prefer lockable, Fire Department prefers not lockable. JG indicated an option for locking would be via key from either side. Operation of the key would lock doors from BOTH sides. This seems to be the direction the school and police prefer. This will be the way it is indicated in the documents. • Individual User Toilet Rooms: Provide with indicator and cylinder on outside of toilet room, thumb-turn on inside, thumb-turn tied to lever handle so it will unlock automatically upon egress. • Closets, Storage, Electrical Closets: Store Room Function. • Teachers keys should allow them access to any / all classrooms. • Nurse's Suite: Nurse Toilet will have a thumb latch but can be overridden from outside the room. Main entry to Nurse's Suite to be same as classroom function, but cannot be opened by any other key, aside from the Grand Master. • PK Rise Toilet will be same function as PK and K Toilet Rooms. • Rise Toilet Room: Accessible directly from corridor, therefore it will have a privacy latch (thumb turn) from the inside, with cylinder (key) and "Occupied" indicator on corridor side. • Door 1102A: Provide "request to exit" button from corridor side into Admin Area. This will allow free access to the Office from the school side, but keep it locked to unauthorized visitors contained in the Office. • Admin Offices: SRO work space will be the third open workstation within the main office space. This space will require a Teachers Wardrobe for locking of tactical gear, etc. 	<p>DWA and team to incorporate comments in 60% CD set.</p> <p>NFD to provide quantity of Master Keys required.</p>	Open

	<ul style="list-style-type: none"> John Gant needs to know locking method for Nanawall doors. Does he need to provide anything? Tim to check with manufacturer and respond to John. Provide access control on the elevator – Scott Goodrich to incorporate Windows and Coverings: addressed topic again. All exterior windows will have light-diffusing fabric roll shades, which do not allow a view in, but allow occluded view out during the day, and may allow some occluded view in at night if room is illuminated. Most academic spaces will also have a separate roll fabric blackout shade, no visibility in or out. Two rolls in one housing. Currently in budget these are all manual, chain-operated except for high windows which will be motorized. Borrowed Lites (Interior Windows) – Door sidelights and critical interior borrowed lites in shelter areas will have roll shades on the shelter side of the window. 	DWA to research locking method for Nanawall and coordinate with Allegion.	
05-5	<p>Won Door:</p> <ul style="list-style-type: none"> TH noted that he had sent out an additional package to Chief White and Jim Sheehan with all available information regarding the installation, operation, maintenance, specifications, etc. of the Won Door. Jim Sheehan and Chief White indicated that while they are still concerned with the ongoing maintenance aspect of the Won Door, they stated that it does meet the requirements of the Code, and therefore they will not oppose the incorporation of it into the building. 		Closed.
05-6	<p>Stair Function:</p> <ul style="list-style-type: none"> All levels: All doors into stairwells open on magnetic hold-open hardware (MHOs) during the normal day. In the event of a lockdown doors will be released from MHO's, but will still provide egress function. No entry to corridors from stairs under this scenario (unless fire alarm is tripped). Dual electronic locks at vestibules, and stairs acting as vestibules is not overkill in Jill's opinion. TH asked specifically if they were desired, answer was Yes (Jill). Consensus was that compartmentation slows down, and limits access to all areas of school in an expedient manner. Only one entrance needs an inner vestibule door added – the north egress from Stair 5, next to Maker Space. This will be the temporary main entrance for a short time during phased site work, so should have a vestibule with outer and inner power actuated locks. 	DWA and team to incorporate comments in 60% CD set.	Closed.
05-7	<p>Nanawall Folding Glass partitions:</p> <ul style="list-style-type: none"> Media Center: In the event of a lockdown the Librarian will be required to manually lock the Nanawall (folding glass) door at the front (east) end of the space, facing the Stair 5 “crossing” Classrooms: Similar function in lockdown – must be manually closed by the teacher. The shelter-in-place plan for these rooms is to migrate to the more opaque room next door using the communicating door. Question was asked as to why the classroom folding doors are glass, and couldn't they be solid? TH explained they are glazed for transparency to allow views between the ELA and Classroom (both directions) for supervision, as well as light transmission into the ELA. Administrators indicated that if the teacher has her students working 	<p>DWA and team to incorporate comments in 60% CD set.</p> <p>DWA to present examples of sandblasted glass doors for review.</p>	Open

	in the ELA, the doors will be open. TH indicated that a sand-blasted glazing band is available that diminishes transparency, but still allows daylight transmission. This allows visual privacy/less tendency for distraction if the teacher should desire the doors to be closed. WG is interested in looking at this.		
05-8	<p>Levels 2 and 3:</p> <ul style="list-style-type: none"> IT Office should have a Prox Reader on it to track who is accessing and when they are accessing. Classroom and Storage function hardware were briefly reviewed. These specifications are already in Allegion's model from the first meeting. Locking configuration and hardware needs of stair tower doors was covered. Toilet room #2247 lacks a door in the plan (inadvertently deleted) 	DWA and team to incorporate comments in 60% CD set.	Closed
05-9	<p>Technology as related to Safety and Security:</p> <p>Many of these topics were covered, woven into discussions above. Scott Goodrich noted where his scope interfaced with Hardware and where Edvance need to provide devices, back boxes and conduit, etc.</p> <ul style="list-style-type: none"> Communications/Phone equipment & features Camera/ surveillance, interior/ exterior Internet/Wi-Fi Exterior Door Intercom (AI Phone) Systems Interior Intercom/ PA systems <p>These topics have been, and will continue to be addressed in detail at separate Technology Working Group meetings throughout CD phase.</p>	Edvance to incorporate comments in 60% CD set.	Closed

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

Tom Hengelsberg, AIA
 Project Manager

cc: Attendees
 Joel Seeley, SMMA, OPM
 File



DORE & WHITTIER
ARCHITECTS, INC.

REGULATORY MEETING MINUTES #5

DATE OF MEETING: June 18, 2019

PROJECT: W. EDWARD BALMER ES

PROJECT NO.: 17-0759

SUBJECT: CODE REVIEW UPDATE MEETING #5 – CD Phase

ATTENDING: Tom Hengelsberg – DWA Chief David White, NFD
Joel Kent – Fontaine Bros Inc. (CM)

ITEM	MINUTES	ACTION/ WHO	STATUS/ DATE
05-1	Post Indicator Valve: Chief White asked, why all the questions about the PIV? TH stated it was an open question from the Civil Engineer as to whether it would be required. The Chief had spoken with the FP Engineer earlier today, and they mutually decided it will not be needed or required.		Closed.
05-2	Review of Site Phasing Plans - Alleys: JK and TH walked through the phasing and logistics plan, pointing out the existing school egress plan and muster area in Phase 1A-1B, and 5'-0" clear width alleys on the east and north sides of the building. The alley will be defined by a fence of Jersey barrier base with a 6' chain-link fence with fabric scrim on top. Discussion of the alleys was as follows: <ul style="list-style-type: none"> Chief was concerned about the clear width – asked D&W to do an occupant load calculation of the existing school to determine the required clear width of the north alley discharging to the muster area. He suggested flaring the north fence line so it is wider toward its west end as the passageway picks up occupants from successive egress doors. Sidewalks to muster points and the muster area will be maintained and cleared of snow Chief wants the east egress door to remain in operation. He is very concerned the school has no fire protection systems, so limiting doors will not be allowed. TH stated the walkway grade will be ramped up to existing concrete doorway pads. After some consideration, Chief said he will be OK with the 5'-0" wide alley on the east, because there is not much occupant load there. There was discussion of covering the alley with typical staging-supported pedestrian protection. Chief decided it will be better for the FD (as well as the school) to have open access in case he needs to put up a ground ladder to the second story. 	D&W/ Fontaine to amend Phasing plans. D&W to submit occupancy analysis as described.	Open.
05-3	Review of Site Phasing Plans – Demo Phase 2A: TH and JK pointed out there will be a short period during the summer of 2021, Phase 2A, where the west side of the new building will be inaccessible for egress while the existing school is being demolished. Discussion: <ul style="list-style-type: none"> The Chief's initial impression was, this will be OK for construction workers being in the building during that summer while FF&E is being installed, but 	D&W/ Fontaine to amend Phase 2A plan and submit temp occupancy egress plans.	Open.

ARCHITECTS
PROJECT MANAGERS

260 Merrimac Street Bldg 7
Newburyport, MA 01950
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978.499.2944 fax

	<p>he will have to review a temp egress plan to decide if teachers and staff can occupy the building during this condition in late summer, and he stated clearly no students would be allowed to occupy under this condition.</p> <ul style="list-style-type: none"> The Chief suggested leaving the alleyway fence up as long as possible during the abatement phase of Demo period in summer '21. JK agreed this would be a good idea. 		
05-4	<p>Review of Site Phasing Plans – Temp Fuel Tank: TH and JK stated that the existing underground fuel tank must be removed to make way for the temp parking. One of the boilers (the backup) runs on oil, and the fuel source must be maintained during the construction project. The current plan is to install an above-ground 3,000 gallon temporary fuel tank, placed on a concrete pad, next to the trash compactor and 10'-0" minimum away from the building, protected by Jersey barriers. Discussion:</p> <ul style="list-style-type: none"> The Chief would like to review the codes that have jurisdiction over this type of installation D&W/Fontaine to submit a more detailed site plan showing the proposal (<i>attached, completed after this meeting</i>) The Chief wondered why the backup boiler could not be converted to a gas burner. 	D&W/Fontaine to submit a more detailed site plan showing the proposal (<i>attached</i>). Chief to review along with relevant code. D&W to investigate burner conversion.	Open.
05-5	<p>Site Access, Construction Schedule, etc.:</p> <ul style="list-style-type: none"> JK stated that the Site Superintendent will be Mike Cavanaugh, who will reach out when he arrives on-site. He will give his contact info to the Fire and Police departments as well as the Building Inspector and others in the Building Inspector's department. Fontaine will post a Knox Box at the site entrance gate with keys to trailers. Fontaine will keep the construction drive around the east and north of the building clear of heavy equipment and materials during work and after-hours. There will be no fuel storage on-site. Per NFPA 241, standpipes will be installed in stairs as soon as possible Chief stated the FD will pop in and take pictures of the work periodically TH and JK presented Phase 2 site circulation – Chief is fine with this plan. The new electric power route was discussed – no issues. TH acknowledged Chief's recent approval of the hydrant locations. Chief asked about putting a cage over the 36" drain inlet and outlet to prevent children from climbing in the drain. TH indicated it does not have a cage now, and will ask Civil engineer if this is advisable. 	<p>D&W will ask about cages over 36" drain line.</p> <p>Fontaine to apply for Knox Box with NDF.</p>	Open.
05-6	<p>E-911 Street Address: There was discussion of the street address of the project, and that it might need to change with the new building. School District lists address as 21 Crescent Street. E-911 system lists it as 11 Crescent Street, which comes from the Assessor's office. Chief pointed out the new building may be neither of those, as the number is based on the location of the building foundation once it is completed.</p>	NFD to look into this and report back.	Open
05-7	<p>Next Meeting: No further meetings scheduled at this time. Parties to report back on action items via email, meet if necessary.</p>		Closed.

The above is intended to be an accurate summary 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,

BALMER – AHJ/ CODE REVIEW MTG #5 - CD Phase
June 18, 2019
Page 3 of 3

DORE & WHITTIER ARCHITECTS, INC.
Architects ■ Project Managers

Tom Hengelsberg, AIA
Project Manager

Attachments

cc: Attendees
Jim Sheehan, AHJ
Joel Seeley, SMMA, OPM
Consultant Team distribution
File



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands
WPA Form 5 – Order of Conditions
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:
248-0666
MassDEP File #
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A. General Information (cont.)

6. Property recorded at the Registry of Deeds for (attach additional information if more than one parcel):
Worcester
a. County
4369
b. Certificate Number (if registered land)
342
c. Book
d. Page
7. Dates: 4/3/2019 6/5/2019 6/19/2019
a. Date Notice of Intent Filed b. Date Public Hearing Closed c. Date of Issuance
8. Final Approved Plans and Other Documents (attach additional plan or document references as needed):
W. Edward Balmer Elementary School
a. Plan Title
Nitsch Engineering/Dore & Whittier
b. Prepared By
5/23/2019
c. Signed and Stamped by
Not Stamped
As Noted
d. Final Revision Date
Stormwater Report by Nitsch Engineering
e. Scale
f. Additional Plan or Document Title
5/23/2019
g. Date

B. Findings

1. Findings pursuant to the Massachusetts Wetlands Protection Act:
Following the review of the above-referenced Notice of Intent and based on the information provided in this application and presented at the public hearing, this Commission finds that the areas in which work is proposed is significant to the following interests of the Wetlands Protection Act (the Act). Check all that apply:
- | | | |
|---|--|---|
| a. <input type="checkbox"/> Public Water Supply | b. <input type="checkbox"/> Land Containing Shellfish | c. <input checked="" type="checkbox"/> Prevention of Pollution |
| d. <input checked="" type="checkbox"/> Private Water Supply | e. <input checked="" type="checkbox"/> Fisheries | f. <input checked="" type="checkbox"/> Protection of Wildlife Habitat |
| g. <input checked="" type="checkbox"/> Groundwater Supply | h. <input checked="" type="checkbox"/> Storm Damage Prevention | i. <input checked="" type="checkbox"/> Flood Control |
2. This Commission hereby finds the project, as proposed, is: (check one of the following boxes)

Approved subject to:

- a. ☒ the following conditions which are necessary in accordance with the performance standards set forth in the wetlands regulations. This Commission orders that all work shall be performed in accordance with the Notice of Intent referenced above, the following General Conditions, and any other special conditions attached to this Order. To the extent that the following conditions modify or differ from the plans, specifications, or other proposals submitted with the Notice of Intent, these conditions shall control.



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B. Findings (cont.)

Denied because:

- b. ☐ the proposed work cannot be conditioned to meet the performance standards set forth in the wetland regulations. Therefore, work on this project may not go forward unless and until a new Notice of Intent is submitted which provides measures which are adequate to protect the interests of the Act, and a final Order of Conditions is issued. **A description of the performance standards which the proposed work cannot meet is attached to this Order.**
- c. ☐ the information submitted by the applicant is not sufficient to describe the site, the work, or the effect of the work on the interests identified in the Wetlands Protection Act. Therefore, work on this project may not go forward unless and until a revised Notice of Intent is submitted which provides sufficient information and includes measures which are adequate to protect the Act's interests, and a final Order of Conditions is issued. **A description of the specific information which is lacking and why it is necessary is attached to this Order as per 310 CMR 10.05(6)(c).**
3. ☒ Buffer Zone Impacts: Shortest distance between limit of project disturbance and the wetland resource area specified in 310 CMR 10.02(1)(a) 15
a. linear feet

Inland Resource Area Impacts: Check all that apply below. (For Approvals Only)

Resource Area	Proposed Alteration	Permitted Alteration	Proposed Replacement	Permitted Replacement
4. <input type="checkbox"/> Bank	a. linear feet	b. linear feet	c. linear feet	d. linear feet
5. <input type="checkbox"/> Bordering Vegetated Wetland	a. square feet	b. square feet	c. square feet	d. square feet
6. <input type="checkbox"/> Land Under Waterbodies and Waterways	a. square feet	b. square feet	c. square feet	d. square feet
	e. c/y dredged	f. c/y dredged		
7. <input type="checkbox"/> Bordering Land Subject to Flooding	a. square feet	b. square feet	c. square feet	d. square feet
Cubic Feet Flood Storage	e. cubic feet	f. cubic feet	g. cubic feet	h. cubic feet
8. <input type="checkbox"/> Isolated Land Subject to Flooding	a. square feet	b. square feet		
Cubic Feet Flood Storage	c. cubic feet	d. cubic feet	e. cubic feet	f. cubic feet
9. <input type="checkbox"/> Riverfront Area	a. total sq. feet	b. total sq. feet		
Sq ft within 100 ft	c. square feet	d. square feet	e. square feet	f. square feet
Sq ft between 100-200 ft	g. square feet	h. square feet	i. square feet	j. square feet



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B. Findings (cont.)

Coastal Resource Area Impacts: Check all that apply below. (For Approvals Only)

	Proposed Alteration	Permitted Alteration	Proposed Replacement	Permitted Replacement
10. <input type="checkbox"/> Designated Port Areas	Indicate size under Land Under the Ocean, below			
11. <input type="checkbox"/> Land Under the Ocean	a. square feet	b. square feet		
	c. c/y dredged	d. c/y dredged		
12. <input type="checkbox"/> Barrier Beaches	Indicate size under Coastal Beaches and/or Coastal Dunes below			
13. <input type="checkbox"/> Coastal Beaches	a. square feet	b. square feet	c. nourishment cu yd	d. nourishment cu yd
14. <input type="checkbox"/> Coastal Dunes	a. square feet	b. square feet	c. nourishment cu yd	d. nourishment cu yd
15. <input type="checkbox"/> Coastal Banks	a. linear feet	b. linear feet		
16. <input type="checkbox"/> Rocky Intertidal Shores	a. square feet	b. square feet		
17. <input type="checkbox"/> Salt Marshes	a. square feet	b. square feet	c. square feet	d. square feet
18. <input type="checkbox"/> Land Under Salt Ponds	a. square feet	b. square feet		
	c. c/y dredged	d. c/y dredged		
19. <input type="checkbox"/> Land Containing Shellfish	a. square feet	b. square feet	c. square feet	d. square feet
20. <input type="checkbox"/> Fish Runs	Indicate size under Coastal Banks, Inland Bank, Land Under the Ocean, and/or inland Land Under Waterbodies and Waterways, above			
	a. c/y dredged	b. c/y dredged		
21. <input type="checkbox"/> Land Subject to Coastal Storm Flowage	a. square feet	b. square feet		
22. <input type="checkbox"/> Riverfront Area	a. total sq. feet	b. total sq. feet		
Sq ft within 100 ft	c. square feet	d. square feet	e. square feet	f. square feet
Sq ft between 100-200 ft	g. square feet	h. square feet	i. square feet	j. square feet



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B. Findings (cont.)

* #23. If the project is for the purpose of restoring or enhancing a wetland resource area in addition to the square footage that has been entered in Section B.5.c (BVW) or B.17.c (Salt Marsh) above, please enter the additional amount here.

23. ☐ Restoration/Enhancement *:

a. square feet of BVW

b. square feet of salt marsh

24. ☐ Stream Crossing(s):

a. number of new stream crossings

b. number of replacement stream crossings

C. General Conditions Under Massachusetts Wetlands Protection Act

The following conditions are only applicable to Approved projects.

1. Failure to comply with all conditions stated herein, and with all related statutes and other regulatory measures, shall be deemed cause to revoke or modify this Order.
2. The Order does not grant any property rights or any exclusive privileges; it does not authorize any injury to private property or invasion of private rights.
3. This Order does not relieve the permittee or any other person of the necessity of complying with all other applicable federal, state, or local statutes, ordinances, bylaws, or regulations.
4. The work authorized hereunder shall be completed within three years from the date of this Order unless either of the following apply:
 - a. The work is a maintenance dredging project as provided for in the Act; or
 - b. The time for completion has been extended to a specified date more than three years, but less than five years, from the date of issuance. If this Order is intended to be valid for more than three years, the extension date and the special circumstances warranting the extended time period are set forth as a special condition in this Order.
 - c. If the work is for a Test Project, this Order of Conditions shall be valid for no more than one year.
5. This Order may be extended by the issuing authority for one or more periods of up to three years each upon application to the issuing authority at least 30 days prior to the expiration date of the Order. An Order of Conditions for a Test Project may be extended for one additional year only upon written application by the applicant, subject to the provisions of 310 CMR 10.05(11)(f).
6. If this Order constitutes an Amended Order of Conditions, this Amended Order of Conditions does not extend the issuance date of the original Final Order of Conditions and the Order will expire on _____ unless extended in writing by the Department.
7. Any fill used in connection with this project shall be clean fill. Any fill shall contain no trash, refuse, rubbish, or debris, including but not limited to lumber, bricks, plaster, wire, lath, paper, cardboard, pipe, tires, ashes, refrigerators, motor vehicles, or parts of any of the foregoing.



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C. General Conditions Under Massachusetts Wetlands Protection Act

8. This Order is not final until all administrative appeal periods from this Order have elapsed, or if such an appeal has been taken, until all proceedings before the Department have been completed.
9. No work shall be undertaken until the Order has become final and then has been recorded in the Registry of Deeds or the Land Court for the district in which the land is located, within the chain of title of the affected property. In the case of recorded land, the Final Order shall also be noted in the Registry's Grantor Index under the name of the owner of the land upon which the proposed work is to be done. In the case of the registered land, the Final Order shall also be noted on the Land Court Certificate of Title of the owner of the land upon which the proposed work is done. The recording information shall be submitted to the Conservation Commission on the form at the end of this Order, which form must be stamped by the Registry of Deeds, prior to the commencement of work.
10. A sign shall be displayed at the site not less than two square feet or more than three square feet in size bearing the words,

"Massachusetts Department of Environmental Protection" [or, "MassDEP"]
"File Number 248-0666 "
11. Where the Department of Environmental Protection is requested to issue a Superseding Order, the Conservation Commission shall be a party to all agency proceedings and hearings before MassDEP.
12. Upon completion of the work described herein, the applicant shall submit a Request for Certificate of Compliance (WPA Form 8A) to the Conservation Commission.
13. The work shall conform to the plans and special conditions referenced in this order.
14. Any change to the plans identified in Condition #13 above shall require the applicant to inquire of the Conservation Commission in writing whether the change is significant enough to require the filing of a new Notice of Intent.
15. The Agent or members of the Conservation Commission and the Department of Environmental Protection shall have the right to enter and inspect the area subject to this Order at reasonable hours to evaluate compliance with the conditions stated in this Order, and may require the submittal of any data deemed necessary by the Conservation Commission or Department for that evaluation.
16. This Order of Conditions shall apply to any successor in interest or successor in control of the property subject to this Order and to any contractor or other person performing work conditioned by this Order.



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C. General Conditions Under Massachusetts Wetlands Protection Act (cont.)

17. Prior to the start of work, and if the project involves work adjacent to a Bordering Vegetated Wetland, the boundary of the wetland in the vicinity of the proposed work area shall be marked by wooden stakes or flagging. Once in place, the wetland boundary markers shall be maintained until a Certificate of Compliance has been issued by the Conservation Commission.
18. All sedimentation barriers shall be maintained in good repair until all disturbed areas have been fully stabilized with vegetation or other means. At no time shall sediments be deposited in a wetland or water body. During construction, the applicant or his/her designee shall inspect the erosion controls on a daily basis and shall remove accumulated sediments as needed. The applicant shall immediately control any erosion problems that occur at the site and shall also immediately notify the Conservation Commission, which reserves the right to require additional erosion and/or damage prevention controls it may deem necessary. Sedimentation barriers shall serve as the limit of work unless another limit of work line has been approved by this Order.
19. The work associated with this Order (the "Project")
 - (1) ☒ is subject to the Massachusetts Stormwater Standards
 - (2) ☐ is NOT subject to the Massachusetts Stormwater Standards

If the work is subject to the Stormwater Standards, then the project is subject to the following conditions:

- a) All work, including site preparation, land disturbance, construction and redevelopment, shall be implemented in accordance with the construction period pollution prevention and erosion and sedimentation control plan and, if applicable, the Stormwater Pollution Prevention Plan required by the National Pollution Discharge Elimination System Construction General Permit as required by Stormwater Condition 8. Construction period erosion, sedimentation and pollution control measures and best management practices (BMPs) shall remain in place until the site is fully stabilized.
- b) No stormwater runoff may be discharged to the post-construction stormwater BMPs unless and until a Registered Professional Engineer provides a Certification that:
 - i. all construction period BMPs have been removed or will be removed by a date certain specified in the Certification. For any construction period BMPs intended to be converted to post construction operation for stormwater attenuation, recharge, and/or treatment, the conversion is allowed by the MassDEP Stormwater Handbook BMP specifications and that the BMP has been properly cleaned or prepared for post construction operation, including removal of all construction period sediment trapped in inlet and outlet control structures;
 - ii. as-built final construction BMP plans are included, signed and stamped by a Registered Professional Engineer, certifying the site is fully stabilized;
 - iii. any illicit discharges to the stormwater management system have been removed, as per the requirements of Stormwater Standard 10;



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C. General Conditions Under Massachusetts Wetlands Protection Act (cont.)

- iv. all post-construction stormwater BMPs are installed in accordance with the plans (including all planting plans) approved by the issuing authority, and have been inspected to ensure that they are not damaged and that they are in proper working condition;
- v. any vegetation associated with post-construction BMPs is suitably established to withstand erosion.
- c) The landowner is responsible for BMP maintenance until the issuing authority is notified that another party has legally assumed responsibility for BMP maintenance. Prior to requesting a Certificate of Compliance, or Partial Certificate of Compliance, the responsible party (defined in General Condition 18(e)) shall execute and submit to the issuing authority an Operation and Maintenance Compliance Statement ("O&M Statement") for the Stormwater BMPs identifying the party responsible for implementing the stormwater BMP Operation and Maintenance Plan ("O&M Plan") and certifying the following:
 - i.) the O&M Plan is complete and will be implemented upon receipt of the Certificate of Compliance, and
 - ii.) the future responsible parties shall be notified in writing of their ongoing legal responsibility to operate and maintain the stormwater management BMPs and implement the Stormwater Pollution Prevention Plan.
- d) Post-construction pollution prevention and source control shall be implemented in accordance with the long-term pollution prevention plan section of the approved Stormwater Report and, if applicable, the Stormwater Pollution Prevention Plan required by the National Pollution Discharge Elimination System Multi-Sector General Permit.
- e) Unless and until another party accepts responsibility, the landowner, or owner of any drainage easement, assumes responsibility for maintaining each BMP. To overcome this presumption, the landowner of the property must submit to the issuing authority a legally binding agreement of record, acceptable to the issuing authority, evidencing that another entity has accepted responsibility for maintaining the BMP, and that the proposed responsible party shall be treated as a permittee for purposes of implementing the requirements of Conditions 18(f) through 18(k) with respect to that BMP. Any failure of the proposed responsible party to implement the requirements of Conditions 18(f) through 18(k) with respect to that BMP shall be a violation of the Order of Conditions or Certificate of Compliance. In the case of stormwater BMPs that are serving more than one lot, the legally binding agreement shall also identify the lots that will be serviced by the stormwater BMPs. A plan and easement deed that grants the responsible party access to perform the required operation and maintenance must be submitted along with the legally binding agreement.
- f) The responsible party shall operate and maintain all stormwater BMPs in accordance with the design plans, the O&M Plan, and the requirements of the Massachusetts Stormwater Handbook.



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C. General Conditions Under Massachusetts Wetlands Protection Act (cont.)

- g) The responsible party shall:
 - 1. Maintain an operation and maintenance log for the last three (3) consecutive calendar years of inspections, repairs, maintenance and/or replacement of the stormwater management system or any part thereof, and disposal (for disposal the log shall indicate the type of material and the disposal location);
 - 2. Make the maintenance log available to MassDEP and the Conservation Commission ("Commission") upon request; and
 - 3. Allow members and agents of the MassDEP and the Commission to enter and inspect the site to evaluate and ensure that the responsible party is in compliance with the requirements for each BMP established in the O&M Plan approved by the issuing authority.
- h) All sediment or other contaminants removed from stormwater BMPs shall be disposed of in accordance with all applicable federal, state, and local laws and regulations.
- i) Illicit discharges to the stormwater management system as defined in 310 CMR 10.04 are prohibited.
- j) The stormwater management system approved in the Order of Conditions shall not be changed without the prior written approval of the issuing authority.
- k) Areas designated as qualifying pervious areas for the purpose of the Low Impact Site Design Credit (as defined in the MassDEP Stormwater Handbook, Volume 3, Chapter 1, Low Impact Development Site Design Credits) shall not be altered without the prior written approval of the issuing authority.
- l) Access for maintenance, repair, and/or replacement of BMPs shall not be withheld. Any fencing constructed around stormwater BMPs shall include access gates and shall be at least six inches above grade to allow for wildlife passage.

Special Conditions (if you need more space for additional conditions, please attach a text document):

N1 - N25

- 20. For Test Projects subject to 310 CMR 10.05(11), the applicant shall also implement the monitoring plan and the restoration plan submitted with the Notice of Intent. If the conservation commission or Department determines that the Test Project threatens the public health, safety or the environment, the applicant shall implement the removal plan submitted with the Notice of Intent or modify the project as directed by the conservation commission or the Department.

ATTACHMENT 1

Worksheet for Orders of Conditions issued by the Conservation Commission (NCC)**Applicant: Town of Northbridge****Project #(s): 248-666****Project: Balmer Elementary School****Date: June 5, 2019**

Conditions marked with a "X" (☒) will be included in this order, in addition to those already stated in the Massachusetts Wetland Protection Act Form 5, for the subject project. Conditions not marked (☐) do not apply to this Order:

- ☒ N1. A copy of this Order of Conditions shall be on site at all times with the Project Engineer or authorized foreman/supervisor.
- ☒ N2. This Order of Conditions shall expire on **June 19, 2022**

BEFORE CONSTRUCTION

- ☒ N3. The district of jurisdiction for condition #9 (see WPA Form 5) is Worcester County. The requirements of WPA Form 5, condition #9 must be met before a building permit will be issued.
- ☒ N4. At least 7 days prior to the start of construction, the following materials shall be provided to the Conservation Commission:
- Copy of the construction drawings and/or plans that are stamped by a Professional Engineer;
 - A written narrative (prepared by the design engineer or other qualified individual) outlining any deviations between the construction drawings/plans and documents referenced in this Order that pertain to work in buffer zone, erosion/sedimentation control and drainage/stormwater control and treatment;
 - Copy of the final Stormwater Pollution Prevention Plan (SWPPP) prepared to comply with the USEPA NPDES Construction General Permit;
 - Construction sequencing/phasing plan for the relocation/replacement of the existing 36 inch culvert that provides details on flow maintenance/bypass measures that will be employed during the work period;
 - Contact information (including cell phone numbers) for the project foreman and the individuals specified in Condition N5 below.

If the construction drawings/plans appreciably differ from the documents referenced in this Order, the applicant may be required to request an Amended Order of Conditions or file a new Notice of Intent with the NCC.

- ☒ N5. A Professional Engineer, Certified Professional Erosion and Sediment Control Specialist, or similarly qualified individual shall be designated as the Erosion Control Monitor to oversee any emergency and/or regular inspection and replacement of erosion or sediment control devices. This person shall be given authority to stop construction for erosion control purposes. The erosion control monitor will be required to inspect all such devices and oversee cleaning and the proper deposition of waste products.
- ☒ N6A. Erosion control measures shall be installed according to approved plans. Placement shall be directed on-site by the Erosion Control Monitor in accordance with the design plans. Controls must be properly installed for maximum effectiveness and be

of sufficient porosity to pass detained water without allowing suspended sediments to pass through.

- ☒ N6B. PRIOR TO ANY SITE WORK BEING DONE in the BUFFER ZONE, including the clearing of vegetation, trees or the disturbance of soil, all erosion measures MUST be completely installed and have been inspected by the NCC and/or its Agent. Contact the NCC, verbally or in writing to allow the NCC ample time to conduct said inspection.
- ☒ N7. An adequate supply of erosion control materials shall be kept on site at all times for emergency and routine replacement and repair.

DURING CONSTRUCTION

- ☒ N8. A stabilized entrance shall be installed at the construction access to the site in accordance with the detail included with the plans referenced in this Order. The stabilized entrance shall be maintained/refreshed as needed to maintain effectiveness.
- ☒ N9. All buffer zones that will, according to the approved plans, remain undisturbed shall not be crossed or entered with equipment or any vehicles at any time during construction. If not marked by sedimentation controls, then these areas will be prominently, visibly marked every twenty (20) feet or encircled by construction fencing.
- ☒ N10. Permanent alterations of wetland resource areas is expressly prohibited. Temporary disturbances to resource areas are also prohibited unless they are necessary to rectify unforeseen issues that arise during construction and only if they have been reviewed/authorized by the NCC.
- ☒ N11. All materials and equipment shall be stored in a manner and location that will minimize the compacting of soils and the concentration of runoff. Vehicle refueling shall be conducted outside of the buffer zone. If a spill occurs, the Applicant shall retain a Licensed Site Professional to oversee cleanup in accordance with the provisions of local, state and federal regulations.
- ☒ N12. No soil, topsoil or other material may be stockpiled in the 100 foot buffer zone. All stockpiles will be stabilized and/or encircled with erosion control barriers to prevent erosion and runoff into the resource areas.
- ☒ N13. All waste products, grubbed stumps, slash, construction materials etc. shall be removed from the site to a licensed facility and shall not be in any manner incorporated into the project site with the exception of the reduction of stumps and slash to mulch.
- ☒ N14. All erosion control devices shall be regularly inspected and cleaned and/or replaced as needed, during construction in accordance with provisions specified in the SWPPP. The devices shall remain in place until all areas that may impact the resource areas are permanently stabilized. Erosion controls depicted on the approved plans are the minimum measures that must be utilized to protect wetland resource areas during construction. If deemed necessary, it is the responsibility of the applicant (in consultation with the Erosion Control Monitor) to devise, install and maintain additional controls to protect wetland resource areas and/or undeveloped portions of the buffer zone.
- ☒ N15. Temporarily altered and/or restored portions of the buffer zone shall be seeded in accordance with the specifications included on the plans referenced in this Order (see Sheet C1.00 – Wetland Resources Work Plan).
- ☒ N16. It shall be the responsibility of the applicant to repair, restore and/or replicate areas damaged as a direct result of this project to any wetland resource area or undeveloped

portions of the buffer zone. Sedimentation or erosion into these areas shall be considered damage. The NCC shall be contacted within 48 hours of incidents where damage has occurred in resource areas or undeveloped portions of the buffer zone. A plan to repair the damage and restore the affected areas shall be submitted for review/authorization at the next regularly scheduled meeting of the NCC. Failure to notify the NCC of damage and/or develop/implement restoration measures may result in the issuance of fines or other enforcement actions.

- ☒ N17. The NCC reserves the right to impose additional conditions during the project if deemed necessary to protect resource areas and interests as defined in MGL c131, s40 (310. CMR 10.00).
- ☒ N18. Members of the NCC and its Agent have the right to enter the property to assess compliance with this Order of Conditions throughout the construction period and until a final Certificate of Compliance has been issued.

AFTER CONSTRUCTION

- ☒ N19. All disturbed areas shall be permanently stabilized with healthy, vegetative ground cover of no less than 75% coverage within thirty (30) days of project completion. If conditions prohibit germination/growth, the seeded areas shall be stabilized with mulch or other suitable material to minimize erosion until the following growing season.
- ☒ N20. Within thirty (30) days of completion of this project, a Professional Engineer shall at the request of the applicant submit to the NCC a written statement, stamped and signed, which certifies that the project has been completed according to the approved plans and this Order. The applicant shall also request a Certificate of Compliance from the NCC for this Order of Conditions.
- ☒ N22. The Request for a Certificate of Compliance shall include an "as-built" plan (prepared by a Professional Land Surveyor) depicting the location/extent of structures that were built within wetland resources and the buffer zone.
- ☒ N23. Following completion of construction and prior to issuance of a Full Certificate of Compliance, a plan detailing maintenance procedures (particularly detailing irrigation, fertilization, pest/weed control measures) for the athletic fields and landscaped areas shall be submitted to the NCC for review and approval. Once approved, field/landscape maintenance shall proceed as outlined in the plan.
- ☒ N24. Components of the stormwater management/drainage system for the project shall be inspected/maintained in accordance with the Operation and Maintenance Plan (Attachment E) of the Stormwater Report referenced in this Order. The inlet to 36-inch culvert that extends beneath the site shall be inspected and cleaned (as needed) at least once annually and/or after storm events that produce more than 4 inches of rainfall over the course of 24 hours.
- ☒ N25. Conditions N23 and N24 shall remain in perpetuity and shall not be released with the issuance of a Certificate of Compliance.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands
WPA Form 5 – Order of Conditions
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:
248-0666
MassDEP File #
1116003
eDEP Transaction #
Northbridge
City/Town

D. Findings Under Municipal Wetlands Bylaw or Ordinance

1. Is a municipal wetlands bylaw or ordinance applicable? ☒ Yes ☐ No
2. The Northbridge Conservation Commission hereby finds (check one that applies):

- a. ☐ that the proposed work cannot be conditioned to meet the standards set forth in a municipal ordinance or bylaw, specifically:

1. Municipal Ordinance or Bylaw

2. Citation

Therefore, work on this project may not go forward unless and until a revised Notice of Intent is submitted which provides measures which are adequate to meet these standards, and a final Order of Conditions is issued.

- b. ☒ that the following additional conditions are necessary to comply with a municipal ordinance or bylaw:

Town of Northbridge Wetlands Protection Bylaw

7-700

1. Municipal Ordinance or Bylaw

2. Citation

3. The Commission orders that all work shall be performed in accordance with the following conditions and with the Notice of Intent referenced above. To the extent that the following conditions modify or differ from the plans, specifications, or other proposals submitted with the Notice of Intent, the conditions shall control.

The special conditions relating to municipal ordinance or bylaw are as follows (if you need more space for additional conditions, attach a text document):

N1 - N25



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands
WPA Form 5 – Order of Conditions
 Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:
 248-0666
 MassDEP File #
1116063
 eDEP Transaction #
 Northbridge
 City/Town

E. Signatures

This Order is valid for three years, unless otherwise specified as a special condition pursuant to General Conditions #4, from the date of issuance.

06/19/19

Please indicate the number of members who will sign this form.

1. Date of Issuance

This Order must be signed by a majority of the Conservation Commission.

2. Number of Signers

The Order must be mailed by certified mail (return receipt requested) or hand delivered to the applicant. A copy also must be mailed or hand delivered at the same time to the appropriate Department of Environmental Protection Regional Office, if not filing electronically, and the property owner, if different from applicant.

Signatures:

Richard C. Chius
Barbara McNamee
Justine Capwell
Cynthia M. Campbell

☒ by hand delivery on

☐ by certified mail, return receipt requested, on

June 20, 2019
 Date

Date

F. Appeals

The applicant, the owner, any person aggrieved by this Order, any owner of land abutting the land subject to this Order, or any ten residents of the city or town in which such land is located, are hereby notified of their right to request the appropriate MassDEP Regional Office to issue a Superseding Order of Conditions. The request must be made by certified mail or hand delivery to the Department, with the appropriate filing fee and a completed Request for Departmental Action Fee Transmittal Form, as provided in 310 CMR 10.03(7) within ten business days from the date of issuance of this Order. A copy of the request shall at the same time be sent by certified mail or hand delivery to the Conservation Commission and to the applicant, if he/she is not the appellant.

Any appellants seeking to appeal the Department's Superseding Order associated with this appeal will be required to demonstrate prior participation in the review of this project. Previous participation in the permit proceeding means the submission of written information to the Conservation Commission prior to the close of the public hearing, requesting a Superseding Order, or providing written information to the Department prior to issuance of a Superseding Order.

The request shall state clearly and concisely the objections to the Order which is being appealed and how the Order does not contribute to the protection of the interests identified in the Massachusetts Wetlands Protection Act (M.G.L. c. 131, § 40), and is inconsistent with the wetlands regulations (310 CMR 10.00). To the extent that the Order is based on a municipal ordinance or bylaw, and not on the Massachusetts Wetlands Protection Act or regulations, the Department has no appellate jurisdiction.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands

WPA Form 5 – Order of Conditions

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Provided by MassDEP:

248-0666

MassDEP File #

eDEP Transaction #

Northbridge

City/Town

G. Recording Information

Prior to commencement of work, this Order of Conditions must be recorded in the Registry of Deeds or the Land Court for the district in which the land is located, within the chain of title of the affected property. In the case of recorded land, the Final Order shall also be noted in the Registry's Grantor Index under the name of the owner of the land subject to the Order. In the case of registered land, this Order shall also be noted on the Land Court Certificate of Title of the owner of the land subject to the Order of Conditions. The recording information on this page shall be submitted to the Conservation Commission listed below.

Conservation Commission

Detach on dotted line, have stamped by the Registry of Deeds and submit to the Conservation Commission.

To:

Conservation Commission

Please be advised that the Order of Conditions for the Project at:

Project Location

MassDEP File Number

Has been recorded at the Registry of Deeds of:

County

Book

Page

for:

Property Owner

and has been noted in the chain of title of the affected property in:

Book

Page

In accordance with the Order of Conditions issued on:

Date

If recorded land, the instrument number identifying this transaction is:

Instrument Number

If registered land, the document number identifying this transaction is:

Document Number

Signature of Applicant

SMMMA

SYMES MAINI & MCKEE ASSOCIATES



Cambridge Savings Bank

53-7112/2113

61986

CHECK DATE

June 21, 2019

PAY

Seventy Five and 00/100 Dollars

TO

Commonwealth of Massachusetts

AMOUNT

75.00

617 547-5400

⑈061986⑈ ⑆211371120⑆ 564826525⑈

Symes

MP



Security features. Details on back.

 Official Receipt for Recording in:

Worcester South Registry of Deeds
 90 Front St.

Worcester, Massachusetts 01608

Issued To:
 SMMA
 617 5475400

Recording Fees

Document Description	Number	Book/Page	Recording Amount
ORD	00058435	60592 190	\$75.00
			\$75.00

Collected Amounts

Payment Type	Amount
Check	\$75.00
	\$75.00

Total Received :	\$75.00
Less Total Recordings:	\$75.00
Change Due :	\$.00

Thank You
 KATHRYN A. TOOMEY - Register of Deeds

By: C Delman

Receipt# Date Time
 1151996 06/24/2019 08:24a



Project Management

Memorandum

To: W. Edward Balmer Elementary School Building Committee Date: 7/2/2019
From: Joel G. Seeley Project No.: 17020
Project: W. Edward Balmer Elementary School
Re: Designer Amendment No. 19: Site GeoEnvironmental Soil Characterization Services
Distribution: School Building Committee (MF)

DESIGNER AMENDMENT NO. 19: SITE GEOENVIRONMENTAL SOIL CHARACTERIZATION SERVICES

FEE: \$18,810.00

REASON: Provide Site GeoEnvironmental Soil Characterization Services at the W. Edward Balmer Elementary School site.

BUDGET AVAILABILITY: This Amendment would be funded out of the Other Reimbursable Costs Budget, ProPay Code 0203-9900 which has the current balance of \$85,206.87.

1000 Massachusetts Avenue
Cambridge, MA 02138
617.547.5400

www.smma.com

ATTACHMENT F

CONTRACT FOR DESIGNER SERVICES

AMENDMENT NO. 19

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 July 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:

	Original Contract	Prior Amendments	This Amendment	After this Amendment
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	\$1,959,679.00	\$ 0.00	\$ 1,959,679.00
Construction Document Phase	\$ 0.00	\$2,758,471.00	\$ 18,810.00	\$ 2,777,281.00
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
Total Fee	\$425,000.00	\$7,509,087.50	\$ 18,810.00	\$7,952,897.50

This Amendment is a result of: Provide GeoEnvironmental Soil Characterization Services

MSBA ProPay 0203-9900

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 July 2, 2019

DESIGNER

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



June 26, 2019

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 #19

Dear Joel,

As required for compliance with soil disposal regulations, we present this proposal from the Site Geo-Environmental Consultant for consulting, sampling, and testing services for on-site earthwork.

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 Fill/ Disposal Characterization	F-S Engineers, Inc.	\$17,100.00
• Task 1.1 - Soil Sample Collection		
• Task 1.2 – Prepare Letter Report		

Note that the Soil Disposal Characterization services listed on the previous proposal under ASR #17 are voided.

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 \$1,710.00

TOTAL, ASR #19 \$18,810.00

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 the printed name and title.

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

June 26, 2019

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

Re: Professional Services Relative to Soil Disposal Characterization at the Proposed
Balmer Elementary School, Northbridge, Massachusetts

Dear Mr. Hengelsberg:

FS Engineers, Inc. (FSE) is pleased to present this proposal for professional services for the above-referenced proposed school building in Northbridge, Massachusetts. FSE is a certified Minority Business Enterprise (MBE) and a Disadvantaged Business Enterprise (DBE) in Massachusetts. We have prepared this proposal based on information provided by you. We have not conducted a site reconnaissance to prepare this scope of work. Our understanding is that there is no past history of a documented release of oil and/or hazardous materials at the site within which the subject scope of work will be implemented.

We have assumed that much of the cut area is currently virgin/wooded. According to preliminary estimates provided to us, approximately 45,000 cubic yards of topsoil and native sand and gravel will require off-site management/reuse.

The cost estimate provided herein is for disposal characterization based on the analyte suite provided by the site earthwork contractor for 45,000 cubic yards of topsoil and native sand and gravel. The proposed rate of sample collection/analysis is based upon the information provided by the site earthwork contractor of 1 sample per 5,000 cu. yds. The intent of the sampling program is to provide sufficient information so that the client can make an informed decision on how they will manage the soil.

The scope of work is based upon performing one (1) day of field work in order to obtain topsoil and native sand and gravel samples for visual characterization and laboratory analysis. The purpose of the investigation is to characterize the site soil quality to assist in the determination of appropriate reuse options. A letter report will be submitted that contains laboratory reports, tabulated data, sample locations on a site plan, and recommendations. A detailed existing conditions site plan will be provided by Dore and Whittier Architects, Inc. (DW) before field soil sampling commences; the plan will show the depth of excavation and cut and fill details.

Topsoil and Native Sand and Gravel Disposal Characterization Proposal
Proposed Balmer Elementary School, Northbridge, MA
June 26, 2019
Page 2 of 4

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 30 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:

Soil/Fill Disposal Characterization

1.1 Soil Sample Collection

- (a) FSE will review past reports provided by DW. Review geotechnical reports (if available) and proposed construction grading and cut and fill plans. Prepare a sampling plan based upon information reviewed. Site existing condition plans showing depth of excavation and cut and fill areas in CAD format will be provided by the client.
- (b) FSE will be on-site during the test pit excavations to be completed by the site earthwork contractor who will be hired by the owner's representative. FSE will collect topsoil and native sand and gravel samples from test pits for laboratory analyses. Number of samples to be collected is based upon 1 topsoil and native sand and gravel sample per 5,000 cu. yds. of topsoil and native sand and gravel to be disposed at an approved offsite facility. Contacting Digsafe will be done by the site earthwork contractor. Locating on-site utilities is the responsibility of the owner. The site owner will locate all utilities on-site and clear each test pit location prior to excavation. One (1) day of field work have been budgeted for this task.
- (c) FSE will obtain topsoil and native sand and gravel samples from the test pits and field screen for total volatile organic compounds (VOC) using a photoionization detector (PID). Based upon PID field screening, collect up to 10 topsoil and native sand and

gravel samples (one from each test pit) and submit for laboratory analysis for the list of analyte suite provided by the earthwork contractor including VOCs, SVOCs, TPH, PCB, MCP 14 metals, herbicides, pesticides, pH, conductivity, reactivity, and flashpoint. A site plan of the property showing the test pits will be provided to FSE by the client.

1.2 Prepare Letter Report

- (a) Prepare a letter report that describes the topsoil and native sand and gravel sampling procedures, presents the tabulated laboratory soil sample analysis results, and contains the laboratory reports and a site plan.
- (b) Prepare a site plan with a sample grid that shows the extent of the area represented by each fill sample. The volume of topsoil and native sand and gravel represented by each sample will be identified to coordinate load and go disposal method.

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 Lump Sum Fee of Seventeen Thousand One Hundred Dollars (\$17,100.00) 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.

Topsoil and Native Sand and Gravel Disposal Characterization Proposal
Proposed Balmer Elementary School, Northbridge, MA
June 26, 2019
Page 4 of 4

(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: 2019.06.26 10:19:35 -04'00'

Farooq Siddique, PE, LSP
 Principal

AGREED AND ACCEPTED BY CLIENT:

Name _____

Title _____

Date _____



Project Management

Memorandum

To: W. Edward Balmer Elementary School Building Committee Date: 7/2/2019
From: Joel G. Seeley Project No.: 17020
Project: W. Edward Balmer Elementary School
Re: Designer Amendment No. 20: Excavation Services for Top Soil Testing
Distribution: School Building Committee (MF)

DESIGNER AMENDMENT NO. 20: EXCAVATION SERVICES FOR TOP SOIL TESTING

FEE: \$2,000.00

REASON: Provide Excavation Services for Top Soil Testing at the W. Edward Balmer Elementary School site.

BUDGET AVAILABILITY: This Amendment would be funded out of the Other Reimbursable Costs Budget, ProPay Code 0203-9900 which has the current balance of \$66,396.87.

1000 Massachusetts Avenue
Cambridge, MA 02138
617.547.5400

www.smma.com

ATTACHMENT F

CONTRACT FOR DESIGNER SERVICES

AMENDMENT NO. 20

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 July 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:

	Original Contract	Prior Amendments	This Amendment	After this Amendment
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	\$1,959,679.00	\$ 0.00	\$ 1,959,679.00
Construction Document Phase	\$ 0.00	\$2,777,281.00	\$ 2,000.00	\$ 2,779,281.00
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
Total Fee	\$425,000.00	\$7,527,660.50	\$ 2,000.00	\$7,952,897.50

This Amendment is a result of: Provide Excavation for Top Soil Testing

MSBA ProPay 0203-9900

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 July 2, 2019

DESIGNER

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



July 1, 2019

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 #20

Dear Joel,

This request for additional services is in connection with ASR-14, Additional Soil Testing for Drainage. Originally, for this work, Nitsch had arranged an excavator with the Northbridge DPW, which was cancelled at the last minute due to illness. To keep the project on schedule, Nitsch quickly arranged a local excavator, Steve Caya Construction, to complete the excavation of test pits.

Please review and approve the attached invoice as follows:

Soil Test Pit Excavation	Steve Caya Construction	\$2,000.00
--------------------------	-------------------------	------------

This invoice is a direct pass-through of Caya's invoice with no markup.

TOTAL, ASR #20	\$2,000.00
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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 gray circular stamp.

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

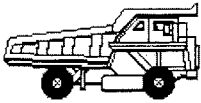
cc. DWA Dist.; file.

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

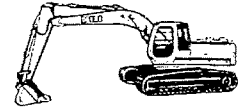
www.doreandwhittier.com



STEVE CAYA CONSTRUCTION

PO Box 175 • Northbridge, MA 01534

508-864-7754



Dore & Whittier
NAME

DATE 4/11/19
6/25/19

ADDRESS

SOLD BY		CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT
QTY		DESCRIPTION				PRICE	AMOUNT
1							
2							
3		Excavation services					
4		at Balmer School					
5		Whitinsville, MA 01588					
6							
4/8	7	Lowbed Excavator to site					
4/9+10	8	Dig and Backfill					
	9	test holes around property					
	10	as needed					
	11	April 9th + 10th					
4/11	12	Clear up disturbed areas					
	13	and seed as needed					
	14						
	15	Total Quote					
	16	Total Due				\$	2000.00
	17						
	18						

Customer's Order No.	Rec'd by
----------------------	----------

June 21, 2019

Mr. Adam Gaudette
Town Manager
Northbridge, MA

Mr. Gaudette,

Please share the following memo with the Board of Selectmen. The following is information in response to the citizen's comments made on Monday, June 17, 2019.

From its formation in 2016, the Northbridge School Building Committee (SBC) has led an open and transparent process throughout the planning and design process for the new Northbridge Elementary School. The SBC has held 46 School Building Committee meetings, all posted, open to the public, video recorded with minutes posted. Prior to the October 23, 2018 Town Meeting approving the project, the SBC held 32 of these meetings. During that time, the SBC shared with and invited community input on the design options as they were developed by hosting 10 Community Forums. Poster boards inviting the community to the forums were posted in the Town Hall, Library, Senior Center, Community Center, Food Pantry and all the schools, as well as being posted on the town's and school's websites. Additionally, the SBC performed 2 web-based community wide surveys to facilitate community input to the SBC in selecting the preferred option. The SBC met on multiple occasions with Selectmen, Finance Committee, and School Committee at their open public meetings to review the design progress leading up to the October 23, 2018 Town Meeting vote. Additionally, the SBC hosted 2 meetings and site walks with the neighborhood to review and have input in the selected project design prior to the October 23, 2018 Town Meeting Vote. Lastly, all of the documents related to the project are and have been available to the public on the project website: www.nps.org/sbc. Recently there have been claims made by a resident that warrant a response from the School Building Committee.

Our responses are as follows:

Claim:

Conservation was to send a certified letter and detailed environmental plan to all abutters. To my knowledge those of us on Mason Road have not received such documentation.

Response:

A certified letter was sent for the Conservation Commissions Public hearings to all abutters. There is no requirement that any plans, environmental or otherwise be sent to the abutters. Any relevant information regarding the project is readily available at both the Planning and Conservation offices.

Claim:

Our concern is for the potential pooling of water from clearing the woods as well as from the construction of the field. The associated costs and construction plan have not been published.

Once the woods and vegetation has been cleared surrounding areas will experience an increased impact.

Response:

The 60% budget was submitted to the MSBA and does account for all site drainage. A detailed storm water report was provided to the Conservation Commission, reviewed by an independent engineering firm and then by DEP. Comments were made and resolved and order or conditions issued. The public hearing has since been closed.

Claim:

No stamped surveys have been delivered to abutters.

Response:

A stamped, certified survey of the town site has been completed and will be shared with abutters.

Claim:

Town Manager informed us that this is not the process... an actionable certified letter must be given to abutters giving them 28 days from the time of notice to move their personal property or dispute the claim.

Response:

The School Building Committee is not aware of this being a Town policy nor are we aware of the Town Manager ever making this statement.

Claim:

The SBC made a false statement ... telling him that his planned fence must be installed 10 feet from the property line...

Response:

After the recent abutter meeting a site walk was performed. A Mason Road resident asked about installing a fence on his property. He was told the check with the Zoning Official to make sure he knew the proper setback for the fence. When asked about his shed, he was told that the setback was 10 feet and that it is the resident's responsibility to relocate the shed.

Claim:

Still awaiting a buffer zone confirmation and description.

Response:

The privacy fence and plantings were discussed in a presentation to the Planning Board in a public meeting on Tuesday May 14th and was ultimately made part of the Planning Boards approval. As part of the conditions a 6 foot stockade fence was changed to an 8 foot vinyl fence. The Planning Board also discussed and accepted the plantings that were presented.

In addition I have shared the slides that show the plantings and fence with the resident in question via email.

Claim:

The proposed field does not fall under 8% site work reimbursement.

Response:

The MSBA's signed Project Funding Agreement does not exclude the field in question from that 8% site work reimbursement. The project budged, as presented and approved by the town, included all reimbursable and non-reimbursable costs.

Claim:

Taxpayers should have a vote on non-reimbursable items

Response:

The project budget, as presented and approved by the Town included all reimbursable and non-reimbursable costs.

Claim:

The SBC doesn't have an amount for the field construction.

Response:

The site work has been estimated and bid "project wide". It is not customary to break out individual sections of the project for estimating (i.e. all tree clearing is estimated as one item, not per area, likewise, all grass is estimated, not a certain area. On a project of this size and when addressing such claims, we are being thorough. Please keep in mind, we need to figure what additional work may need to be added if this field work is eliminated. We are preparing this information as a courtesy; the field is an intrinsic part of the project that was voted on by the Town.

Sincerely,

Joseph Strazzulla
Chair
Northbridge School Building Committee



FONTAINE BROS., INC.

CONSTRUCTION MANAGERS
GENERAL CONTRACTORS

June 23, 2019

Joel Seeley
Executive Vice President
SMMA

Project: Northbridge Elementary School – Fontaine Project #2524

Subject: U-10 Playfield Construction Cost Study

Dear Mr. Seeley,

As requested, Fontaine Bros., Inc. has performed a study of the U-10 playfield. The purpose of this study was to develop a construction cost estimate for the U-10 playfield, as recently requested by a property abutter.

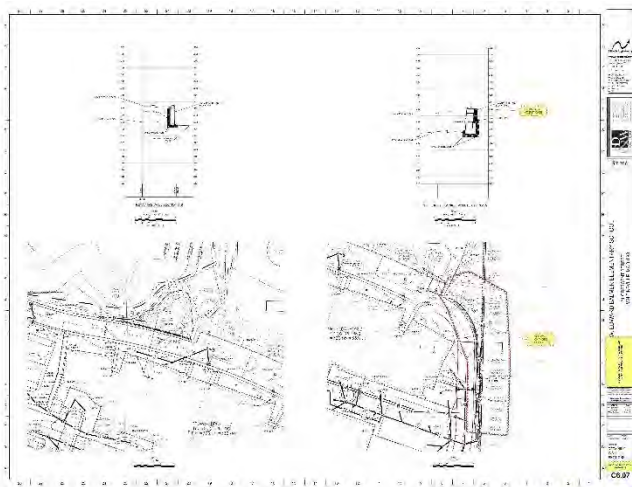
It is important to note that in order to answer the question: what is the cost of the U-10 playfield? a second question must be answered: what is the impact of not constructing the U-10 playfield? As the project team reviewed this study request, it became evident that should the U-10 playfield not be constructed, additional construction scope would need to be added to the current project to maintain the required loop road around the north of the school building with respect to the resultant adjacent existing site grades. The additional construction scope is indicated in the following plans:



Modified Grading Plan



Modified Drainage System Plan



Modified Retaining Wall



Modified Landscaping Plan

Our construction cost estimate for this study identifies the current scope of work as outlined within the project 60% Contract Documents for the U-10 field and all corresponding support work, as well as what the added scope would be, should the U-10 playfield be removed. Negative values represent that of current contract work to be removed, positive values represent that of the added work.

The estimated construction cost returned to the project if the U-10 playfield was removed from the project scope is \$165,491, as shown below:

SK-CD90 BUDGET -01 DELETE U10 FIELD

Item	Description	Takeoff Qty	Unit Cost	Total	
				Amount	
G	SITEWORK				
G10	SITE PREPARATION				
G1010	Site Clearing				
31-0000.000	EARTHWORK				
31-1100.100	Site Preparation				
10	Temporary Fencing And Relocation Deduct Base	-738.00	If	20.00 /lf	(14,760)
10	Temporary Fencing And Relocation Add For Change	354.00	If	20.00 /lf	7,080
	Site Preparation			(0.046)/sf	(7,680)
	167,352.00 sf				
	EARTHWORK			(0.046)/sf	(7,680)
	167,352.00 sf				
	G1010 Site Clearing			(0.046)/sf	(7,680)
	167,352.00 sf				
G1011	Clearing And Grubbing				
31-0000.000	EARTHWORK				
31-1100.100	Site Preparation				
10	Clear, Stump & Grub Deduct Base	-58,084.00	sf	0.10 /sf	(5,808)
	Site Preparation			(0.035)/sf	(5,808)
	167,352.00 sf				
31-1400.110	Strip Topsoil				
10	Strip/Stockpile - Topsoil Deduct Base	-2,151.00	cy	4.50 /cy	(9,679)
10	Haul Excess Topsoil - Off-site Disposal Deduct Base	-2,151.00	cy	4.00 /cy	(8,604)
	Strip Topsoil			(0.109)/sf	(18,284)
	167,352.00 sf				
	EARTHWORK			(0.144)/sf	(24,092)
	167,352.00 sf				
	G1011 Clearing And Grubbing			(0.144)/sf	(24,092)
	167,352.00 sf				

Item	Description	Takeoff Qty	Total	
			Unit Cost	Amount
G1035	Site Shoring			
31-0000.000	EARTHWORK			
31-4100.100	Shoring			
10	Earth Support Boxes - Trench Protection Add to Base	1,460.00 sf	25.00 /sf	36,500
	Shoring		0.218/sf	36,500
	167,352.00 sf			
	EARTHWORK		0.218/sf	36,500
	167,352.00 sf			
	G1035 Site Shoring		0.218/sf	36,500
	167,352.00 sf			
G1037	Erosion Control			
31-0000.000	EARTHWORK			
31-1100.100	Site Preparation			
10	Erosion Silt Fence Control And Maintenace/Relocation Deduct Base	-406.00 lf	12.00 /lf	(4,872)
10	Erosion Silt Fence Control And Maintenace/Relocation Add Change	310.00 lf	12.00 /lf	3,720
	Site Preparation		(0.007)/sf	(1,152)
	167,352.00 sf			
	EARTHWORK		(0.007)/sf	(1,152)
	167,352.00 sf			
	G1037 Erosion Control		(0.007)/sf	(1,152)
	167,352.00 sf			
G1070	Site Earthwork			
31-0000.000	EARTHWORK			
31-2213.110	Site Grading			
110	Grade Site - Cut Deduct Base	-8,578.00 cy	4.00 /cy	(34,312)
110	Grade Site Remove Excess - Cut Deduct Base	-8,578.00 cy	8.00 /cy	(68,624)
	Site Grading		(0.615)/sf	(102,936)
	167,352.00 sf			

SK-CD90 BUDGET -01 DELETE U10 FIELD

Item	Description	Takeoff Qty	Total	
			Unit Cost	Amount
	<i>EARTHWORK</i>		(0.615)/sf	(102,936)
	167,352.00 sf			
	<i>G1070 Site Earthwork</i>		(0.615)/sf	(102,936)
	167,352.00 sf			
	G10 SITE PREPARATION		(0.594)/sf	(99,360)
	167,352.00 sf			
G20	SITE IMPROVEMENTS			
G2020	Parking Lots			
32-0000.000	EXTERIOR IMPROVEMENTS			
32-1116.005	Subbase Materials			
140	Pavement Area Supply & Install Gravel Borrow At 8" Deduct Base	-60.00 cy	30.00 /cy	(1,800)
140	Pavement Area Supply And Install D.G.S.B. At 4" Phase Deduct Base	-30.00 cy	38.00 /cy	(1,140)
140	Pavement Area Fine Grade for Asphalt Paving Phase	-2,493.00 sf	0.35 /sf	(873)
	Subbase Materials		(0.023)/sf	(3,813)
	167,352.00 sf			
32-1216.120	Asphalt Paving - SY			
25	Hot Mix Asphalt Paving At 3" Phase Deduct Base	-277.00 sy	22.00 /sy	(6,094)
	Asphalt Paving - SY		(0.036)/sf	(6,094)
	167,352.00 sf			
32-1640.120	Curbs- Granite			
2	Sloped Granite Curb Phase Deduct Base	-313.00 lf	28.00 /lf	(8,764)
2	Sloped Granite Curb Phase Add Base	24.00 lf	28.00 /lf	672
	Curbs- Granite		(0.048)/sf	(8,092)
	167,352.00 sf			
	EXTERIOR IMPROVEMENTS		(0.108)/sf	(17,999)
	167,352.00 sf			

SK-CD90 BUDGET -01 DELETE U10 FIELD

Item	Description	Takeoff Qty	Unit Cost	Total	
				Amount	
	G2020 Parking Lots		(0.108)/sf	(17,999)	
	167,352.00 sf				
G2030	Pedestrian Paving				
32-0000.000	EXTERIOR IMPROVEMENTS				
32-1116.005	Subbase Materials				
120	6" Gravel Base - Sidewalks Phase Deduct Base	-3.00 cy	35.00 /cy	(105)	
120	Fine Grade At Sidewalks Phase Deduct Base	-164.00 sf	0.50 /sf	(82)	
	Subbase Materials		(0.001)/sf	(187)	
	167,352.00 sf				
32-1313.100	Site Concrete				
6	4" Concrete Paving Phase Deduct from Base	-164.00 sf	9.90 /sf	(1,624)	
	Site Concrete		(0.01) /sf	(1,624)	
	167,352.00 sf				
32-1713.120	Paving				
110	Tactile Warning Surfacing	-8.00 sf	20.00 /sf	(160)	
	Paving		(0.001)/sf	(160)	
	167,352.00 sf				
	EXTERIOR IMPROVEMENTS		(0.012)/sf	(1,971)	
	167,352.00 sf				
	G2030 Pedestrian Paving		(0.012)/sf	(1,971)	
	167,352.00 sf				
G2040	Site Developement				
12-0000.000	FURNISHINGS				
12-9300.110	Site Furnishings				
120	Soccer Goals at U10 North East Natural Turf Field	-2.00 ea	1,800.00 /ea	(3,600)	
	Site Furnishings		(0.022)/sf	(3,600)	
	167,352.00 sf				
	FURNISHINGS		(0.022)/sf	(3,600)	
	167,352.00 sf				
31-0000.000	EARTHWORK				
31-2316.210	Structure Excavation				

Whitinsville, MA

SK-CD90 BUDGET -01 DELETE U10 FIELD

Item	Description	Takeoff Qty	Unit Cost	Total	
				Unit Cost	Amount
31-2316.210	Structure Excavation				
105	Segmental Retaining Wall Excavation And Backfill Add to Base	1,305.00 cy	15.00 /cy		19,575
	Structure Excavation		0.117/sf		19,575
	167,352.00 sf				
31-2323.255	Import Fill				
100	Segmental Retaining Wall Imported Granular Backfill	750.00 cy	30.00 /cy		22,500
	Import Fill		0.134/sf		22,500
	167,352.00 sf				
	EARTHWORK		0.251/sf		42,075
	167,352.00 sf				
32-0000.000	EXTERIOR IMPROVEMENTS				
32-1116.005	Subbase Materials				
120	Segmental Retaining Wall Footing Stone Bedding Add Base	80.00 cy	35.00 /cy		2,800
	Subbase Materials		0.017/sf		2,800
	167,352.00 sf				
32-3113.200	Fence Rails				
4	4' HT. Vinyl-Clad Chain Link Fence Deduct from Base	-433.00 lf	55.00 /lf		(23,815)
4	4' HT. Vinyl-Clad Chain Link Add to Base	228.00 lf	55.00 /lf		12,540
4	6' Wood Fence 'A' Deduct from Base	-360.00 lf	70.00 /lf		(25,200)
			(0.218)/sf		(36,475)
	167,352.00 sf				
32-3200.110	Site Landscaped Walls				
120	Segmental Retaining/Engineering Calcs & Structural Design - "Redi-Rock" Wall Units - Add Base	1,460.00 sf	45.00 /sf		65,700
120	Segmental Retaining Wall Caps Add Base	230.00 sf	45.00 /sf		10,350
120	Segmental Retaining Wall Root Barrier Add Base	1,460.00 sf	2.00 /sf		2,920
120	Core Drill for Fence Posts [Fence by others] Add Base	36.00 ea	90.00 /ea		3,240
	Site Landscaped Walls		0.491/sf		82,210
	167,352.00 sf				
	EXTERIOR IMPROVEMENTS		0.29 /sf		48,535
	167,352.00 sf				
33-0000.000	UTILITIES				
33-0550.010	Pipe Trenching				
2	Segmental Retaining Wall Footing Drain Add to Base	441.00 lf	18.00 /lf		7,938

Whitinsville, MA

SK-CD90 BUDGET -01 DELETE U10 FIELD

Item	Description	Takeoff Qty	Total	
			Unit Cost	Amount
33-0550.010	Pipe Trenching			
2	Segmental Retaining Free Draining Stone Backfill Add to Base	135.00 cy	38.00 /cy	5,130
2	Segmental Retaining Filter Fabric Add to Base	2,250.00 sf	0.50 /sf	1,125
	Pipe Trenching		0.085/sf	14,193
	167,352.00 sf			
	UTILITIES		0.085/sf	14,193
	167,352.00 sf			
	G2040 Site Development		0.605/sf	101,203
	167,352.00 sf			
G2050	Landscaping			
32-0000.000	EXTERIOR IMPROVEMENTS			
32-9113.120	Soil Preparation			
10	Supply/Screen/Test/Ammend/Spread Loam Deduct from Base	-998.82 cy	30.00 /cy	(29,965)
	Soil Preparation		(0.179)/sf	(29,965)
	167,352.00 sf			
32-9219.110	Lawns & Grasses			
5	Native Seed Mix - U10 Northeast Natural Turf Field Deduct from Base	-14,557.00 sf	0.30 /sf	(4,367)
5	Lawn Seed Mix - U10 Northeast Natural Turf Field Deduct from Base	-39,379.00 sf	0.30 /sf	(11,814)
	Lawns & Grasses		(0.097)/sf	(16,181)
	167,352.00 sf			
32-9343.110	Trees			
120	PG White Spruce (Evergreen Trees) - U15 Northeast Natural Turf Field	-23.00 ea	1,700.00 /ea	(39,100)
120	GT Thornless Honeylocust (Deciduous Trees) - U15 Northeast Natural Turf Field	-11.00 ea	1,200.00 /ea	(13,200)
130	MD Donald Crabapple (Ornamental Trees) Deduct from Base	-5.00 ea	1,700.00 /ea	(8,500)
	Trees		(0.363)/sf	(60,800)
	167,352.00 sf			
	EXTERIOR IMPROVEMENTS		(0.639)/sf	(106,945)
	167,352.00 sf			
	G2050 Landscaping		(0.639)/sf	(106,945)
	167,352.00 sf			

Item	Description	Takeoff Qty	Total	
			Unit Cost	Amount
	G20 SITE IMPROVEMENTS		(0.154)/sf	(25,712)
	167,352.00 sf			
G30	SITE MECHANICAL UTILITIES			
G3030	Storm Sewer			
33-0000.000	UTILITIES			
33-3614.220	Structures			
05-06	Catch Basin Add to Base	1.00 ea	4,500.00 /ea	4,500
05-06	Yard Drain Add To Base	1.00 ea	2,000.00 /ea	2,000
	Structures		0.039/sf	6,500
	167,352.00 sf			
33-4102.202	HDPE Pipe			
4	12" HDPE Pipe Add to Base	71.00 lf	60.00 /lf	4,260
4	12" HDPE Pipe Deduct from Base	-295.00 lf	60.00 /lf	(17,700)
12	6" CPP Perforated with CO & AD Deduct from Base	-1,116.00 lf	30.00 /lf	(33,480)
	HDPE Pipe		(0.28) /sf	(46,920)
	167,352.00 sf			
	UTILITIES		(0.242)/sf	(40,420)
	167,352.00 sf			
	G3030 Storm Sewer		(0.242)/sf	(40,420)
	167,352.00 sf			
	G30 SITE MECHANICAL UTILITIES		(0.242)/sf	(40,420)
	167,352.00 sf			
	G SITEWORK		(0.989)/sf	(165,491)
	167,352.00 sf			

Estimate Totals

Description	Amount	Totals	Rate	Cost per Unit	
Direct Cost	(165,491)	(165,491)		(0.989) /sf	-2.33%

----- Forwarded message -----

From: **Thibeault, Jason** <JThibeault@statestreet.com>

Date: Mon, Jul 1, 2019 at 11:15 AM

Subject: Fields Surrounding new Balmer School - Northbridge Youth Lacrosse

To: sbc@nps.org <sbc@nps.org>

Cc: dealee03@yahoo.com <dealee03@yahoo.com>, george.roadman@yahoo.com <george.roadman@yahoo.com>, kltracy21@gmail.com <kltracy21@gmail.com>, mvikes73@charter.net <mvikes73@charter.net>, jeffwilson8900@gmail.com <jeffwilson8900@gmail.com>, nmenneto@yahoo.com <nmenneto@yahoo.com>

Information Classification: ●● Limited Access

Dear School Building Committee Members,

We are writing to you on behalf of the Northbridge Youth Lacrosse community. NYL is a recreational youth league that has been supporting and growing both boys and girls youth athletes in town for 11 years. NYL's season runs from late March through early June and most years we have approximately 170 athletes across eight teams participating, with athletes ranging in age from Kindergarten through eighth grade. It has come to our attention that there are conversations happening regarding the validity of building and maintaining new field space in conjunction with the new Balmer School Project. As with most of our town leagues, NYL works with the Parks and Rec Committee as well as the Northbridge Schools facilities coordinator to determine field space for our athletes during the NYL regular season. The spring sports season is the busiest season for town sports with youth athletes playing baseball, softball, soccer and lacrosse, all of which are vying for field space while also competing with middle school and high school sports and their field needs. Due to current field capacity constraints and field conditions coupled with scheduling conflicts, finding field space in town for all teams is extremely difficult. In past seasons we have had teams practicing in the outfield of Vail field at Balmer while town baseball teams utilize the infield, utilized the side Balmer field by the recess lot, or have found space in other open areas, working around softball, soccer and other school practices. Recognizing this space issue, oftentimes due to unsafe conditions for our athletes, we as a Board have explored other options including looking for space in surrounding towns and The Habitat for Sports in Uxbridge. Ultimately, as an organization, the cost of paying both town field fees (either through P&R or School fees) plus additional fees to rent space has prohibited us from finding alternative outdoor space. Thus, we've utilized whatever space we can find in town to support our athletes even though not optimal in terms of field conditions.

With the current construction plans due to start in the fall for Balmer School and several fields being taken off line in and around the complex during this construction, further strain will be placed on the resources that our town currently has available to our youth athletes. We as an organization understand that we are not entitled to these fields but rather use them as a courtesy extended by the town and school system to help foster the youth of our community and build reputable feeder programs for our middle school and high school programs, keeping in mind we compensate the town and schools for this use. To say that the construction of fields associated with this project is a luxury or not a necessity for the town is simply being short sighted. Let's not make the same mistakes that were made with the construction of the current high school and athletic complex where the field space that we currently utilize was an afterthought and resulted in a less than ideal field design. We have a chance to create a campus that will not only provide our youth a safe and environmentally friendly learning center, but also provide out entire community with green space and field space necessary for our growing town population.

We all know that the current fields in town are overplayed due to lack of available options and the weather patterns associated with the New England seasons historically results in the resting of some fields further limiting field space. Some are saying that the recent passing of the LaSalle Field Turf Project will

alleviate the field space issues and while it will certainly help, to say the fields contemplated in the Balmer Project are a luxury is simply untrue. As parents and participants in other town leagues we know that the Northbridge Youth Soccer Association has rented space in both Mendon and the Knight of Columbus in town to accommodate their youth teams. This is without the closing of the current Balmer School fields this past season. That said, just having a space with grass is not necessarily an answer. One has to also factor in the quality of the playing surface and its safeness for our athletes plus the availability of parking and facilities for our parents and families. Our town currently has a shortage of available areas to host our youth athletes and as we continue to grow as a town and community, these limitations will only increase.

We urge you as a committee to move forward with the plan proposed to (and accepted by) the town and its residents which includes the construction of these six youth fields (u6, u8 & u10) as well as the baseball and softball fields in and around the Balmer School Campus. Let's continue to make the investments in our town that are necessary for the success of this growing community. Our town, our community, and most importantly our kid's futures are worth it.

Thank you for your consideration.

Northbridge Youth Lacrosse Board of Directors

Jason Thibeault – President
Deanna Proto – Vice President
George Roadman - Treasurer
Kate Tracy – Secretary
Mark Tracy – League Coordinator
Nikki Roadman – Merchandise Coordinator
Jeff Wilson – Registrar

Michael Alden

56 Lake St.

Dear SBC Members,

I would first like to thank each one of you for your dedication and volunteered time with the new Balmer School. You have all done a phenomenal job and I'm extremely excited for the finished product. I do realize that is awhile away and knowing that my daughter will be the first kindergarten class in that school certainly leaves me with a bitter sweet feeling. I do not want her to grow too fast!

I am really writing in regards to the current design of the updated fields at the school from not only a Northbridge Youth Soccer board member view but from a parent's perspective as well. It has been a challenge for the last few years trying to find field space for all of our current youth soccer teams. To the extent that I feel I could contribute field quality in the declining numbers. Balmer has had so much field space in the past but the quality of the fields became subpar. They have been worn and torn through time much like the building itself has been. We had to ship our entire U8 program to Mendon last season as there was not an area for them to play on. That is money we sent out of town in order for a town league to be able to play. We also gave money to the Knights of Columbus so that our U6 program could play. Both are revenue losses for our current fields. Soccer is the only sport in town that is played twice a year. We would essentially be giving back more than any other sport would be. We are running out of options for us to play. That is why the current design was so appealing. There is nothing like having a quality and accessible field to play on. Northbridge Baseball has a beautiful set up where it is enjoyable to go to a game and be part of the atmosphere. Even if one doesn't have a player invested. I can only hope that NYSA could be as lucky as to having a group of playing surfaces that would attract more to come and be a part of. We are spread all around the valley with our teams. I believe parents can't commit to certain age groups due to the placement of practices and games. Having the majority in one place would truly be convenient and a great experience for all involved.

My wife and I moved near Balmer 15 years ago. One of the most appealing things about the area was all the youth sports activity at the school. From the kids screaming in the back of the school on the soccer fields in spring and fall to the sound of the bat in spring and throughout the summer. Football even practiced over there in the fall and hearing the coaches was exciting. I remember getting excited at the possibility that our future kids would be able to take part any or all of that.

There has always been a lot of field space at Balmer and I appreciate how you folks decided to not only keep the amount that is already there, but truly improve it with the upgrade of the school. A beautiful structure like the new Balmer should be presented on the outside with future opportunities for our youth to enjoy.

Respectfully,

Michael Alden

Falvey Associates
Preconstruction / Preblast Inspections
15 Clarridge Circle
Milford, MA
01757
(508-328-8789)

May 13, 2019

Fontaine Bros.

Mr. Joel Kent

Project Location: Balmer School, Northbridge, MA

Please be advised that the following preconstruction surveys have been completed as requested by your company in the town of Northbridge, MA:

Mason Rd.

1. 130 Gambon, Thomas (3 Attempts / Certified Letter Sent / Declined Survey)
2. 138 Guglielmo, Kenneth
3. 146 Murdough, Scott
4. 156 Harris
5. 168 Stockwell
6. 178 Brooks
7. 192 Bigness, Kyle (3 Attempts / Certified Letter Sent / No Response)
8. 202 Armstrong
9. 216 Courtemache
10. 230 Baris
11. 244 Valis
12. 254 Zanella, Patrick (3 Attempts / Certified Letter Sent / Declined Survey)
13. 266 Perez / Rivera (3 Attempts / Certified Letter Sent / Declined Survey)
14. 282 Sarah Realtor
15. 292 Collins, Russell D.
16. 115 Crawford, Ryan
17. 151 Casey
18. 175 Barkley
19. 191 Banning, Robert A.
20. 211 Kelley, Thomas A.
21. 223 Jorritsma
22. 251 Lessard
23. 263 Ebbeling, Ronald J.
24. 277 Gard, Gerald I (Exterior)
25. 291 Sweetman, Robert D. (3 Attempts / Certified Letter Sent / No Response)

Crescent St.

- 26. 45 Mahoney, Patrick 2900 Providence Rd. N, Northbridge, MA 01534
- 27. 47
- 28. 49
- 29. 51
- 30. 53
- 31. 55

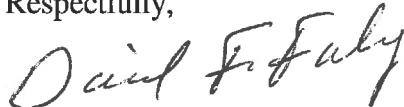
Evergreen Circle

- 32. 56 Fortin (Exterior)
- 33. 58 Sullivan, Brian

North Main St.

- 34. 236 Bailey, Stella Exterior
- 35. 246 Ball, Jason

Respectfully,

A handwritten signature in black ink that reads "David F. Falvey". The signature is written in a cursive, flowing style.

David F. Falvey

7018 1830 0002 0337 4111

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Sent To

Thomas Gambon
 Street and Apt. No., or PO Box No.
 230 Mason Rd.
 City, State, ZIP+4®
 Whitinsville, MA 01588

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions



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☐ Certified Mail Restricted Delivery \$0.00
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☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.55

Total Postage and Fees \$4.05

Sent To

Mr. Perez
 Street and Apt. No., or PO Box No.
 266 Mason Rd.
 City, State, ZIP+4®
 Whitinsville, MA 01588

PS Form 3800, April 2015 PSN 7530-02-000-9047

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Postage \$0.55

Total Postage and Fees \$4.05

Sent To

Patrick Zanello
 Street and Apt. No., or PO Box No.
 254 Mason Rd.
 City, State, ZIP+4®
 Whitinsville, MA 01588

PS Form 3800, April 2015 PSN 7530-02-000-9047

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☐ Certified Mail Restricted Delivery \$0.00
☐ Adult Signature Required \$0.00
☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.55

Total Postage and Fees \$4.05

Sent To

Robert D. Sweetman
 Street and Apt. No., or PO Box No.
 291 Mason Rd.
 City, State, ZIP+4®
 Whitinsville, MA 01588

PS Form 3800, April 2015 PSN 7530-02-000-9047

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WHITINSVILLE, MA 01588

Certified Mail Fee \$3.50

Extra Services & Fees (check box, add fee as appropriate)
☐ Return Receipt (hardcopy) \$0.00
☐ Return Receipt (electronic) \$0.00
☐ Certified Mail Restricted Delivery \$0.00
☐ Adult Signature Required \$0.00
☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.55

Total Postage and Fees \$4.05

Sent To

Kyle Bigness
 Street and Apt. No., or PO Box No.
 192 Mason Rd.
 City, State, ZIP+4®
 Whitinsville, MA 01588

PS Form 3800, April 2015 PSN 7530-02-000-9047

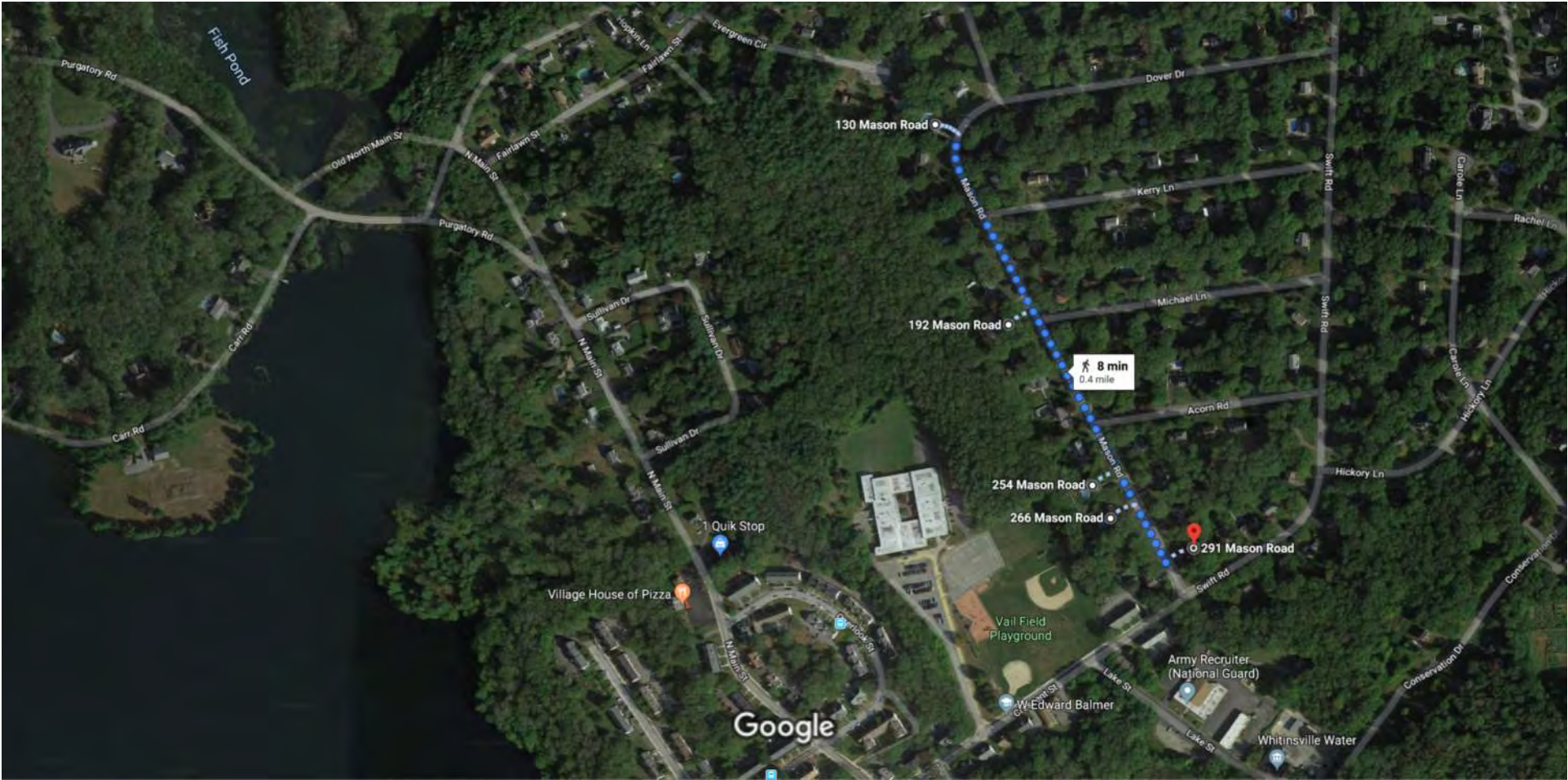
See Reverse for Instructions





192 Mason Rd, Whitinsville, MA 01588 to 291 Mason Road, Whitinsville, MA

Walk 0.4 mile, 8 min



Imagery ©2019 Google, Map data ©2019 200 ft



via Mason Rd

8 min
0.4 mile

Mostly flat



THE NEW W. EDWARD BALMER SCHOOL

WHITINSVILLE, MASSACHUSETTS



SCHOOL BUILDING COMMITTEE MEETING

JULY 2, 2019



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

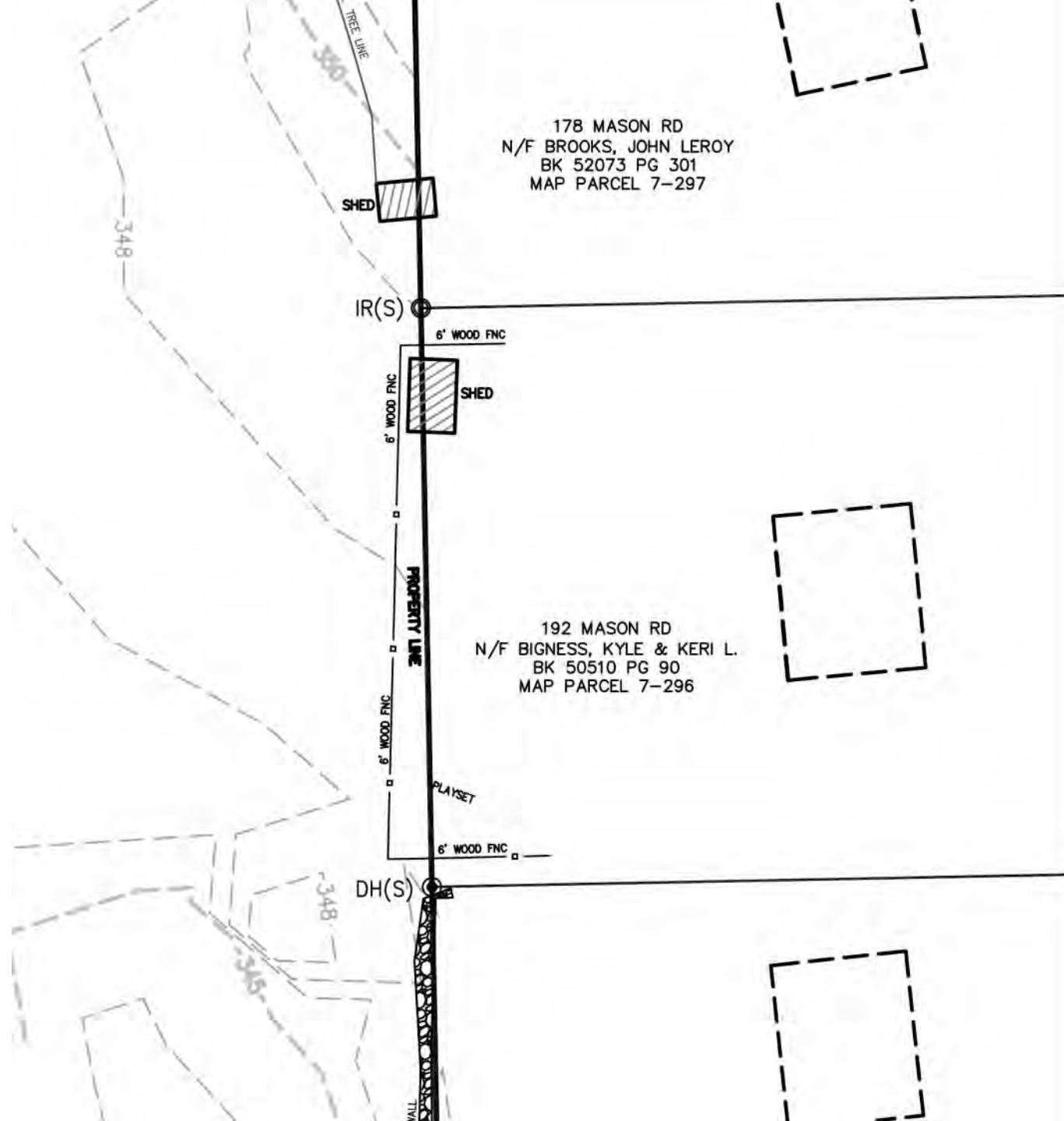


AGENDA

- Neighbor Meeting Report
- Construction Schedule Update
- CD Progress Report
- Minutes Action Items
- Proprietary Items Update



REPORT ON NEIGHBOR MEETING



CONSTRUCTION SCHEDULE UPDATE

June 2019

- o Mobilize
- o Install erosion controls, site fence
- o Begin clearing and grubbing

** Please relocate any items beyond property line by June 28, 2019

July 2019

- o Continue earthwork, logistics work around existing school

August 2019

- o Complete logistical reconfiguration, continue earth moving

September 2019 – December

- o Earthwork, foundations

December 2019 – March 2020

- o Foundations, steel erection

March 2020 – April 2021

- o Complete Phase 1 Construction / New Building

June 2021 – December 2021

- o Abate / demolish Balmer, complete Vail Restoration

Spring 2022

- o Plant final fields

CD PROGRESS REPORT

- 5/30 Code Officials Meeting
- 6/3 Electric Vehicles Telecon
- 6/4 Teachers and Parents Information Meetings - Construction
- 6/4 60% Cost Estimates submitted – Fontaine and PM&C
- 6/5 Conservation Commission – closed hearing, approved project with conditions
- 6/7 60% CD Estimate Reconciliation at SMMA
- 6/8 Neighborhood Information Meeting
- 6/10 Site Subcontractor De-Scoping Meetings
- 6/11 Foundation coordination conference call with Fontaine
- 6/12 MSBA Design Status Meeting
- 6/17 Horticultural Soils Testing samples taken – lab results in 3-4 weeks



CD PROGRESS REPORT

- 6/18 Technology Working Group Meeting
- 6/18 Meeting with Fire Chief – Project Phasing Plan
- 6/19 Submittals Coordination mtg with FBI
- 6/25 Trade Contractors Prequalification Subcommittee Meeting
- 6/27 First on-site **Owner's Construction Meeting**
- 6/28 **CM's Building Information Modeling (BIM) Startup meeting**

Ongoing: Construction Document Production, Coordination with Consultants, BO Health Application, Specifications editing and coordination, Project Management tasks, etc.

Next Deadlines:

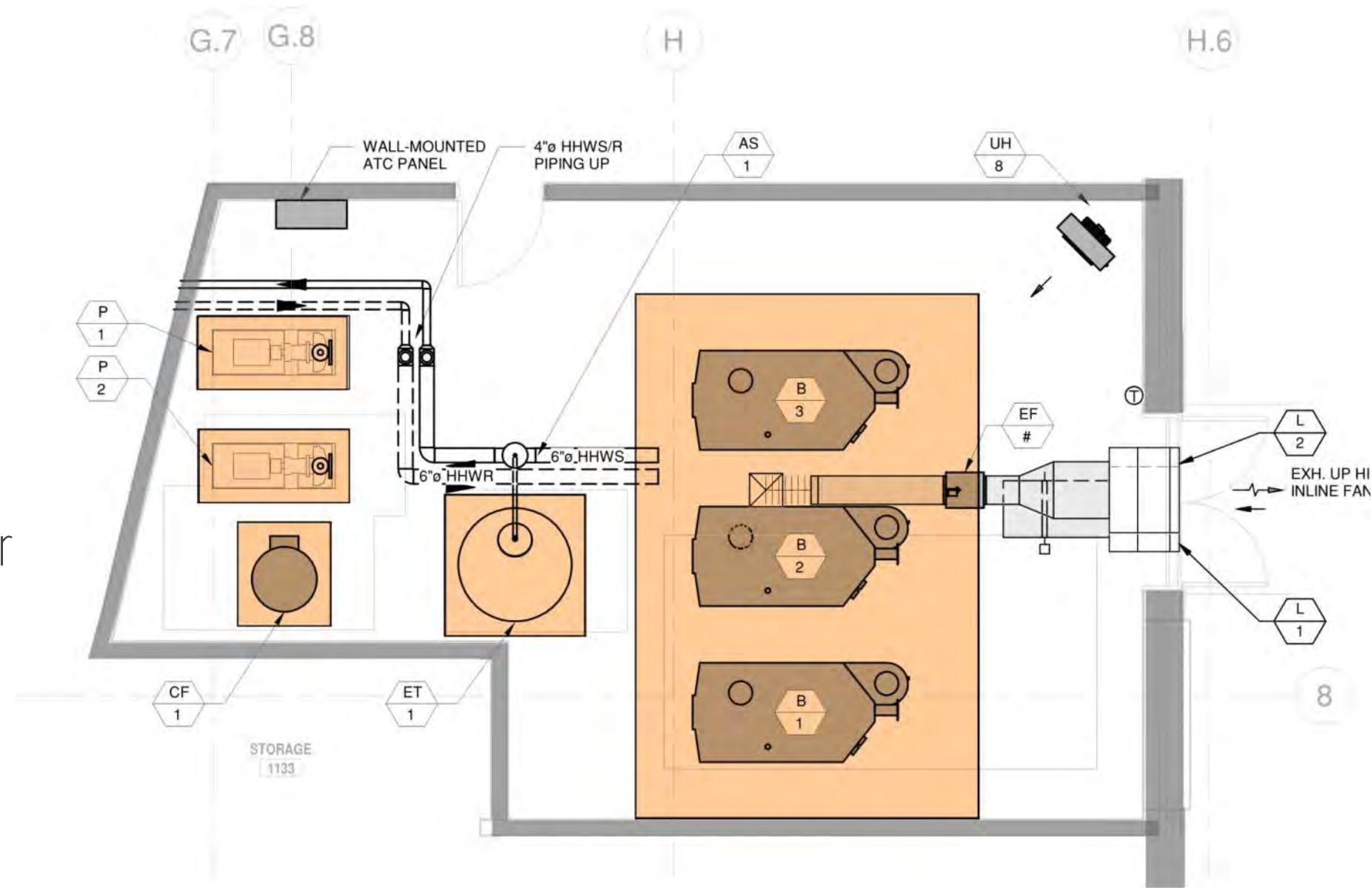
6/18 – 7/16/19 – Structural Peer Review

7/31/19 – ERP#2 Issued – Concrete and Steel



MINUTES ACTION ITEMS

46.11 D&W to confirm appropriate working clearances for the boiler room equipment.



MINUTES ACTION ITEMS

46.13 D&W to provide clarification on the lockdown versus egress function of the classroom locksets:

- Inside Locked/ Unlocked indicator
- 180-degree visibility – side windows on trim plate
- Thumb-turn locks door from inside, key cylinder outside
- Always available for egress from inside
- Mortise lockset unlocks door all in one motion (turn handle)
- Door can always be opened by master key from outside

Sectional trim



Thumbturn



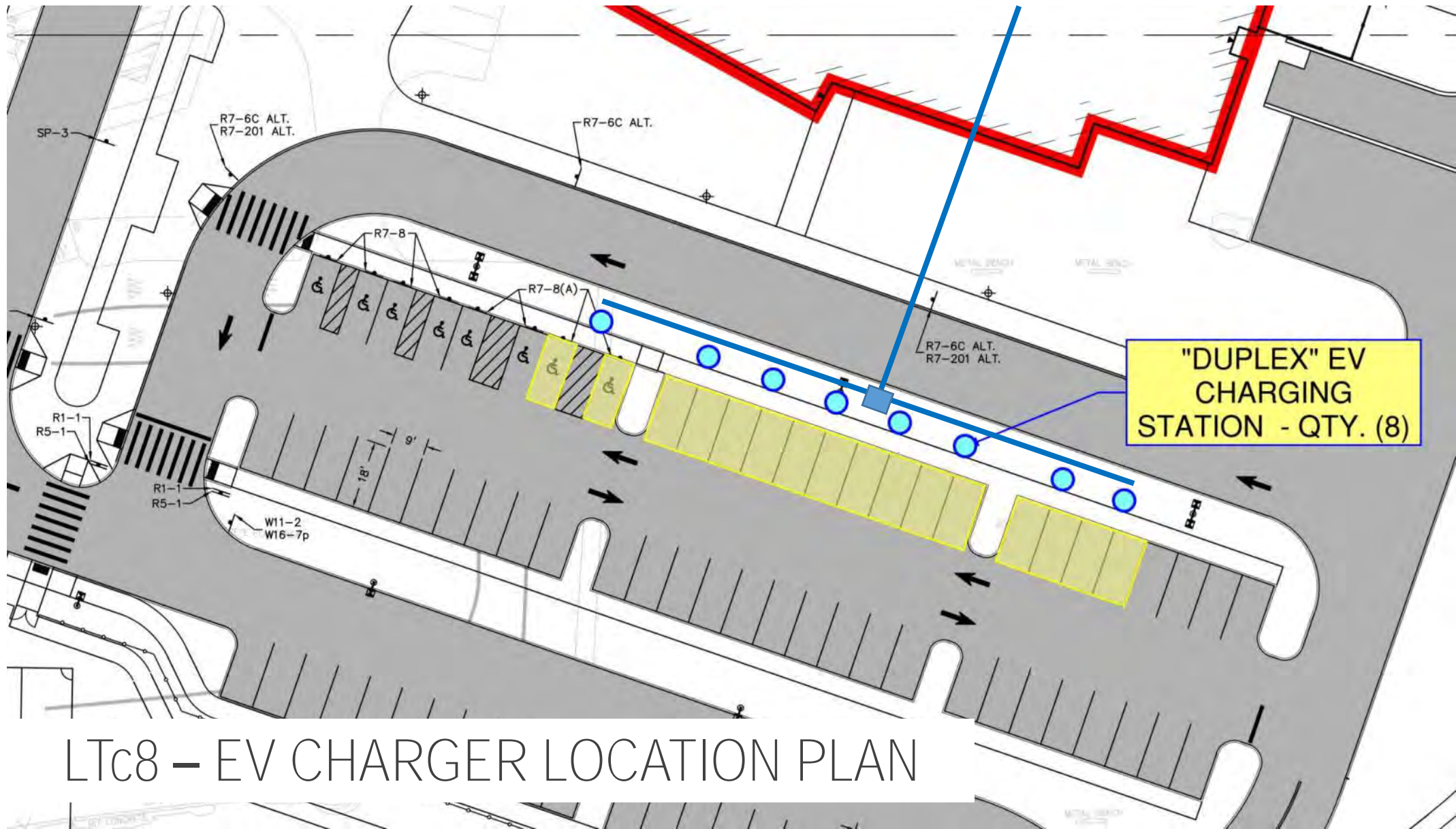
MINUTES ACTION ITEMS

Minutes 46.14 LEED 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.~~
- NGrid will not incentivize empty infrastructure – must install chargers.



LEED – EV CHARGING STATION UPDATE



LTc8 – EV CHARGER LOCATION PLAN



LEED – EV CHARGING STATION UPDATE

MASSAVES PHONE CALL - INCENTIVES

Potential Balmer Options, based on LEED requirements:

- NGrid Option 1 – Build infrastructure sized for 6 + install 6 stations
- NGrid Option 2 – Build infrastructure sized for 16 + install 6 stations
- NGrid Option 3 – Build infrastructure sized for 16 + install 16 stations

Beyond the Infrastructure incentive program, NGrid provides supplement incentives for the chargers themselves. Funding level depending on charger availability:

- Workplace – 50%
- Public – 75% (anyone can use them at any time – must be listed on location apps.
- Pricing structure can be different for different users.



CHARGING STATION OPTION 1 – 6 PORTS

What	\$	Notes
Infrastructure Cost	\$60,000	\$10,000 per port (NGrid estimate plus contingency)
Infrastructure Incentive	\$37,500	Interpolated, ballpark non-binding estimate from NGrid.
Infrastructure Net Cost	\$22,500	
ChargePoint Ct4000 Gateway Unit	\$ 7,210	\$7,210 per. Need at least one gateway unit to talk to the network (MSRP) (1 unit)
ChargePoint Ct4000 Non-Gateway Unit	\$ 13,390	\$6,695 per non-gateway units connect through Gateway unit (MSRP) (2)
ChargePoint Network connection	\$ 1,680	\$280 per port (6). (Additional annual fees associated with operation/connection)
Shipping	\$ 600	\$200 per unit (3)
Startup cost	\$ 2,094	\$349 per unit (6)
Installation	\$ 2,250	Average \$750 per unit (3). Could be very different pending actual conditions. Installer needs to review actual plans/conditions
Ballpark total	\$ 27,224	(assumes MSRP for units without incentives)
Assume Public Charging	\$ 6,806	75% funding for units through incentive
TOTAL EV SYSTEM COST WITH INCENTIVES	\$29,306	ESTIMATE ONLY!



CHARGING STATION OPTION 3 – 16 PORTS

What	\$	Notes
Infrastructure Cost	\$128,000	\$8,000 per port (Ngrid estimate plus contingency)
Infrastructure Incentive	\$80,000	Ballpark non-binding estimate from Ngrid.
Infrastructure Net Cost	\$48,000	
ChargePoint Ct4000 Gateway Unit	\$ 7,210	\$7,210 MSRP per. Need at least one gateway unit to talk to the network (1 unit)
ChargePoint Ct4000 Non-Gateway Unit	\$ 46,865	\$6,695 MSRP per non-gateway units connect through Gateway unit (7 units)
ChargePoint Network connection	\$ 4,480	\$280 per port (16). (Additional annual fees associated with operation/connection)
Shipping	\$ 1,600	\$200 per unit (8)
Startup cost	\$ 2,792	\$349 per unit (8)
Installation	\$ 6,000	Average \$750 per unit (8). Could be very different pending actual conditions. Installer needs to review actual plans/conditions
Ballpark total	\$ 68,947	(assumes MSRP for units without incentives)
Assume Public Charging	\$ 17,237	75% funding for units through incentive
TOTAL EV CHARGING SYSTEM COST	\$ 65,237	ESTIMATE ONLY!




LEED – EV CHARGING STATION SUMMARY


- NGrid Option 1 – Build infrastructure for 6 + install 6 stations - \$29,300
- NGrid Option 2 – Build infrastructure for 16 + install 6 stations – meets LEED but only get incentives for installed units
- NGrid Option 3 – Build infrastructure for 16 + install 16 stations - \$65,300
- Infrastructure only – 6 stations, NO incentives - ~\$60,000




PROPRIETARY ITEMS UPDATE (FINAL)

SECTION	ITEM	LOCATION IN PROJECT	REASON FOR USE
05 12 00	FERO Anchor Systems – “melt-away” clips that join fire wall to structural steel frame	At fire wall, both sides	
08 35 13.23	Folding Fire Separation Doors: “Won-Door” Corporation accordion horizontal-acting automatic fire door.	One fire wall passage door, on Level 1 of the building.	
08 63 00	Metal-Framed Skylights – Translucent Panel Skylight: Kalwall or Major Industries (2 options) Structures Unlimited is third mfr. – see note at right	Two skylights, over Stair 5 and Light well adjacent to Media Center	




PROPRIETARY ITEMS UPDATE (FINAL)

SECTION	ITEM	LOCATION IN PROJECT	REASON FOR USE
08 71 00	Door Hardware - Lockset Cores and Keys: Schlage "Primus".	Cores used in all building locksets and locking door hardware	
08 80 00	Protective Glazing Assemblies - Insulated Batter-Resistant Glazing: School-Guard "SG-4" OR: 3M S&S Window Films (2 options)	Main entry vestibule, main office windows, and Pre-K Vestibule glazing	
08 80 00	Translucent Glazing: "Solera" insulated translucent glazing units, OR "Okalux Plus" insulated translucent glazing units (2 options)	Gymnasium clerestory windows	

PROPRIETARY ITEMS UPDATE (FINAL)

SECTION	ITEM	LOCATION IN PROJECT	REASON FOR USE
09 84 30	Sound-Absorbing Wall Units: Direct-attach wall panels: Knauf Ecosound and Akusto Texona (2 options)	Cafeteria, OT/PT rooms, Music Rooms, Library- Media Center, ELAs	
09 84 30	Sound-Absorbing Wall Units: Direct-attach panels for High Abuse Locations: Armstrong "Tectum" panels	Gymnasium walls	
10 44 00	Exterior Fire Protection Specialties: "Knox Box" Series 3200 rapid entry system	Front and rear building entrances, Boiler/Sprinkler Room outside door; Three locations.	

PROPRIETARY ITEMS UPDATE (FINAL)


SECTION	ITEM	LOCATION IN PROJECT	REASON FOR USE
12 24 00	<p>Window Shades: Automatic Safety Shade Closer and Notification system: SecurShade Co.; "SecurShade"</p> <p>Currently carried as an Alternate.</p>	All exterior windows and interior borrowed lite windows	 
27 20 00	Data Communication System, Wireless Access Points: Aerohive, AP250 and/or AP550 or equivalent current model.	Throughout the school.	
27 20 00	<p>Data Communication System, Network Switches: HP/Aruba, Aruba 5400R Series chassis switches or equivalent current model.</p>	Network/Telecom Room and IDF's	

PROPRIETARY ITEMS UPDATE (FINAL)

SECTION	ITEM	LOCATION IN PROJECT	REASON FOR USE
27 50 00	Video Intercom System: AiPhone, Model "IX2"	At main entrance and delivery entrance	
28 10 00	Integrated Access Control/ Card Readers Manufacturer: Avigilon. Proximity Card Readers: Model 921 MultiClass SE RPK40. Controller: "Access Control Manager". Or equivalent current model at the time of bidding.	At doorways throughout the school.	
28 10 00	Intrusion Detection System Manufacturer: DSC. Model: PowerSeries Neo Control Panel with DSC associated components sized for the project, including but not limited to: DSC power supply, DSC 8-zone expansion modules, DSC Neo Keypads, DSC PIR Motion Detectors Or equivalent current compatible models.	Throughout the school.	



PROPRIETARY ITEMS UPDATE (FINAL)

SECTION	ITEM	LOCATION IN PROJECT	REASON FOR USE
28 10 00	<p>Video Surveillance Platform/System: Manufacturer: Avigilon.</p> <p>Cameras Model: "Avigilon Enterprise NVMS v.7" for number of cameras; Or particular camera models to suit specific interior and exterior conditions; will select best current model at time of bid.</p> <p>Video Management Server Model: "NVR4-PRM-XXTB" running Aviation Control Center Camera Licenses as required to support project, with video storage for 60 days.</p>	Throughout the school.	District Standard.
	 <p>The diagram illustrates the Avigilon video surveillance system architecture. At the center is a blue Avigilon NVR4-PRM-XXTB Network Video Recorder. It is connected to a white Avigilon camera at the top left. The NVR is also connected to a laptop on the right, which displays a software interface with a map and camera feeds. A smartphone at the bottom right is also connected to the NVR, showing a mobile app interface. Several circular icons are connected to the NVR, representing different system components: a cloud icon for cloud storage, a building icon for the school, a person icon for user access, and a shield icon for security. The entire system is set against a light blue background.</p>		



Thank You!