

PROJECT MINUTES

Project:	W. Edward Balmer Elementary School Feasibility Study	Project No.:	17020
Prepared by:	Joel Seeley	Meeting Date:	5/30/2017
Re:	School Building Committee Meeting	Meeting No:	4
Location:	High School Health Conference Room	Time:	6:30pm
Distribution:	School Building Committee Members, Attendees (MF)		

Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	Joseph Strazzulla	Chairman, School Building Committee	Voting Member
✓	Melissa Walker	School Business Manager	Voting Member
✓	James Marzec	Chairman, Board of Selectmen	Voting Member
✓	Michael LeBrasseur	Member, School Committee	Voting Member
✓	Paul Bedigian	Representative of the Building, Planning, Construction Committee	Voting Member
✓	Steven Gogolinski	Representative of the Finance Committee	Voting Member
✓	Jeffrey Tubbs	Community Member with building design and/or construction experience	Voting Member
	Peter L'Hommedieu	Community Member with building design and/or construction experience	Voting Member
✓	Jeff Lundquist	Community Member with building design and/or construction experience	Voting Member
✓	Andrew Chagnon	Community Member with building design and/or construction experience	Voting Member
	Spencer Pollock	Parent Representative	Voting Member
	Theodore Kozak	Town Manager	Non-Voting Member
✓	Dr. Catherine Stickney	Superintendent of Schools	Non-Voting Member
		Building Maintenance Local Official	Non-Voting Member
✓	Karlene Ross	Principal, W. Edward Balmer Elementary School	Non-Voting Member
	Jill Healy	Principal, Northbridge Elementary School	Non-Voting Member
✓	Kathleen Perry	Director of Pupil Personnel Services	Non-Voting Member
✓	Joel Seeley	SMMA, OPM	Non-Voting Member

Item #	Action	Discussion
4.1	Record	Call to Order, 6:30 PM, meeting opened.
4.2	Record	A motion was made by M. LeBrasseur and seconded by J. Marzec to approve the 3/20/2017 School Building Committee meeting minutes. Motion passed unanimous by those attending, two abstentions.
4.3	Record	A motion was made by J. Marzec and seconded by J. Tubbs to approve the 5/1/2017 School Building Committee meeting minutes. Motion passed unanimous by those attending.
4.4	Record	J. Seeley distributed and reviewed the updated Project Schedule, attached
4.5	J. Seeley	<p>J. Seeley distributed and reviewed the draft Meetings and Agenda Schedule for the PDP Phase, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. J. Seeley to change the July 18 date to July 25 and re-issue to the Committee. 2. J. Seeley to send out calendar meeting invitations for each meeting. 3. SBC meetings to be held in the High School Media Center to facilitate video taping.
4.6	J. Marzec	<p>J. Seeley provided an update on the Designer Selection process. Seven proposals were received from Designers. The Designer Proposal Review Subcommittee met and reviewed the proposals in preparation for the 6/6/2017 MSBA Designer Selection Panel Meeting, agenda attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. J. Strazzulla indicated he could not attend the DSP meetings and that alternate M. LeBrasseur would be attending the DSP meetings. 2. J. Marzec indicated he could not attend the DSP meetings and that he would contact alternate T. Kozak to attend and let J. Strazzulla know.
4.7	PR subcommittee	<p>The PR subcommittee update:</p> <ol style="list-style-type: none"> 1. C. Stickney to coordinate with NCTV to tape SBC meetings commencing with the 6/26/2017 meeting. 2. C. Stickney indicated the video taping of the tour of Balmer and NES for community viewing is complete and will be released by the end of June on NCTV and Channel 194. C. Stickney reviewing options for disseminating to the community relative to the Interactive Accessibility web-site compliance guidelines and the project web-site. 3. The tour of Balmer and NES by SBC members is scheduled for 7/15/2017 at 9:00am. 4. PR Subcommittee is working on a more formal PR program to discuss at the next Committee meeting.
4.8	K. Ross J. Seeley	K. Ross indicated that 2017 will mark the 50 th anniversary of the Balmer school and that special events will be scheduled through-out the year, such as a first day of school

Item #	Action	Discussion
		celebration and an alumni event. The PR subcommittee should plan to distribute information on the project status to the Community at these events. J. Seeley to add to the agenda for future discussion.
4.9	Committee	J. Strazzulla requests two additional committee members join C. Stickney, M. LeBrasseur and A. Chagnon on the PR Subcommittee.
4.10	Record	J. Strazzulla presented a ranked listing of Town-owned land for review and discussion, attached. The Committee determined to include the following sites in the Feasibility Study: <ol style="list-style-type: none"> 1. Balmer Site, including Vail Field 2. Riverdale Memorial Field - (Map 21, Block 27) 3. High School Play Fields- (Map 24, Block 204) 4. Linwood Playground - (Map 24A, Block 56)
4.11	Record	J. Strazzulla presented a ranked listing of Non-Town-owned land for review and discussion, attached. The Committee determined to include the following sites in the Feasibility Study: <ol style="list-style-type: none"> 1. Hill Street Farm – (Map 11, Block 54) 2. Puccio Site – (Map 24, Block 21) 3. Bald Hill – (Map 14, Block 15)
4.12	J. Marzec J. Seeley	J. Marzec will check with the Town Clerk if there are any records of a land search that was undertaken for the high school project. J. Seeley to contact the High School architectural firm to see if they have any records.
4.13	J. Marzec	J. Seeley presented a summary of the Article 97 process to dispose of property that is covered by Article 97, attached. Committee Discussion: <ol style="list-style-type: none"> 1. J. Marzec to request Town Counsel to research the Balmer Site, including Vail Field, Riverdale Memorial Field, High School Play Fields and the Linwood Playground and provide an opinion if they are covered by Article 97.
4.14	Record	Next SBC Meeting: June 26, 2017 at 6:30 pm at the High School Media Center.
4.15	Record	A Motion was made by J. Marzec and seconded by J. Lundquist to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Updated Project Schedule, Draft Meetings and Agenda Schedule for the PDP Phase, MSBA Designer Selection Panel Meeting Agenda, Listing of Town-Owned Land, Listing of Non-Town-Owned Land, Summary of the Article 97 Process

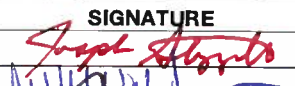
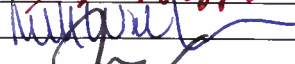
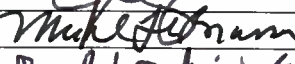





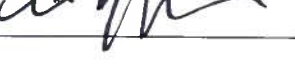

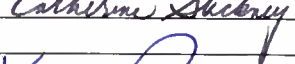

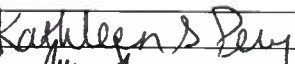


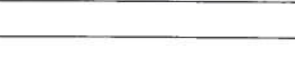
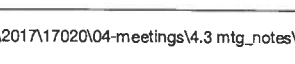

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

PROJECT MEETING SIGN-IN SHEET

Project: W. Edward Balmer Elementary School Feasibility Study
 Prepared by: Joel Seeley
 Re: School Building Committee Meeting
 Location: High School Health Conference Room
 427 Linwood Avenue, Whitinsville, MA

Project No.: 17020
 Meeting Date: 5/30/2017
 Meeting No: 4
 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
	James Marzec	james.r.marzec@gmail.com	Chairman, Board of Selectmen, CEO
	Michael LeBrasseur	mlebrasseur@nps.org	Member, School Committee
	Paul Bedigian	bedigianps@cdmsmith.com	Representative of the Building, Planning, Construction Committee
	Steven Gogolinski	steve@gogolinskipa.com	Representative of the Finance Committee
	Jeffrey Tubbs	jtubbs@charter.net	Member of community with architecture, engineering and/or construction experience
	Peter L'Hommedieu	PLHommedieu@shawmut.com	Member of community with architecture, engineering and/or construction experience
	Jeff Lundquist	jlundquist@therichmondgroup.com	Member of community with architecture, engineering and/or construction experience
	Andrew Chagnon	achagnon@parecorp.com	Member of community with architecture, engineering and/or construction experience
	Spencer Pollock	spencerpollock22@gmail.com	Parent Representative
	Theodore Kozak	tkozak@northbridgemass.org	Town Manager
	Dr. Catherine Stickney	cstickney@nps.org	Superintendent of Schools, NPS
	Karlene Ross	kross@nps.org	Building Maintenance Local Official
	Jill Healy	jhealy@nps.org	Principal, W. Edward Balmer Elementary School
	Kathleen Perry	kperry@nps.org	Principal, Northbridge Elementary School
	Kathleen Perry	kperry@nps.org	Director of Pupil Personnel Services
	Joel Seeley	jseeley@smma.com	SMMA

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Agenda

Project:	W. Edward Balmer Elementary School Feasibility Study	Project No.:	17020
Re:	School Building Committee Meeting	Meeting Date:	5/30/2017
Meeting Location:	High School Health Conference Room 427 Linwood Avenue, Whitinsville, MA		
Prepared by:	Joel G. Seeley	Meeting Time:	6:30 PM
Distribution:	Committee Members (MF)	Meeting No.	4

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Designer Selection Process Update
5. PR Subcommittee Update
6. Review Alternative Sites
7. Public Comments
8. Next Meeting: June 26, 2017
9. Adjourn

PROJECT MINUTES

Project: W. Edward Balmer Elementary School Feasibility Study Project No.: 17020
 Prepared by: Joel Seeley Meeting Date: 3/20/2017
 Re: School Building Committee Meeting Meeting No: 2
 Location: High School Health Conference Room Time: 6:30pm
 Distribution: School Building Committee Members, Attendees (MF)

Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	Joseph Strazzulla	Chairman, School Building Committee	Voting Member
✓	Melissa Walker	School Business Manager	Voting Member
✓	James Marzec	Chairman, Board of Selectmen	Voting Member
✓	Michael LeBrasseur	Member, School Committee	Voting Member
✓	Paul Bedigian	Representative of the Building, Planning, Construction Committee	Voting Member
	Steven Gogolinski	Representative of the Finance Committee	Voting Member
	Jeffrey Tubbs	Community Member with building design and/or construction experience	Voting Member
✓	Peter L'Hommedieu	Community Member with building design and/or construction experience	Voting Member
✓	Jeff Lundquist	Community Member with building design and/or construction experience	Voting Member
✓	Andrew Chagnon	Community Member with building design and/or construction experience	Voting Member
	Spencer Pollock	Parent Representative	Voting Member
✓	Theodore Kozak	Town Manager	Non-Voting Member
✓	Dr. Catherine Stickney	Superintendent of Schools	Non-Voting Member
		Building Maintenance Local Official	Non-Voting Member
✓	Karlene Ross	Principal, W. Edward Balmer Elementary School	Non-Voting Member
✓	Jill Healy	Principal, Northbridge Elementary School	Non-Voting Member
✓	Kathleen Perry	Director of Pupil Personnel Services	Non-Voting Member
✓	Joel Seeley	SMMA, OPM	Non-Voting Member

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

Item #	Action	Discussion
		3. Edit the 7 th sentence to change “retain” to “hire”.
2.8	J. Strazzulla	J. Strazzulla distributed and reviewed a listing of Town-owned land, attached, for review and discussion. J. Strazzulla to meet with the Town Planner to develop a spread sheet to include the following characteristics for each of the sites for Committee review: <ol style="list-style-type: none"> 1. Lot Size 2. Sites Grades 3. Water and Sewer Availability 4. Electric Availability 5. Environmental and Wetlands 6. Soils Makeup 7. Vehicular Access 8. Bussing Impact 9. Easements 10. Student Walker Safety 11. Traffic Congestion 12. Parkland
2.9	J. Strazzulla	J. Strazzulla distributed and reviewed a copy of the assessor’s map of the properties adjacent to the High School property, attached. J. Strazzulla to meet with the Town Planner to develop a listing of privately owned land that are a minimum of 15 to 20 acres, also including the same review of characteristics noted in 2.8 above for Committee review.
2.10	J. Seeley	J. Seeley distributed and reviewed a draft Meetings and Agenda Schedule for the Pre-Designer Selection Phase, attached. J. Seeley to edit to incorporate the following comments: <ol style="list-style-type: none"> 1. Change April 24 SBC meeting to May 1 2. Change May 22 Designer Proposal Review meeting to May 15 at 5:30 pm 3. Change May 29 SBC meeting to May 30
2.11	Record	Next SBC Meeting: May 1, 2017 at 6:30 pm at the High School Health Conference Room.
2.12	Record	Next Designer Proposal Review Meeting: May 15, 2017 at 5:30 pm at the High School Health Conference Room.
2.13	Record	A Motion was made by J. Marzec and seconded by M. LeBrasseur to adjourn the meeting. No discussion, voted unanimously.

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

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

PROJECT MINUTES

Project: W. Edward Balmer Elementary School Feasibility Study Project No.: 17020
 Prepared by: Joel Seeley Meeting Date: 5/1/2017
 Re: School Building Committee Meeting Meeting No: 3
 Location: High School Health Conference Room Time: 6:30pm
 Distribution: School Building Committee Members, Attendees (MF)

Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	Joseph Strazzulla	Chairman, School Building Committee	Voting Member
✓	Melissa Walker	School Business Manager	Voting Member
✓	James Marzec	Chairman, Board of Selectmen	Voting Member
✓	Michael LeBrasseur	Member, School Committee	Voting Member
✓	Paul Bedigian	Representative of the Building, Planning, Construction Committee	Voting Member
✓	Steven Gogolinski	Representative of the Finance Committee	Voting Member
✓	Jeffrey Tubbs	Community Member with building design and/or construction experience	Voting Member
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✓	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
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	Theodore Kozak	Town Manager	Non-Voting Member
✓	Dr. Catherine Stickney	Superintendent of Schools	Non-Voting Member
		Building Maintenance Local Official	Non-Voting Member
✓	Karlene Ross	Principal, W. Edward Balmer Elementary School	Non-Voting Member
✓	Jill Healy	Principal, Northbridge Elementary School	Non-Voting Member
✓	Kathleen Perry	Director of Pupil Personnel Services	Non-Voting Member
✓	Joel Seeley	SMMA, OPM	Non-Voting Member

Item #	Action	Discussion
3.1	Record	Call to Order, 6:30 PM, meeting opened.
3.2	Record	J. Seeley distributed and reviewed the updated Meetings and Agenda Schedule for the Pre-Designer Selection Phase, attached.
3.3	Record	J. Seeley distributed and reviewed the updated Project Schedule, attached
3.4	Record	J. Seeley provided an update on the Designer Selection process. The MSBA provided minor comments to the draft Designer RFS after the OPM Panel meeting held on 4/3/2017. The finalized Designer RFS was made available to Designers on 4/12/2017. The Pre-Proposal Information Meeting and Schools Tour was held on 4/18/2017 with eight architectural firms in attendance. Several questions were asked, which were answered in Addendum No. 1, dated 4/20/2017. The Designer Proposals are due 5/2/2017. J. Seeley will forward the MSBA their proposals for review. The members of the Designer Proposal Review Subcommittee will pick up their proposals from Central Office for review. The Designer Proposal Review Subcommittee will meet on 5/15/2017.
3.5	PR subcommittee	<p>The PR subcommittee discussed several actions to undertake relative to project PR:</p> <ol style="list-style-type: none"> 1. Coordinate with NCTV to tape SBC meetings commencing with the 6/26/2017 meeting 2. Develop a video tour of Balmer and NES for community viewing 3. Coordinate a tour of Balmer and NES by SBC members <p>J. Strazzulla requests two additional committee members join C. Stickney, M. LeBrasseur and A. Chagnon on the PR Subcommittee and that the Subcommittee have a more formal PR program to discuss at the 6/26/2017 Committee meeting.</p>
3.6	J. Strazzulla J. Marzec	<p>J. Strazzulla presented a listing of Town-owned land for review and discussion. The Committee provided rankings on the characteristics of each site, attached. The Committee determined to include the following sites in the feasibility Study:</p> <ol style="list-style-type: none"> 1. Balmer Site, including Vail Field 2. Riverdale Memorial Field 3. High School Play Fields <p>J. Strazzulla will meet with the Town Planner to obtain additional information on these sites.</p> <p>M. Walker asked if a land search was undertaken for the high school project? J. Marzec will check with the Town Clerk.</p>
3.7	J. Strazzulla M. LeBrasseur J. Marzec J. Lundquist	<p>J. Strazzulla requested that a subcommittee be formed to assess the listing of Non-Town-owned land for review and discussion by the Committee.</p> <p>A motion was made by M. LeBrasseur and seconded by J. Marzec to appoint J. Strazzulla, M. LeBrasseur, J. Marzec, and J. Lundquist to the Non-Town-owned Land Review Subcommittee. Motion passed unanimous by those attending.</p> <p>The Subcommittee to assess the listing of Non-Town-owned land for:</p> <ol style="list-style-type: none"> 1. Lot Size 2. Sites Grades 3. Water and Sewer Availability 4. Electric Availability 5. Environmental and Wetlands

Item #	Action	Discussion
		6. Soils Makeup 7. Vehicular Access 8. Bussing Impact 9. Easements 10. Student Walker Safety 11. Traffic Congestion 12. Parkland
3.8	Record	J. Seeley presented a listing of recent MSBA approved elementary schools, with school size, student count, lot size and site plan information for each, attached.
3.9	Record	Next Designer Proposal Review Meeting: May 15, 2017 at 5:30 pm at the High School Health Conference Room.
3.10	Record	Next SBC Meeting: May 30, 2017 at 6:30 pm at the High School Health Conference Room.
3.11	Record	A Motion was made by J. Tubbs and seconded by J. Lundquist to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, Meetings and Agenda Schedule for the Pre-Designer Selection Phase, Project Schedule, Listing of Town-Owned Land, Listing of recent MSBA approved Elementary Schools

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

February 14, 2017
Updated May 28, 2017

W. Edward Balmer Elementary School
Feasibility Study
Preliminary Project Schedule

PROJECT MANAGEMENT

SMMA

ID	Task Name	Duration	Start	Finish	2015	2016	2017	2018	2019	2020	2021	2022	2023
1	MSBA PREREQUISITES	434 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									
11	Draft Designer RFS and Submit to MSBA	10 days	3/8/2017	3/21/2017									
12	MSBA Approve Draft RFS	11 days	3/21/2017	4/4/2017									
13	Submit to Central Register	0 days	4/6/2017	4/6/2017									
14	Notice in Central Register	0 days	4/12/2017	4/12/2017									
15	Briefing Session	0 days	4/18/2017	4/18/2017									
16	Submit Designer Proposals	0 days	5/2/2017	5/2/2017									
17	MSBA DSP Proposal Review Meeting	0 days	6/6/2017	6/6/2017									
18	MSBA DSP Interview Meeting	0 days	6/20/2017	6/20/2017									
19	Negotiate Designer Contract	6 days	6/20/2017	6/27/2017									
20	FEASIBILITY STUDY (FS)	121 days	6/27/2017	12/13/2017									
21	Develop Preliminary Design Program (PDP)	53 days	6/27/2017	9/7/2017									
22	Community Presentations	31 days	7/27/2017	9/7/2017									
23	Grade Reconfiguration Public Meetings	10 days	8/25/2017	9/7/2017									
24	Submit PDP to MSBA Staff	0 days	9/7/2017	9/7/2017									
25	Develop Preferred Schematic Report (PSR)	46 days	9/7/2017	11/9/2017									
26	Community Presentations	46 days	9/7/2017	11/9/2017									
27	Grade Configuration Public Meetings	46 days	9/7/2017	11/9/2017									
28	Submit PSR to MSBA FAS	0 days	11/9/2017	11/9/2017									
29	MSBA Board Meeting	0 days	12/13/2017	12/13/2017									
30	SCHEMATIC DESIGN (SD)	140 days	12/13/2017	6/27/2018									
31	Develop Schematic Design	112 days	12/13/2017	5/17/2018									
32	Community Presentations	69 days	2/12/2018	5/17/2018									
33	Submit Schematic Design to MSBA	0 days	5/17/2018	5/17/2018									
34	MSBA Board Meeting	0 days	6/27/2018	6/27/2018									
35	LOCAL APPROPRIATION												
38	DESIGN AND CONSTRUCTION (TBD)												



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

All meetings held at the
High School TBD Room at 6:30 PM
unless otherwise noted

**MEETINGS SCHEDULE AND AGENDAS
May 26, 2017**

DATE	AGENDA
Feasibility Study Phase (PDP)	
June 26, 2017	SCHOOL BUILDING COMMITTEE MEETING
	Introduction of Architects
	Approval of Architect's Proposal
	Discussion of Project Goals
	Discussion of Detailed Schedule
	Discussion of Alternative Sites
July 18, 2017	SCHOOL BUILDING COMMITTEE MEETING
	Discussion of Educational Programming
	Alternative Site Analysis
July 31, 2017	COMMUNITY FORUM NO. 1 - 6:00 to 8:00 PM - EDUCATIONAL VISIONING AND EXISTING CONDITIONS - W. EDWARD BALMER ELEMENTARY SCHOOL CAFETERIA
August 1, 2017	SCHOOL BUILDING COMMITTEE MEETING
	Discussion of Existing Conditions
	Alternative Site Analysis
	Discussion of Construction Alternatives
August 15, 2017	SCHOOL BUILDING COMMITTEE MEETING
	Educational Program Update
	Existing Conditions Update
	Construction Alternatives Update
August 28, 2017	COMMUNITY FORUM NO. 2 - 6:00 to 8:00 PM - CONSTRUCTION ALTERNATIVES - NORTHBRIDGE ELEMENTARY SCHOOL CAFETERIA
August 29, 2017	SCHOOL BUILDING COMMITTEE MEETING
	Construction Alternatives Updates
	Discussion of Sustainable Design Goals
	Discussion of Cost Models
September 5, 2017	SCHOOL BUILDING COMMITTEE MEETING
	Evaluate Refined Construction Alternatives
	Review Cost Models
	Vote to Submit PDP and Top 3 Alternatives
September 7, 2017	SUBMIT PDP PACKAGE TO MSBA
	ADDITIONAL MEETINGS TO BE SCHEDULED

MSBA DESIGNER SELECTION PANEL

June 6, 2017

8:30 A.M.

Board Room

40 Broad Street, Suite 500

Boston, MA 02109

AGENDA*

8:30 AM

Call to Order

Panel Business

Applications Review:

8:35 AM

Manchester Memorial Elementary School (Manchester-Essex RSD)

9:15 AM

W. Edward Balmer Elementary School (Northbridge, MA)

9:55 AM

Meeting Adjournment

**All times are approximate.*

To: School Building Committee
From: Joel G. Seeley
Project: W. Edward Balmer Elementary School
Re: Article 97
Distribution: School Building Committee (MF)

Date: 5/26/2017
Project No.: 17020

Memorandum

The attached EOE Article 97 Land Disposition Policy, dated 2/19/98 is summarized below. We recommend Town Counsel confirm. The following actions are required by a municipality to comply with the policy when disposing Article 97 land:

1. Unanimous vote by Conservation Commission
2. Unanimous vote by Town Park Commission responsible for Parkland
3. Two-Thirds vote by Town Meeting
4. File ENF to MEPA
5. File EIR to MEPA, if required
6. Two-Thirds Vote of Legislature

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COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS

EOEA ARTICLE 97 LAND DISPOSITION POLICY
FEBRUARY 19, 1998

I. Statement of Policy

It is the policy of EOEa and its agencies to protect, preserve and enhance all open space areas covered by Article 97 of the Article of Amendment to the Constitution of the Commonwealth of Massachusetts. Accordingly, as a general rule, EOEa and its agencies shall not sell, transfer, lease, relinquish, release, alienate, or change the control or use of any right or interest of the Commonwealth in and to Article 97 land. The goal of this policy is to ensure no net loss of Article 97 lands under the ownership and control of the Commonwealth and its political subdivisions. Exceptions shall be governed by the conditions included in this policy. This policy supersedes all previous EOEa Article 97 land disposition policies.

An Article 97 land disposition is defined as a) any transfer or conveyance of ownership or other interests; b) any change in physical or legal control; and c) any change in use, in and to Article 97 land or interests in Article 97 land owned or held by the Commonwealth or its political subdivisions, whether by deed, easement, lease or any other instrument effectuating such transfer, conveyance or change. A revocable permit or license is not considered a disposition as long as no interest in real property is transferred to the permittee or licensee, and no change in control or use that is in conflict with the controlling agency's mission, as determined by the controlling agency, occurs thereby.

II. Conditions for Disposition Exceptions

EOEA and its agencies shall not support an Article 97 land disposition unless EOEa and its agencies determine that exceptional circumstances exist. A determination of 'exceptional circumstances' is subject to all of the following conditions being met:

1. all other options to avoid the Article 97 disposition have been explored and no feasible and substantially equivalent alternatives exist (monetary considerations notwithstanding).

Note: The purpose of evaluating alternatives is to avoid using/affecting Article 97 land to the extent feasible. To that end, the scope of alternatives under consideration shall be commensurate with the type and size of the proposed disposition of Article 97 land, and must be performed by the proponent of the disposition to the satisfaction of EOEa and its agencies. The scope of alternatives extends to any sites that were available at the time the proponent of the Article 97 disposition first notified the controlling agency of the Article 97 land, and which can be reasonably obtained: (a) within the appropriate market area for private proponents, state and/or regional entities; or (b) within the appropriate city/town for municipal proponents.

2. the disposition of the subject parcel and its proposed use do not destroy or threaten a unique or significant resource (e.g., significant habitat, rare or unusual terrain, or areas of significant public recreation), as determined by EOEa and its agencies;

3. as part of the disposition, real estate of equal or greater *fair market value* or *value in use of proposed use*, whichever is greater, and significantly greater resource value as determined by EOEA and its agencies, are granted to the disposing agency or its designee, so that the mission and legal mandate of EOEA and its agencies and the constitutional rights of the citizens of Massachusetts are protected and enhanced;
4. the minimum acreage necessary for the proposed use is proposed for disposition and, to the maximum extent possible, the resources of the parcel proposed for disposition continue to be protected;
5. the disposition serves an Article 97 purpose or another public purpose without detracting from the mission, plans, policies and mandates of EOEA and its appropriate department or division; and
6. the disposition of a parcel is not contrary to the express wishes of the person(s) who donated or sold the parcel or interests therein to the Commonwealth.

III. Procedures for Disposition

Although legislation can be enacted to dispose of Article 97 land without the consent of an EOEA agency, it is the policy of EOEA to minimize such occurrences. To that end, and to ensure coordination, EOEA agencies shall:

1. develop an internal review process for any potential Article 97 land disposition to ensure that, at a minimum, the conditions in Section II above are met;
2. develop, through the Interagency Lands Committee, a joint listing of all requests, regardless of their status, for the disposition of Article 97 land;
3. notify the Interagency Lands Committee of any changes to the Article 97 land disposition list;
4. monitor all legislation that disposes of Article 97 land, and communicate with legislative sponsors regarding their intent;
5. recommend to the Secretary that the Governor veto any legislation that disposes of Article 97 land, the purchase, improvement, or maintenance of which involved state funds, on and for which the EOEA agency has not been consulted and received documentation (including information on title, survey, appraisal, and a MEPA review, all at the proponent's expense);
6. obtain the concurrence of the Secretary of EOA for any proposed Article 97 land disposition decision prior to finalizing said decision;
7. if recommending an Article 97 disposition, attach to all Article 97 legislative recommendations and TR-1 forms a justification of the disposition and an explanation of how it complies with this policy, signed by the EOEA agency head;
8. ensure that any conditions approved by EOEA and its agencies to any Article 97 land disposition are incorporated within the surplus declaration statement submitted to and published by DCPO as required by M.G.L. C. 7, §40F and 40F1/2 and throughout the disposition process, and if such conditions are not incorporated in said statement throughout the disposition process, the EOEA agency head shall recommend to the Secretary that the Governor veto any resulting legislation;
9. recommend to the Secretary that the Governor veto legislation that disposes of Article 97 land of which the agency disapproves; and

10. ensure that any Article 97 land disposition is authorized by enacted legislation and approved by all municipal, state and federal agencies, authorities, or other governmental bodies so required and empowered by law prior to conveyance.

IV. Applicability of the Policy to Municipalities

To comply with this policy, municipalities that seek to dispose of any Article 97 land must:

1. obtain a unanimous vote of the municipal Conservation Commission that the Article 97 land is surplus to municipal, conservation and open space needs;
2. obtain a unanimous vote of the municipal Park Commission if the land proposed for disposition is parkland;
3. obtain a two-thirds Town Meeting or City Council vote in support of the disposition;
4. obtain two-thirds vote of the legislature in support of the disposition, as required under the state constitution;
5. comply with all requirements of the Self-Help, Urban Self-Help, Land and Water Conservation Fund, and any other applicable funding sources; and
6. comply with EOEА Article 97 Land Disposition Policy [note: the municipality must also file an Environmental Notification Form with EOEА's MEPA office].

After the effective date of this policy, any municipality that proposes, advocates, supports or completes a disposition of Article 97 land without also following the terms of this policy, regardless of whether or not state funds were used in the acquisition of the Article 97 land, shall not be eligible for grants offered by EOEА or its agencies until the municipality has complied with this policy. Compliance with this policy by municipalities shall be determined by the EOEА Secretary, based on recommendations by the EOEА Interagency Lands Committee.

*Trudy Coxe, Secretary
Executive Office of Environmental Affairs*

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Massachusetts School Building Authority

Funding Affordable, Sustainable, and Efficient Schools in Partnership with Local Communities

Project Advisory 45, March 2017

MSBA Requirements for Land Use

The MSBA occasionally receives questions regarding land use considerations and restrictions to development and how they might affect project approvals, costs, schedule, and cash flow. This project advisory serves to clarify the MSBA's position regarding a District's use of an existing site, or potential alternate site that includes restrictions to development. Some examples of land use challenges that may impact a project include:

- Article 97 Park Land Restrictions
- Eminent Domain or Purchase of land
- Easements
- Local zoning approvals
- Wetland and/or conservation commission approvals

At the **Preliminary Design Program** phase, all site options should be presented with potential development restrictions identified, and all potential development and site issues identified by the conclusion of the **Preferred Schematic Report** phase. The MSBA requires a summary of the process undertaken to identify all potential issues and steps that are to be taken to resolve them. An updated project schedule that includes dates of anticipated approvals (e.g. Article 97 approvals) and key steps to gaining full ownership, control, and exclusive use of the land is also required in the **Preferred Schematic Report** submitted to the MSBA for review.

Upon submission of the District's **Schematic Design Submittal**, it is preferred that the District have ownership, full control, and access of the site. However, should there be outstanding issues that are in the process of being resolved and that are mapped out to the satisfaction of the MSBA, staff will forward a conditional **Project Scope and Budget** recommendation to MSBA Board of Director's for its consideration. The recommendation will be conditional upon the District obtaining full ownership, control, and exclusive use of the proposed project site. The MSBA will not sign a **Project Funding Agreement** and will not reimburse the District for any costs incurred beyond the **Feasibility Study Agreement** without all land use issues being resolved.

Any further questions should be directed to the MSBA Project Coordinator assigned to the project.

Possible Privately Owned Land Elementary School Sites

Map	Block	Street Name	Acerage	Elevation	Lot Size	Wetlands	Water/ Sewer	Electric Utilities	2 Way Access	Purchase Price	Score
8	16	Just off 146	76.17	2	4	3	1	2	1	1	14
14	22	Elevation	53.68	1	4	1	2	1	4	1	14
29	23	Carol Rd	107.5	1	4	4	1	2	1	1	14
12	28	Watson Farm	116	4	4	1	2	2	1	1	15
29	18	Moon Hill Rd	66.4	1	4	4	1	2	2	1	15
4	33	Castle Hill	69.47	3	4	4	1	2	1	1	16
21	135	Fowler/Pipe	66.8	2	4	4	1	2	2	1	16
25	41	Grafton line Cliff	96.84	3	4	3	2	3	1	1	17
11	54	Farm	54	4	4	3	2	2	3	1	19
24	21	Puccio	71.95	4	4	4	2	1	3	1	19
14	15	Bald Hill	96.98	3	4	3	3	2	4	1	20

Possible Town Owned Land Elementary School Sites

Map	Block	Street Name	Acres	Elevation	Lot Size	Wetlands	Water/ Sewer	Electric Utilities	2 Way Access	Purchase Price	Score
7	152	Conservation	9.02	1	1	1	1	1	2	4	11
21	138	HIGHLAND ST	11.45	2	1	4	1	1	1	4	14
27	47	QUAKER ST	13.31	1	2	4	1	1	1	4	14
26	92	BROOKWAY DR	14.03	1	2	4	1	1	1	4	14
15	86	HIGHLAND ST	37.8	1	4	2	1	1	1	4	14
30	17	QUAKER ST	13.35	3	2	2	2	1	1	4	15
21	133	FOWLER RD	17	1	3	3	1	1	2	4	15
26	26	SCHOOL ST	40.03	1	4	3	1	1	1	4	15
29	17	PUDDON ST	20.43	1	4	4	1	1	1	4	16
11	5	CARPENTER RD	8.91	2	1	4	1	2	3	4	17
21	27	PROVIDENCE RD	26.11	1	3	4	2	2	1	4	17
11	153	SHANNON DR	64.11	2	4	2	1	2	2	4	17
14	17	PROVIDENCE RD	21.51	2	4	2	3	1	2	4	18
30	6	QUAKER ST	50	4	4	1	1	4	1	4	19
24	129	PROVIDENCE RD	53.51	4	4	1	1	4	2	4	20
24A	56	PROVIDENCE RD	10.86	4	1	4	3	2	3	4	21
14	1	LINWOOD AV	13.16	4	3	4	3	2	2	4	22
7	138,141	Balmer	29.01	4	4	3	4	4	3	4	26

HIGH SCHOOL PLAYFIELDS