

PROJECT MINUTES

Project:	W. Edward Balmer Elementary School Feasibility Study	Project No.:	17020
Prepared by:	Joel Seeley	Meeting Date:	6/5/18
Re:	School Building Committee Meeting	Meeting No:	26
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
	Thomas J. Melia	Representative of the Board of Selectmen	Voting Member
✓	Michael LeBrasseur	Chairman, School Committee	Voting Member
✓	Paul Bedigian	Representative of the Building, Planning, Construction Committee	Voting Member
✓	Steven Gogolinski	Representative of the Finance Committee	Voting Member
	Jeffrey Tubbs	Community Member with building design and/or construction experience	Voting Member
✓	Peter L'Hommedieu	Community Member with building design and/or construction experience	Voting Member
✓	Jeff Lundquist	Community Member with building design and/or construction experience	Voting Member
✓	Andrew Chagnon	Community Member with building design and/or construction experience	Voting Member
	Spencer Pollock	Parent Representative	Voting Member
	Adam Gaudette	Town Manager	Non-Voting Member
✓	Dr. Catherine Stickney	Superintendent of Schools	Non-Voting Member
✓	Steve Von Bargaen	Building Maintenance Local Official	Non-Voting Member
✓	Karlene Ross	Principal, W. Edward Balmer Elementary School	Non-Voting Member
✓	Jill Healy	Principal, Northbridge Elementary School	Non-Voting Member
	Kathleen Perry	Director of Pupil Personnel Services	Non-Voting Member
	Lee Dore	D & W, Architect	
✓	Thomas Hengelsberg	D & W, Architect	
✓	David Fontaine, Jr	Fontaine Bros, CM	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
26.1	Record	Call to Order, 6:35 PM, meeting opened.
26.2	Record	J. Strazzulla announced the meeting will be video and audio recorded with live broadcast and future re-broadcast.
26.3	Record	Public Comments - none
26.4	Record	A motion was made by M. LeBrasseur and seconded by J. Lundquist to approve the 5/21/18 School Building Committee meeting minutes. Motion passed unanimous by those attending, four abstentions.
26.5	J. Seeley	<p>J. Seeley distributed and reviewed the Draft Meetings and Agendas Schedule for the Post-Schematic Design Phase, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. Community Forum No. 8 will be held at Balmer 2. Community Forum No. 9 will be held at NES 3. Community Forum No. 10 will be held at Balmer <p>J. Seeley to finalize and post on the project website.</p>
26.6	J. Strazzulla	J. Strazzulla will review with the Selectmen the process for establishing a committee to lead the process of discussing possible outcomes for the disposition of NES.
26.7	Record	J. Seeley distributed the executed CM at Risk Services Agreement to all parties.
26.8	D. Fontaine T. Hengelsberg	<p>D. Fontaine distributed and reviewed the Cut and Fill Analysis, attached. FBI will review options with the geotechnical consultant for processing and re-use some of the export. T. Hengelsberg will review options to raise the first floor to also reduce some of the cut.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. P. L'Hommedieu asked if FBI has established a truck hauling route? <i>D. Fontaine indicated construction vehicles will be required to access and egress the site on Lake Street, then to Main Street, then to Route 146.</i> 2. A. Chagnon requested FBI and D&W review options for reducing the cut at the front of the site. <i>D. Fontaine and T. Hengelsberg will review.</i> 3. J. Strazzulla asked if the town had locations for receiving the export, would that reduce the cost? <i>D. Fontaine indicated yes and that should be reviewed during the design phase and incorporated into the bid documents, but not make it mandatory in case a bidder has a more economical location.</i>
26.9	A. Chagnon	A. Chagnon will review the potential of shifting the U-10 playfield west, closer to the 50 feet no building zone.
26.10	Record	J. Seeley provided an overview of the Project Scope and Budget Meeting and Transition Meeting held on 5/30/18.
26.11	Record	<p>J. Seeley distributed and reviewed the MSBA comments on the Schematic Design Submission, dated 6/4/18 and attached.</p> <p>Committee Discussion:</p>

Item #	Action	Discussion
		<ol style="list-style-type: none"> 1. J. Lundquist asked what are the security features being requested by the MSBA on the Room Data Sheets? <i>T. Hengelsberg indicated the features are related to the door hardware.</i>
26.12	K. Ross D. Fontaine	K. Ross and D. Fontaine are reviewing potential locations where recess can occur during construction and will provide direction at the next Committee meeting.
26.13	T. Hengelsberg	<p>Neighborhood Meeting:</p> <ol style="list-style-type: none"> 1. Neighborhood meeting scheduled for Saturday 6/16/18 at 3:00pm. 2. J. Strazzulla indicated an invite flyer will be mailed to every resident within approximately two hundred feet of the site. 3. T. Hengelsberg to include in the presentation follow-up topics from the 5/19/18 Neighborhood Meeting: <ol style="list-style-type: none"> a. Address the springs if they exist b. Address the large storm inlet near the two proposed U8 fields c. Address Arcade Pond's ability to receive the storm drainage, include photos of the new Arcade Pond culvert and include a deeper discussion of the drainage design d. Provide graphic distances from the property lines e. Indicate the replacement of the concession building f. Indicate pre-construction surveys will be performed g. Indicate the property lines will be staked for review h. Indicate adding roadway gates to the rear of the building will be reviewed with public safety officials
26.14	J. Strazzulla J. Seeley	<p>J. Strazzulla to follow-up with the Selectmen and Finance Committee to discuss the date of the Ballot Vote.</p> <p>J. Seeley will forward the MSBA Ballot Vote Language to Town Counsel, which would need to be approved and submitted to the Secretary of State by the Selectmen by 8/1/18 if the Ballot Vote were to be scheduled for 11/6/18.</p>
26.15	M. LeBrasseur J. Strazzulla T. Hengelsberg C. Stickney A. Gaudette Committee members	<p>Committee Public Outreach:</p> <ol style="list-style-type: none"> 1. J. Strazzulla distributed and reviewed the Upcoming Events Calendar and asked Committee members to attend the events. J. Strazzulla to add <i>Woody by the Food, Sidewalk Sale</i> and <i>Cars in the Park</i> to the schedule. 2. T. Hengelsberg distributed the updated Draft Informational Flyer. The Committee provided comments. T. Hengelsberg to finalize. 3. T. Hengelsberg to provide a set of mounted poster boards of the current building design. 4. T. Hengelsberg to provide a Project Informational Display poster board. 5. J. Strazzulla indicated the Seniors Tax Abatement is at the maximum level and that he will work with A. Gaudette to review strategies to assist seniors in taking advantage of the program.

Item #	Action	Discussion
		<ol style="list-style-type: none">6. M. LeBrasseur to review with the School Committee if the project name should be changed to something similar to New PreK-5 Elementary School rather than remain with the Balmer name to assist the community in understanding..7. C. Stickney to schedule a presentation to the Council on Aging.8. J. Strazzulla to schedule a presentation to the Chamber of Commerce.9. M. LeBrasseur to follow-up on the Sidewalk Sale event.10. J. Lundquist asked if the town has developed a timeline for the fire station? <i>A. Gaudette to provide status.</i>
26.16	T. Hengelsberg J. Strazzulla	Old or New Business <ol style="list-style-type: none">1. T. Hengelsberg to provide the size of the existing Vail baseball and softball fields and the proposed for Committee review.2. M. LeBrasseur asked if CPA funds could be used for the playing fields? <i>J. Strazzulla will review with A. Gaudette.</i>
26.17	Record	Next SBC Meeting: June 25, 2018 at 6:30 pm at the High School Media Center.
26.18	Record	A Motion was made by P. Bedigian and seconded by M. LeBrasseur to adjourn the meeting. No discussion, motion passed unanimous.



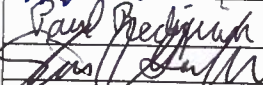
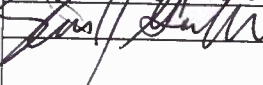



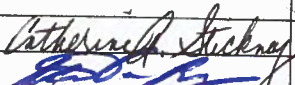
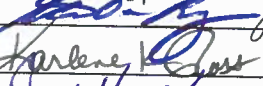
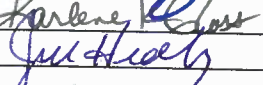


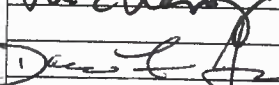
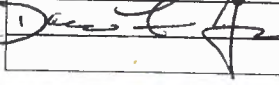
Attachments: Agenda, Draft Meetings and Agendas Schedule for the Post-Schematic Design Phase, Cut and Fill Analysis, MSBA comments on the Schematic Design Submission, Draft Informational Flyer, Upcoming Events Calendar

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

PROJECT MEETING SIGN-IN SHEET

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

Project No.: 17020
 Meeting Date: 6/5/2018
 Meeting No: 26
 Time: 6:30pm

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
	Joseph Strazzulla	jstrazzulla@nps.org	Chairman, School Building Committee
	Melissa Walker	mwalker@nps.org	School Business Manager, MCPPO
	Thomas J. Melia	TJMelia@charter.net	Member, Board of Selectmen, CEO
	Michael LeBrasseur	mlebrasseur@nps.org	Chairman, School Committee
	Paul Bedigian	bedigianps@cdmsmith.com	Representative of the Building, Planning, Construction Committee
	Steven Gogolinski	steve@gogolinskicpa.com	Representative of the Finance Committee
	Jeffrey Tubbs	jtubbs@charter.net	Member of community with architecture, engineering and/or construction experience
	Peter L'Hommedieu	PLHommedieu@shawmut.com	Member of community with architecture, engineering and/or construction experience
	Jeff Lundquist	jlundquist@therichmondgroup.com	Member of community with architecture, engineering and/or construction experience
	Andrew Chagnon	achagnon@vertexeng.com	Member of community with architecture, engineering and/or construction experience
	Spencer Pollock	spencerpollock22@gmail.com	Parent Representative
	Adam Gaudette	agaudette@northbridgemass.org	Town Manager
	Dr. Catherine Stickney	cstickney@nps.org	Superintendent of Schools, NPS
	Steve Von Bargen	svonbargen@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
	Kathleen Perry	kperry@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	DFontaine@fontainebros.com	Fontaine Bros., Inc.
	David Fontaine, Jr.	djir@fontainebros.com	Fontaine Bros., Inc.
	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:	6/5/2018
Meeting Location:	High School Media Center	Meeting Time:	6:30 PM
	427 Linwood Avenue, Whitinsville, MA	Meeting No.	26
Prepared by:	Joel G. Seeley		
Distribution:	Committee Members (MF)		

1. Call to Order
2. Public Comments
3. Approval of Minutes
4. Approval of Invoices and Commitments
5. Review Post Schematic Design Schedule
6. Review MSBA PS&B Meeting
7. Review MSBA Comments
8. Cut and Fill Analysis
9. Recess Area During Construction
10. Prepare for Neighborhood Meeting
11. Review Committee Public Outreach
 - Events Schedule
 - Informational Flyer
 - Desktop Poster
 - Disposition of NES
 - Ballot Vote Date
12. New or Old Business
13. Committee Questions
14. Next Meeting: June 25, 2018
15. Adjourn

PROJECT MINUTES

Project:	W. Edward Balmer Elementary School Feasibility Study	Project No.:	17020
Prepared by:	Joel Seeley	Meeting Date:	5/21/18
Re:	School Building Committee Meeting	Meeting No:	25
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
	Thomas J. Melia	Representative of the Board of Selectmen	Voting Member
	Michael LeBrasseur	Chairman, School Committee	Voting Member
	Paul Bedigian	Representative of the Building, Planning, Construction Committee	Voting Member
	Steven Gogolinski	Representative of the Finance Committee	Voting Member
✓	Jeffrey Tubbs	Community Member with building design and/or construction experience	Voting Member
✓	Peter L'Hommedieu	Community Member with building design and/or construction experience	Voting Member
✓	Jeff Lundquist	Community Member with building design and/or construction experience	Voting Member
	Andrew Chagnon	Community Member with building design and/or construction experience	Voting Member
✓	Spencer Pollock	Parent Representative	Voting Member
	Adam Gaudette	Town Manager	Non-Voting Member
✓	Dr. Catherine Stickney	Superintendent of Schools	Non-Voting Member
	Steve Von Bargaen	Building Maintenance Local Official	Non-Voting Member
✓	Karlene Ross	Principal, W. Edward Balmer Elementary School	Non-Voting Member
✓	Jill Healy	Principal, Northbridge Elementary School	Non-Voting Member
	Kathleen Perry	Director of Pupil Personnel Services	Non-Voting Member
✓	Lee Dore	D & W, Architect	
	Thomas Hengelsberg	D & W, Architect	
✓	David Fontaine, Jr	Fontaine Bros, CM	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
25.1	Record	Call to Order, 6:35 PM, meeting opened.
25.2	Record	J. Strazzulla announced the meeting will be video and audio recorded with live broadcast and future re-broadcast.
25.3	Record	Public Comments - none
25.4	Record	A motion was made by J. Tubbs and seconded by J. Lundquist to approve the 4/18/18 School Building Committee meeting minutes. Motion passed unanimous by those attending.
25.5	Record	A motion was made by J. Tubbs and seconded by J. Lundquist to approve the 5/2/18 School Building Committee meeting minutes. Motion passed unanimous by those attending.
25.6	Record	A motion was made by J. Lundquist and seconded by S. Pollock to approve the 5/3/18 Joint Boards meeting minutes. Motion passed unanimous by those attending, one abstention.
25.7	Record	J. Seeley distributed and reviewed the Project Budget Status Report, dated 4/30/18, attached.
25.8	Record	Warrant No. 10 was reviewed. A motion was made by J. Lundquist and seconded by P. L'Hommedieu to approve Warrant No. 10. No discussion, motion passed unanimous.
25.9	J. Seeley J. Strazzulla	J. Seeley distributed and reviewed the Draft Meetings and Agendas Schedule for the Post-Schematic Design Phase, attached. J. Seeley to coordinate with J. Strazzulla on the Community Forum locations.
25.10	M. LeBrasseur	The School Committee will lead the process of discussing possible outcomes for the disposition of NES with other Town boards and committees, M. LeBrasseur will coordinate.
25.11	J. Seeley	J. Seeley indicated the CM at Risk Services Agreement has been executed by town counsel and is being executed by the Town Treasurer, T. Melia and J. Strazzulla.
25.12	Record	J. Seeley indicated the follow-up meeting with UniBank regarding the borrowing plan for the project was held on 5/16/18. The bond term is to be 30 years and the anticipated rate is 4.5%. J. Seeley distributed and reviewed the updated Tax Impact Form, attached.
25.13	D. Fontaine	D. Fontaine to forward a copy of the cut and fill analysis to the Committee for review.
25.14	A. Chagnon	A. Chagnon will review the potential of shifting the U-10 playfield west, closer to the 50 feet no building zone.
25.15	Record	The benefits of conducting a Pre-Construction Survey of the surrounding residences prior to construction commencement was discussed. FBI would conduct the survey prior to any construction activities. The residences would be given the opportunity to participate. J. Lundquist indicated the surveys are good practice, protecting both the town and the residences.
25.16	J. Strazzulla T. Hengelsberg J. Seeley	Neighborhood Meeting: 1. J. Seeley provided an overview of the Neighborhood meeting with the Mason Road neighbors, held on Saturday 5/19/18. J. Seeley distributed a letter from the residence at 230 Mason Road provided at the neighborhood meeting.

Item #	Action	Discussion
		<ol style="list-style-type: none"> J. Strazzulla, T. Hengelsberg and J. Seeley to coordinate a presentation to the surrounding neighborhood, tentatively scheduled for Saturday 6/16/18 at 3:00pm. T. Hengelsberg to provide a flyer invite for the 6/16/18 neighborhood meeting.
25.17	M. LeBrasseur J. Strazzulla T. Hengelsberg L. Dore C. Stickney A. Gaudette Committee members	<p>The PR subcommittee update:</p> <ol style="list-style-type: none"> J. Strazzulla indicated the Seniors Tax Abatement is at the maximum level and that he will work with A. Gaudette to review strategies to assist seniors in taking advantage of the program. J. Strazzulla is looking into bulk mailing rates for a future informational mailing. M. LeBrasseur to review with the School Committee if the project name should be changed to something similar to New PreK-5 Elementary School rather than remain with the Balmer name to assist the community in understanding. L. Dore distributed the updated the Draft Informational Flyer. The Committee provided comments. T. Hengelsberg to send an updated version for review. L. Dore to provide a set of poster boards of the current building design. L. Dore to provide a Project Informational Display poster board. C. Stickney to schedule a presentation to the Council on Aging. J. Strazzulla to follow-up with the Selectmen and Finance Committee to confirm the Ballot Vote will be held on 11/6/18. J. Lundquist asked if the town has developed a timeline for the fire station? <i>A. Gaudette to provide status.</i> J. Strazzulla distributed and reviewed the Upcoming Events Calendar and asked Committee members to attend the events.
25.18	K. Ross L. Dore D. Fontaine	<p>Old or New Business</p> <ol style="list-style-type: none"> J. Tubbs asked when will the new DPW building debt expire? <i>J. Strazzulla will confirm with A. Gaudette.</i> J. Tubbs asked what type of security glass is planned for at the building entrances? <i>L. Dore indicated the product is similar to School Guard Glass.</i> K. Ross asked if D&W and FBI can review potential locations where recess can occur during construction? <i>L. Dore and D. Fontaine to review for next Committee meeting.</i>
25.19	J. Seeley	Next SBC Meeting: June 5, 2018 at 6:30 pm at the High School Media Center.
25.20	Record	A Motion was made by J. Lundquist and seconded by J. Tubbs to adjourn the meeting. No discussion, motion passed unanimous.

Attachments: Agenda, Project Budget Status Report, Draft Meetings and Agendas Schedule for the Post-Schematic Design Phase, updated Tax Impact Form, Draft Informational Flyer, Upcoming Events Calendar

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

**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
March 26, 2018 Updated May 11, 2018

DATE	AGENDA
<i>Post-Schematic Design</i>	
May 19, 2018	MASON ROAD RESIDENT MEETING - 3:00 PM - 5:00 PM W. EDWARD BALMER ELEMENTARY SCHOOL
May 21, 2018	SCHOOL BUILDING COMMITTEE MEETING Review Post Schematic Design Schedule Discuss Community Outreach Plan
June 5, 2018	SCHOOL BUILDING COMMITTEE MEETING Review MSBA Comments
June 16, 2018	NEIGHBORHOOD MEETING - 3:00 PM - 5:00 PM W. EDWARD BALMER ELEMENTARY SCHOOL
June 25, 2018	SCHOOL BUILDING COMMITTEE MEETING (MONDAY) Prepare for MSBA Board Meeting
June 27, 2018	MSBA BOARD MEETING
July 17, 2018	SCHOOL BUILDING COMMITTEE MEETING Recap MSBA Board Meeting
August 13, 2018	SCHOOL BUILDING COMMITTEE MEETING (MONDAY) Check-in Meeting Prepare for Community Forum No. 8
August 20, 2018	COMMUNITY FORUM NO. 8 - 6:00 to 8:00 PM - LOCATION - TBD
September 4, 2018	SCHOOL BUILDING COMMITTEE MEETING Review Community Forum Comments Prepare for Community Forum No. 9 Prepare for Town Meeting
September 19, 2018	COMMUNITY FORUM NO. 9 - 6:00 to 8:00 PM - LOCATION - TBD
October 2, 2018	SCHOOL BUILDING COMMITTEE MEETING Review Community Forum Comments Prepare for Community Forum No. 10 Prepare for Town Meeting
October 10, 2018	COMMUNITY FORUM NO. 10 - 6:00 to 8:00 PM - LOCATION - TBD
October 16, 2018	SCHOOL BUILDING COMMITTEE MEETING Review Community Forum Comments Prepare for Town Meeting
October 23, 2018	TOWN MEETING
	ADDITIONAL MEETINGS TO BE SCHEDULED



**Town of Northbridge
W. Edward Balmer Elementary School
Project Scope and Budget Meeting and Transition Meeting
May 30, 2018 1:00 PM**

Project Scope and Budget Meeting Agenda:

1. Introductions and Meeting Format
2. Status of Documents, Contracts and Agreements
3. Review of the Schematic Design Submittal, and status of the DESE submission
4. Proposed Budget Discussion (TPB – 3011)
5. MSBA Legal Brief
6. Project Schedule and Next Steps (Agreements and Local Authorization)
7. Questions, Comments, Concerns

Transition Meeting Agenda:

1. Module 6
 - a. Advance the Design
 - b. Generate Construction Documents
 - c. Commissioning Consultant
 - d. Procure Bids
 - e. Award a Construction Contract
 - f. Schedule
2. Module 7
 - a. Construction
 - b. PFA-Bid Amendment
 - c. Change Orders
 - d. Budget Revision Requests (BRR's)
 - e. Site Visits
3. Module 8
 - a. Closeout
 - b. Pro-Pay retraining
 - c. 95% Reimbursement threshold
4. Questions, Comments, Concerns

Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

June 4, 2018

Mr. Thomas J. Melia
Northbridge Board of Selectmen
Northbridge Town Hall
7 Main Street
Wittinsville, MA 01588

Re: Town of Northbridge, W. Edward Balmer Elementary School

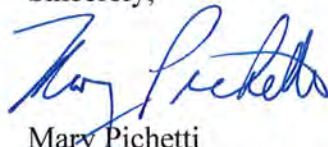
Dear Mr. Melia:

The Massachusetts School Building Authority (the "MSBA") is forwarding review comments of the Schematic Design submission for the W. Edward Balmer Elementary School project received by the MSBA on May 8, 2018.

Responses to the attached comments shall be forwarded to the assigned Project Coordinator, Jennifer Flynn (Jennifer.Flynn@MassSchoolBuildings.org) through the Owner's Project Manager. Please review and return responses within 14 days of receipt of this letter.

If you have any questions or comments, please do not hesitate to contact Fernando Garcia (Fernando.Garcia@MassSchoolBuildings.org).

Sincerely,



Mary Pichetti
Director of Capital Planning

Attachments:

Attachment 'A' Preferred Schematic Report Review Comments

Attachment 'B' Preferred Schematic Report Space Summary Review

Cc: Legislative Delegation
Charles Ampagoomian, Jr., Chair, Northbridge Board of Selectmen
Adam Gaudette, Northbridge Town Manager

Page 2

June 4, 2018

Northbridge Schematic Design Review Comments

Michael LeBrasseur, Chair, Northbridge School Committee

Dr. Catherine A. Stickney, Superintendent, Northbridge Public Schools

Melissa Walker, Director of Business and Finance, Northbridge Public Schools

Josepha Strazzula, Chair, Northbridge School Building Committee

Joel G. Seeley, Owner's Project Manager, Symmes Maini & McKee Associates, Inc.

Lee P. Dore, Designer, Dore & Whitter Architects, Inc.

File: 10.2 Letters (Region 2)

ATTACHMENT A

MODULE 4 – SCHEMATIC DESIGN REVIEW COMMENTS

District: Town of Northbridge

School: W. Edward Balmer Elementary School

Owner's Project Manager: SMMA Project Management

Designer Firm: Dore & Whittier Architects

Submittal Due Date: May 9, 2018

Submittal Received Date: May 8, 2018

Review Date: May 10-30, 2018

Reviewed by: Gienapp Design, F. Garcia, C. Alles, J. Jumpe

MSBA REVIEW COMMENTS

The following comments¹ on the Schematic Design submittal are issued pursuant to a review of the project submittal document for the new construction of the proposed project and presented as a Schematic Design submission in accordance with the MSBA Module 4 Guidelines.

4.1 SCHEMATIC DESIGN SUBMITTAL

Overview of the Schematic Design Submittal	Complete	Provided; <i>Refer to comments following each section</i>	Not Provided; <i>Refer to comments following each section</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
Schematic Design Submittal Notification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPM Certification of Completeness and Conformity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1 DESE Submittal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2 Schematic Design Binder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3 Schematic Design Project Manual	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4 Schematic Design Drawings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note that Module Four states that "MSBA will not accept incomplete submittals, submittals that have not been reviewed by the OPM or submittals for which the estimated project costs exceed the District's project budget. Updates to the Total Project Budget that do not reflect the scope and schedule represented in the Schematic Design submittal will not be accepted. All value engineering activities must be complete, and the results incorporated into the Schematic Design documentation prior to being submitted to the MSBA."

¹ The written comments provided by the MSBA are solely for purposes of determining whether the submittal documents, analysis process, proposed planning concept and any other design documents submitted for MSBA review appear consistent with the MSBA's guidelines and requirements, and are not for the purpose of determining whether the proposed design and its process may meet any legal requirements imposed by federal, state or local law, including, but not limited to, zoning ordinances and by-laws, environmental regulations, building codes, sanitary codes, safety codes and public procurement laws or for the purpose of determining whether the proposed design and process meet any applicable professional standard of care or any other standard of care. Project designers are obligated to implement detailed planning and technical review procedures to effect coordination of design criteria, buildability, and technical adequacy of project concepts. Each city, town and regional school district shall be solely responsible for ensuring that its project development concepts comply with all applicable provisions of federal, state, and local law. The MSBA recommends that each city, town and regional school district have its legal counsel review its development process and subsequent bid documents to ensure that it is in compliance with all provisions of federal, state and local law, prior to bidding. The MSBA shall not be responsible for any legal fees or costs of any kind that may be incurred by a city, town or regional school district in relation to MSBA requirements or the preparation and review of the project's planning process or plans and specifications.

4.1.1 DESE SUBMISSION

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
1	Cover Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Special Education Delivery Methodology Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Signed Educational Space Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Floor Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Special Education Adjacency Table	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

Please note the Special Education information has been forwarded to DESE for review and approval.

No further review comments for this section.

4.1.2 SCHEMATIC DESIGN BINDER

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response <i>To be filled out by MSBA Staff</i>
1	Introduction				
	a) Summary of the MSBA approved Preferred Schematic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Community outreach overview	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) The District's Total Project Budget for the proposed project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Updated description of the project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Site Plan, Floor Plans, and Elevations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) A copy of the MSBA Preferred Schematic Report review and corresponding District response	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Final Design Program				
	a) General and specific architectural characteristics desired	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Educational space summary spreadsheets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Narrative of how the proposed educational space summary supports the educational program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Instructional technology (existing and proposed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Functional relationships and critical adjacencies that informed the basis of design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) Security and visual access requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response <i>To be filled out by MSBA Staff</i>
	g) Site development requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h) Description of desired features of the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Traffic Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Environmental and Existing Building Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Geotechnical and Geo-environmental Analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Code Analysis and List of Permitting and other Regulatory Filing Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Utility Analysis and Soils Analysis for on-site septic/sewage treatment facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Massing Study	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Narrative Building Systems Descriptions				
	a) Sustainable design elements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Building structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Plumbing and HVAC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Fire Protection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Verify adequate water capacity for new system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) Confirm if a fire pump will be required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g) Electrical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h) Information Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Sustainable Building Design Guideline Documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Analysis of the design's compliance with ADA and the MAAB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Timeline associated with filing the Project Notification Form with Massachusetts Historical Commission ("MHC") and obtaining MHC approval prior to construction bids.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Room Data Sheets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Proposed construction methodology (DBB / CMR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	District's anticipated reimbursement rate w/ incentive points	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Total Project Budget spreadsheet and summary of cost reconciliation of the Designer's and OPM's estimates.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Designer's Construction Cost Estimate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Independent OPM Construction Cost Estimate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Updated Project Work Plan – indicating changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a) Project Directory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Roles and Responsibilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Communications and Document Control Procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Provide the following Items		Complete; No response required	Provided; District's response required	Not Provided; District's response required	Receipt of District's Response To be filled out by MSBA Staff
	d) Designer's Work Plan Project Schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Local Actions and Approvals Certification				
	a) Completed and signed certification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) SBC meeting dates, agendas, and attendees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Certified SBC meeting notes with vote language and vote results	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Description of materials presented at such SBC meetings and where those materials may be viewed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

2b) Please refer to 'Attachment B' for detailed review comments.

2f) The submittal indicates there is vehicular access to the perimeter of the building and multiple locations for safety or fire responders to access the building. However, it is not clear if emergency signage, knox boxes, or other emergency provisions have been incorporated into the scope. Please provide the additional clarification as part of the District's response to these review comments.

5) The submittal indicates the Geo-Environmental Consultant recommends further follow-up testing to be performed in the soils surrounding the existing underground storage tank as a precaution for presence of fuel oil contaminants. Additionally, the submittal states based on the results of the geotechnical analysis; there were no observations of any adverse conditions. Please note, as stated during the Preliminary Design Program submittal, all costs associated with abatement of contaminated soil from any source, and abatement and removal of fuel storage tanks must be itemized in the cost estimates and will be considered ineligible for MSBA reimbursement. Please acknowledge.

13) The room data sheets do not appear to include security features or acoustic requirements. In the District's response to these review comments, please provide updated room data sheets that include security features, acoustic requirements or a descriptive narrative stating no features will be proposed.

No further review comments for this section.

4.1.3 SCHEMATIC DESIGN PROJECT MANUAL

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
1	Outline specifications in Unifomat Divisions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Itemization of all proprietary items (if any) with an explanation of each, explanation of the public interest for each item, and certification of local authorization that each item complies with state and local regulations, policies and guidelines.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

2) Please clarify if the District intends to propose proprietary items and provide the information listed above regarding proprietary items. If no propriety items are anticipated, please acknowledge accordingly as part of the District's response to these review comments.

No further review comments for this section.

4.1.4 SCHEMATIC DESIGN DRAWINGS

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
1	Existing site plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Site development plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Schematic building floor plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Interior elevations of a typical general classroom, and typical Pre-K/K Classroom and typical Science Classroom/Lab as applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Schematic exterior building elevations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

2) Please provide updated site development plans that indicate future areas for potential expansion as part of the District's response to these review comments.

5) Please consider how the inclusion of projecting type windows in first floor locations where adjacent to play areas may pose a potential hazard. Please acknowledge.

No further review comments for this section.

Additional Comments:

- *The MSBA issues project advisories from time to time, as informational updates for Districts, Owner's Project Managers (OPM's), and Designers in an effort to facilitate the efficient and effective administration of proposed projects currently pending review by the MSBA. The advisories can be found on the MSBA's website. In response to these review comments, please confirm that the District's consultants have reviewed all project advisories and they have been incorporated into the proposed project as applicable.*

End

ATTACHMENT B

MODULE 4 – SCHEMATIC DESIGN SPACE SUMMARY REVIEW

District: Town of Northbridge

School: W. Edward Balmer Elementary School

Owner's Project Manager: SMMA Project Management

Designer Firm: Dore & Whittier Architects

Submittal Due Date: May 9, 2018

Submittal Received Date: May 8, 2018

Review Date: May 10-30, 2018

Reviewed by: C. Clement, A. Waldron, F. Garcia, C. Alles, J. Jumpe

The following comments¹ on the Schematic Design submittal are issued pursuant to a review of the project submittal document for the new construction of the proposed project and presented as a Schematic Design submission in accordance with the MSBA Module 4 Guidelines.

The MSBA considers it critical that the Districts and their Designers aggressively pursue design strategies to achieve compliance with the MSBA guidelines for all proposed projects in the new program and strive to meet the gross square footage allowed per student and the core classroom space standards, as outlined in the guidelines. The MSBA also considers its stance on core classroom space critical to its mission of supporting the construction of successful school projects throughout the Commonwealth that meet current and future educational demands. The MSBA does not want to see this critical component of education suffer at the expense of larger or grander spaces that are not directly involved in the education of students.

The following review is based on a new construction project with an agreed upon design enrollment of 1,030 students in grades Pre-K-5.

The MSBA review comments are as follows:

- **Core Academic** – The District is proposing to provide a total of 62,850 net square feet (nsf) which exceeds the MSBA guidelines by 18,100 nsf. The proposed area in this category has decreased by 2,150 nsf since the Preferred Schematic Report submittal. The MSBA notes the following variations to guidelines:

¹ The written comments provided by the MSBA are solely for purposes of determining whether the submittal documents, analysis process, proposed planning concept and any other design documents submitted for MSBA review appear consistent with the MSBA's guidelines and requirements, and are not for the purpose of determining whether the proposed design and its process may meet any legal requirements imposed by federal, state or local law, including, but not limited to, zoning ordinances and by-laws, environmental regulations, building codes, sanitary codes, safety codes and public procurement laws or for the purpose of determining whether the proposed design and process meet any applicable professional standard of care or any other standard of care. Project designers are obligated to implement detailed planning and technical review procedures to effect coordination of design criteria, buildability, and technical adequacy of project concepts. Each city, town and regional school district shall be solely responsible for ensuring that its project development concepts comply with all applicable provisions of federal, state, and local law. The MSBA recommends that each city, town and regional school district have its legal counsel review its development process and subsequent bid documents to ensure that it is in compliance with all provisions of federal, state and local law, prior to bidding. The MSBA shall not be responsible for any legal fees or costs of any kind that may be incurred by a city, town or regional school district in relation to MSBA requirements or the preparation and review of the project's planning process or plans and specifications.

- 6,850 nsf of this overage is due to the inclusion of (4) four 1,200 nsf Pre-Kindergarten classrooms, (1) one additional 1,200 nsf Kindergarten classroom, and (3) three 900 nsf general classrooms above guidelines. Based on the information provided, these proposed spaces are consistent with the delivery of the District's educational program. No further action required.
- 9,900 nsf of this overage is due to the inclusion of (7) seven 500 nsf Teacher Planning areas, (6) six 1,000 nsf K-5 Extended Learning areas, and (1) one 400 nsf Pre-K Extended Learning area. Based on the information provided these proposed spaces are consistent with the delivery of the District's educational program. The MSBA accepts this variation to the guidelines.
- 1,350 nsf of this overage is due to one 1,200 nsf Maker Space and 150 nsf associated storage. As previously indicated, the MSBA accepts one 1,200 nsf Maker Space/Project Room and a 150 nsf associated storage space. Based on the information provided, the MSBA accepts this variation to the guidelines. No further action required.
- **Special Education** – The District is proposing to provide a total of 13,530 net square feet (nsf) which exceeds the MSBA guidelines by 2,460 nsf. The proposed area in this category has decreased by 115 nsf since the Preferred Schematic Report submittal. Please note that the Special Education program is subject to approval by the Department of Elementary and Secondary Education (DESE) and that formal approval of the District's proposed Special Education program is a prerequisite for executing a Project Funding Agreement with the MSBA.
- **Art & Music**– The District is proposing to provide a total of 5,150 nsf which is 2,425 nsf below the MSBA guidelines. The proposed area in this category has not changed since the Preferred Schematic Report submittal. Based on the information provided and the District's confirmation that the proposed square footage is sufficient in order to deliver their educational program, the MSBA accepts this variation to the guidelines. No further action required.
- **Health and Physical Education** – The District is proposing to provide a total of 6,298 nsf which is 2 nsf below the MSBA guidelines. The proposed area in this category has decreased by 2 nsf since the Preferred Schematic Report submittal. The MSBA accepts this variation to the guidelines. No further action required.
- **Media Center** – The District is proposing to provide a total of 5,305 nsf which meets the MSBA guidelines. The proposed area in this category has increased by 2 nsf since the Preferred Schematic Report submittal. No further action required.
- **Dining & Food Service** – The District is proposing to provide a total of 11,955 nsf which is 1 nsf below the MSBA guidelines. The proposed area in this category

has not changed since the Preferred Schematic Report submittal. No further action required.

- **Medical** – The District is proposing to provide a total of 810 nsf which meets the MSBA guidelines. The proposed area in this category not changed since the Preferred Schematic Report submittal. No further action required.
- **Administration & Guidance** – The District is proposing to provide a total of 3,040 nsf which is 125 nsf below the MSBA guidelines. The proposed area in this category has decreased by 250 nsf since the Preferred Schematic Report submittal. This decrease is due to moving the Team Chair space to the Special Education category as requested by the MSBA. The MSBA accepts this variation to the guidelines.
- **Custodial & Maintenance** – The District is proposing to provide a total of 2,630 nsf which meets the MSBA guidelines. The proposed area in this category has not changed since the Preferred Schematic Report submittal. No further action required.
- **Other** - The District is not proposing to provide any additional square footage in this category. The proposed area has decreased by 500 nsf since the Preferred Schematic Report submittal due to the elimination of the Family and Community Resource Center. No further action required.
- **Total Building Net Floor Area** – The District is proposing to provide a total of 111,568 nsf which exceeds the MSBA guidelines by 18,007 nsf. The proposed area has decreased by 2,785 nsf since the Preferred Schematic Report submittal. Based on the comments provided above, the MSBA accepts this variation to the guidelines. No further action required.
- **Total Building Gross Floor Area** – The District is proposing to provide a total of 167,352 gsf which exceeds the MSBA guidelines by 18,002 gsf. The proposed area has decreased by 4,178 gsf since the Preferred Schematic Report submittal. Based on the comments provided above, the MSBA accepts this variation to the guidelines. No further action required.

Please note that upon moving forward into subsequent phases of the proposed project, the Designer will be required to provide, with each submission, a signed, updated space summary that reflects the design and demonstrates that the design remains, except as agreed to in writing by the MSBA, in accordance with the guidelines, rules, regulations and policies of the MSBA. Should the updated space summary demonstrate changes to the previous space summary include a narrative description of the change(s) and the reason for the proposed changes to the project.

Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

Date: May 24, 2018

To:

Matt Deninger
Massachusetts Department of Elementary
and Secondary Education

From:

Jennifer Flynn
Project Coordinator
Massachusetts School Building Authority

Re: Proposed Special Education Submittal

Number of Copies: 2

☐ As Requested ☐ For Your Information ☒ For Review & Comment

PROJECT INFORMATION

District: Northbridge

School: W. Edward Balmer Elementary School

Project Type: New Construction

MSBA Project Manager: Fernando Garcia

ANTICIPATED AUTHORIZATION DATES

MSBA Project Scope and Budget Authorization: June 27, 2018

Town Meeting: October 23, 2018

Town Ballot Vote: November 6, 2018

Upon a successful District vote, the MSBA and the District will enter into a Project Funding Agreement. MSBA execution of a Project Funding Agreement is contingent upon DESE review and approval of this submittal. We respectfully request to receive DESE review comments and/or approval for this submittal by July 23, 2018.

Thank you,

Jennifer Flynn

Attachments:

W. Edward Balmer Elementary School Special Education submittal dated May 9, 2018 consisting of the District's Special Education Letter and Program Narrative, MSBA Space Summary, Proposed Floor Plans, and MSBA Special Education Adjacency Table.

Frequently Asked Questions

Q: Why did the Town perform a Feasibility Study?

A: The 50-year-old Balmer Elementary School has served the community well, but it:

- is undersized by about 25%
- no longer meets today's building codes
- lacks handicapped accessibility to the second level
- has inefficient and unreliable building systems
- does not support our educational curriculum

The Massachusetts School Building Authority (MSBA) agrees. The School Building Committee (SBC) studied these conditions and developed a cost effective, sustainable, and educationally appropriate Preferred Solution. The team investigated renovation, renovation and addition, and new construction options, focused on these criteria:

- cost
- educational benefits
- size/scale of building
- minimizing disruption during construction
- community access
- transportation
- student transitions

Q: Why not just repair the Balmer School?

A: The cost to Northbridge to only repair the aged Balmer and NES buildings is approximately \$53 million, similar to the cost of new construction or a complete renovation and addition. The repair-only option provides no educational improvements, would not meet the District educational program, and therefore is not eligible for MSBA reimbursement.



Front Entrance

Frequently Asked Questions

Q: The Preferred Option is a grades PreK-5 elementary school. Why was this option selected?

A: Uniting Northbridge Elementary and Balmer into one new facility and bringing 5th grade back to the elementary building, will:

- lower costs by consolidating two outdated buildings
- provide better curriculum alignment
- create fewer building transitions
- allow more uniform expectations of the students
- create opportunities for multi-age learning
- allow better teacher/administrator communication
- place 5th graders where they belong developmentally
- free up space in the middle school

Q: If the new building vote does not pass, can State money be used to repair the existing building?

A: The Town would need to submit a new application for a Core Program or Accelerated Repair (roof, windows, boilers only) project for consideration and acceptance into MSBA's grant programs. The Accelerated Repair scope of work represents only 19% of the total repair-only option, which the District considered and deemed not an appropriate long-term solution, and which includes no educational improvements.

Q: When is the Town vote to approve the project?

A: The project funding vote will be on October 23, 2018. The ballot vote is anticipated to be November 6, 2018 to approve the debt exclusion of the costs from the so-called Proposition 2½.

Q: If the project is approved, what is the schedule?

A: The project moves into the detailed design phases, where the Architect develops the design and construction bid documents. Construction would start in Fall 2019 with the new school opening in the summer of 2021.

Q: Will ongoing use of Balmer Elementary be impacted during construction of the new school?

A: No, there will be separation between construction activity and the day-to-day functions of the existing school to ensure safety and to limit educational disruptions. A fenced-off construction zone, with dedicated construction vehicle access, will be constantly monitored for safety.

INFORMATION SHEET

PROVIDED BY THE

NORTHBRIDGE SCHOOL BUILDING COMMITTEE

PUBLISHED MAY 29, 2018

THE PROPOSED NEW GRADES PRE-K – 5 BUILDING AT

W. EDWARD BALMER ELEMENTARY SCHOOL



This new, modern, and state-of-the-art facility designed to serve Northbridge for many years to come, will feature:

- Larger classrooms, media center, cafeteria/ stage, and gymnasium that conform to State standards.
- Art and music rooms, creative lab, special education and academic support spaces, and all other required spaces to serve the District educational program.
- Convenient community access to the gymnasium, cafeteria, stage, and media center.
- Bright, naturally lit spaces.
- Green building materials and sustainable design features that will improve energy efficiency.
- Improved student safety & security system, fire alarm and a fire sprinkler system.

DEFICIENCIES

Balmer Elementary School and Northbridge Elementary School (NES) are aged facilities past the end of their functional and educational lifespans. They require significant upkeep and lack key educational features. The two buildings share many of the same major educational, operational, and systemic deficiencies. Some of the most pressing include:

- Undersized, misplaced, deficient teaching spaces
- Poor layouts that impede teaching and learning
- Lack of special education and support spaces
- No teacher collaboration/meeting spaces
- Buildings are 22-25% undersized compared to state standards
- Site circulation is compromised, congested, and often unsafe
- Weak entry/ security protocols and systems
- No elevator, and other accessibility deficiencies
- Undersized playgrounds
- No fire sprinkler systems
- Aged, unreliable mechanical & electrical equipment needs replacement
- Room ventilation does not meet code
- Roofs leaking and near failure
- Little insulation value in windows, doors, and walls



Leaking Roof



Leaking, Inefficient Windows



Falling Plaster



Cracked Walls

SOLUTION

Northbridge residents voted at the May 3, 2016 Town Meeting to approve this Feasibility Study, and to seek a grant from the Massachusetts School Building Authority (MSBA) to address conditions at Balmer and NES.

After more than twelve months of planning with the Northbridge community and the MSBA, a vision has emerged to combine Balmer and NES into a single elementary school for the entire Northbridge community. Also, the 5th grade will move back from the Middle School, into a facility that will increase the opportunity and quality of education in Northbridge.

THE PREFERRED OPTION ADDRESSES:

- Site circulation: separated routes for busses, cars, pedestrians, and bikes
- Parent drop-off/ pick-up has ample queue space
- Traffic eased by two separate site entrance/exits
- Ample on-site parking
- Two age-appropriate, accessible playgrounds
- Vail Field: full replacement of all athletic facilities and play fields
- Enhanced security features: secured entry vestibules, camera systems, and school set back from the street
- Fire and Police access all around building
- Building location and construction phasing avoid portable classrooms

COST

The total project cost is \$100.97 million and the State will reimburse the Town approximately \$47.56 million. Estimated project cost to Northbridge is \$53.41 million.

For a 30-year bond estimated at 4.5%, the average annual tax impact will be approximately \$1.85 per \$1,000 of assessed residential value. On the average home assessed at \$301,000 the estimated tax increase is an average of \$558/ year.

PROJECT SCHEDULE

AUGUST 20, 2018

SEPTEMBER 19, 2018

OCTOBER 16, 2018

OCTOBER 23, 2018

NOVEMBER 6, 2018

NOVEMBER 7, 2018

SEPTEMBER 2019

JULY 2021

COMMUNITY FORUM #8

COMMUNITY FORUM #9

COMMUNITY FORUM #10

FALL TOWN MEETING - VOTE

ANTICIPATED BALLOT VOTE

COMMENCE DESIGN DRAWINGS

COMMENCE CONSTRUCTION

BUILDING COMPLETED/ OCCUPIED

COMMUNITY RESOURCES

Project Website:

<https://www.nps.org/sbc>

Project Email:

SBC@nps.org



View of building front from Crescent Street

