

WELLINGTON SCHOOL BUILDING COMMITTEE
MINUTES

June 25, 2008

School Administration Building Conference Room

7:30 PM

Meeting # 25

Committee members attending: Mark Haley, John Bowe, Pat Brusch, Mary McHugh, Karen Pressey, Lucy Pullen, Greg Poulos, Laurie Graham, Disability Access Commission

Absent: Joel Mooney, Phil Curtis, Rob Wollner

School Department: Amy Wagner and Gerry Missal

Also Attending: Betty Reed Co-Chair Together 4 Wellington, Karen Parmett Co-Chair Together 4 Wellington BQC

Mark Haley called the meeting to order at 7:00 PM.

On a motion by Pat Brusch, seconded by John Bowe, the minutes of the meeting of June 6, 2006 were approved by a 4-0 vote. Mary McHugh and Greg Poulos abstained since they had not attended the June 6, 2006 meeting, and Karen Pressey was not yet in attendance.

On a motion by Pat Brusch, seconded by Mary McHugh, the minutes of the meeting of March 7, 2007 were approved by a 5-0 vote. Greg Poulos abstained since he had not attended the March 7, 2007 meeting, and Karen Pressey was not yet in attendance.

Pat Brusch gave a history of the MSBA application process to date.

Pat Brusch and Mark Haley reported on recent meetings with MSBA. The bottom line is that approval at the SBA November meeting appears unlikely. They want more information on our Designer Selection Process, Project Manager Status and on Enrollment Projections. Gerry will prepare a narrative describing our Designer Selection Process and answering their specific questions.

Gerry has thoroughly reviewed the MSBA enrollment numbers and finds that they do not take into account Belmont's history and housing growth impacts. They asked for enrollment information for all of the elementary schools and Gerry has sent them detailed floor plans showing the academic use of every classroom in every school. Only the Burbank had one empty classroom and that will be needed for a new Special Needs program next year. Pat Brusch has compiled detailed information about the 700 new housing units planned for Belmont and indicating that these will draw young families. Mark mentioned that every school we have built in been at capacity when it opened because the enrollment projections did not reflect the fact that Belmont is very attractive to young families because of its location and excellent schools. The MSBA has a plan to use the same methodology for enrollment projections for all cities and towns in the Commonwealth. We have tried to explain why this method is totally inaccurate for Belmont.

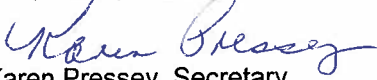
Pat and Mark are attempting to get on the July 28th agenda of the MSBA. But have started to plan for a possible Debt Exclusion vote for the April election.

Gerry spoke about planning for relocation. He has determined that we will need to have two sites for the relocation and will require four sets of trailers. He also feels that he may need a modest

sum of money to have architect assistance in designing and positioning the trailers to meet all the needs of the students.

On a motion by John Bowe, seconded by Greg Poulos, the committee voted unanimously to adjourn at 8:40 PM.

Respectfully Submitted,


Karen Pressey, Secretary

WELLINGTON SCHOOL BUILDING COMMITTEE
MINUTES

November 13, 2008

School Administration Building Conference Room

8:00 AM

Meeting # 26

Committee members attending: Mark Haley, John Bowe, Pat Brusch, Phil Curtis, Mary McHugh, Ike Papadopoulos, Karen Pressey, Lucy Pullen, Greg Poulos,

School Department: Amy Wagner and Gerry Missal

Architect: Jon Levy and Matthew LaRue

Also Attending: Karen Parmett Co-Chair Wellington Debt Exclusion Committee

Mark Haley called the meeting to order at 8:00 AM.

Mark introduced the new member, Ike Papadopoulos, who was appointed by the Town Moderator to replace Rob Wollner, who had resigned from the Committee.

On a motion by Pat Brusch, seconded by Phil Curtis, the Committee voted unanimously to appoint Ike Papadopoulos as Treasurer for the Building Committee, since this was the role that Rob Wollner held.

Pat Brusch provided a brief update of the latest meeting held with MSBA. They indicated that Turner Construction was not acceptable for a Project Manager position because they had refused to sign their standard contract. Other well qualified firms involved in project management have since also refused the contract creating a smaller pool of qualified candidates at the moment.

The MSBA has accepted Jonathan Levy as our Architect and have also accepted our Feasibility Study.

Mark Haley indicated that our number one priority now is to hire a Project Manager at least through the design phase. Gerry Missal has already sent the notice to the Central Register and it will appear next week.

Timeline:

December 3, 2008	Deadline for applicant responses
December 8, 2008	Committee meets to narrow applicants to the short list
December 11, 2008	Interviews 6:00-9:00 PM
December 15, 2008	Submit to MSBA

Gerry will work on the Selection Criteria

Mark Haley said that discussions with MSBA have led to a number of changes in our Ed. Specs and our design.

We have agreed with enrollment projections of 575 students. Of this number, 75 children who come from throughout the system will receive special services provided in a variety of programs.

Jonathan Levy has agreed to alter the design to reflect a building of 88,000 sf instead of the original plan for 91,000 sf. The original plan will be reduced by a number of classrooms to reflect the adjustment in enrollment projections. He will decrease the size of some classrooms a little. The stage of the cafeteria will be combined with the music room with a partition. Storage and office will also be somewhat reduced in size but not in numbers of these spaces. He plans to retain the basic design, sustainability space and energy efficiency and site design. He will achieve a grossing factor of 1.39 which is significantly lower than the MSBA Guidelines 1.49 emphasizing the efficiency of this design. He and Mathew LaRue will be working on the revised design and hope to have it completed in 2-4 weeks. Jonathan hopes to have a revised cost estimate just after Christmas. Mark estimated that at \$250 per sf, construction cost would be \$22 million. This would put Project Cost in the range of \$40 million not including demolition site costs and FF&E which could be \$3-\$4 million.

Mark anticipates a Mega Meeting on January 12, 2009, but will be in contact with the Board of Selectmen to provide them with an update on the project as soon as possible.

The next regular meeting of the committee will be December 8, 2208

On a motion by Greg Poulos seconded by Phil Curtis, the committee voted unanimously to adjourn at 9:30 AM.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Karen Pressey". The signature is written in a cursive style.

Karen Pressey, Secretary

WELLINGTON SCHOOL BUILDING COMMITTEE
MINUTES

December 3, 2008

School Administration Building Conference Room

7:30 AM

Meeting #27

Wellington Building Committee meeting minutes 12/3/2008
School Administration Building Conference Room

Attending: Mark Haley, Pat Brusch, Greg Poulos, John Bowe, Ike Papadopoulos, Joel Mooney, Lucy Pullen, Amy Wagner, Gerry Missal, Matt La Rue, Jonathan Levi, Denis Fitzgerald. Absent: Phil Curtis, Mary McHugh, Karen Pressey. Observing from the Together for Wellington Committee: Scott Stratford and Karen Parmett.

Mark Haley called the meeting to order at 7:30am

Agenda: approve minutes from 6/25/2008, approve bill from Morrissey and Hawkins, update on MSBA, update on RFP for new Owner Project Manager, update on new drawings from architect

Pat Brusch and John Bowe moved to approve minutes from 6/25/2008 meeting—approved.

Pat Brusch and John Bowe moved to approve a bill from Morrissey and Hawkins, Town Counsel, to pay for consultation services for MSBA documentation from this past summer; total amount due: \$648.00—approved.

Mark Haley advised the committee that deadlines will be tight. The RFS proposals from project management firms are due this afternoon and will be delivered to our homes. We need to review and rank the proposals to make a short list of candidates at committee's December 8 meeting and interview the short list and make a selection at the December 11 meeting. We should try to negotiate a fee with new Owner's Project Manager by December 15 for services through the revised schematic design phase but we need to get some idea of a potential fee for the rest of the project. A subcommittee of Mark, Pat and Ike will negotiate fee.

Gerry told the committee that 7 people representing 5 firms came to the 11/25 voluntary informational meeting and site visit at Wellington.

Matt LaRue, JLA Architects, presented a revised draft schematic design of the Wellington. Mark, Gerry and Pat were showed some preliminary actions at an earlier meeting with JLA and an architect appointed by MSBA to revise some drawings to reduce the footprint of the school building, reflecting the lower enrollment projections. A preference for one option emerged from that meeting. The drawings are still a work in progress with more fine-tuning to be done. Some key details:

- Reduced square footage from 101,000 sf to 88,000 sf.
- Reduce building by 8 classroom units: 1 each grade 1st-4th grades, 1K, and 1 Pre-K classroom
- Reduced size in kitchen and cafeteria
- 5 classroom units on each wing, still keeping flexible space
- Elimination of multi-purpose room
- Replaced stage in cafeteria with a temporary platform stage and music room area.

- 2 art rooms and 1 dedicated music room
- Building is shifted on the site which allows more room for playing fields and green space on the site
- The façade is changed a bit to reduce 90 degree corners by pairing classrooms to one façade. Every classroom will still have corner windows for maximum natural light
- Corridors are repositioned and more compact
- SPED rooms are reduced to 500sf and SPED/Resource rooms are kept at 900sf and can be subdivided
- Lower and upper school concept is kept with Pre-K, K and 1st grades in one wing (with SPED classrooms) and 2nd, 3rd, 4th grades in another wing (along with SPED and LABBB classrooms)

There was discussion from the committee to further fine tune the design. Pat proposed switching the science room from the lower west wing to the upper east wing to create SPED rooms in the west wing. Joel recommended air lock doors for the gym and café. ADA concerns were discussed given the difference in elevation on the site—a 4 ft difference between the two wings. Access between the two wings without too many steps is needed. Ceiling height in the lobby was discussed. There was a suggestion to reposition the P drive to alleviate some neighbors concerns.

Mark and Pat would like to present revised schematic drawings to the Selectmen on January 26. Scott Stratford and Karen Parmett asked if the draft drawings could be shown at the next School Committee meeting on December 9 as part of the new Wellington update. There was agreement to do so as long as the SC and public are informed that the drawings are still a work in progress.

Mark went over the timeline: Belmont most likely will be on the MSBA January meeting agenda (date not set yet); the budget needs to be negotiated; new cost estimates for the project need to be finished in early January. We need two estimates; JLA will use Daedelus and the OPM is responsible for the other. If MSBA approves funding in January, a debt exclusion vote will most likely be on the April ballot, followed by a TM vote. Ground breaking would happen in January 2010.

Motion to adjourn made by Pat.

Next meeting, December 8th at 7:30am in SBA conference room.

Respectfully Submitted,


Lucy Pullen

WELLINGTON SCHOOL BUILDING COMMITTEE
MINUTES

December 8, 2008

School Administration Building Conference Room

7:30 AM

Meeting #28

Wellington Building Committee Minutes
December 8, 2009 SAB Conference Room

Attending: Mark Haley, Pat Brusch, Karen Pressey, Greg Poulos, John Bowe, Phil Curtis, Lucy Pullen, Ike Papadopoulos, Gerry Missal, Amy Wagner, Denis Fitzgerald, and Scott Stratford observing on behalf of the Together for Wellington Committee.

Absent: Joel Mooney and Mary McHugh

Agenda: review proposals submitted for the OPM contract and nominate top 3 for interviews

Mark Haley opened the meeting at 7:30am. Five proposals were submitted in response to Belmont's RFS for a new OPM: Joslin, Lesser & Associates, KVA, PMA, RF Walsh, and Tarbel. Mark told the committee that he and Joel will need to recuse themselves from participating in the rankings, interviewing and voting because of a business conflict of interest with KVA and RF Walsh. They can provide consultation but cannot vote on the advice of Dave Hawkins, Town Counsel.

The committee discussed the submitted proposals in alphabetical order.

1. Joslin, Lesser: proposed Project Director is Jeffrey Luxembourg who was previously with RF Walsh. We interviewed him previously on behalf of RF Walsh for the OPM contract. Current proposal is detailed, addresses specifics, timeline. Not sure if proposed construction manager has a lot of school experience. Should be in top 3.
2. KVA: proposal seems thin, staffed with part-time people, project director is certified for procurements by MSBA, not for project management—not enough certification.
3. PMA: project management for Dallin Elementary in Arlington and Swampscott HS –both recognized as good projects. We interviewed them before. They are certified as CM-at-Risk. Should be in top 3.
4. RF Walsh: detailed proposal, clear on roles, new team at Walsh with not a lot of school experience. Should be in top 3
5. Tarbel: new firm, very little project management experience, will have to use a lot of sub-contractors. Project director worked on the Chenery project; was a good cost estimator but difficult to work with as a project manager. Should not be in top 3.

Pat made a motion to recommend Joslin, Lesser, PMA, and RF Walsh for interviews by the committee. Committee voted yes unanimously with Mark abstaining; Gerry and Amy are non-voting members.

Interviews will take place on December 11 in the SAB conference room. Assign the times alphabetically and the teams must include the proposed project director, project manager, and construction manager (3 person teams). In addition to the questions the committee used previously to interview the OPM candidates, other proposed questions suggested:

- Are you prepared to do a cost estimate on the Wellington project right away? And how will you do it, in-house or with a sub-contractor?
- Have you read the list of MSBA regulations and what is new or different?
- Can you describe the difference between Leeds and CHP certification?
- Do you have experience working with architects on modular classrooms?

Gerry advised the committee that he had been in touch with an independent architect who is an expert on designing modular classrooms. He would like to put out an RFP for the modulars in the spring since they have to be ordered. There are a number of small architectural firms who specialize in this. Ideally the RFP should go out before April.

Gerry will draft and circulate the interview questions. Pat recommended that the presentations should be kept to 15 minutes and will be timed, with 30-45 minutes of interview time. RF Walsh needs to bring in financial information to the interview; clarify with PMA about the Hanover school project process with MSBA and the debt exclusion vote; need updated resumes from Joslin, Lesser.

There was a discussion on fees to pay for additional services to JLA architects and their cost-estimator firm as well as the OPM services.

Pat and Phil made a motion to adjourn the meeting at 9:30am.

Respectfully Submitted,



Lucy Pullen

WELLINGTON SCHOOL BUILDING COMMITTEE
MINUTES

December 11, 2008

School Administration Building Conference Room

6:00 PM

Meeting #29

Wellington Building Committee Minutes
December 11, 2008 SAB Conference Room 6pm

Present: Mark Haley, Pat Brusch, Greg Poulos, Phil Curtis, Ike Papadopolous, Lucy Pullen, Karen Pressey, Gerry Missal, Amy Wagner, and Scott Stratford observing for the Together for Wellington Committee. Absent: Joel Mooney and Mary McHugh.

Agenda: OPM Candidate Interviews

Pat Brusch is chairing the meeting since Mark Haley is observing only, having recused himself from participating in the interviews and voting due to a business conflict of interest with one of the candidate firms.

Interview schedule:

6pm Joslin, Lesser & Associates team

7pm PMA team

8pm RF Walsh team

Committee agreed on 15 minute presentation followed by Q&A—each committee member asked a prepared question. The same questions were given to all 3 teams.

1. Representing Joslin, Lesser is Stuart Lesser, Project Principal, Jeff Luxembourg, Project Director, and Tom Kerwin, Contracts. Absent from team is John Lyons, Project Manager. JLA is a project management firm focusing on public sector projects only. Jeff Luxembourg had been with RF Walsh previously and had left earlier in 2008 to join JLA. Has worked on various projects with John Lyons for past 5 year. Experience with Melrose schools Wilmington MS, Billerica school. Emphasized collaborative approach; strong communication with stakeholders; experienced team; experience with MSBA; ready to implement an aggressive time line with Wellington project; have already spoken with their cost-estimator, Rob Goodie; can be ready for the Jan 26 MSBA meeting.
2. Representing PMA is Steve Rusteika, Project Director, Chris Carroll, Costs, Budgets, and Kevin Nigro, Project Manager. Team has worked together on several school building projects including the Dallin Elementary and Swampscott HS. Currently the OPM with the Hanover HS which has MSBA approval. Team emphasized their experience; familiarity and involvement with MSBA; hands-on proactive communications and problem-solving; keeping costs in check; ready to meet Wellington's aggressive timeline. Have already been in touch with their cost-estimator, Essential Estimators.
3. Representing RF Walsh is Frank Kennedy, Project Principal (and resident of Belmont), Bob Curry, Construction Manager, Erik Christensen, Project Manager, and David Billing, Costs and Budgets. RF Walsh is now solely a project management firm. Experienced in

public school construction projects including in Revere, and currently in Norwood, funded under the MSBA. Experienced in CM at Risk projects. Project team is new to RF Walsh. Erik Christensen, an architect, has experience on private university and secondary school construction projects but no public school projects. Frank Kennedy asked about Wellington timeline. They do not have a cost estimator in-house and would solicit bids from various firms.

Interviews finished at 8:50pm. Phil asked for an informal ranking from the committee now. Pat agreed and said a more formal ranking and selection will be done at the Dec 15 meeting, after reference checks are completed. By consensus, the committee agreed that RF Walsh was the least prepared with an inexperienced project manager and not able to currently meet the need to have a cost estimate finished by early January. They are not recommended for final consideration.

Reference checks will be done by Gerry, Pat and Mark for Joslin, Lesser and PMA on Friday, December 12.

Meeting was adjourned at 9:40pm.

Respectfully Submitted,



Lucy Pullen, Secretary