

**BELMONT HIGH SCHOOL BUILDING COMMITTEE
FINAL MEETING MINUTES**

**April 13, 2017
Homer Building Gallery
7:30 AM**

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Meeting #17

Committee Members Attending:

Chair Lovallo; Members: Tom Caputo, Gerald Boyle, John Phelan, Pat Brusch, Dan Richards, Phyllis Marshall, Bob McLaughlin, Joe DeStefano, Joel Mooney, Diane Miller, Chris Messer, Phil Ruggiero, and Jamie Shea

From Daedalus: Tom Gatzunis, Project Director, and Shane Nolan, Senior Project Manager

Members Absent: Adam Dash

I. Call to Order

The meeting was called to order at 7:31 a.m. by Chair Lovallo.

Chair Lovallo noted that the BHS Building Committee email list needs to be adjusted – as not all members are receiving email. Ms. Marshall will look into it.

II. Minutes of Previous Meetings

Mr. McLaughlin moved: To approve the Minutes, as amended, of 3/1/17.
The motion passed unanimously.

III. Treasurer's Report

Ms. Marshall stated that the OPM budget has been encumbered, but that the PO is not in place yet. She stated that she does not have Mr. Frank Locker's contract yet. She distributed a summary page of what's been encumbered to date: \$6,100 in payments.

Ms. Marshall stated that there is one Invoice that is ready for approval:

***The OPM Minutes Invoice of January – March, 2017 for \$675.00 to be paid to Lisa Gibalerio,
Minutes Recorder***

Ms. Brusch moved: To approve the Minutes Invoice, details noted above.
The motion passed unanimously.

IV. Public Relations Update (Web Page, Other Media Outlets)

Ms. Shea provided the following PR updates:

- The logo is secured and has been used.
- The logo will be used as the design element on most BHSBC town correspondences.

Chair Lovallo noted that there is also “standard” BHSBC letterhead that will be used with MSBA correspondence. Ms. Shea explained why the word “high” was dropped from the logo wording. There was consensus that the word “high” be inserted into the logo so as to be clear that this is a *high school* project. Mr. Gatzunis added that the feasibility phase is all about the “high school”.

Ms. Shea noted that there are four video summaries that are being put together with help from the Belmont Media Center. She reviewed the content (key points) of each short video: the infrastructure issues, the enrollment crisis, 21st Century Learning concepts, and the student perspectives on a new high school. These videos will reinforce the website messages. Chair Lovallo confirmed that the Building Committee will review the videos before they go public. Mr. Boyle noted that the “infrastructure deficiencies” video will need to be handled carefully. It will be necessary to demonstrate the obvious deficiencies, but not in such a way as parents and/or staff will be alarmed at the conditions and conclude the building is unsafe. Mr. Gatzunis reminded Ms. Shea to get parental permission before videotaping children.

Chair Lovallo confirmed that Ms. Hannah Fischer will be handling future press releases. He also sought clarification on who will be notifying the public on future public meetings. It was determined that notices will go out through Ms. Fischer and the PR group. Ms. Chris Murphy from the School Department will be in touch with Ms. Shea and the PR group.

The BHSBC members introduced themselves to the Daedalus representatives.

V. Designer Selection

a.) Process

Mr. Gatzunis, Daedalus Project Director, noted that going forward he and/or Mr. Nolan will be at the BHSBC meetings. The RFP for design services is the next item to be focused on. The RFP will set the objectives for the feasibility study moving forward. Most of the RFP is considered MSBA “boiler plate” in that they will issue their standard design service RFP. Any added changes, that the BHSBC proposes, will take the MSBA time to review. (Additions can happen, he said, but they will slow down the process.)

Chair Lovallo noted that a BHSBC Design Service Subcommittee will be formed to shepherd through this design selection process.

b.) Schedule

Mr. Gatzunis distributed a designer selection process schedule. He reviewed the potential 29 sub-consultants that may need to be brought into the process. The Town may want to handle the environmental concerns themselves. Mr. Mooney explained some of the background information on the BHS environmental issues, advocating for an independent site assessment. Chair Lovallo noted that this professional could be procured through Daedalus, or directly by the Town through its own RFP process.

The question was raised: Should the Education Consultant should be deleted from the list of identified consultants needed, as Frank Locker is already providing that service? Mr. Phelan recommended that the designer should also have an Education Consultant on board to interface with Mr. Locker.

Mr. Gatzunis reviewed the proposed schedule, noting that the BHSBC will be authorizing the Designer Selection Subcommittee at today's meeting. Ms. Marshall noted that the MSBA Designer contract would be forwarded to Town Counsel for review and comment.

Mr. Ruggiero asked if this contract is just for Feasibility, or for the entire project? Chair Lovallo responded that this agreement will only be for Feasibility, and further design services beyond Feasibility would be addressed by the BHSBC by way of amendments for both OPM and designer.

Mr. Ruggiero asked: Will the process be determined by the low bidder? Chair Lovallo indicated that the selection is a "qualifications based process" and fee negotiations will not take place until after the number one ranked firm is identified. Chair Lovallo also pointed out that very extensive data on design fees for MSBA projects exists, resulting in a more straightforward negotiation with the selected firm.

Chair Lovallo reiterated that tours of successful schools, designed by designers who have responded to the RFS, can be conducted. However, those arrangements will be made through the administrations of those schools, not through the designers. Mr. Boyle noted that a number of firms currently working with the Town on ongoing projects are eligible to submit a response to the RFP. However, no discussion of the BHSBC project can occur in the course of work for the current projects.

Chair Lovallo cautioned against any communication between BHSBC members and applicant firms. Any questions received by BHSBC members should be referred to Daedalus.

Chair Lovallo provided a brief explanation of the upcoming RFS process, including an explanation of the 15-member MSBA Designer Selection Panel (DSP), of which three will be representatives of the BHSBC.

Mr. Ruggiero asked if the process could be expedited. Mr. Gatzunis replied that the current schedule calls for the MSBA DSP to meet on June 13 to review Belmont's respondents. Attempting to move up to the June 6 meeting would constrict the timeline tighter than recommended. This is an important decision, one that should not be rushed.

Chair Lovallo indicated that enough copies of each design firm's responses will be submitted so that any BHSBC members who wish to review the responses will have that opportunity.

c.) Belmont Selection Members

Chair Lovallo reviewed the composition of the MSBA DSP and explained that the three Belmont members are to be a representative of the School Committee (or designee), the Superintendent of Schools (or designee) and the Chief Executive Officer of the Town (or designee). He noted that the three members are typically the Chair of a BHS Building Committee, Superintendent of Schools and the Principal of the school in question. Daedalus confirmed that this is the recommended makeup of a District's DSP participants.

Chair Lovallo recommended that the BHSBC follow these guidelines, suggesting that he, Superintendent Phelan and High School Principal Richards represent the BHSBC with the MSBA DSP.

Ms. Shea moved: That Chair Lovallo, Superintendent John Phelan and High School Principal Dan Richards represent the BHSBC as formal members of the MSBA DSP.
The motion passed unanimously.

d.) Designer Selection Subcommittee

Chair Lovallo explained that the BHSBC should appoint a Designer Selection Subcommittee to administer the RFS process. He suggested himself, John Phelan, Dan Richards, Pat Brusch, Gerald Boyle, Joel Mooney and Bob McLaughlin be active members with Phyllis Marshall as a non-voting participant.

Ms. Shea moved: That Chair Lovallo, Superintendent Phelan and High School Principal Richards, Pat Brusch, Gerald Boyle, Joel Mooney and Bob McLaughlin be active members of the BHSBC's Designer Selection Subcommittee with Phyllis Marshall as a non-voting participant.
The motion passed unanimously.

e.) Next Designer Selection Subcommittee

Chair Lovallo suggested an RFS review meeting be scheduled for 7:30 AM on Wednesday, April 19, 2017.

VI. Next BHSBC meeting

Chair Lovallo suggested the BHSBC meet on Thursday, April 20, 2017 at 7:30 AM to approve the draft RFS.

Mr. Gatzunis provided an additional reminder to BHSBC members to refrain from sending a "Reply to All" on emails for the Committee. In addition, Committee members should be diligent about always copying the archive email address: bhsbc@belmont-ma.gov.

VII. Other/New Business

Chair Lovallo announced that he had been approached at the April 6th Community Forum by Phil Thayer of Sustainable Belmont to discuss the possibility that the Belmont High School project be considered a Net Zero Energy (NZE) project. Chair Lovallo invited Mr. Thayer to attend the next BHSBC meeting to address the Committee on this issue. Chair Lovallo introduced Mr. Thayer and Ms. Michelle Oishi, an architect familiar with NZE projects. Ms. Oishi reviewed NZE designs and Mr. Thayer concluded with a discussion of potential financial benefits.

VII. Related Meeting Documents


1. Treasurer's Budget Update
2. Invoice approval for Lisa Gibalerio
3. PowerPoint Presentation
4. Designer Selection Schedule – July 11 version
5. Net Zero Energy information from Phil Thayer and Michelle Oishi

IX. Adjournment

The meeting ended at 9:10 a.m. by Mr. McLaughlin.

Respectfully submitted by:

Lisa Gibalerio

Approved:  7/28/17
Gerald R. Boyle, Secretary Date