

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

**Monday, April 4, 2016
Chenery Community Room
7:00 PM**

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Meeting #1

Committee Members Attending: Sami Baghdady, David Kale, John Phelan, Tom Caputo, Gerry Boyle, Pat Bruschi, Dan Richards, Phyllis Marshall, Assistant, Bob McLaughlin, Joe DeStefano, Joel Mooney, Diane Miller (arrived at 7:26 p.m.), Chris Messer, Phil Ruggiero, Jamie Shea, Bill Lovallo,

Members Absent: [none]

Call to Order

The meeting was called to order at 7:02 p.m., by Permanent Building Committee (PBC) Chair Bruschi. She explained that, as Chair of the PBC, she would chair tonight's meeting.

Introduction of Members

Ms. Bruschi suggested that the BHS Building Committee members introduce themselves – which the group did. Mr. Boyle distributed a contact sheet for members to fill in.

Members introduced themselves and mentioned their affiliations:

Sami Baghdady, BoS Chair
David Kale, Town Administrator
John Phelan, Superintendent of Schools
Tom Caputo, School Committee
Gerry Boyle, Director of Facilities
Pat Bruschi, Chair, Permanent Building Committee (PBC)
Dan Richards, BHS Principal
Phyllis Marshall, Assistant Town Administrator
Bob McLaughlin, Warrant Committee
Joe DeStefano, Planning Board, Developer
Joel Mooney, Permanent Building Committee, Engineer and Licensed Site Professional
Diane Miller, Architect (arrived at 7:26 p.m.)
Chris Messer, Operations Manager
Phil Ruggiero, Construction Executive
Jamie Shea, President of the FBE, President of CMS PTA, BHS History Teacher
Bill Lovallo, Permanent Building Committee, Engineer
Lisa Gibalerio, Minutes Recorder

MSBA Process Overview

Ms. Bruschi explained the MSBA process, as well as how the MSBA came in to existence in 2004. She explained that the MSBA calls this beginning phase the *eligibility* phase. The *feasibility study* follows next. Under the feasibility stage, there are four possible options, and all four need to be explored.

The four options are:

1. do nothing
2. renovate the building within the walls
3. renovate along with new additions
4. replace the building with a new building

Following the feasibility phase is the *schematic design* phase. At the end of the schematic phase, a budget is developed. After this, there will need to be a debt exclusion vote.

The *debt exclusion* will be in about two years, or possibly longer. The Building Committee is not in charge of the debt exclusion. BHS Building Committee members will remain neutral, but may work for the debt exclusion as private citizens, just not in role of the building committee. However, private citizens will advocate (via the formation of a PAC) for the debt exclusion. During the debt exclusion phase, the Building Committee will not meet too often. Once the debt exclusion is passed, the *design development* phase will begin. Construction documents will be drawn up in this phase, which usually takes about a year. Construction begins, and depending on the option chosen, will take 2 to 5 years. This will be followed by at least a year of closing out the paperwork and the punch list.

She noted that, all told, being on the Building Committee is about a ten-year commitment.

MSBA Timeline for Eligibility Phase

Superintendent Phelan distributed a binder. He reviewed the contents of the binder, e.g., Statement of Interest (SOI), the acceptance letter, the building process, the eligibility period, etc. He explained some of the documents that have been submitted to the MSBA.

Discussion of Special Town Meeting in May 2016

Mr. Kale explained that there needs to be a fiscal allocation to cover four areas: feasibility study, OPM, evaluation/testing, and design. BOS Chair Baghdady stated that the Board supports funding this endeavor and that funds from the sale of Woodfall Road (\$1.75M) will be directed to support this. He explained that there will need to be a Special Town Meeting (STM) within the first half of the Annual Town Meeting (ATM) in May. He read the relevant motion (Article 2), which will be voted at the STM.

He stated that the Warrant Committee, BOS, and Capital Budget Committee will each take a position on this issue. Mr. McLaughlin requested that the BOS designate the members of the building committee as "Special Employees" of the Town in order to allow members who work for firms who do business with the town to continue as members. Ms. Brusch pointed out that this designation is usually given to all members of a building committee.

Overview of Building Committee Responsibilities

Ms. Brusch provided an overview of the Building Committee Responsibilities.

She began by noting that many people requested to be placed on this Building Committee. The winnowing process was challenging. The MSBA does require certain designations, e.g., Town

Administrator, BHS Principal, Warrant Committee member, PBC member, a neighbor, a lawyer, and future and present BHS parents, etc.

The Building Committee must:

- stay within the budget (this project will involve a lot of money and credibility is at stake)
- follow the law
- hire an architect
- hire a Project Manager
- possibly hire a Clerk of the Works
- hire consultants (e.g., geotechnical, noise, equipment)
- may or may not hire a secretary – it will depend on the OPM

She confirmed that every one at the table has been sworn in. She noted that, with a 16-member committee, a quorum is 9 people. She requested that members review the Open Meeting Law (OML) guidelines. The draft minutes are public. Any Subcommittees formed must also comply with the (OML) guidelines – e.g., take minutes, post meetings, elect a Chair. Meetings will hopefully be held on the third floor of the Homer Building – in the Gallery.

She explained the evening's tasks: elect officers (Chair, Vice Chair, Secretary), set a future meeting date, discuss meeting day/times, and eventually elect a Treasurer.

Regarding schedule, she noted that BHS Building Committee meetings cannot be scheduled when the three main bodies meet (BOS – Monday, SC – Tuesday, WC – Wednesday). This is because a member of each of those main bodies is to play a role on the building committee; so to schedule on those nights would then present a scheduling conflict.

Discussion of Potential Timeline/Steps to be Taken

Ms. Brusch noted several future tasks for the Committee, including monitoring requests from the MSBA, helping the BOS defend the budget request at Town Meeting, and establishing a website. In the Fall, the Committee will need to hire an architect, hire an OPM, and invite the public to meetings to let people know what is happening.

Mr. Mooney informed the group that, under the OML guidelines, emails cannot be used to make decisions or to deliberate issues.

Election of Officers

Ms. Brusch then explained the role of the Officer positions: Chair, Vice Chair, Secretary.

Chair

Mr. McLaughlin moved: To nominate Mr. Bill Lovallo as Chair of the BHS Building Committee.

He explained why Mr. Lovallo is well equipped to be Chair. The motion was seconded.

The motion passed unanimously.

Vice Chair

Mr. McLaughlin suggested that perhaps a few meetings could pass before electing the Vice Chair. The group agreed and this matter was deferred.

Secretary

Chair Lovallo noted that this position is mostly a formality.

Ms. Bruschi moved: To nominate Mr. Gerry Boyle as Secretary of the BHS Building Committee.

The motion passed unanimously.

Discussion of Meeting Time Preferences

Chair Lovallo broached the topic of meeting times. Monday, Tuesday and Wednesday evenings were ruled out because of the BOS, SC and WC, respectively. Mr. Kale noted that day meetings might be useful, but that night meetings will be essential as well. Mr. Lovallo agreed that morning meetings are efficient.

Superintendent Phelan suggested that the group meet again prior to May 10, when the Educational Profile Questionnaire and enrollment projection documents are submitted to the MSBA.

Mr. Lovallo suggested **Wednesday, April 27 at 7:30 a.m.**, likely to be held at the Homer Building, on the third floor. Mr. Boyle wondered if the group would like to meet before the STM, which is in early May.

Mr. Lovallo suggested the following agenda items for the next meeting:

- Education Plan documents
- The Special Town Meeting allocation (\$1.75M)
- Building Committee website

Mr. Lovallo noted that one voice (e.g. the Chair, Vice Chair) might be best in disseminating Building Committee information.

Mr. Boyle thanked Mr. Mooney for his work on the soil evaluation work and the updated data that he pulled together. Chair Lovallo noted that a BHS “walk through” will occur, as well as a meeting with the Wellington Building Committee.

Adjournment

Mr. McLaughlin moved to adjourn the meeting at 8:11 p.m.

Respectfully submitted by:

Lisa Gibalerio