

**BELMONT HIGH SCHOOL BUILDING COMMITTEE**  
**FINAL MEETING MINUTES**  
**Wednesday, August 2, 2016**  
**Homer Building Gallery**  
**7:30 AM**

RECEIVED  
TOWN CLERK  
BELMONT, MA

2016 SEP -2 AM 8:48

**Meeting #5**

*Committee Members Attending:*

Chair Lovallo; Members: Sami Baghdady, David Kale, John Phelan, Tom Caputo, Gerry Boyle, Pat Bruschi, Dan Richards, Phyllis Marshall, Bob McLaughlin, Joel Mooney and Jamie Shea

*Members Absent:* Joe DeStefano, Phil Ruggiero, Chris Messer, and Diane Miller

**I. Call to Order**

The meeting was called to order at 7:32 a.m. by Chair Lovallo.

**II. Treasurer's Update**

Ms. Marshall informed the committee that the Purchase Order for the enrollment study (\$5,000) has been encumbered. The Invoice will likely be paid in September. The fee for Meeting Minute services has, thus far, been paid out of the general fund (from the Town Administrator's Office). No other expenses have been incurred to date.

**III. Minutes of Previous Meetings**

*Mr. McLaughlin moved:* To approve the Minutes of 6/29/16.  
The motion passed with one abstention.

**IV. Maintenance and Capital Plan Update**

Chair Lovallo explained that the MSBA requires a capital and asset report to show that the buildings in Belmont are maintained. The Maintenance and Capital Plan, which Mr. Boyle has been working on, will be submitted (to the MSBA) on August 8.

Mr. Boyle reviewed the list of items that will be included in the report for the MSBA to review, e.g., Staffing, Written Maintenance Manual, Budget, Facilities Condition Index (FCI), Energy Conservation and Indoor Environmental Quality, etc.

He explained how the report is uploaded to the MSBA System. He used the "Staffing" section of the report as an example. He reviewed the FCI assessment for the six school buildings.

The report, he said, will be submitted on time, will be in PDF form, and will include many attachments.

Mr. Boyle then explained how the MSBA will assess the report. Belmont High School will receive a score. The report can be resubmitted, down the road.

Chair Lovallo noted that the Permanent Building Committee has certain documentation that may be useful for this report.

Mr. McLaughlin asked if there was a Renovation sheet for the BHS. Mr. Boyle said that yes, one does exist, but it does not include a major addition (among other things). The trade cost for renovations only was \$70M. The committee briefly discussed the systems in the building that are in need of upgrading. Mr. Boyle noted that the hope is to keep those systems functioning, for now.

## **V. District Enrollment Update**

Chair Lovallo explained that there was a meeting with the MSBA (concerning enrollment) last Thursday (July 27).

Superintendent Phelan informed the committee that the MSBA meeting focused on enrollment (numbers of students) and grade configuration (which grades are in a given building). The grade configuration conversation will be an important one for this group to focus on, as it will impact the design of the building. He explained several scenarios of potential grade configuration options, e.g., grades 8–12 at the BHS, a pre-K/K building, grade 5 going back to the elementary level, etc.

He then explained the “design enrollment number” and how it impacts both the educational programming and the overall square footage of the building. Educational programming and overall square footage are intrinsically linked. This distinction, he said, has been meaningful to the overall enrollment conversation.

Superintendent Phelan noted that the enrollment number has been increased from 1380 to 1475. He said that the McKibbin data has been helpful for long-term enrollment planning. The takeaway for the community is that whatever will eventually happen at BHS (concerning enrollment) is already happening at the elementary and middle school levels.

Again, he stated that “which grade levels” (configuration) and “how many students” (enrollment) will be important conversations, going forward.

Chair Lovallo added that several due dates are looming: the enrollment data is due Monday. It is expected that the MSBA will extend that deadline to October 14. This “eligibility period” – the first of eight MSBA modules, ends on November 7.

Mr. Kale stated that the initial enrollment number has been increased. He noted the parameters (capacity, design, programming, etc.), which will help decide the ultimate enrollment number.

Superintendent Phelan elaborated on the grade configuration options. Who ultimately decides the grade configuration was briefly explored. The various options will be explained to the community and the ultimate *number* of configuration options will likely need to be narrowed down. He noted that the configuration options will impact the education models – for example, grade 8 and 9 in a certain wing, with grades 10-12 in another wing.

The Committee discussed issues relating to the configuration options, enrollment, educational programming, etc. The number of students attending private schools was also discussed.

Chair Lovallo noted that the MSBA provided some information on the grade 8-12 and Pre K/K

configurations. The MSBA is interested in exploring several options. While Belmont will not face “site selection” as an issue, the configuration and programming requirements will require thought and time.

Mr. Caputo raised a question about the long-term enrollment projections versus building capacity. Chair Lovallo spoke to the accuracy of the long-term projections. The MSBA does not look 20 years out. He said design cannot be mixed with capacity. The capacity numbers don’t include additional rooms for music, drama, wellness, etc. Therefore, the MSBA does not design for peak enrollment, but rather allows for additional classroom space via the art, music rooms. Superintendent Phelan stated that the design will allow for more students, which is why “percentage of utilization” is the terminology that the MSBA uses.

Ms. Bruschi stated that, if enrollment spikes, the art and music type rooms will need to be used as classroom space. This is not comforting, as it may lead to pulling back on an art/music programs to allow for the core educational programming. The spikes in Belmont tend not to go down and Wellington (which is at capacity) is a painful example of this. Superintendent Phelan responded that the average number of students per grade at Chenery is 350.

The Committee agreed that these distinctions (e.g., enrollment projections, capacity utilization, educational programming, design enrollment) are confusing and will need to be elucidated for the public. Superintendent Phelan underscored the fact that enrollment design does not equal capacity.

The Committee then discussed how the number of options will be decided upon for the October 14 deadline.

## **VI. Discussion of Public Relations (Committee Messages, Web Page, Other Media Outlets, etc.)**

Chair Lovallo noted that, at some point, a community forum may need to be held in order to present this information to residents. The message will need to be clear and consistent. Mr. Kale added that there are a lot of venues available to hold community forums. He agreed that the message will need to be crafted through the BHSBC Chair and it will need to be both coordinated and clear.

This agenda item will be continued at the next meeting.

## **VII. Related Meeting Documents**

None.

## **VIII. Other**

The next meeting is scheduled for Wednesday, August 31 at 7:30 a.m.

## **IX. Adjournment**

The meeting was adjourned at 8:59 a.m. by Mr. McLaughlin.

Respectfully submitted by:

Lisa Gibalerio