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# BELMONT HIGH SCHOOL BUILDING COMMITTEE
# FINAL MEETING MINUTES
**Thursday, September 29, 2016**
**Homer Building Gallery**
**7:30 AM**

**Meeting #7**

*Committee Members Attending:*

Chair Lovallo; Members: Sami Baghdady, John Phelan, Tom Caputo, Gerry Boyle, David Kale, Phyllis Marshall, Bob McLaughlin, Joe DeStefano, Joel Mooney, Diane Miller, Dan Richards, Jamie Shea, Pat Brusch

*Members Absent:* Chris Messer and Phillip Ruggiero

## I. Call to Order

The meeting was called to order at 7:35 a.m. by Chair Lovallo. He briefly reviewed the agenda. Mr. Boyle introduced Cindy Papa, the Facilities Department Admin, filling in today for Lisa Gibalerio.

## II. Minutes of Previous Meetings

*Mr. McLaughlin moved:* To approve the Minutes of 8/31/16
The motion passed unanimously by those in attendance at the above noted meeting.

## III. Treasurer's Report

Assistant Town Administrator, Phyllis Marshall, noted that there is no report, as no new expenses have been incurred. She will have an invoice for the McKibben report for approval at the next meeting.

## IV. Presentation to School Teachers and Staff

Superintendent Phelan informed the committee of his communications with the MSBA. The MSBA will not support the funding of a Public Library component as part of this project. Nor will they support, through reimbursement, a separate Pre-K K facility on the same site. He recently explained to staff and teachers this process is still in the Eligibility Period and the next move is to supply the MSBA with enrollment numbers. Superintendent Phelan will submit an email to the MSBA saying the district will move forward with the following possible grade configurations as best to explore:

Grades 9 -12
Grades 8 -12
Grades 7 -12

Mr. McLaughlin noted his concerns regarding the social effects of combining 7th grade students with 12th grade students. Superintendent Phelan responded that younger students would have minimal interaction with upperclassmen i.e. separate building entrances, separate physical education classes etc.

## V. District Enrollment Update

Discussion moved to enrollment numbers. Superintendent Phelan noted that there is an annual enrollment spike averaging 24 – 25 at the elementary schools and whatever is decided for Belmont High School directly effects what happens to all grades below. He noted the average grade consists of 350 students. Chair Lovallo requested that the committee move towards a vote of a configuration study for grades 7 - 12 housing approximately 2200 students in addition to the previous configuration studies for grades 9 - 12 housing 1475 students and for grades 8 - 12 housing 1845 students. Superintendent Phelan believes these three options are healthy to explore for the future of this district.

*Mr. Mooney moved:* To approve the configuration study for the enrollment certification of the following:

9-12 housing 1475 students
8-12 housing 1845 students
7-12 housing approximately 2200 students (to be confirmed by MSBA)

The motion passed unanimously.

## VI. MSBA Feasibility Study Agreement

Ms. Marshall stated that the draft MSBA Feasibility Study Agreement is a boiler plate contract without specific Belmont Project details as this time. However the Town's lawyer did review and note some minor changes in definition and language clarification. She drafted a letter to send to the MSBA requesting said changes.

## VII. Discussion of Feasibility Study Budget

Ms. Marshall explained the breakdown of the budget which totals $1,750,000.00 with 23% allocated to an Owner's Project Mgr, 63% for the Designer, 9% for Environmental & Site Investigation and 6% to Other.

She said this breakdown is based on other comparable projects, is somewhat flexible and includes the funds for a School Facilitator. The Environmental component was requested by Town Meeting and Mr. Mooney agreed the budget amount of $150,000.00 is acceptable.

*Mr. McLaughlin moved:* To approve the budget breakdown for feasibility study as follows:

OPM - $400.000
Designer - $1,100,000
Environmental - $150,000
Other - $100,000

A vote was taken to approve the budget which passed unanimously.

## VIII. Next Meeting

The next meeting has been rescheduled to Thursday, October 27, 2016 at 7:30 am in the Homer Gallery due to Wednesday conflicts. This will be the last meeting from the original schedule.

## IX. New Business

The Committee is responsible for hiring the Owner's Project Manager and drafting the Request for Proposals from the MSBA template. Chair Lovallo would like members to think about breaking into sub-committees to review information. The OPM should be on board early in 2017, the applicant interview process involves entire Committee. Chair Lovallo explained that a possible selection process may involve a sub-committee reviewing all applicants and making a recommendation of a short list of applicants to the entire Committee for final review and selection.

Outreach to Community is important. Superintendent Phelan asked for volunteers to appear with him on the Belmont Media channel for a Q&A. Pat Brusch suggested that PTA's schedule a Q&A session with Committee members as well.

## X. Related Meeting Documents

1. Superintendent Phelan Presentation to School Committee 9-27-16
2. MSBA Response Letter 9-8-16
3. Feasibility Study Budget

## XI. Adjournment

The meeting was adjourned at 8:40 a.m.

Respectfully submitted by:

Cindy Papa