

**BELMONT MIDDLE and HIGH SCHOOL BUILDING COMMITTEE**  
**FINAL MEETING MINUTES**  
**Wednesday, November 25, 2020**  
**Virtual Zoom Meeting**  
**8:00 AM**

**RECEIVED**  
**TOWN CLERK**  
**BELMONT, MA**

DATE: December 14, 2020  
TIME: 9:14 AM

**Meeting #109**

*Committee Members Virtually Attending:*

Chair Lovallo; Members: Pat Bruschi, Tom Caputo, John Phelan, Mike McAllister, Bob McLaughlin, Ellen Schreiber, Emma Thurston, Joel Mooney, Jon Marshall, Kate Bowen, Joe DeStefano, Diane Miller, Jamie Shea

*From Daedalus:* Tom Gatzunis, Justin Ferdenzi, Sandra Saccone, Donald White

*From Perkins+Will:* Brooke Trivas, Vital Albuquerque, Christina Strid, Brian Spangler, Jennifer Miller, Even Wang

*From Skanska:* Jim Craft

*Members Absent:* Chris Messer, Patrice Garvin, Steve Dorrance

**I. Call to Order**

The meeting was called to order at 8:00 a.m. by Chair Lovallo. He explained the remote meeting protocol, e.g., state your name before speaking, mute computers, and he explained how the Committee will vote, etc. Meeting materials will be posted on the BMHSBC website, shortly after the meeting. He also informed residents that they can click into the meeting during resident comment time by pressing #9.

Chair Lovallo reviewed the agenda, took attendance via roll call, and reviewed the upcoming meeting dates.

**II. Next Full Building Committee Meetings**

Friday	Dec. 11, 2020	at 8:00 a.m.	Virtual	[110]
Friday	Dec. 18, 2020	at 8:00 a.m.	Virtual	[111]

Chair Lovallo noted that FF&E decisions will be made at the 12/18 meeting and building ventilation will be discussed and possibly voted on.

**III. Minutes of Previous Meetings**

*Mr. McLaughlin moved:* To approve the Minutes of 11/18/20.  
The motion passed unanimously, by those present at the meeting.

**IV. Process of FF&E Decisions**

Mr. McAllister introduced and thanked the FF&E team. He provided an overview of the FF&E

process over the last eight months. He also thanked the Perkins&Will team as well as Ms. Brusch and Mr. Gatzunis. He noted the level of detail that went into the decision making throughout this process. The process, he explained, was thorough and inclusive. He noted that all concerns and feedback were examined. A balance was struck among what is “nice to have” and what is needed. The Belmont taxpayer was well represented. Many challenges were resolved along the way and innovative thought was applied. The FF&E process is not complete.

Ms. Trivas thanked Mr. McAllister for his leadership. She noted that the FF&E work began back in 2017. She reviewed the agenda for the FF&E presentation.

## **V. Furniture Fair Results**

### *FF&E Process Update*

Ms. Strid noted that five out of seven milestones have been completed. The milestones include:

1. Preliminary Design
2. Design Selection
3. Budget
4. Specifications and Procurement
5. Budget Tracking
6. Budget Sign Off
7. Finishes Sign Off

She then discussed the Furniture Fair and showed slides from the event. She noted how the data collected from the Fair informed the design selection decision making meetings.

### *Purchasing Methods and Contracts*

Ms. Trivas reviewed the procurement methods, which include: state contract list, public bid process and the MSBA collaborative procurement program. She provided an overview of each method and noted what’s involved with each method. The state contract list will be the main way the furniture will be purchased. However, a few items are not available via the state bid list and will be procured via the public bid process. Ms. Trivas noted that this is a consolidated process, which will be bid all at once.

Chair Lovallo added some clarification to the public bid process. He also asked several questions concerning the bid process, e.g., Why are we bidding all of this at once? What does the stated fee include? Are shipping fees and set up fees included? Does the state bid list have different prices for different quantities? Perkins & Will provided information to these inquiries.

Chair Lovallo noted that the bid process will need to be determined by the Committee.

Committee members then asked questions about the process. Mr. McLaughlin asked about the existing furniture and what is usable and what will happen to the unusable items. Ms. Strid noted that those items are itemized on the budget breakdown list. Various unusable and usable items were discussed. Rocker chairs are being kept as well as trash bins. Mr. Gatzunis explained in more detail what happens to the existing furniture, e.g., re-used within the district, donated, disposed of, put up for auction, etc. This process has state regulations attached to it. The current building will need to be emptied out. Ms. Brusch noted that this is a very involved process, especially with the pandemic.

## **VI. FF&E Budget Review**

Ms. Trivas reviewed the Budget Summary for Group 2 (desks, etc.) and Group 3 (small wares). She explained the various budget numbers (total budget = \$3,765,500) and noted that there is a delta of \$346,763. Mr. Phelan noted that there are “need to haves” and “want to haves” and that the Programs have determined what is requested.

Chair Lovallo explained the per student FF&E spending and noted that Belmont opted for the mid-number - \$1,850 per student. He explained that the project being “over budget” means that we are over the budget number that was guessed at over two years ago. The delta was briefly explored. The theater lighting equipment (\$296,911) factored into the delta which was shifted in scope from construction budget to FF&E budget during VE exercises last year. However, the associated costs were never shifted, thus the current large gap between scope and budget can be explained.

The Committee briefly discussed purchasing less expensive items and/or omitting an item or set of items to offset the delta. Ms. Trivas replied that ultimately it will be up to the FF&E working group. Mr. McAllister added that all items have been examined carefully and opportunities for cost savings have been sought after throughout the process. Ms. Trivas agreed.

Musical instruments were then discussed. Mr. McAllister noted that he is working with Mr. Assadorian on a wish list. The list has been priced and it will need to be discussed further. Chair Lovallo added that the Chenery Middle School cannot be emptied out and furthermore -- new programs are being created and will need to be equipped. Mr. Phelan noted that many of these items are program-dependent, especially where the new middle school is concerned. Chair Lovallo stated that the original budget number just may not have been the “right round number”. In fact, if that number had been just \$300K higher, there would be no delta. It’s possible that the contingency fund may help with this delta, but all the options need to be vetted.

## **VII. Process of Purchasing**

Ms. Strid showed photos of proposed furniture options/selections across various departments, e.g., desks, podiums, chairs, stools, tables, cubbies, cafeteria items, etc.

## **VIII. Future Building Committee Approvals of FF&E**

Chair Lovallo noted that on December 18, the Committee will make a decision on the budget and on the procurement method. Chair Lovallo explained that another meeting in January is likely in order to approve the finishes and scope for the bid package to be released. The Committee will know more in December.

Chair Lovallo will invite Steve Mazzola to a Committee meeting early next year to discuss technology in the new building.

## **VIII. Comments from Belmont Residents**

None.

## **IX. New Business/Other**

Chair Lovallo thanked the FF&E working group for their herculean efforts on FF&E.

#### **X. Related Meeting Documents**

1. Furniture, Fixture & Equipment Presentation
2. FF&E Budget
3. Furniture Selections by Department

#### **XI. Adjournment**

The meeting ended at 9:58 a.m. by Mr. McLaughlin.

Respectfully submitted by:

Lisa Gibalerio

Approved:	<u><i>Christopher R. Messer</i></u>	<u>12/14/2020</u>
	Chris Messer, Secretary	Date