

**BELMONT MIDDLE and HIGH SCHOOL BUILDING COMMITTEE**  
**FINAL MEETING MINUTES**  
**Friday, December 18, 2020**  
**Virtual Zoom Meeting**  
**8:00 AM**

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

DATE: January 19, 2021  
TIME: 2:17 PM

**Meeting #111**

*Committee Members Virtually Attending:*

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

*From Daedalus:* Tom Gatzunis, Tony DelGreco, Sandra Saccone, Donald White

*From Perkins+Will:* Brooke Trivas, Vital Albuquerque, Christina Strid, Jennifer Miller

*From Skanska:* Jim Craft, Mike Loring

*From BALA:* KJ Caddle, Ed Dolan

*From AKF:* Jeff Rios

*From CDM Smith:* Jerry Wang

*Members Absent:* Jamie Shea, Emma Thurston, Patrice Garvin, Jay Marcotte

**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 took attendance via roll call, reviewed the agenda, and then reviewed the upcoming meeting dates.

**II. Next Full Building Committee Meetings**

Thursday	Jan. 14, 2021	at 8:00 a.m.	Virtual	[112]
Thursday	Jan. 21, 2021	at 8:00 a.m.	Virtual	[113]
Wed.	Feb. 10, 2021	at 8:00 a.m.	Virtual	[114]

**III. Review and Approve Previous Meetings**

*Mr. McLaughlin moved:* To approve the Minutes of 12/11/20.  
The motion passed unanimously, by those present at the meeting.

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#### **IV. Procurement Approach for FF&E**

Ms. Trivas noted how hard the FF&E working group has worked on this morning's presentation, which includes the following: procurement, budget, furniture selections and schedule overview. Five out of seven milestones have been completed. The last two milestones to be completed are the budget signoff and the "finishes" presentation.

Ms. Strid reviewed the manufacturers state bid list, including limited and multiple dealers. She reviewed *impacts* on the various procurement methods. She answered questions previously raised by Committee members.

Mr. Gatzunis explained how Belmont will be able to do price comparisons on delivery and installation. He noted that the state bid prices and quantity discounts are fixed. Ms. Trivas discussed Option A: Limited Dealers (WB Mason). They (WB Mason) have buying power, leverage, a consolidated point of contact, the ability to provide discounts, and a history working with Perkins and Will. Mr. Gatzunis added that freight and installation is more fluid with a single dealer. Ms. Strid noted that when necessary, the Multiple dealers on public bid will be used. Some items will need to be bid through the public bid process.

#### **V. Approval of Procurement Approach for FF&E**

Chair Lovallo clarified that this vote pertains to the method only.

*Mr. McLaughlin moved:* To approve the recommendation of the working group to confirm the method of limited dealers procurement with public bid, when necessary.  
The motion passed unanimously, by those present at the meeting.

#### **VI. Update on FF&E Budget**

Ms. Trivas summarized the Budget Summary document. Again, she acknowledged the FF&E working group. She noted that the delta is 0, i.e., the budget is balanced. The current budget is \$3,765,500.

Chair Lovallo added that the IT budget is on target and that Mr. Steve Mazzola, BPS IT Director, has been working with the FF&E group. Some IT money (\$50K) will be transferred to the furniture side as IT was slightly over-budget and furniture was slightly under budget. In answer to a question, Chair Lovallo added that the IT budget is solid and nothing was cut from their budget nor was the IT scope reduced. A future meeting will be held to dig deeper into IT. Ms. Trivas explained that an IT line item has already been purchased and therefore could be eliminated. Chair Lovallo noted that the Cares Act will be covering the particular IT item that was previously purchased.

Mr. Messer asked how tight the theater number is: \$295,608. Ms. Strid said that the number has been vetted with the Theater Department and actually reduced by about \$40K. The theater budget was explored briefly.

#### **VII. Approval of FF&E Budget**

Chair Lovallo asked about the SD (Schematic Design). He noted that the budget needs to be adjusted by \$50K (as a result of the IT transfer). The new FF&E budget: \$3,765,500 plus the \$50K from IT = \$3,815,500.00.

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*Ms. Brusch moved:* To approve the transfer of \$50K from the IT budget to the FF&E Budget. The motion passed unanimously, by those present at the meeting.

*Ms. Brusch moved:* To approve the adjusted FF&E Budget of \$3,815,500.00. The motion passed unanimously, by those present at the meeting.

Chair Lovallo noted that the MSBA will be tracking these changes, and that the transfer of funds from IT to FF&E will not affect Belmont's eligible reimbursement because the remaining budget numbers still exceed the MSBA reimbursement allowance.

## **VIII. Discussion on Mini Furniture Fair**

### *Furniture Selections by Department*

Ms. Strid scrolled through images of academic furniture by various departments. Some of the items on display will be confirmed with the Mini Furniture Fair. She then explained what a Mini Furniture Fair is. Mr. Gatzunis provided more details, e.g., specific people (direct users) will try out furniture that they will be utilizing. It will be held in the trailer, with windows open, and the number of people will be limited.

## **IX. FF&E Schedule Update**

Ms. Strid reviewed a timeline for budget, bids, furniture procurement, installation/delivery, FFE punch-list for the next 6 months.

## **X. Comments from Belmont Residents**

None.

## **XI. Update and Discussion on Indoor Air Quality Strategies**

Chair Lovallo said that indoor air quality needs to be explored – especially given the COVID-19 pandemic.

Mr. Albuquerque summarized the systems and design concerning the air quality strategies for the new building. Energy efficiency had been the primary goal and the school is expected to be very high performing. He described several systems in place that improve air quality control and how they do it.

Mr. Caddle explained the processes (HVAC mixed recirculation systems) by which the air is filtered, e.g., MERV 13/14 filters – which actually captures virus particles. He also explained the dedicated outside air systems (note: the ventilation exceeds code requirements), VAV/chilled beam units (which do not have filtration), and VRF fan coil units (currently MERV 8, but can be upgraded). He then explained the Controls Strategies, e.g., bypassing demand-control ventilation, extended hours of operation, and increased air ventilation. He reviewed the Equipment Strategies, e.g., increased system's filter efficiency, as well as adding portable air purifiers and adding bipolar ionization.

Mr. Rios added additional information on the Energy Model – concerning both the study and the FINAL

results. Several strategies were studied, with costs included. The Committee asked clarifying questions. Next, Mr. Albuquerque discussed the Geothermal Wellfield Study and the model results.

Mr. Wang added information on the model, specifically pertaining to running the wells under a pandemic scenario (in which the pandemic would last over 30 years). The outcome was favorable with the existing wellfield under those conditions.

Mr. Albuquerque reviewed the Strategies Summary document. There are four strategies under consideration. The document summarized the four strategies – including: their effectiveness, energy use, EUI delta from current design, effect on Geothermal Wellfield, operating/capital costs, and additional design fees. Mr. Loring added additional information on bipolar ionization.

The Committee asked questions concerning the strategies.

Chair Lovallo directed the Committee to assess closely options 1 (add portable air purifiers) and 4 (bipolar ionization) because of the filtration qualities. There may be more work to do on these, as well.

Ms. Bowen asked for additional information. She noted that there is a lot of information to take in on the filtration strategies, perhaps too much in order to make a decision today. Mr. Caddle added some clarifying details concerning filtration. Committee members asked additional questions. Chair Lovallo agreed that there are several additional questions that the Committee is asking, so the Design Team will need to come back with further answers before more decisions can be made.

## **XII. Comments from Belmont Residents**

None.

## **XIII. Approval of Indoor Air Quality Strategy Changes**

*Mr. Mooney moved:* To approve strategies 2 and 3 C; strategies 1 and 4 will be explored in a January meeting.

The motion passed unanimously, by those present at the meeting.

## **XIV. New Business/Other**

None.

## **XV. Related Meeting Documents**

1. Furniture, Fixture & Equipment Presentation
2. FF&E Budget Review
3. Furniture Selections by Department
4. Indoor Air Quality Improvement Study

## **XVI. Adjournment**

The meeting ended at 10:31 a.m. by Ms. Schreiber.

Respectfully submitted by:

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Lisa Gibalerio

Approved:

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Chris Messer, Secretary

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Date