

**BELMONT HIGH SCHOOL BUILDING COMMITTEE
FINAL MEETING MINUTES
Wednesday, August 31, 2016
Homer Building Gallery
7:30 AM**

Meeting #6

Committee Members Attending:

Chair Lovallo; Members: Sami Baghdady, John Phelan, Tom Caputo, Gerry Boyle, Phyllis Marshall, Bob McLaughlin, Joe DeStefano, Joel Mooney, Diane Miller, Chris Messer, Dan Richards (arrived at 8:09 a.m.) Phil Ruggiero, and Jamie Shea

Members Absent: Pat Bruschi and David Kale

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 audience member Mr. George Metzger, an Architect from HMFH.

II. Minutes of Previous Meetings

Mr. Mooney moved: To approve the Minutes of 8/2/16.

The motion passed unanimously by those in attendance at the above noted meeting.

III. Treasurer's Report

Ms. Marshall noted that there is no report, as no new expenses have been incurred.

IV. Upload of 2004 Master Plan to Web Page

Mr. Boyle informed the committee that the 2004 Master Plan is on the town website. The Master Plan has two parts.

V. Maintenance and Capital Plan

Mr. Boyle reported that the Maintenance and Capital plan has been submitted to the MSBA. It is also on the web page and it includes a facility manual. The MSBA should respond to the plan soon; they will likely have questions (that will be responded to) and then will rate the plan.

VI. District Enrollment Update

The enrollment certification deadline extension seems to have been accepted.

Superintendent Phelan reviewed the questions that were formally submitted to the MSBA. He reviewed the various building configuration options, e.g., grades 9-12, grades 7-12, a Pre-K building, and a K-5 building. Certification and design enrollment documents were also submitted. Superintendent Phelan noted that the MSBA has not yet responded to the array of options. Chair Lovallo suggested that the Superintendent follow-up with the MSBA, as a timely response would be

helpful.

Mr. McLaughlin raised the issue of requirements concerning open space and field space per student. Superintendent Phelan said he does not know if there is a requirement for high school students.

Superintendent Phelan informed the committee that input concerning the facility and staffing will be useful once the MSBA provides its response to the options. Mr. Frank Locker, an Education Facilities Architect for building programs, has designed a grade 7-12 building in Duxbury and another one in Scituate. He could possibly consult with Belmont to get a deeper understanding of what the building should look like from a teaching/learning perspective. A group of teachers (along with community members and students) will form a working group to meet, and they could meet with Mr. Locker. There will be forums for the community, as well.

Once the configuration of options is narrowed down, Mr. Locker could work in conjunction with the OPM and architect this fall to flesh out the options for what the school will ultimately look like.

Mr. McLaughlin noted that, while it is good to keep teachers involved, too many voices can cause conflict. Chair Lovallo raised a related question: who is ultimately in charge of making the big decisions? Is the building committee merely *assisting* the process (as is implied in the literature)? Mr. Mooney stated that the building committee applies its expertise in the decision-making process. Superintendent Phelan said he is clear that his goal in the process is to develop an education plan for the committee. Ms. Shea elaborated on this. The programs and the pedagogy, she said, will influence the design of the building. Therefore, we will need staff input. She added: the community will need to cast its vote, therefore they will need to support this project. Mr. Caputo added that the new building will need to address the broader enrollment challenge.

This issue of who is ultimately in charge of making the “big decisions” was discussed.

Chair Lovallo summarized that this will be a collaborative effort: the School Department together with the building committee, as well as the community – all will be involved in the process.

The MSBA has suggested that the number of options be narrowed down to three.

Chair Lovallo, in answer to a question, stated that the MSBA will fund a percentage of the project based on eligibility. They know that if a grade 7-12 building is approved, the project will cost more money.

He then reviewed the process going forward leading up to the feasibility study.

Superintendent Phelan noted that he has begun to shape a message for the faculty and community members. He said he welcomes feedback from the committee in continuing to shape this message. The process, he said, will be a long one. Chair Lovallo stated that the OPM and architect will be hired soon and those individuals will be a part of the messaging process. He touched on the sequencing of the timeline, noting that the specifics are not yet known. The BHSBC, he said, may need to break into working groups further down the road.

VII. Continuing Discussion on Public Relations (Web Page, Other Media Outlets)

Chair Lovallo noted that the community will need to be kept informed of what is happening. He

suggested that the School Department's web-based documents could be linked to the BHSBC webpage. Superintendent Phelan agreed and stated that he is working on developing a rough timeline for the upcoming calendar year. He will be in communication with the BHSBC regarding what he puts out to the community. Chair Lovallo noted some of the items that might be accomplished this calendar year, e.g., a narrowed-down set of options (three), some general design elements (functionality) of these options, etc. Mr. Boyle added that the OPM won't be on board until January and the architect would likely be on board in Spring 2017.

The BHSBC discussed the process that will impact the timeline and the information that will be distributed to the community this calendar year. Mr. Mooney suggested that less be promised in the way of specific information. The calendar-year schedule seems aggressive. He suggested offering a framework of options with little formally deliverable until the fall. Mr. Caputo underscored the point that the enrollment crisis is here now. Selectman Baghdady suggested that, since we have not heard from the MSBA yet, it might be better to discuss the general concerns and the general goals. The process should be discussed, he stated, absent specifics. Ms. Shea agreed that we can communicate to the community all that has been done in the process so far. Mr. Richards added that the MSBA "modular phasing" could be broken down for the community.

Chair Lovallo added that there may be ways in which social media could be used to get the message out, e.g., Facebook, twitter, etc. Ms. Marshall suggested a spot on cable media might be a useful way to distribute information.

Chair Lovallo noted that some meetings will need to be held in the evening so that the public can more easily attend. He also asked if a Public Relations consultant should be hired to help the BHSBC. Mr. Messer will explore potential Public Relations advising options.

Superintendent Phelan summarized the questions he is getting from the community, as well as the messages he is delivering, thus far. The committee agreed that the MSBA process (modular phasing) is driving the time-line right now.

VIII. Discussion of Feasibility Study Budget

Mr. Boyle discussed the Feasibility Study Budget, noting that the budgets for OPM, the designer, and environmental and site testing must be determined and identified as components of the \$1.75M overall Feasibility budget.

IX. Other

Next Meeting: Thursday, September 29, 2016 at 7:30 a.m. Homer Gallery

Chair Lovallo asked if Thursday morning was possible for future meeting dates, due to scheduling conflicts with Wednesday morning.

X. Related Meeting Documents

There were none.

XI. Adjournment

The meeting was adjourned at 9:00 a.m.

Respectfully submitted by:

Lisa Gibalerio