

BELMONT HIGH SCHOOL BUILDING COMMITTEE  
FINAL MEETING MINUTES

January 5, 2017  
Homer Building Gallery  
7:30 AM

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**Meeting #12**

*Committee Members Attending:*

Chair Lovallo; Members: David Kale, John Phelan, Tom Caputo, Pat Bruschi, Dan Richards, Phyllis Marshall, Bob McLaughlin, Joel Mooney, Diane Miller, Chris Messer, and Jamie Shea

*Members Absent:* Sami Baghdady, Gerry Boyle, Phil Ruggiero, Joe DeStafano

*Wellington Building Committee (WBC) Members Attending:* Chair Mark Haley, Laurie Graham, John Bowe, Heidi Sawyer, Bill Lovallo, Pat Bruschi, Joel Mooney, Amy Spangler (Wellington Principal)

**I. Call to Order**

The meeting was called to order at 7:33 a.m. by Chair Lovallo.

The WBC meeting was called to order at 7:33 a.m. by WBC Chair Haley.

**II. Lessons Learned from the Wellington Building Committee (WBC)**

Chair Lovallo provided a quick overview of where the BHSBC is at with regard to the OPM process: the MSBA is reviewing the OPM application; this puts the BHSBC at the start of Module Two.

WBC Chair Haley began by stating that the Wellington had two OPMs. He stated that the group felt it did not get its money worth from the OPM. The OPM lacked strength and leadership. The team was better during the construction phase than it was during the design phase. The architecture phase is subjective. If you want a unique looking school, you need to hire that type of architect, for example.

Ms. Bruschi noted that there were two Project Managers (PMs). While the WBC was happy with the first PM, the first PM did not want to work under the MSBA's stringent rules and regulations. It was a little difficult to bid the PM again – mid process. She spoke to the collaboration of the architect and the designer. She noted that the WBC changed their procedures and Belmont was one of the first districts to proceed under the new MSBA. The process included continued changes with the MSBA as they continued to develop their plans.

Principal Spangler spoke about the “end-user perspective”. Some of the design jargon does not make sense from an educational perspective. It would be helpful, she said, to have an educator as a part of the design team – although an educator may not understand blueprints. As an educator, she does not necessarily understand architecture and design components, but that if an educator is walked through the design process during an early phase – he/she could have given meaningful feedback. She gave several examples, e.g., the size of the faculty lounge, the fact that children touch glass, the notion that a library (where teaching takes place) should not be a pass-thoroughfare, etc.

Ms. Spangler then explained the challenges with the HVAC system, as well as issues relating to the

furniture and furnishings. Ms. Brusich provided additional background information on how the furniture and furnishings were ordered. She noted that the process (of furniture selection) was led by the then Wellington Principal, Ms. Amy Wagner. Ms. Sawyer added that the process was rushed at the end and that the Principal has way too much going on concurrently (closing a school, running the modular units, opening a school, managing staff, furniture selection, furniture installation, etc.). Chair Lovallo noted that the review process was also rushed.

Concerning the OPM and designer process, Chair Lovallo asked: what could be improved? WBC members spoke to some of the challenges. Ms. Graham stated that a key person to shepherd (or mediate) the process would be helpful. Different key players have different visions, she explained, and this caused conflicts. Mr. Mooney added that the OPM was under the influence of the MSBA process. The OPM needs to be able to clearly identify the important pieces in each phase. Chair Haley agreed and added that the MSBA assigned a commissioning agent (for the utilities) and this person was not effective. Chair Lovallo added that buildings are very complex to control now, with regard to heating and cooling, etc.

The BHSBC then asked questions of the WBC. More issues with the Wellington process were identified and discussed, e.g., abiding by state law, OPM leadership – or lack thereof, green building complexities, engineering transitions, etc.

Mr. Bowe added several additional points, including that additional Principal input would have been helpful, that there needs to be a flexible design, that committee members need to be educated more fully on each phase of the building process, that the Planning Board and Fire Department approval process needs to be more streamlined, that neighbor concerns should be addressed early in the process (*before* the Board of Selectmen get involved), that a dedicated group needs to be assigned to manage the modules, and that the financial process needs to be better organized. Chair Lovallo noted that this point, regarding the financial process, has been addressed with the ProPay system.

The WBC ended their meeting at 8:22 a.m.

### **III. Minutes of Previous Meetings**

*Mr. McLaughlin moved:* To approve the Minutes of 12/22/16.  
The motion passed unanimously by those in attendance.

### **IV. Treasurer's Report**

Ms. Marshall noted that the budget is entered into the ProPay system. She said the process is streamlined.

### **V. Educational Update**

Superintendent Phelan noted that he (and groups of educators) have been meeting with Mr. Frank Locker. Mr. Locker will also meet with the community, and then again with the educators. Learning outcomes – and appropriate spaces to support those learning outcomes – are being explored. The three configurations are also being discussed and the teachers are providing meaningful input concerning educational programming. He then discussed the timing of the upcoming meetings and when it would make sense to apprise the BHSBC of the process. He noted that there needs to be stopping points, at certain junctures, to receive feedback and hear concerns. Chair Lovallo agreed.

Mr. Messer added that the 7-12 configuration will need to be addressed at the first community meeting. This is a “hot topic” for the community. Chair Lovallo agreed and added that the BHSBC is still exploring the configuration process. No decisions will be made in the immediate near future on the grade configuration. Mr. Phelan added that the community will definitely be informed about the enrollment issues which are driving the three-configuration exploration as well as the educational programming impact on these configurations. Chair Lovallo added that there are cost impacts depending on the configuration selected. For example, a grade 9-12 building will cost less than a grade 7-12 building.

## **VI. OPM Procurement Update**

Chair Lovallo informed the BHSBC that the OPM advertisement did get placed and will appear in the Central Register next week. Feedback has been received from the MSBA, which has not been very substantive. Ms. Marshall noted that the (small) changes from the MSBA and Town Counsel will be incorporated. Chair Lovallo provided a brief overview of the selection process, e.g., the high school walk-through on 1/19/17, the Q & A follow-up, and the OPM application packages, which are due February 1. About ten application packages are expected.

## **VII. Public Relations (PR) Update (Web Page, Other Media Outlets)**

Ms. Shea explained that website development is the first step in the PR process. There is a Belmont resident (Ms. Clare Crawford) who has submitted a proposal to build a website for \$1,250.00 with a \$50.00 per hour fee going forward for website maintenance. There are also a graphic designer (Ms. Virginia Cox) who can develop a logo, tagline, and website graphics for \$1,500.00. She said she would like to have the website up and running by February vacation. It will need to handle multiple forms of communication, have a video, offer community forums, a Q & A section, and links to sign up for BHS tours. The community needs to feel a sense of engagement in this process and the website could serve to engage the community in this way. A communication calendar will need to be established and can be housed on the website. Also, another Belmont resident, Ms. Hannah Fischer, has been identified as a potential copy editor and can assist in putting together a communication calendar. Ms. Fischer will edit the “Update” written by Mr. Kale. She has not submitted a proposal outlining her fees.

Ms. Shea then discussed that the website will need to contain consistent information from other groups across the district, e.g., the space task force, School Committee, etc. A new high school is a community-wide issue. She added that social media mechanisms will need to be identified (twitter, Facebook, etc.).

Issues related to these topics were briefly explored, e.g., compliance with public record laws, oversight of the communication pieces, the development of working groups, etc. Ms. Shea will put together a packet of the proposals, which can be approved at the next meeting.

The committee briefly discussed who vets the district-wide issues with the community, notably the enrollment challenges and how a new building could address the burgeoning enrollment challenge across the district. Chair Lovallo suggested that the School Committee and Town Counsel could offer insights into this.

## **VIII. Community Outreach Updates**

Chair Lovallo expressed his objective that a Committee update from December 2016 be published soon, even though it may require further updates to reflect the current discussions since the Committee is a fluid process and we continue to make progress.

### **IX. Public Records Law Update**

Chair Lovallo noted that this topic will be delved into at a future date.

Mr. McLaughlin did state that the changes in the law do not impact this committee. Chair Lovallo added, however, that substantive emails (sent to and from committee members) should not be deleted.

### **X. Next Meeting**

Thursday, February 2, 2017 at 7:30 a.m.

### **XI. Related Meeting Documents**

1. Meeting Minutes
2. Committee Update from December 2016

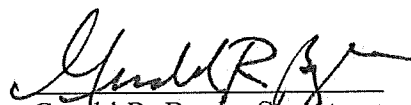
### **XII. Adjournment**

The meeting was ended at 9:12 a.m. by Mr. McLaughlin.

Respectfully submitted by:

Lisa Gibalerio

Approved:

  
Gerald R. Boyle, Secretary

2/3/17  
Date