

**BELMONT HIGH SCHOOL BUILDING COMMITTEE
FINAL MEETING MINUTES**

**March 1, 2017
Homer Building Gallery
7:30 AM**

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BELMONT, MA

2017 MAY 10 PM 2:50

Meeting #15

Committee Members Attending:

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

Members Absent: Pat Brusch, Chris Messer, Phil Ruggiero

I. Call to Order

The meeting was called to order at 7:34 a.m. by Chair Lovallo.

II. Minutes of Previous Meetings

Chair Lovallo moved: To approve the Minutes of 2/17/17, as amended.
The motion passed unanimously.

III. Treasurer's Report

Chair Lovallo noted that there will be approximately \$22,000 encumbered for the design and operation of the website for the next 2 years. Finances will be reviewed, via ProPay, about once a month. Mr. Boyle added that Mr. Carman will also likely track the expenditures as the process moves along, working with Treasurer Phyllis Marshall.

IV. OPM Subcommittee Recommendations

Mr. Boyle briefly reviewed the overall OPM scoring process. Daedalus, which came out on top, has submitted a feasibility study proposal. The proposal comes in at \$375,000. The budget for the feasibility study was delineated at \$400,000, which allows for a certain amount of funds for additional services. The OPM subcommittee will meet to review the overall report (to be submitted to the MSBA), which includes all the documents and procedures that were compiled.

Chair Lovallo thanked Mr. Boyle, Mr. Mooney, Ms. Marshall (among others) for all their efforts on the report. The contract, he said, cannot now be changed. The OPM designee will not be finalized until the MSBA meets on April 3. From April 3 on, Daedalus will be expected to assist with the management of the meetings (setting agendas, managing the minutes, etc.).

V. Designer Selection Update

Chair Lovallo reviewed the design selection process. Guidelines from the MSBA exist and will steer the process. There will be 13 MSBA members on the Designer Selection Committee, plus 3 from Belmont: the Superintendent or his designee, the designee of the School Committee, and the "CEO of

the Town” – the Board of Selectmen in Belmont – or their designee. Belmont would like to have a strong presence “at the table.” Chair Lovallo reviewed the likely three representatives from Belmont.

Chair Lovallo noted that Belmont can’t *rank* the Designer applicants. The BHSBC can, however, review recently-built high schools, review lists of potential Designers, etc. The BHSBC should have prior knowledge of what it is looking for in a Designer. The Designer advertisement, which is issued by the BHSBC with assistance from the OMP, should go out in April. The MSBA Designer interviews will take place in late May or June. He briefly explained the interview process.

The BHSBC briefly discussed the Designer selection process.

VI. Public Relations Update (Web Page, Other Media Outlets)

Ms. Shea updated the Committee on the BHS video. A script for the video will be developed. The Website designer that had been selected (Claire Crawford) stated that she is not comfortable with the Drupal platform. However, there is a new proposal from Ms. Jessie Bennett, who is experienced using Drupal. Mr. Caputo explained the website platform concept. He reiterated that Ms. Bennett is experienced with Drupal and is a more appropriate match for this project.

Chair Lovallo added that Daedalus will assist with website design and community outreach efforts.

Ms. Marshall moved: To engage the proposal from Jessie Bennett for webpage design and Public Relations, in lieu of Claire Crawford, in the amount not to exceed \$4,350.
The motion passed unanimously.

VII. New Business

Superintendent Phelan provided a brief update on his work with Mr. Locker. He and Mr. Locker will apprise the BHSBC of their meetings with the community explaining the three grade configuration options.

Chair Lovallo thanked Mr. Kale for his work with the BHSBC.

VIII. Next Meeting

Thursday evening, April 6, 2017 at 7:00 (#15)

Chair Lovallo stated that Daedalus will hopefully be attending this meeting; it will be nice to introduce Daedalus to the community. Given that the community will be invited, Mr. Kale suggested holding the meeting at the Beech Street Center. [The availability of the Beech Street Center for Thursday, April 6, 2017 at 7:00 PM has been confirmed.]

Other agenda items (for April 6) could include a presentation on the enrollment challenges facing Belmont, led by Superintendent Phelan. Mr. Phelan noted that he has a slide presentation focused on enrollment data.

On April 3, the MSBA will meet to ratify Belmont’s OPM selection.

Ms. Marshall noted that there is a \$294.92 bill for the OPM advertisement (RFS).

Mr. McLaughlin moved: To approve paying the above noted bill.
The motion passed unanimously.

IX. Related Meeting Documents


1. Jessie Bennett Web Design Proposal
2. Daedalus Proposal dated February 17, 2017
3. Contract for Project Management Services
4. Meeting Minutes of 2-17-17
- 5.

X. Adjournment

The meeting ended at 8:20 a.m. by Mr. McLaughlin.

Respectfully submitted by:

Lisa Gibalerio

Approved: 
Gerald R. Boyle, Secretary

5/10/17
Date