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**BELMONT HIGH SCHOOL BUILDING COMMITTEE**  
**FINAL MEETING MINUTES**  
**Wednesday, April 27, 2016**  
**Homer Building Gallery**  
**7:30 AM**

**Meeting #2**

*Committee Members Attending:*

Chair Lovallo; Members: Sami Baghdady, David Kale, John Phelan, Tom Caputo, Gerry Boyle, Pat Bruschi, Dan Richards, Bob McLaughlin, Joe DeStefano, Joel Mooney, Diane Miller, Chris Messer, Phil Ruggiero, and Jamie Shea

*Members Absent:* Phyllis Marshall

**Call to Order**

The meeting was called to order at 7:32 a.m. by Chair Lovallo. He then turned to the first item on the agenda.

**Minutes of Previous Meetings**

*Ms. Bruschi moved:* To approve the Minutes of 4/4/16.  
The motion passed unanimously.

**Module One Update – John Phelan**

- A - Educational Profile Questionnaire**
- B - Online Enrollment Projection**
- C - Enrollment Certification**

Chair Lovallo reviewed the Module process, noting that Module One has a schedule. He stated that the eligibility deliverables (see below) will be filed on May 10.

Superintendent Phelan stated that the increasing enrollment across the district will impact the square footage of the high school proposal. He noted that enrollment is rising, and that three modular classrooms are already in use at BHS and six modular units will be in use at the Chenery in the fall. He reviewed the enrollment trends and noted that all available space is being used in all schools across the district. More modular units will likely be needed, given the enrollment trends and space needs.

He then reviewed the six sections of the Educational Profile Questionnaire as well as the enrollment and space data points, e.g., population, building permits, housing sales. The enrollment chart shifts as this information is submitted.

Chair Lovallo clarified that the size and population of the school is set by the enrollment projection. It is difficult to change this, once it is certified.

Mr. Caputo added that enrollment is a major issue for the School Committee. He spoke to the possibility of investing in an enrollment study particular to Belmont. There is a cost associated with

doing this, he said, but it will provide detailed, accurate data, which leads to the best possible projections.

Ms. Bruschi spoke briefly to the Wellington experience, noting that the MSBA study came up with a smaller enrollment number than that of the Wellington Building Committee. She noted that the day the Wellington opened, enrollment was already at what had been predicted for the 5-year projection.

Mr. Mooney stated that the enrollment number has to serve Belmont for the next 50 years. Population growth in Boston is pressuring Belmont. He stressed that the older models may not give Belmont the number it needs, going forward. It will be important, he said, to identify the right enrollment number.

In answer to a question, Superintendent Phelan stated that the Minuteman students (from Belmont) are not, at this time, a part of the enrollment projections. Mr. McLaughlin spoke to the fluidity of the Minuteman situation.

Selectman Baghdady asked about state mandates, and their impact on space: could mandates be factored in to this? Superintendent Phelan said that there are several special factors (the influx of additional international students, for example) that will require special consideration. There are district-wide (K-12) factors that will bear on the BHS enrollment.

Chair Lovallo reiterated that enrollment is a district-wide issue.

Superintendent Phelan stated that the overall Capital plan and the Town's capital needs will be incorporated into the data.

Mr. Boyle asked about an enrollment consultant/demographer. Ms. Bruschi said that an enrollment consultant is a good idea. She suggested that Dr. Ralph Jones may be helpful, as well. Chair Lovallo agreed that this will be useful to have.

*Ms. Shea moved:* To authorize Superintendent Phelan to look into hiring an enrollment consultant.

The motion passed unanimously.

## **Module One Update – Mr. Gerry Boyle**

### **A - Maintenance and Capital Plan**

Mr. Boyle spoke to the MSBA (Massachusetts School Building Authority) reimbursement method. He stated that the maintenance and capital plan is worth two points. He reviewed the 11 categories that will be reported on to the MSBA. His staff has begun working on the report. He will present the report to the BHS Committee at the end of July.

### **The Special Town Meeting Article 2: “Appropriation of Woodfall Road Sale (\$1.75M) to Fund BHS Proposed Project”**

Selectman Baghdady noted that there will be a Special Town Meeting within the Annual Town Meeting (on Wednesday, May 4). Article 2 concerns the allocation of funds from the sale of town-owned land. The WC voted unanimously to use the Woodfall Road money (\$1.75M) to fund this committee's activities. The BOS has not voted yet because one Selectman has amended the article to

change the *source* of the funding (though not the amount). The amendment recommends using money from the Kendall Insurance Fire Fund to fund the Building Committee activities. The Board voted 2-1 to not support the amendment. He explained that the sale of Woodfall Road is one-time capital money, which is appropriate for use by the Building Committee. The process of the funding may be altered, he said, but the funding itself will not be changed.

Mr. Kale provided some Town Meeting procedural information. He said it will be useful to be clear on who handles questions at Town Meeting. Chair Lovallo said he can be the “point person”. The Committee then discussed the allocation.

### **Potential BHSBC Working Groups**

Chair Lovallo broached the topic of having the Committee break down into smaller working groups – who then meet separately and report back to the full Committee. He reviewed some of the potential working groups, e.g., design, construction, media, athletics, IT/Security, legal matters, etc. He requested that the Building Committee give this topic some thought. Mr. McLaughlin noted that, like the main Committee meetings, these working group meetings will need to comply with Open Meeting Law guidelines, e.g., posting agendas, keeping minutes, etc.

### **Community Relations/Web Page Review**

Mr. Kale explained how a web page (for Committee membership, agenda, documents, minutes, etc.) will be set up on the Town website and linked to the school web sites. He noted that the OPM can maintain the web page once he/she is on board. Chair Lovallo suggested that perhaps BHS students could help with uploading video, photos, etc.

The potential web page and its content was briefly explored. Ms. Shea noted that the FBE is currently upgrading their web site and she offered to share information on this process.

### **Meeting Schedule**

Chair Lovallo suggested that the Building Committee plan to meet on the last Wednesday of every month at 7:30 a.m. (on the third floor of the Homer Building) through October 2016.

By this approach, next meetings would be held:

- May 25, 2016 (a new location will be needed for this date, perhaps at the high school)
- June 29
- July 27
- August 31
- September 28
- October 26

He touched briefly on possible agenda topics for the upcoming meetings.

### **Election of Treasurer**

Chair Lovallo stated that a Treasurer will be needed. Ms. Bruschi noted that Ms. Phyllis Marshall, the Assistant Town Administrator, is an ideal candidate with relevant experience. Chair Lovallo noted that

Mr. Carman has offered the assistance of his department (the Treasurer's Office) as well.

*Mr. Bruschi moved:* To elect Ms. Marshall as Treasurer.  
The motion passed unanimously.

### **Other Topics**

**Project Process:** Mr. Messer asked about the enrollment projection and how it relates to the MSBA reimbursement. He asked about the design phase. Chair Lovallo provided a general overview of the process, the analysis, the planning, etc.

**Media:** Mr. Kale requested that media inquiries be directed to Chair Lovallo. Also, the \$100M number was merely a Financial Task Force place-holder. The exact price of this project is not yet known. This will be important to be clear on when asked about the cost of the project by the public.

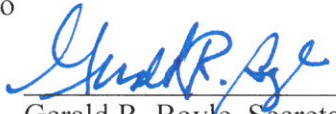
**Cloud Service:** Mr. Boyle has offered to have documents stored in one place. He explained how cloud storage would work, noting that certain documents will be posted there.


### **Adjournment**

Mr. McLaughlin moved to adjourn the meeting at 8:55 a.m.

Respectfully submitted by  
Lisa Gibalerio

Approved:

  
\_\_\_\_\_  
Gerald R. Boyle, Secretary

  
\_\_\_\_\_  
Date

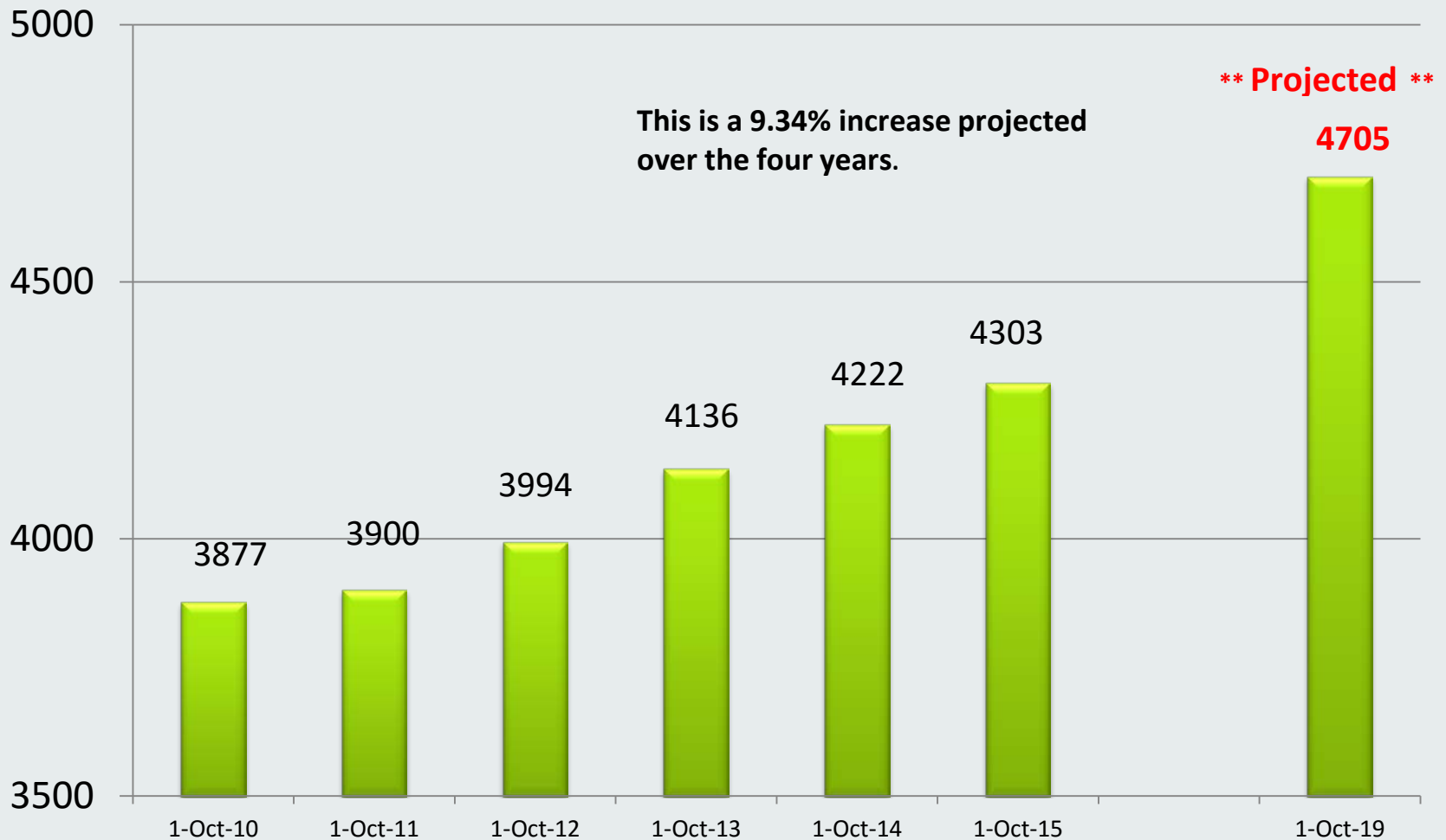
# Belmont High School Building Committee

1. Enrollment Context – This is a K-12 Issue
2. BHS MSBA Eligibility Deliverables Update

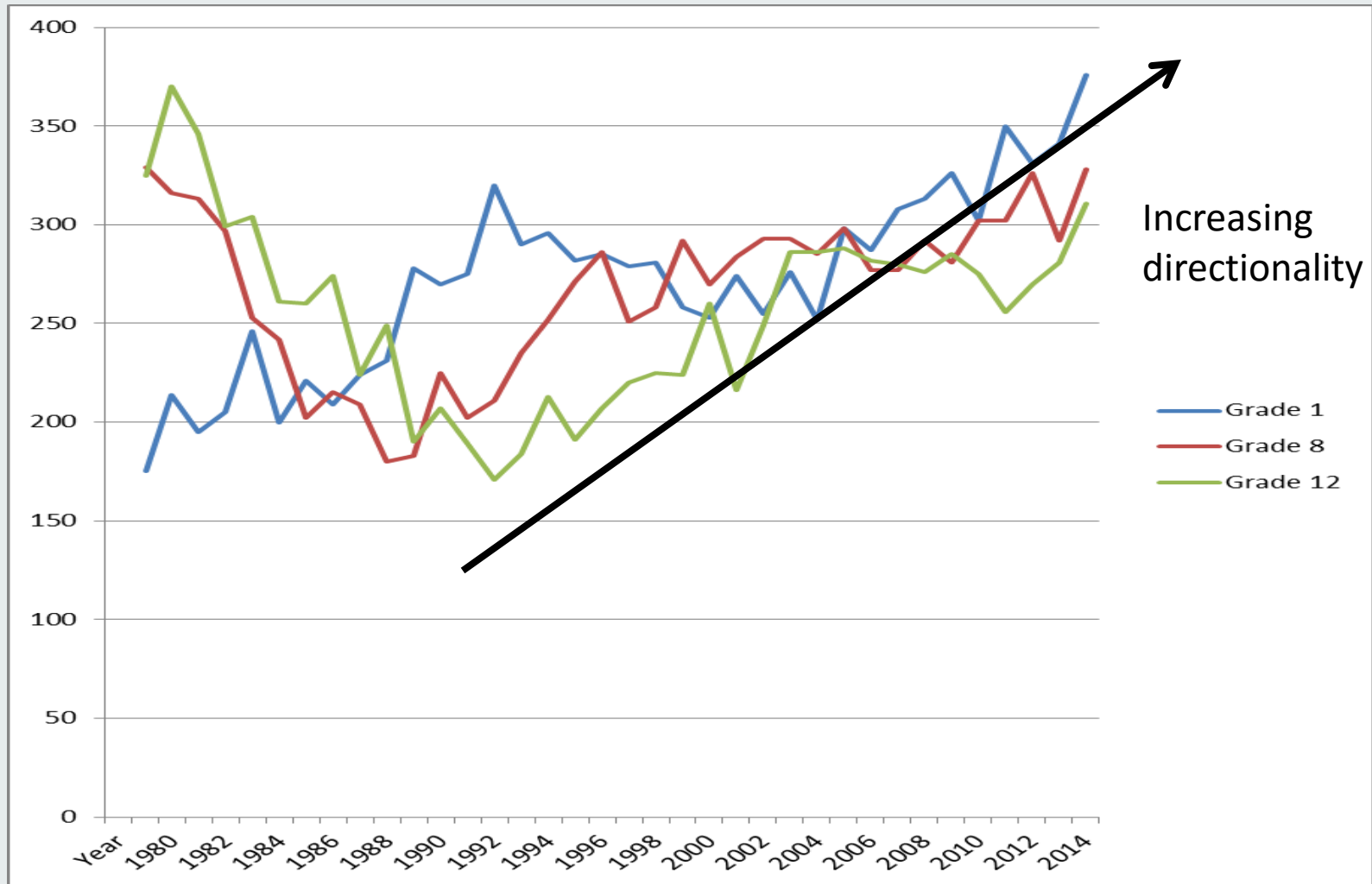
April 27, 2016

# BPS K-12 Enrollment

## From October 1, 2010 to October 1, 2015

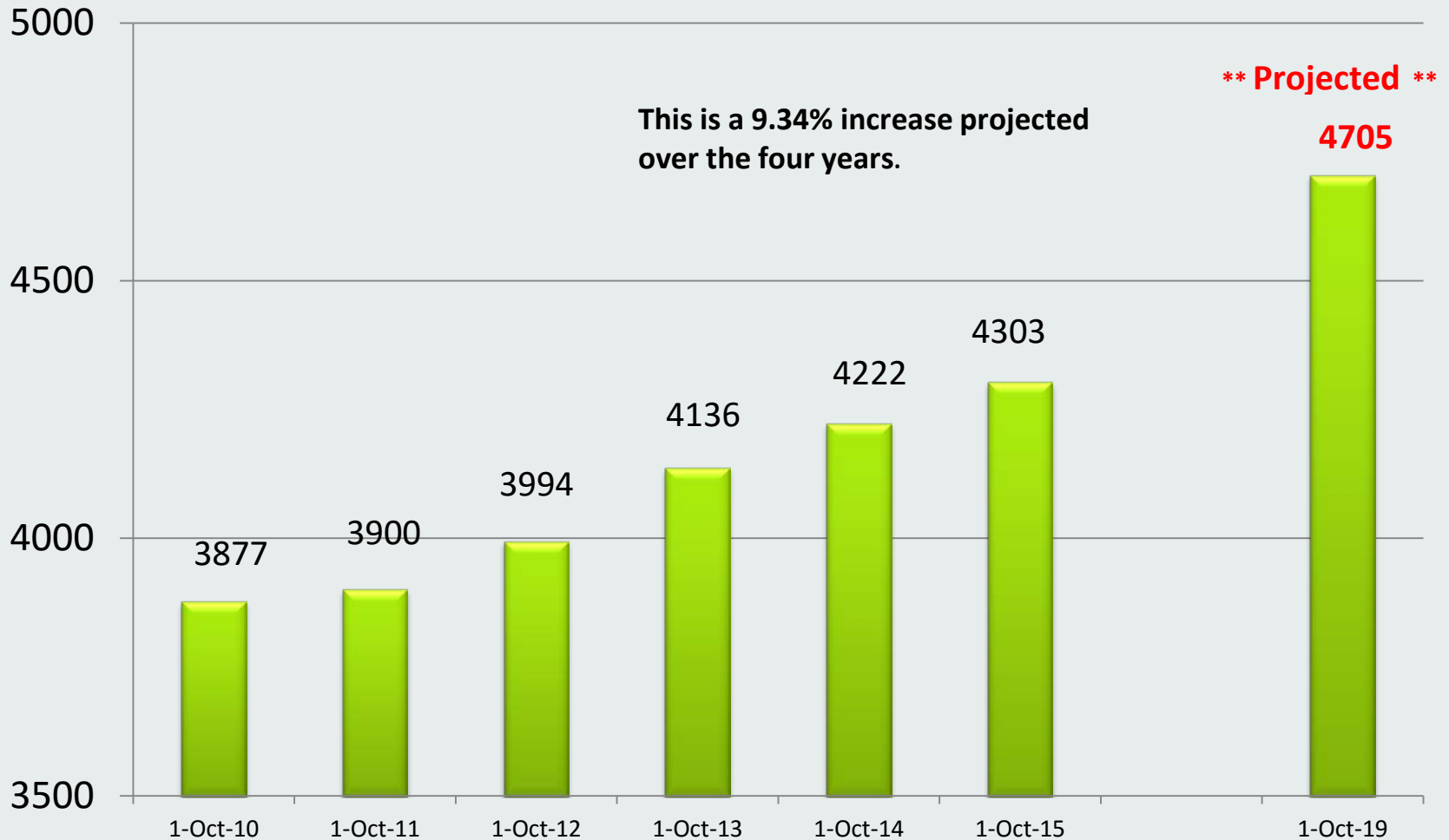


# 35 Year Enrollment History



# BPS K-12 Enrollment

## From October 1, 2010 to October 1, 2015





# History of the Enrollment Issue

- In 2013 a Class Size group explored the increase in enrollment as it related to our growing class size.
- In 2014 the Superintendent commissioned several “Modeling Groups” to explore the pressure points on the district – the “Enrollment Modeling Group” was formed.
- During the 2014/15 school year the data from both groups was utilized to inform the Financial Task Force discussions and ultimately the FY16 override and budget.
- During the 2015/16 school year the school department utilized internal strategies to create space and formed the Space Task Force.

# District Needs: Space – 2015/16

As a result of the surge in enrollment the need for additional space has become paramount.

- For the 2015/16 school year the district took several internal measures to add space:
  - **BHS** – updated three existing modular classrooms for daily use
  - **CMS** – created room for a grade 5 classroom by moving a computer lab into retrofitted space in the library
  - **Elementary** - The Butler School repurposed a space (3/4 classroom size) to become the additional grade one class, the Wellington School added a grade 4 class to bring the school to capacity
  - A Space Task Force (STF) was established to assess the short term and long term needs of the district

# District Needs: Space – 2016/17

- After a review of the data, the STF recommended the following measures:
  1. **BHS** – will expand into existing space utilizing three modular classrooms behind the high school
  2. ***CMS*** – should purchase or lease of 6 new modular classrooms for Chenery
  3. **Elementary** – will repurpose space at the Burbank to create one or two additional classrooms (pending enrollment)

**This plan creates an additional 11 classrooms district wide to address increased enrollment and class size concerns**

# Next Steps:

- Tonight our goal is to inform Town Meeting as to the needs of the district.
- We will present the needs and costs in more detail at our May / June (2016) Town Meeting as we will seek funding for the modular space at that time.

# Belmont High School Building Committee

MSBA Eligibility Period Deliverables

Due May 10, 2016

# Educational Profile Questionnaire

- Section One – Facilities
- Section Two – Current Program, Grade Configuration, Teaching Methodology
- Section Three – **Proposed** Program, Grade Configuration, Teaching Methodology, for Priority Statement of Interest
- Section Five – Safety and Security Statement
- Section Six - Attachments

# Online Enrollment Projection

- General Information
  - Is district seeking reconfiguration? Yes
  - Is the districting considering redistricting? No
- Out of District Students
  - In essence looking for what percentage of our students who reside in our Town attend our public schools
- Special Education
  - Service delivery model
- Pre School and Kindergarten
  - Enrollment / space needs

# Enrollment Projection Questionnaire

- Enrollment
  - Enrollment from 2006-13 (pre- populated from DESE)
  - We populated the 2014/15, 2015/16 enrollment
- Population
  - Reported births from Town Clerks Office
- Building Permits
  - Actual Permits Issued, Projected Permits Issued, Housing Project Description
  - Uplands: 198 1 BR, 86 2 BR, 14 3 BR --- Cushing Village: 55 1 BR, 60 2 BR
- Housing Sales
  - Data from Assessor's Office with home and condo sales numbers from 2007 to 2012



**Agenda Item No. 5**  
**Maintenance and Capital Planning Best Practices**  
**Massachusetts School Building Authority**

1. **Staffing**
2. **Written Maintenance Manual**
3. **Budget**
4. **Facilities Condition Index (FCI)**
5. **Buildings Inspection Plan**
6. **Long-Term 5-10 Year Facility Capital Improvement Plan.**
7. **Facility Staff participation in Capital Projects.**
8. **Segregated Local Capital Projects Fund**
9. **Commissioning, re-commissioning and retro-commissioning.**
10. **Energy Conservation and Indoor Environmental Quality**
11. **Performance**