

BELMONT HIGH SCHOOL BUILDING COMMITTEE
FINAL MEETING MINUTES
Wednesday, December 8, 2016
Homer Building Gallery
7:30 AM

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Meeting #10 – Revised minutes to add attachments

Committee Members Attending:

Chair Lovallo; Members: Sami Baghdady, David Kale, John Phelan, Tom Caputo, Gerry Boyle, Pat Brusch, Dan Richards, Phyllis Marshall, Bob McLaughlin, Diane Miller, Chris Messer, and Jamie Shea (arrived at 8:20 a.m.)

Members Absent: Joe DeStefano, Joel Mooney, Phil Ruggiero

I. Call to Order

The meeting was called to order at 7:35 a.m. by Chair Lovallo.

II. Minutes of Previous Meetings

Mr. McLaughlin moved: To approve the Minutes of 10/27/16.
The motion passed unanimously.

III. Town Clerk Notice

Chair Lovallo informed the committee that the Town Clerk's Office has sent information about the revised public records law. There is a meeting on Wednesday evening, December 14, during which Town Counsel will review the changes. Chair Lovallo stated that he will try to attend this meeting. Mr. McLaughlin offered that the changes involve penalties concerning response times. Mr. Kale reminded committee members to be mindful of email communications.

II. Minutes of Previous Meetings (resumed)

Mr. McLaughlin moved: To approve the Minutes of 11/1/16.
The motion passed unanimously, by those present at the meeting.

IV. Treasurer's Report

Ms. Marshall noted that there is nothing to report at this time. She will, however, be attending a meeting concerning the ProPay system. She will receive training on this system and will report back at the next meeting.

V. Educational Program

Mr. Phelan explained that the services of Mr. Frank Locker, an education consultant, have been engaged. There is a planning meeting on Monday, December 19. Staff and administration have been invited to this planning meeting. Public outreach sessions will occur after the first of the year. The three configuration options (7-12, 8-12, 9-12) will be explained and ways to disseminate information concerning these three options will be explored.

Chair Lovallo noted that Module 3 concerns the feasibility study as well as the educational plan.

VI. Feasibility Study Agreement

Chair Lovallo noted that on November 9 the MSBA met to review the eight districts that are slated to begin the feasibility study phase; Belmont is among the eight. Belmont was able to apprise the MSBA of its work thus far, and Belmont was given the OK to continue with the Feasibility Study phase. Chair Lovallo noted that there is documentation (see Exhibit C) on the reimbursable rate for eligible costs, which is 36.89%. He touched on the Reimbursement Rate Calculation for the feasibility phase. Mr. Kale noted that only *eligible* costs are reimbursable, not all of the dollars spent on the project.

VII. Module 2: OPM Procurement

Chair Lovallo noted that the MSBA offered a Module 2 Overview at the November 9 meeting. More information is on the website, although not all the information there is relevant to Belmont.

Chair Lovallo noted that Mr. Boyle is certified in the Massachusetts Certified Public Purchasing Official (MCPPO) program. He reviewed the procurement process, which will begin with an advertisement (which is written by the MSBA). The OPM contract is written and should be reviewed by Town Counsel. The contract is being adjusted by the MSBA.

Chair Lovallo explained the advantages and disadvantages of selecting a contractor either with the design-bid-build method referred to by MGL Chapter 149 or the CM-at risk method (CM = Construction Manager) referred to by MGL Chapter 149A. CM-at-risk can be a more costly option, but the process moves along in a more collaborative matter, typically starting at the Design Development Phase of the project. At this point, both options will be kept open.

Chair Lovallo then explained the process required by MSBA to include estimated total project costs in the RFS. The MSBA understands that the Districts do not have reliable information from which to obtain complete and accurate estimates. Therefore they directed the districts to use their web site to review historical data for prior district projects of similar scale and complexity to develop project cost estimates. The MSBA has historical data on its web site, which was used (by Chair Lovallo) to develop, a spreadsheet entitled: *"Evaluation of Historical Project Costs from MSBA."* (This spreadsheet was distributed). Chair Lovallo reviewed this spreadsheet, noting the types of the costs that are included for the 14 districts listed, e.g., construction costs, square footage, budget per enrollment, etc.

Chair Lovallo reviewed what the spreadsheet suggests, project budget-wise, for Belmont, depending on the configuration option (7-12, 8-12, 9-12). He noted that the amounts shown are not the cost of the project, but rather a comparative summary of prior project costs for those 14 districts.

Mr. Kale agreed that currently there are too many variables on the table to have an accurate cost number. There are many fluid factors involved and the committee should be cognizant of the fact that many variables are unknown at this point. This exercise is being undertaken at this point as a result of the OPM RFS (Request for Services).

Mr. Boyle added that construction costs are trending upward, but that this too could change. He agreed that these are not locked-in numbers. Chair Lovallo noted that this number includes the eligible costs, which will be subsidized by the state.

VIII. OPM Subcommittee Confirmation

Chair Lovallo then reviewed the OPM selection process. It is a long process, he said, which begins with the creation of an OPM selection subcommittee. He provided a brief overview of the process. He then suggested that a subcommittee be established but suggested that BHSBC members attend as many subcommittee meetings as possible. In answer to a question raised by Selectman Baghdady, Chair Lovallo stated that the subcommittee would make recommendations to the full committee and that the full committee would vote on those recommendations. Also, the school configuration will not be known when the RFP goes out.

Chair Lovallo then suggested that a potential OPM selection subcommittee include the following: BHSBC members McLaughlin, Bruschi, and Mooney, as well as Ms. Marshall, Mr. Boyle, and himself.

Mr. Kale moved: That the above named members form the six-member OPM selection subcommittee. The motion passed unanimously.

The OPM selection subcommittee will meet at 7:30 a.m. on Tuesday, December 13 and again on Wednesday, December 14, in Conference Room 4 at Town Hall.

OPM fees as well as the RFS (Request for Services) process were then briefly discussed.

IX. Community Outreach Updates

Chair Lovallo explained the concept of a “*community involved design*”. The community will be involved in the project design and therefore consistent, clear, community outreach will be required.

He then discussed the rise in costs for high school projects across the state; he referenced a recent Boston Globe article on this topic.

X. Public Relations (PR) Update

[The PR working group includes BHSBC members Shea, Messer, and Caputo.]

Ms. Shea noted that she and Mr. Caputo met with a set of advocacy members from the community (Ellen Schreiber, Heidi Sawyer, and Christine Dunn) to hear their thoughts. There are many talented people who may be able to assist in PR efforts. It makes sense, she said, to start in January with an educational campaign. Clearly this is a district-wide initiative as it addresses the enrollment across the district.

Ms. Shea added she is familiar with a web designer (a Belmont resident) who worked on the FBE website and who would be willing to create (for a fee) a website for the BHSBC that is accessible, user-friendly, and informative. Website (and all other) messaging will need to be carefully framed for the public. A communications calendar needs to be created as well.

Chair Lovallo added that, while there is incredible community talent, professional PR resources may be utilized as well.

Mr. Messer noted that it is concerning to have the big project numbers floating out there without full details. It may be incumbent upon the committee to have professional help in crafting the message. Mr. Caputo agreed that paid resources may need to be involved.

Chair Lovallo suggested that a working group meet to develop a proposal on outreach and the level of professional PR help that may be needed. Clearly, the BHSBC web pages need to be made more current with

more effective and clear messaging.

Mr. Kale noted that a one-page information sheet was created and is being edited. He suggested that whoever ends up doing the work of creating the website might want to coordinate with the town's employees involved in maintaining web pages. The town employees will be able to provide continuity to the process.

XI. Next Meeting(s)

The next BHSBC meeting is scheduled for Thursday, December 15 at 8:00 a.m. to review and approve the RFS to send to the MSBA.

(The OPM subcommittee will meet on Tuesday, 12/13 and again on Wednesday, 12/14; both meetings at 7:30 a.m.)

Chair Lovallo informed the committee that future BHSBC meetings will likely be held on the first Thursday of the month at 7:30 a.m.: January 5, February 2, March 2, and April 6.

XII. New Business/Other

Mr. Boyle confirmed that the main agenda item for the 12/15/16 meeting is the evaluation criteria for the OPM.

XIII. Related Meeting Documents

1. Town Clerk notice for training for updated Public Records Law
2. Feasibility Study Agreement Exhibit C – Belmont High base reimbursement rate
3. Evaluation of Historical Project Costs from MSBA
4. Owners Project Manager draft selection summary

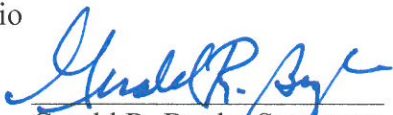
XIV. Adjournment

The meeting was adjourned at 8:58 a.m. by Mr. McLaughlin.

Respectfully submitted by:

Lisa Gibalerio

Approved:


Gerald R. Boyle, Secretary

12/22/16
Date

The revised public records law, which will take effect on January 1, 2017 , imposes strict new rules on cities, towns and state agencies governing timelines to respond to requests for records, how much can be charged to cover costs, and what penalties can be imposed on state and local government agencies.

Kevin Batt from Town Counsel , Anderson & Kreiger, will provide training on the newly revised Public Records Law for Chairs, Officers and Members of Belmont's Committees, Boards and Commissions.

Date: Wednesday, December 14th

Time: 7:00 pm

Place: Board of Selectmen Meeting Room, Town Hall

No RSVP is required. Questions about attendance can be directed to the Town Administrator's office at selectmen@belmont-ma.gov or to 617-993-2610

Ellen O'Brien Cushman
Town Clerk
455 Concord Avenue
Belmont, MA 02478
phone: 617-993-2604
email: ecushman@belmont-ma.gov

Exhibit C

Calendar Year 2016

Belmont

Belmont High School - 201500260505

MSBA Reimbursement Rate Calculation

Base Points	31.00
Income Factor	-
Property Wealth Factor	5.89
Poverty Factor	-
<i>Subtotal: Reimbursement Rate Before Incentives</i>	36.89
<u>Incentive Points</u>	
Maintenance (0-2)	-
CM @ Risk (0-1)	-
Newly Formed Regional District (0-6)	-
Major Reconstruction or Reno/Reuse (0-5)	-
Overlay Zoning 40R & 40S (0-1)	-
Overlay Zoning 100 units or 50% of units for 1, 2 or 3 family structures (0-0.5)	-
Energy Efficiency - "Green Schools" (0 or 2)	-
Total Incentive Points	-
MSBA Reimbursement Rate	36.89

BELMONT HIGH SCHOOL

Evaluation of Historical Project Costs from MSBA

December 8, 2016

No	Town	Const Type	Enrollment	GSF	Const Start	Project Budget	Excluded Cost	Const Cost	SF Cost	Esc 2020	SF/Enroll	Budget/Enroll	2020 Budget	2020 Budget/Enroll	SF Cost 2020
1	Billerica	new	1,610	325,191	Feb-17	\$176,000,000	\$41,000,000	\$141,000,000	\$443	5%	202	\$109,317	\$184,800,000	\$114,783	\$465
2	Stoughton	new	1,065	214,600	Jul-17	\$123,000,000	\$34,000,000	\$97,000,000	\$453	5%	202	\$115,493	\$129,150,000	\$121,268	\$476
3	Winchester	add/reno	1,370	309,142	Jul-14	\$130,000,000	\$26,000,000	\$101,000,000	\$327	10%	226	\$94,891	\$143,000,000	\$104,380	\$360
4	Holbrook	new	1,095	217,353	Nov-15	\$103,000,000	\$19,000,000	\$80,000,000	\$367	8%	198	\$94,064	\$111,240,000	\$101,589	\$396
5	Plymouth South	new	1,005	248,081	Jun-15	\$108,000,000	\$12,000,000	\$84,000,000	\$338	8%	247	\$107,463	\$116,640,000	\$116,060	\$365
6	Concord Calisle	new	1,220	219,871	Feb-13	\$93,000,000	\$7,000,000	\$71,000,000	\$325	12%	180	\$76,230	\$104,160,000	\$85,377	\$364
7	Franklin	new	1,650	306,543	Oct-12	\$105,000,000	\$8,000,000	\$88,000,000	\$287	13%	186	\$63,636	\$118,650,000	\$71,909	\$324
8	Marshfield	new	1,310	267,469	Aug-12	\$104,000,000	\$8,000,000	\$81,000,000	\$302	13%	204	\$79,389	\$117,520,000	\$89,710	\$341
9	Natick	new	1,300	254,095	Jun-10	\$89,000,000	\$3,000,000	\$71,000,000	\$279	15%	195	\$68,462	\$102,350,000	\$78,731	\$321
10	Duxbury MS/HS	new	1,735	322,105	Jun-12	\$128,000,000	\$7,000,000	\$99,000,000	\$308	13%	186	\$73,775	\$144,640,000	\$83,366	\$348
11	West Springfield	new	1,270	257,525	Oct-11	\$108,000,000	\$6,000,000	\$73,000,000	\$285	14%	203	\$85,039	\$123,120,000	\$96,945	\$325
12	Plymouth North	new	1,350	267,064	Jan-10	\$92,000,000	\$7,000,000	\$72,000,000	\$270	15%	198	\$68,148	\$105,800,000	\$78,370	\$311
13	Tewkbury	new	1,100	218,784	Sep-10	\$84,000,000	\$7,000,000	\$66,000,000	\$301	15%	199	\$76,364	\$96,600,000	\$87,818	\$346
14	Wellesley	new	1,500	280,000	Jun-09	\$131,000,000	\$21,000,000	\$107,000,000	\$381	15%	187	\$87,333	\$150,650,000	\$100,433	\$438
Averages											201			\$95,053	\$370

Belmont High School Comparison

Configuration	Enrollment	Gross Area based on	201 sf per Enrollment	Budget based on	\$95,053 per Erollment based on 2020 Construction Start
9-12	1470		295,253		\$139,727,502
8-12	1845		370,572		\$175,372,273
7-12	2215		444,887		\$210,541,780

BELMONT HIGH SCHOOL				
Owner's Project Manager Selection Process				
December 8, 2016				
No	Date	Duration	Task	Comment
1	November 17, 2016		set agenda for OPM selection	obtain RFS material from MSBA
2	December 1, 2016		draft RFS from boilerplate	
3	December 8, 2016		BC mtg #10, SC formed and authorized by BC	SC meets to finalize RFS, finalize rated evaluation criteria
4	December 8, 2016	1 week for review	Town council review RFS boilerplate	
5	December 15, 2016	1 week to finalize RFS	BC mtg #11, SC submit RFS for authorization by BC	
6	December 15, 2016	2 weeks for review	submit RFS to MSBA for review	
7	December 15, 2016	1 week for review	submit MSBA OPM contract to Town Council for review	
8	December 30, 2016	submission + 2 wks	MSBA responds with RFS review comments	SC meets to update RFS if needed
9	January 3, 2017	Tuesday	SC places advertisement for OPM	
10	January 5, 2017		BC meeting #12	mtg with WBC to discuss lessons learned
11	January 12, 2017	Thursday	CR runs advertisement	
12	January 19, 2017	advertisemnt + 1 wk	walk through for respondents	not mandetory
13	January 26, 2017	advertisemnt + 2 wks	deadline for RFS questions	
14	February 1, 2017	advertisemnt + 3 wks	deadline for RFS responses	
15	February 2, 2017		BC meeting #13	SC update on responses
16	February 13, 2017	responses + 10 days	SC evaluates responses and prepares short list of 3 to 5 firms	
17	February 15, 2017	2 days	interview short list firms	
18	February 20, 2017	1 week	school vacation week	
19	February 28, 2017	interview + 12 days	SC ranks and selects OPM	call references for all short list firms
20	March 2, 2017		BC meeting #14 to confirm OPM	negotiate fee with OPM, complete MSBA selection report
21	March 16, 2017	confirmatoion + 2 wks	submit OPM selection report to MSBA	1 week for review comments
22	March 23, 2017	submission + 1 wk	receive comments by MSBA	
23	March 30, 2017	comments + 1 wk	final submittal of MSBA selection report	
24	April 3, 2017		MSBA OPM selection board vote of approval	Board meets first Monday of month
25	April 6, 2017		BC meeting #15, execute contract with OPM	