

BELMONT HIGH SCHOOL BUILDING COMMITTEE
FINAL MEETING MINUTES
February 2, 2017
Homer Building Gallery
7:30 AM

RECEIVED
TOWN CLERK
BELMONT, MA

2017 FEB 22 AM 9:01

Meeting #13

Committee Members Attending:

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

Members Absent: Phyllis Marshall, Joel Mooney

I. Call to Order

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

II. Minutes of Previous Meetings

Mr. McLaughlin moved: To approve the Minutes of 1/5/17.
The motion passed unanimously.

III. Treasurer's Report

Mr. Kale informed the BHSBC that there is one invoice to approve concerning Minutes Recording:

<i>Vendor Name:</i>	Lisa Gibalerio
<i>Amount:</i>	\$900.00
<i>Description:</i>	BHSBC and OPM Meeting Minutes recording August 2016 through December 2016

Mr. Kale moved: To approve the Minutes Recording invoice in the amount of \$900.00 for the period August 2, 2016 through December 22, 2016.
The motion passed unanimously.

The Chair, the Secretary, and the Treasurer will sign the appropriate invoice.

IV. OPM Procurement Update

Mr. Boyle began by noting that there were a dozen OPM submissions (responses). He noted that the submissions are available for reading by BHSBC members. He added that the interviews will take place on Wednesday, February 15, beginning in the early afternoon, in the Homer Building Gallery Conference Room.

Chair Lovallo stated that the submissions will not be sent out electronically, as the information is currently under consideration, and is therefore privileged. He noted that it would be beneficial if Mr. Richards and Superintendent Phelan are present at the interviews. Three or four firms will likely be

interviewed, and the interviews, which are open to the public, will take about 50 minutes each. BHSBC members are invited to attend the interviews.

V. Other/Next Meeting

Chair Lovallo reviewed the upcoming schedule of meetings:

Next Meetings: Friday, February 17, 2017 at 7:30 a.m. (meeting number 14)
 Wednesday, March 1, 2017 at 7:30 a.m. (meeting number 15)
 Thursday, April 6, 2017 in the evening (meeting number 16)

VI. Public Records Law Update

Mr. McLaughlin noted that every piece of paper and every electronic communication is considered a public record and needs to be kept for seven years. Each committee needs to have a clerk or a “keeper of the records,” and the BHSBC Secretary (Mr. Boyle) will be that designee for this committee. He then explained that the Records Access Officer (the Town Clerk - Ms. Ellen Cushman) will be responsible for disseminating requests for information. The penalties (financial in nature) are stiff for non-conformance.

Chair Lovallo illustrated some examples of what constitutes a “request for information”. Mr. Kale added that voice mail is included as a public record. E-mail communications are, of course, considered public records and must be kept. Please include bhsbc@belmont-ma.gov in any and all email correspondence among committee members, et al. This way, the emails will be stored automatically.

There is another email address: BHS-BC@belmont-ma.gov - and this address will handle all public inquires concerning the BHSBC. Please direct residents to this address if they have questions or are requesting information.

Concerning tweeting, tweets are considered public records. Chair Lovallo, in fact, advised against tweeting and Facebook (social media) correspondence.

Bottom-line: keep all correspondence and use the above emails.

Mr. Caputo pointed out that the emails above are very similar and could get confused.

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

Ms. Shea provided an overview of what has been happening in the PR working group. A video, establishing the need for a new high school, will be produced (with the help of a recent BHS graduate) and placed on the BHSBC website (once that website is up and running).

Mr. Caputo explained how compliance will be insured with regard to the development of the website. Ms. Marshall has provided vender information. The goal of the website is to engage the community in all messaging, surveys, video, blogging, etc. It will be used as a communication conduit. The URL has been named, but not yet purchased: BelmontBuildingProject.

Ms. Shea then reviewed the estimates for the following areas: design, site development, and writing/editing. The working group would be overseeing the three consultants, all of whom are

Belmont residents and are aware of the caps on spending.

Mr. Kale added that nothing gets posted to the webpage unless Chair Lovallo and/or Superintendent Phelan approve it (sign off on it).

Mr. Kale moved: To approve V Design for webpage content development, for a fee of \$1,500; Claire Crawford Web Development and Design for webpage development and maintenance, for a fee of \$4,850; Hannah Fischer for writing/editing services, to be billed hourly not to exceed \$5,000 per calendar year for two years; and Virtual Town and Schools for hosting the website, for a fee of \$3,500 for initial setup and \$1,000 per year for two years.

The motion passed unanimously.

Chair Lovallo thanked the working group for their efforts and energy in keeping the public informed. The working group thanked Ms. Marshall and Mr. Kale for their support.

VIII. Education Update

Superintendent Phelan noted that he is working with the Education Facilitator (Mr. Frank Locker) to explain the three configuration options and the enrollment issues which are informing these options. He then reviewed the most current enrollment data, which amounts to an addition of 100 students per year for the past five-years. This data is consistent with the McKibben enrollment analysis. The expanding enrollment has necessitated the need for the placement of modular units and will likely necessitate the need for more teachers.

Superintendent Phelan then distributed two documents concerning enrollment at the Chenery Middle School and the BHS. The Space Task Force is studying the space needs of the elementary schools and will likely be formulating a request for modular units, in the near future.

The BHS building project will be able to directly impact the district-wide space needs. Each configuration (7-12, 8-12, 9-12) option can solve all (in the case of 7-12) or some of the space issues. Parents would like to understand what each configuration means for teaching and learning. Transportation, purposeful connections, and communication issues are areas that will need to be more fully explored.

The BHSBC briefly discussed issues relating to this topic (enrollment, class size, space issues, and their impact on the three configuration models).

Mr. Richards noted that he is focusing (with high school parents) the conversation around what the education, specifically 21st Century learning, should look like in Belmont. The focus is on the nature (pedagogy) of the education for now, with the configuration conversation coming a bit later.

Chair Lovallo then revisited the topic of the upcoming meeting schedules. The April 6 meeting, he said, will likely be held in the evening. One possible agenda item is to introduce the new OPM to the project and have them describe the next steps to the full Committee.

IX. Related Meeting Documents

1. List of OPM RFS Respondents and schedule
2. Superintendent's Draft Enrollment Presentation

3. V Design LLC estimate dated 1/15/17 in the amount of \$1,500.00
4. Claire Crawford Web development & design proposal dated 1/18/17 in the amount of \$4,850.00
5. Hannah E. Fischer Writing & Editing Services estimate dated 1/17/17 in the amount of \$5,000.00 per calendar year

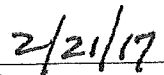
X. Adjournment

The meeting ended at 8:53 a.m., as motioned by Mr. McLaughlin.

Respectfully submitted by:

Lisa Gibalerio

Approved: 
Gerald R. Boyle, Secretary


Date