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**BELMONT HIGH SCHOOL BUILDING COMMITTEE
FINAL MEETING MINUTES
June 15, 2017
Homer Building Gallery
7:30 AM**

Meeting #20

Committee Members Attending: Chair Lovallo, Adam Dash, John Phelan, Tom Caputo, Gerald Boyle, Pat Bruschi, Dan Richards, Phyllis Marshall, Joe DeStefano, Diane Miller, Chris Messer, and Jamie Shea

From Daedalus: Mr. Tom Gatzunis, Mr. Shane Nolan, and Ms. Jessie Bennet (website designer)

Members Absent: Bob McLaughlin, 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

Mrs. Bruschi moved: To approve the Minutes of 4/20/17.
The motion passed unanimously.

Mrs. Bruschi moved: To approve the Minutes of 5/4/17.
The motion passed unanimously.

III. Treasurer's Report

Ms. Marshall reported that there are four bills (invoices) under consideration at this time. There are two bills from Daedalus: 1) from April for \$3,750, and 2) from May for \$7,500. The bills from Daedalus total \$11,250.

Ms. Marshall moved: To approve the two Invoices from Daedalus totaling \$11,250.
The motion passed unanimously.

The third invoice is from V Design for work done in April for \$1,500.

Ms. Marshall moved: To approve the Invoice from V Design for \$1,500.
The motion passed unanimously.

The final invoice is from Ms. Hannah Fischer for \$1,225 (for writing and communication work).

Ms. Marshall moved: To approve the Invoice for Ms. Fischer for \$1,225.
The motion passed unanimously.

IV. Designer Selection Update

Chair Lovallo informed the BHSBC that the Belmont Citizen Herald printed a letter to the editor concerning Zero Net Energy (ZNE) buildings. Language from the ZNE advocacy group was incorporated into the Designer RFS. Good press, he said, is good for the BHSBC.

Chair Lovallo provided some updates: the RFS was created and sent out, and a BHS walk-through occurred and was well attended. He then explained the RFS process and noted that six firms responded to the RFS. The Designer Selection subcommittee has been meeting and representatives of the subcommittee met with the MSBA this week to narrow down the list of firms. Each of the six packages was reviewed, discussed, and voted on using a point system. There are now four remaining firms and those firms will be interviewed on Tuesday, July 18.

Selectman Dash noted that he filed with the Town Clerk a *Conflict of Interest* notice, as one of the Principals at the SMMA firm was once a neighbor of his, and his now a friend. Chair Lovallo noted that he also filled out the same form, as he has worked professionally with some of the applicants and there could be a perceived conflict of interest. The next step will be to tour the schools that the four remaining firms have designed.

Superintendent Phelan thanked the Designer Selection subcommittee for all their hard work behind the scenes.

Chair Lovallo noted that the MSBA informed two of the six firms that submitted applications that they had not correctly identified their Educational Programming Consultant; those firms have made adjustments to their proposals. The six firms will either use in-house staff, or Mr. Dave Stevens from Vista Educational Consulting. Frank Locker will continue to work exclusively with the Town of Belmont.

Chair Lovallo then reviewed the potential five questions that the four firms will encounter in the next phase of the selection process. He outlined the next steps following the interviews. The BHSBC will meet on Thursday, July 27 to review and approve the Designer Contract. Mr. Joel Mooney will prepare a presentation on the geotechnical and environmental site issues. [Note: at a later date, this meeting was rescheduled for July 20.]

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

BHSBC Update Sheet

Ms. Shea explained that much work has been done over the last two months. She highlighted the June BHSBC Update, which will go out to the community and will go on the Website once the site is up and running. The goal is to be transparent and to provide as much information as possible (as appropriate). Chair Lovallo provided some feedback on the Communication section of the Update.

Selectman Dash provided a handout example from Somerville, which includes an example of how graphics can make a document more engaging. This is a lot of text, he said, and it might not get read as written. Perhaps more bulleted lists would be useful.

The BHSBC briefly discussed issues relating to the Update Sheet.

Community Input Survey

Ms. Shea then explained the Community Input Survey. The goal is to allow for community input into the building project. It is a way to learn what the community is thinking, and again to allow a space for residents to share their thoughts.

Chair Lovallo expressed his reservations about the survey, at this time. He asked about the data collection, processing the data, and Committee responses to the data. Mrs. Bruschi added that the survey could ask *how* people would like to be involved, how they would like to participate in the process, etc. She added that people often submit several surveys at the same time to increase data points for their feedback. More detailed demographic information (Kindergarten parents, grandparents, etc.) would be useful, also.

The BHSBC briefly discussed issues relating to the survey. Mr. Gatzunis added that the MSBA has strict guidelines on the learning environment (question 3). The community may strongly desire something that the MSBA forbids. When the design *can't* include this item, the community may feel upset (that they weren't listened to).

Chair Lovallo added that the FAQ document is a useful tool for the community. Mr. Caputo noted that there needs to be a forum for the larger community to provide feedback, ask questions, etc. Chair Lovallo replied that the Design firm (once selected) and Daedalus will be able to engage the community more fully in the coming months. Ms. Bruschi suggested that information for parents be available on Back-to-School nights. She also noted that senior citizens are in Belmont in the summer and are often away in January, February, and March – but they do vote.

The BHSBC Website

Ms. Shea then introduced Ms. Jessie Bennett, the website designer. Ms. Bennett presented a power point that explained the website development process. She reviewed the following areas: target audiences, site accessibility, etc. She then showed some sample web pages, e.g., home page, logo, contact information, subpages, video page, site map, FAQ, etc. Mr. Nolan expressed a concern about allowing the community to post questions to the website.

Ms. Bennett will circulate a “draft” link of the website before it goes public. Chair Lovallo will send the draft link out to the BHSBC. Once it is up, the website will be modified as it goes along; it is a “live” (dynamic) document. Chair Lovallo asked if there would be a “quick-glance” update section.

Chair Lovallo thanked Ms. Shea and the PR group for their tremendous amount of work.

Ms. Bruschi suggested that when the Design team forums are held, there should be two scheduled on the same day: one in the morning, one in the evening.

VI. Next Meeting

Next Meeting: Thursday, July 27 at 7:30 a.m.

VII. Related Meeting Documents

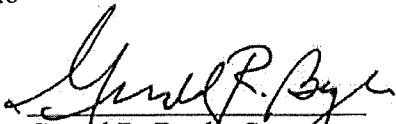
1. Community Input Survey Draft
2. BHSBC Update Draft
- 3.

IX. Adjournment

The meeting was ended at 9:13 a.m. by Ms. Brusch.

Respectfully submitted by:

Lisa Gibalerio

Approved: 
Gerald R. Boyle, Secretary

7/28/17
Date