

**BELMONT HIGH SCHOOL BUILDING COMMITTEE**  
**FINAL MEETING MINUTES**  
**September 14, 2017**  
**Homer Building Gallery**  
**7:30 AM**

2017 OCT 10 PM 2:12

**Meeting #24**

*Committee Members Attending:*

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

From Daedalus: Tom Gatzunis and Shane Nolan

From Perkins+Will: Brooke Trivas, Patrick Cunningham, Rick Kuhn, and Tom Grimble

Member Absent: Phil Ruggiero

**I. Call to Order**

The meeting was called to order at 7:36 a.m. by Chair Lovallo.

Superintendent Phelan introduced Chenery Middle School Principal Mike McAllister, who will attend some BHSBC meetings because of the grade configuration options, one of which may include grades 7 and 8.

**II. Minutes of Previous Meetings**

*Mr. McLaughlin moved:* To approve the Minutes of 8/10/17.  
The motion passed unanimously.

*Mr. McLaughlin moved:* To approve the Minutes of 8/24/17.  
The motion passed unanimously.

Chair Lovallo noted two items which were not on the website, e.g., the July 20 meeting minutes and the Perkins+Will contract. Mr. Boyle said he will review the website.

**III. Treasurer's Report**

Ms. Marshall informed the Committee that the following Invoices are ready for their approval:

***Invoice 1: August - Daedalus***

Ms. Marshall noted that this a \$16,000 Invoice.

*Mr. Mooney moved:* To approve the Invoice from Daedalus for August in the amount of \$16,000.  
The motion passed unanimously.

### ***Invoice 2: Perkins and Will***

Ms. Marshall noted that this is for \$20,000 through August 25, 2017.

*Mr. Mooney moved:* To approve the Invoice of \$20,000 from Perkins+Will, for work done through August 25, 2017.

The motion passed unanimously.

### ***Invoice 3: Virtual Town and Schools***

Ms. Marshall stated that this Invoice is to set up the webpage and is in the amount of \$1,750.00 (web design and services).

*Mr. Mooney moved:* To approve the Invoice for \$1,750.00 for web services.

The motion passed unanimously.

### ***Other Fiscal Details***

Ms. Marshall stated that \$4,259.00 is the amount of the current MSBA reimbursement. This money will go into a fund. Chair Lovallo noted that the flow of money seems to be going smoothly. MSBA reimbursement(s), general invoicing, the budget for reimbursable expenses from Perkins+Will, and the Town Meeting appropriation were briefly explored.

## **IV. Public Relations Update (Web Page, Other Media Outlets)**

### ***Outreach***

Ms. Shea explained that messaging and advertising is well underway with Back-To-School nights and PTO/PTA meetings coming up, as well as the four upcoming Community Engagement meetings. She noted that there is not a lot of time at Back-To-School nights to talk, but that information will be made available. She noted that the November 15 Community Engagement meeting may need to be changed, as this could be the second night of the Special Town Meeting. The Community Engagement meetings are being scheduled across a wide variety of days, nights, and weekends.

### ***Website***

The website is up and running. It now includes the FAQs. Concerning high school tours, Chair Lovallo suggested putting a virtual tour on the website. Ms. Trivas noted that there is 360-degree video capability, which can be attached to a cell phone.

### ***One Sheet (double-sided) Handout***

There is a one-sheet handout entitled "News & Project Notes" which will be available at the Community Engagement meetings as well as the Back-To-School nights and PTO/PTA meetings. Chair Lovallo confirmed that the Board of Selectmen, the School Committee, and Town Meeting Members are invited to the Community Engagement meetings. Ms. Miller added some additional information on the Back-To-School night tables.

Ms. Shea requested that any *additional* FAQs be forwarded to her, as more questions can be added as the process goes along. The on-line survey is still being edited. Mr. McLaughlin stated that the survey is a sensitive document and that if people opine too early, the Committee will be “up against it”. Chair Lovallo noted that the individual responses may not be made public, but that a summary of the responses will be. Ms. Shea noted that Ms. Ellen Schreiber, who has been involved in other building project surveys, will be helping to craft the survey.

The BHSBC briefly discussed issues relating to the survey.

Chair Lovallo thanked the PR Team.

## **V. Project Schedule Update / Ballot Question**

Chair Lovallo stated that there is a project schedule in place, which is leading to a December 13 MSBA submission. He noted that he has met with Town departments as well as the Town Clerk.

He noted that the ballot question will need to be submitted (to the state) by August 1, 2018 if it is to be placed on the November 6, 2018 ballot. He discussed the scheduling challenges with these dates, as the question may not be ready for submission on 8/1/18 (due to the current scheduling of the MSBA board meetings). Therefore, it looks challenging that this ballot question will be on the November 6, 2018 ballot. It may need to be voted on at the April 2019 election.

The BHSBC briefly discussed issues relating to the date of the election. Ms. Brusch will raise the “two-ballot” option (a second election in Belmont on November 6) with the Town Clerk. Chair Lovallo asked Mrs. Brusch to further evaluate that option for the next meeting.

## **VI. Education Visioning Update**

Superintendent Phelan provided a brief update on the education visioning. He noted that there are two community visioning meetings (with residents, staff, students) coming up (on 9/19 and 9/20) at the high school. The visioning work at these meetings will build on the work done with Mr. Frank Locker last Spring. It will deal with how the educational programming will be crafted.

Ms. Trivas added that the new education consultants will expand upon and enhance the work done last Spring. She briefly described the backgrounds of the consultants. Chair Lovallo expressed his enthusiasm for the consultants’ presentations. The vision, he said, feeds the education plan, which feeds the development of the design of the building. Their presentations will be filmed; clips will be uploaded to the website. Chair Lovallo invited the Building Committee members to attend (as observers) even a portion of the visioning sessions, to experience the valuable work being done by the Belmont community.

## **VII. Existing Conditions Summary**

Introductions were made of the various consultants (engineering, plumbing, etc.) and the BHSBC members in the room.

The first presentation, given by David Conway of Nitsch Engineering, focused on a civil engineering overview, e.g., the existing site, wetland issues, storm drainage, sewer service, water, and gas and

electric services. The second presentation focused on landscape analysis, regulatory and zoning constraints, soil assessment, environmental assets, circulation and parking, the existing program (trees, field layout), and a look at the buildable areas. Article 97 was explained. The BHSBC discussed briefly that a zone change might be needed if the building needs to be more than two floors.

David Warner of Warner/Larsen Landscape Architects followed with a presentation of the site's characteristics.

Ms. Trivas touched on the architecture planning. She reviewed the level 1 and 2 floor plans, the roof plan, and program breakdowns with current square footage assignments.

Mehul Dhruv of EDG Structural Engineers presented the structural assessment of the existing conditions, e.g., roof, floor, utility tunnels, foundation, etc. This engineer provided some specific observations on the condition of the building. The impact of the train, fire proofing, and the foundation settlement was explored. The feasibility of a renovation and/or expansion was also discussed. The impact on costs will be explored at a later date.

Kevin Alles of Bala Engineers provided an electrical overview. The main topic reviewed was lighting, e.g., fixtures, controls, the generator, and the main electric room. The mechanical engineer reviewed the boiler, the steam boiler, the fuel tank, roof top air conditioning units, unit ventilators, and the pneumatic temperature controls.

Kevin Caddle of Bala Engineers then provided an overview of the plumbing system. The plumber reviewed the sanitary system, the storm system, and the natural gas system. He briefly discussed the kitchen (dish washing, grease disposal), the science wing (sinks, gas valve, waste, lab water), pool lockers/showers, and fire protection (there is an alarm, there is no fire suppression). It was explained that the new fire alarm system could have the capacity to work well during the phasing process as the new building is underway.

Ms. Trivas informed the committee that the full Existing Conditions Summary report will be made available to them when it is complete.

Chair Lovallo thanked the team of engineers.

### **VIII. Next Full Building Committee Meeting**

Thursday, October 5, 2017 at 7:30 a.m.

### **IX. Other/New Business**

Mr. Nolan reviewed his handouts: Daedalus Project Cost Summary, and the Daedalus Monthly Summary Progress Report. Mr. Boyle confirmed that this information would be placed on the town website.

### **X. Related Meeting Documents**

1. Public Relations handouts  
Frequently Asked Questions 9-13-17  
Back to School Handout September 2017

Community Engagement Meeting Invitation 9-19-17

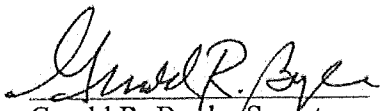
2. Daedalus Monthly Summary Progress Report
3. Perkins+Will Existing Conditions Summary

**XI. Adjournment**

The meeting ended at 10:00 a.m. by Mr. McLaughlin.

Respectfully submitted by:

Lisa Gibalerio

Approved:   
Gerald R. Boyle, Secretary

10/10/17  
Date