

**BELMONT HIGH SCHOOL BUILDING COMMITTEE  
FINAL MEETING MINUTES**

**October 5, 2017**

**Homer Building Gallery**

**7:30 AM**

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**Meeting #25**

*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: Mr. Tom Gatzunis and Mr. Shane Nolan

*From Perkins+Will:* Brooke Trivas and Chris Karlson

*Members Absent:* Phil Ruggiero

**I. Call to Order**

The meeting was called to order at 7:40 a.m. by Chair Lovallo. Chair Lovallo noted that the BHSBC will become acquainted with a new acronym, PDP: Preliminary Design Program. The PDP concept will be discussed later in the meeting.

**II. Minutes of Previous Meetings**

*Mr. Mooney moved:* To approve the Minutes of 9/14/17.  
The motion passed unanimously.

**III. Treasurer's Report**

Ms. Marshall informed the Committee that the following Invoice (in the amount of \$59.34) is ready for approval. This Invoice is a reimbursement Invoice from Ms. Hannah Fischer for posters and postcards for the Back-To-School Night campaign. The BHSBC, she said, should have a discussion for how to pay for and budget for these types of materials. There is another bill for \$35.00 from Staples that is pending (will not be voted today). These Invoices will be paid for separately. Chair Lovallo stated that the PR group will weigh in on this issue (budgeting for materials) when it reports out next in the meeting.

*Ms. Shea moved:* To approve the Invoice of \$59.34 (for Hannah Fischer).  
The motion passed unanimously.

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

Ms. Shea informed the group that they have been very busy at Back-to-School (B2S) Nights. People are interested in the BHS project, which should generate a good turnout at the Community Engagement Meetings. Some of the PR materials will be done in house, she said, but not all of them can be. She recommended that the PR Group be given a budget (with review and approval by the BHSBC Chair)

for these marketing materials, e.g., banners, posters, handouts, etc. The creation of a budget will streamline the reimbursement process. Chair Lovallo reiterated that reimbursement will need his approval, regardless of how the money is budgeted.

Ms. Bruschi stated that this is taxpayer money and needs to be spent carefully. Money should probably not be spent on banners used only for the short-term, i.e., to advertise an upcoming meeting. If a banner advertising the website will be up for a few years, she said, that would be OK. Mr. Gatzonis agreed and added that, if the website is being advertised on a banner, it will need to stay fresh and up-to-date.

*Mr. McLaughlin moved:* To establish a budget in the amount of \$500.00 for the expenses of the PR Group, which will be reviewed (for approval) by the BHSBC Chair.  
The motion passed unanimously.

Ms. Shea then displayed the handout for the third Community Engagement meeting. It was noted that the November 15 meeting will need to be rescheduled (as this is the second night scheduled for the Special Town Meeting).

## **V. Educational Visioning Update**

Ms. Trivas provided a summary overview on the two-day Educational Visioning Workshop, which occurred in September. (There is a full report that committee members will have access to.) She quickly recapped what happened during the workshop, e.g., an exploration of the learning modalities, key words for education, enrollment challenges, potential grade configurations, etc. She reviewed the topics (flexibility, adaptability, creativity, blended learning, innovative technology, the future of learning in Belmont, health and wellness, etc.), covered by the guest speakers. She reviewed the group activities that were engaged in.

Superintendent Phelan explained that the feedback received from the participants (after the first day) indicated that they wanted to participate more in the process. Audience participation was then actively built into Day 2 of the workshop. She reviewed some of the “story points” raised from workshop participants, e.g., choral concerts, the importance of volunteerism, the pond, etc. all of which reflect who Belmont is as a community. Other concepts were touched upon (during the “learning sessions”), e.g., incorporating art, music, innovation spaces, social/emotional learning, diversity, flexibility around new learning models, the importance of failure, etc. She discussed how the middle school model was explored as well.

She reviewed other concepts that were touched on, e.g., the importance of natural light, green roofs, student spaces, open flexible spaces, group learning, a connection to the outdoors, etc.

The BHSBC then offered thoughts, comments, and questions concerning Ms. Trivas’ workshop overview. Ms. Shea asked if the Community Engagements meetings could be set up into smaller working groups as opposed to the speaker-to-audience format. Mr. Mooney stated that this presentation will need to be distilled into “guiding principals for design” for the Community Engagement meetings. Chair Lovallo agreed that the overall principals need to be boiled down into shorter points that relate to the building project. Selectman Dash suggested that the “grade configuration” conversation needs to be brought to the forefront of the community conversations. The conceptual education points are not, at this time, what the community is discussing. An “elevator speech” covering the salient points could be put on slides, he suggested. Superintendent Phelan

explained how the grade configuration conversation is occurring at Back-To-School nights, School Committee meetings, and PTA meetings. Chair Lovallo stated that all three configurations need to be studied and explored. Mr. McLaughlin offered that this conversation could be viewed (by senior citizens) as “educational babble” with a lot of fluff. The project needs to be presented as a practical high school that will meet the needs of our students without all this esoteric fluff. Address the “bread and butter” issues, when meeting with the broader community, he suggested.

Superintendent Phelan stated that the presentation for the Community Engagement meetings is more concise and is not what the group just heard from Ms. Trivas. Ms. Bruschi added that some of the terminology used is not accessible to the general population, e.g. “the maker space”. Chair Lovallo agreed that the presentations need to be tailored to the general population.

The group explored how the material can be distilled and made accessible to the community-at-large.

## **VI. Space Summary Update**

Ms. Trivas explained how the space can be determined for the educational programming (using the Space Summary Matrix). There is a basic MSBA template, which can be adjusted based on the educational program components. It will factor in enrollment numbers, existing conditions, variance process, MSBA guidelines, etc. Chair Lovallo reviewed some of the square footage numbers.

## **VII. District Space Summary Update**

Superintendent Phelan explained the template being used to explore the district-wide space issues. This analysis will impact the grade configuration conversation. The district-wide space analysis will also be tied into the MSBA process, as a K-12 space model will be presented to the MSBA.

## **VIII. Project Schedule Update**

Chair Lovallo said that the PDP submission needs to be submitted to MSBA by December 13, 2017.

He stated that the BHSBC will need to meet more than once a month in order to get the PDP submission to the MSBA. Mr. Gatzunis suggested that the committee read through the draft PDF by section as it is posted for review – feedback will need to be given quickly, as it needs to be built into the final PDF by Thanksgiving so it can be deliberated and voted on before submission to MSBA.

Chair Lovallo reviewed a schedule of upcoming BHSBC meetings (for PDP submission). He identified a “steering group” that will meet with other Town departments. Potential meeting dates (and conflicts) were batted around.

Mr. Gatzunis agreed that there are a lot of potential meetings, going forward. This seems to be the “Belmont way” (a focus on bringing the community into the process), he said. Clearly there are scheduling conflicts and this number of meetings (and the rescheduling of meetings) could slow down the overall process and perhaps impacting the cost of the overall project.

The schedule of upcoming meetings was further explored.

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

Thursday, October 19, 2017 at 7:30 a.m.

**X. Related Meeting Documents**

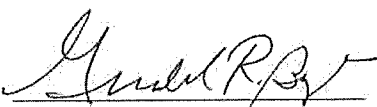
1. Daedalus Progress Report
2. Perkins+Will Meeting Agenda
3. Perkins+Will Educational Visioning/Educational Space/Existing Conditions Summary, dated October 5, 2017
4. Belmont High School BHSBC PDP Submission Schedule, dated October 5, 2017

**XI. Adjournment**

The meeting ended at 9:38 a.m. by Mr. McLaughlin.

Respectfully submitted by:

Lisa Gibalerio

Approved:   
Gerald R. Boyle, Secretary

11/28/17  
Date