



## SCHOOL BUILDING COMMITTEE MEETING MINUTES

### AUGUST 20, 2019

APPROVED 9/17/19

<b>Location</b>	Swampscott Middle School, Superintendent's Conference Room
<b>Meeting Date</b>	August 20, 2019
<b>Submitted by</b>	Vivian Varbedian – Hill Intl.
<b>Submitted date</b>	August 29, 2019

<b>Members present</b>	<b>Name</b>	<b>Role</b>
X	Martha Sybert	School Business Administrator, MCPPO
	Robert Bell	Community Member – Architect, MCPPO
	Patrick Jones	Selectman
	Sean Fitzgerald	Town Administrator
X	Suzanne Wright	School Committee Chair
X	Pamela Angelakis	Superintendent of Schools
	Max Kasper	Building Commissioner
	Tom Prentiss	Director of Facilities
	Jen Hunt	Clarke School Principal
	Ilana Bebchick	Hadley School Principal
X	Christina Colella	Shoemaker Elementary Principal
X	Martha Raymond	Director of Student Services
X	Michael McClung	Town Finance & Capital Committee
X	Tim Cooper	Community Member - Architect
	Jose Alvarado	Community Member - Contractor
X	Kevin Breen	Community Member – Fire Chief
X	Eric Stewart, PhD	Community Member – Planning Director
	A.Randall Hughes	Conservation Commission Member
	David Zucker	Planning Board Member
X	Lytania Mackey Knowles	Director of Digital Learning & Ed. Tech
X	Vivian Varbedian	Hill International– Project Manager
X	Paul Kalous	Hill International – Project Director

Agenda Item #1	
<b>Subject</b>	<b>Call Meeting to Order</b>
<b>Discussion</b>	<b>Called to order by Chair Wright at ~6:30pm.</b>

Agenda Item #2	
<b>Subject</b>	<b>Approve Minutes from prior meeting June 18, 2019</b>
<b>Discussion</b>	<p>Initially the vote was tabled to the end of the meeting until a quorum was reached.</p> <p><b>Motion made and seconded to approve the minutes of June 18, 2019 as amended.</b></p> <p><i>MR Motion, ES second, passed unanimous</i></p>

Agenda Item #3		
<b>Subject</b>	<b>OPM Selection</b>	
<b>General Discussion</b>	<p>Martha Sybert presented an update to the committee on the OPM selection process and reported that Hill International was selected to represent the Town of Swampscott as the OPM for the Hadley Elementary School Project.</p> <p>Introductions of Vivian Varbedian as the Project Manager and Paul Kalous as the Project Director from the Hill International team</p> <p>Martha Sybert, Suzanne Wright, Martha Raymond and Sean Fitzgerald along with the Hill International team attended the August 5 OPM Selection Review Panel at MSBA.</p>	
<b>Decisions/Action Steps</b>	<b>Person Responsible</b>	<b>Timeline</b>

<b>Subject</b>	<b>Designer Selection Process</b>
<b>Discussion</b>	<p>Hill International (Vivian Varbedian) presented on the designer selection process and the projected timeline for hiring a design team.</p> <p>The overview to the SBC was to provide a general understanding of how the process works with the MSBA and the role of the Town in the selection process.</p>

	<p>The RFS for the Design Team has been drafted and currently with MSBA for review. The Designer RFS will be advertised in the Central Registry on September 11th, with a briefing session scheduled for September 25th at 3:30PM and the qualification packages due on October 24, 2019.</p> <p>Upon receipt of the qualifications packages, Hill and the Town will meet to review the proposals and prepare for the November 19th DSP meeting with the MSBA to review and rank proposals (3-2-1). A Designer Selection Panel Meeting is scheduled for December 3rd to interview the Designers shortlisted and rank candidates (3-2-1). The selected firm will be identified by MSBA.</p> <p>The MSBA Designer Selection Panel consists of 13 appointed members, Swampscott will have 3 reps at Panel meetings (but can have a SBC subcommittee to help vet) 3 members are Superintendent or designee, Chief CEO of Town, SC member or designee.</p> <p>Need to discuss SBC priorities and potential questions for candidates, Paul Kalous said he would share generic list of potential questions; MM ask if it was possible to also see potential list of Qs MSBA generally asks so as not to duplicate. This discussion will be a future agenda item</p> <p>Need to schedule BOS and SC votes between Dec 3 and Dec 20 to ensure contract by Dec 20.</p> <p>Per contract the Feasibility Study expires August 2021.</p> <p><b><i>Action Item: Hill to provide potential list of questions MSBA typically asks the Design Team to Address for the interview process.</i></b></p>	
Decisions/Action Steps	Person Responsible	Timeline
	Hill International	

Subject	Projected Project Timeline	
Discussion	<p>The SBC to work towards the submission of the Preliminary Design Program in April 2020, the Preferred Schematic Report October 2020, which is the end of feasibility study and beginning of schematic design. With MSBA Board approval of Project scope and Budget in March 2021 and the District approval and vote in Spring 2021.</p> <p>ES wanted information about when on the timeline we will be discussing, size, configuration, location, cost estimates... answer was before PSR, from Jan 2020-Oct 2020 is the critical time for community engagement and highlighting options and cost estimates, Hill will bring in cost estimator to support the efforts.</p>	
Decisions/Action Steps	Person Responsible	Timeline

Subject	Public Outreach	
Discussion	<p>The SBC committee brainstormed on Strategies for Public Outreach to inform the public on the project and the goals.</p> <p>An initial plan was established to have multiple outreach programs and events early on in the process to educate the public on the overall project process and need.</p> <p>Hill would like an <i>Idea Exchange</i> in January 2020 in order to start facilitating the Project Charter.</p> <p>MM mentioned fall Town Meeting and invited Hill to present update to town and invite to residents to the exchange</p> <p><b><i>Action Item: To include information regarding the Project Timeline during the Convocation, Curriculum Night Event, and as part of Recreation Dept. Events and local Farmer's Market. Reiterated need to reach all residents but also emphasized all touches have the potential to spread - to be discussed at next SBC meeting.</i></b></p>	
Decisions/Action Steps	Person Responsible	Timeline

Subject	Accelerated Performance Program	
Discussion	<p>APP team met and discussed the need to develop an energy use goal for the new building, Max provided current energy use data from our town buildings and Suzanne worked on survey for community input. The Energy Use Survey was sent out on August 20, 2019</p> <p>The Survey went out directly through email to Town Board and Committee members, Town Meeting members and all the people who shared emails at Town and School Idea Exchanges. Survey shared indirectly via back to school letter to all SPS personnel and families. It was also publicized in the Lynn Item and might be in Reporter. Deadline for completing the survey is Sept 3.</p> <p>A Conference Call has been scheduled for September 5, 2019 with NationalGrid, SlipStream and Massachusetts Department of Energy Resources to review requirements and data obtained from the survey in hopes of establishing the EUI goals for the project.</p>	
Decisions/Action Steps	Person Responsible	Timeline

Agenda Item #4	
<b>Subject</b>	<b>Review invoices</b>
<b>Discussion</b>	There were no invoices to be reviewed.

Other items of business	
<b>Misc. Committee Items</b>	<p>Letter was issued from Open Space and Rec Com in support of the project and offer support, service/speaker to educate SBC and community; Encouraged SBC to consider mature open space vs newly created open space in evaluating possible locations for the new elementary school.</p> <p>Next MCPPO opportunity - Story of a Building at Gates Middle School, Scituate - October 16 - <i>email Suzanne if you'd like to attend</i></p> <p>MSBA has an organized event on cost saving initiative for buying school furniture. The event will be held from 10:00 – 11:30 am on September 26th in Worcester at the DCU Center. The meeting will take place in conjunction with MHEC's Expo 2019. VV to provide additional information regarding this event.</p>

**No other items of business, meeting adjourned ~ 8:01pm, 8/20/2019**

- Date for next meeting: **9/17/2019 at 7:30am** held at the Swampscott Middle School, Media Center