

**Swampscott School Building Committee  
Swampscott Elementary School**

Approved 6/18/19

**MEETING MINUTES**

**Date: Monday, April 29, 2019**

**Time: 6:30pm**

**Location: Swampscott Middle School Library  
207 Forest Avenue Swampscott, MA 01907**

**Members Absent:** Lytania Mackey, Kevin Breen, Scott Burke, Eric Stewart, Jose Alvarado, Jen Hunt, Ilana Bebachick, Pam Angelakis, Sean Fitzgerald (Patrick Jones, Evan Katz)

**Meeting called to order:** 6:36 PM

**Purpose/Agenda**

1. Public Comment
  - a. None
  
2. Approval of Minutes: April 1, 2019
  - a. Motion - MB
  - b. Seconded - MR
  - c. Unanimous
  
3. OPM Subcommittee update
  - a. Need to submit May 2nd.
    - i. Posted in Central Register & local paper (Lynn Item)
  - b. Is there a presentation needed for the OPM?
    - i. Needs to be decided by the subcommittee
  - c. Generating a list of questions to ask for CMR
  - d. There is a school in Groton Conn with a marine program that members of the SBC want to look at before finalizing the OPM selection.
  
4. Preview/discuss draft presentation for Town Meeting
  - a. Narrate the Prezi for the website
    - i. There will be many people who do not go to the website so town meeting needs to be broad.
  - b. How much time for presentation for town meeting? 5-10 minutes

- c. Switch from Prezi to slides for town meeting
  - i. One slide for each category and one with pictures
    - 1. Can do more slides for pictures if they are only pictures
    - 2. But do not necessarily need more
    - 3. Show pictures of kids in situations?
- d. A compelling speaker can do 5-10 minutes with just a handful of notes
  - i. Optimize the flow of the conversation
  - ii. So many things that can derail it if you go into too much detail
- e. Collect emails at town meeting
- f. Editing Prezi
  - i. Providing Information
  - ii. Preface with the Vision for the district - Put the vision first
    - 1. Then introduce the goals for the project
  - iii. Goals
    - 1. Goals are a journey with the community
  - iv. Options
    - 1. Explain that the MSBA is guiding the options
    - 2. Circle the one you get now - and difference between others
      - a. Highlight the now separate from the future
    - 3. Add in the number of students and grade level
    - 4. Tell the length of time of inequity long term - but without actual numbers
    - 5. Make the smaller bubble slides talking points
    - 6. Everyone should know all of the options - people cannot walk away thinking that this committee is pushing in a certain direction because we haven't.
    - 7. Fiscal Goals - create the goals as positives instead of negatives
      - a. Adding in energy efficiency and environmentally conscious design
  - v. Considerations
    - 1. Past Failed votes - higher
    - 2. Planning for future buildings - higher
    - 3. Traffic higher
    - 4. Pick up and Drop off lower
    - 5. Outdoor space move down
  - vi. Next Steps/The Process
    - 1. What are we doing next?
    - 2. Timeline - where have we been? Where are we going?
    - 3. Feasibility study - what is the break down for the next 12-18

months?

4. Show what needs to happen to get that school built

a. What are the big points: location, cost,

vii. Get Involved/ Stay informed

1. Visit the website - put the bit.ly in the presentation

2. Sign up for email

3. Remove facebook from the slide but do include that in the verbal presentation.

viii. Have a Human do the presentation for town meeting

ix. Narrate the Prezi but not as one whole thing.

1. Allow people to navigate at their own pace

x. Set up 2 communications subcommittee meetings

1. Can email SBC ideas about presentation but can not have a two-way conversation as it will violate open meeting laws

2. Get together to create two separate things Prezi for website and Powerpoint for Town meeting

3. Photos do well to motivate and inform

4. Stick to facts

5. Give Maureen possible dates for the meeting and she can help to set it up

## 5. New Business

a. Next Meeting - in June

i. OPM hire will not be completed

ii. Tuesday the 18th at 7:30

## 6. Discussion with public

a. Why does it take so long for the RFP? The town does not get to set the timeline the state sets the timeline.

i. Can we put the timeline on the website?

1. Simplified with blocks/ chunks of time

2. Try to do more than MSBA

3. RB will send a timeline slide

ii. MSBA board only meets every other month and they need to approve specific milestones along the way

iii. Feasibility Study 18-24 months

1. Testing, schematic design

iv. When is the vote in this process?

1. SBC vote

2. School Committee Vote

3. Town meeting vote

#### 4. Town Vote

- b. How much does the MSBA offer in terms of funding?
  - i. They give funding as well as guidance
  - ii. The funding is variable based on a variety of points

#### 7. Adjourn

- a. Motion - MM
- b. Seconded - RH
- c. Unanimous