

## Project Minutes

Project: Stoneham High School Feasibility Study  
 Prepared by: Joel Seeley  
 Re: School Building Committee Meeting  
 Location: Central Middle School Media Center  
 Distribution: Attendees (MF)

Project No.: 20033  
 Meeting Date: 3/9/2020  
 Time: 7:00pm  
 Meeting No: 1

### Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	Marie Christie	Co-Chair, School Building Committee Member	Voting Member
✓	David Bois	Co-Chair, School Building Committee; Community Member with Architecture Experience	Voting Member
✓	Nicole Nial	School Committee Chair	Voting Member
✓	Raymie Parker	Select Board Member	Voting Member
✓	Albert Talarico	Community Member with Building Commissioner Experience	Voting Member
✓	Douglas Gove	Community Member with Engineering Experience	Voting Member
✓	Stephen O'Neill	Community Member with Engineering Experience	Voting Member
✓	Josephine Thomson	Community Member	Voting Member
✓	Jeanne Craigie	Town Moderator	Voting Member
✓	Lisa Gallagher	Community Member, School Secretary, Past member of Middle School Building Committee	Voting Member
✓	Sharon Iovanni	Community Member	Voting Member
	Cory Mashburn	Community Member, Finance and Advisory Board	Voting Member
✓	Paul Ryder	Community Member with Construction Experience	Voting Member
✓	David Pignone	Athletic Director, Member knowledgeable in educational mission and function of facility	Voting Member
✓	Dennis Sheehan	Town Administrator / MCPPO Certified	Non-Voting Member
✓	John Macero	Superintendent of Schools, Secretary of School Building Committee	Non-Voting Member
✓	Bryan Lombardi	Stoneham High School Principal	Non-Voting Member
✓	Kevin Yianacopolus	Local Official responsible for Building Maintenance	Non-Voting Member
✓	Brian McNeil	Facilities Director	Non-Voting Member
✓	Lauren Celi	Local Budget Official	Non-Voting Member
✓	Robert Smith	SMMA, OPM	
✓	Joel Seeley	SMMA, OPM	

Item #	Action	Discussion
1.1	Record	Call to Order, 6:00 PM, meeting opened.
1.2	Record	J. Macero distributed and reviewed the draft 2/10/20 School Building Committee meeting minutes for approval.  A motion was made by J. Craigie and seconded by J. Thomson to approve the 2/10/20 School Building Committee meeting minutes. No discussion, motion passed unanimous.
1.3	Record	D. Bois provided an overview of the MSBA OPM Review Panel meeting held on 3/9/20. The Panel complimented the OPM Selection Committee on their process and thoroughness of the submitted documentation. The MSBA will be issuing a letter approving SMMA as the OPM on 3/10/20.
1.4	Record	J. Seeley provided an overview of the MSBA Designer Selection process. The MSBA Designer Selection Panel (DSP) is comprised of thirteen MSBA appointed members and three town members. The Designer Proposal Review Committee appointed D. Sheehan, J. Macero and D. Bois as the three town members to sit on the DSP with S. O'Neill as the alternate.  Committee Discussion: <ul style="list-style-type: none"> <li>1. D. Bois indicated a key outcome of the MSBA Designer Selection process is to select a firm that has the requisite skill and experience to undertake the project and has the capacity.</li> <li>2. S. Iovanni asked if members of the SBC can hear the review of each firm's qualifications submission? <i>D. Sheehan indicated the Designer Proposal Review Committee meetings on 5/11/20 and 6/8/20 are open to the public and provide an opportunity for SBC members to hear the review.</i></li> <li>3. R. Parker asked for clarification on the voting procedures of the DSP. <i>J. Seeley indicated that each of the DSP members, including the three town members, will vote, assigning three points to their first choice, two points to their second choice, and one point to their third choice, which are then tallied. This is the process for the Designer application review as well as the interview.</i></li> </ul>
1.5	Record	J. Seeley distributed and reviewed the Preliminary Project Schedule, attached.
1.6	J. Seeley	J. Seeley distributed and reviewed the Designer Selection Timeline, attached.  Committee Discussion: <ul style="list-style-type: none"> <li>1. Keep the 3/30/20 SBC meeting as a placeholder for now, whether the meeting is needed will be confirmed at a future date.</li> </ul>

Item #	Action	Discussion
		<p>2. Add a 4/27/20 Designer Proposal Review Committee meeting at 6:00pm J. Seeley to update the Designer Selection Timeline and issue to the Committee.</p>
1.7	J. Seeley	<p>D. Bois indicated that since the DSP meetings are anticipated to be held in June 2020, there may be a need to commence certain elements of work prior to the selection of the Designer, namely obtaining traffic counts, development of the educational program and development of a listing of potential alternate sites.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. A. Talarico asked if the traffic data should include the projected pre-school impact? <i>D. Bois indicated no, data would only be collected on the current conditions, prior to the high school seniors last day on May 29. Data on the projected conditions would be developed by the Designer once on board.</i></li> <li>2. S. O'Neill asked how will the scope of the traffic data collection be developed? <i>D. Sheehan indicated he and J. Seeley will develop the scope in discussion with a traffic consultant that the town recently retained, who is very familiar with the Franklin Street area.</i></li> <li>3. J. Craigie asked how will the work on the educational program by the educators, be coordinated with the work of the Educational Mission Subcommittee? <i>J. Macero indicated B. Lombardi and the educators will take the lead on the development of the educational program and then bring that initial version to a meeting of the Educational Mission Subcommittee prior to the end of the school year.</i></li> <li>4. S. Iovanni asked at what point is the listing of potential alternate sites needed for the Designer to analyze? <i>J. Seeley indicated the alternate sites analysis is part of the PDP submission, which is anticipated to be completed by mid-September 2020.</i></li> <li>5. J. Seeley will work with D. Sheehan to develop the list of potential alternate sites.</li> </ol> <p>A motion was made by J. Craigie and seconded by N. Nial to authorize D. Sheehan and J. Macero to approve up to \$35,000 to procure the traffic count data thru SMMA. No discussion, motion passed unanimous.</p>
1.8	Record	<b>Subcommittee Updates</b> - none
1.9	Record	<b>Committee Questions</b> - none

Item #	Action	Discussion
1.10	Record	<b>Old or New Business</b>  1. M. Christie asked that any committee member that would like to volunteer for the SBCEF Trivia Bee on March 27, 2020 contact the Foundation.
1.11	Record	Next <b>SBC Meeting: March 30, 2020 at 7:00 pm</b> at the Central Middle School Media Center.
1.12	Record	A Motion was made by L. Gallagher and seconded by P. Ryder to adjourn the meeting. No discussion, motion passed unanimous.

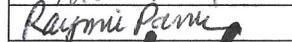
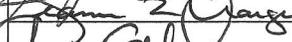
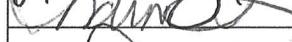
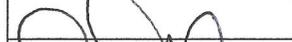
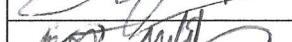
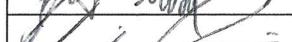
Attachments: Agenda, Preliminary Project Schedule, Designer Selection Timeline

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

## PROJECT MEETING SIGN-IN SHEET

Project: Stoneham High School Feasibility Study  
 Prepared by: Joel Seeley  
 Re: School Building Committee Meeting  
 Location: Media Center, Central Middle School  
 Distribution: Attendees, (MF)

Project No.: 20033.00  
 Meeting Date: 3/9/2020  
 Time: 7:00pm  
 Meeting No: 1

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
	Marie Christie	<a href="mailto:mariechristie@comcast.net">mariechristie@comcast.net</a>	Co-Chair, Past Member of the School Committee/Middle School Building Committee
	David Bois	<a href="mailto:bois@arrowstreet.com">bois@arrowstreet.com</a>	Co-Chair, Community Member with Architecture Experience
	Dennis Sheehan	<a href="mailto:DSheehan@stoneham-ma.gov">DSheehan@stoneham-ma.gov</a>	Town Administrator / MCPPO Certified
	John Macero	<a href="mailto:jmacero@stonehamschools.org">jmacero@stonehamschools.org</a>	Superintendent of Schools, Secretary of School Building Committee
	Nicole Nial	<a href="mailto:nicole.nial@stonehamschools.org">nicole.nial@stonehamschools.org</a>	School Committee Chair
	Raymie Parker	<a href="mailto:rparker@stoneham-ma.gov">rparker@stoneham-ma.gov</a>	Select Board Member
	Bryan Lombardi	<a href="mailto:blombardi@stonehamschools.org">blombardi@stonehamschools.org</a>	Stoneham High School Principal
	Albert Talarico	<a href="mailto:albert.talarico@gmail.com">albert.talarico@gmail.com</a>	Community Member with Building Commissioner Experience
	Douglas Gove	<a href="mailto:goved11@gmail.com">goved11@gmail.com</a>	Community Member with Engineer Experience
	Stephen O'Neill	<a href="mailto:sonell@hayner-swanson.com">sonell@hayner-swanson.com</a>	Community Member with Engineer Experience
	Josephine Thomson	<a href="mailto:Jthomson315@yahoo.com">Jthomson315@yahoo.com</a>	Community Member, Middle School Faculty
	Jeanne Craigie	<a href="mailto:jcraigie@stoneham-ma.gov">jcraigie@stoneham-ma.gov</a>	Town Moderator
	Lisa Gallagher	<a href="mailto:lgallagher@stonehamschools.org">lgallagher@stonehamschools.org</a>	Community Member, School Secretary, Past member of Middle School Building Committee
	Sharon Iovanni	<a href="mailto:sharon.iovanni@stonehambank.com">sharon.iovanni@stonehambank.com</a>	Community Member
	Cory Mashburn		Community Member, Finance and Advisory Board
	Paul Ryder	<a href="mailto:pryder52@icloud.com">pryder52@icloud.com</a>	Community Member with Construction Experience
	Kevin Yianacopolus	<a href="mailto:kyianacopolus@stonehamschools.org">kyianacopolus@stonehamschools.org</a>	Local Official responsible for Building Maintenance
	Brian McNeil	<a href="mailto:bmcneil@stonehamschools.org">bmcneil@stonehamschools.org</a>	Facilities Director
	David Pignone	<a href="mailto:dpignone@stonehamschools.org">dpignone@stonehamschools.org</a>	Athletic Director, Member knowledgeable in educational mission and function of facility
	Lauren Celi	<a href="mailto:lceli@stonehamschools.org">lceli@stonehamschools.org</a>	Local budget official
	Robert Smith	<a href="mailto:rsmith@smma.com">rsmith@smma.com</a>	Owner's Project Manager, SMMA
	Joel Seeley	<a href="mailto:jseeley@smma.com">jseeley@smma.com</a>	Owner's Project Manager, SMMA

p:\2020\20033\04-meetings\4.3 mtg\_notes\school building committee\2020\1\_2020\_9march\schoolbuildingcommitteemeetingsign-in sheet\_9march2020.docx

## Agenda

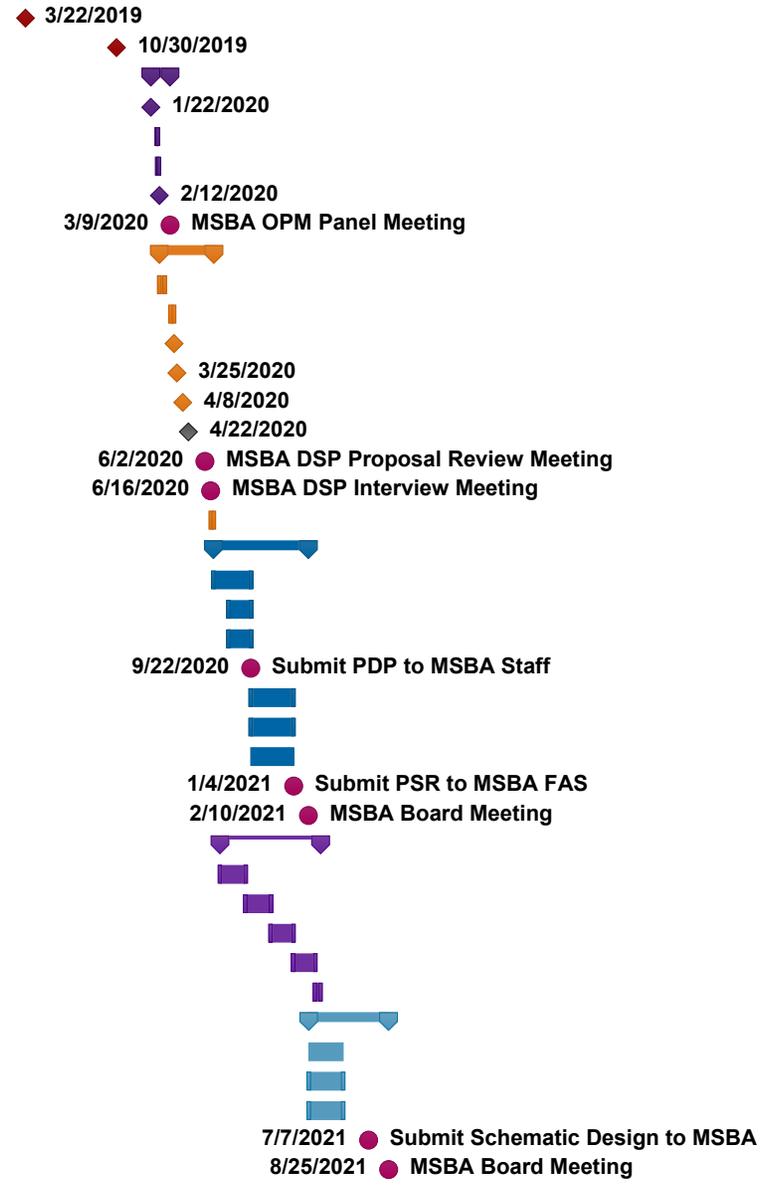
Project: Stoneham High School Feasibility Study  
Re: School Building Committee Meeting  
Prepared by: Joel Seeley  
Location: Central Middle School Media Center  
Distribution: Attendees (MF)

Project No.: 20033  
Meeting Date: 3/9/2020  
Meeting Time: 7:00 PM

- 
1. Call to Order
  2. Pledge of Allegiance
  3. Approval of Minutes
  4. OPM Review Panel Meeting Update
  5. Review Designer Selection Process and Schedule
  6. Subcommittee Updates
  7. New or Old Business
  8. Committee Questions
  9. Next Meeting: TBD
  10. Adjourn

Stoneham High School  
Feasibility Study  
Preliminary Project Schedule

ID	Task Name	Duration	Start	Finish	2019	2020	2021	2022	2023	2024	2025
1	<b>MSBA PREREQUISITES</b>	158 days	3/22/2019	10/30/2019							
2	Statement of Interest (SOI) Submission	0 days	3/22/2019	3/22/2019							
3	MSBA Invite into Eligibility	0 days	10/30/2019	10/30/2019							
4	<b>RETAIN OPM</b>	33 days	1/22/2020	3/9/2020							
5	Submit OPM Proposals	0 days	1/22/2020	1/22/2020							
6	OPM Interview	2 days	2/6/2020	2/7/2020							
7	Negotiate OPM Contract	2 days	2/7/2020	2/10/2020							
8	Submit Documents to MSBA OPM Panel	0 days	2/12/2020	2/12/2020							
9	<b>MSBA OPM Panel Meeting</b>	0 days	3/9/2020	3/9/2020							
10	<b>RETAIN DESIGNER</b>	95 days	2/12/2020	6/23/2020							
11	Draft Designer RFS and Submit to MSBA	9 days	2/12/2020	2/24/2020							
12	MSBA Approve Draft RFS	7 days	3/10/2020	3/18/2020							
13	Submit to Central Register	0 days	3/19/2020	3/19/2020							
14	Notice in Central Register	0 days	3/25/2020	3/25/2020							
15	Briefing Session	0 days	4/8/2020	4/8/2020							
16	Submit Designer Proposals	0 days	4/22/2020	4/22/2020							
17	<b>MSBA DSP Proposal Review Meeting</b>	0 days	6/2/2020	6/2/2020							
18	<b>MSBA DSP Interview Meeting</b>	0 days	6/16/2020	6/16/2020							
19	Negotiate Designer Contract	5 days	6/17/2020	6/23/2020							
20	<b>FEASIBILITY STUDY (FS)</b>	166 days	6/23/2020	2/10/2021							
21	Develop Preliminary Design Program (PDP)	66 days	6/23/2020	9/22/2020							
22	Community Presentations	39 days	7/30/2020	9/22/2020							
23	Tri-Board Meetings	39 days	7/30/2020	9/22/2020							
24	<b>Submit PDP to MSBA Staff</b>	0 days	9/22/2020	9/22/2020							
25	Develop Preferred Schematic Report (PSR)	75 days	9/22/2020	1/4/2021							
26	Community Presentations	75 days	9/22/2020	1/4/2021							
27	Tri-Board Meetings	75 days	9/22/2020	1/4/2021							
28	<b>Submit PSR to MSBA FAS</b>	0 days	1/4/2021	1/4/2021							
29	<b>MSBA Board Meeting</b>	0 days	2/10/2021	2/10/2021							
30	<b>CONSTRUCTION MANAGER (CM)</b>	176 days	7/9/2020	3/11/2021							
31	Develop and Submit IG Application	45 days	7/9/2020	9/9/2020							
32	IG Application and Approval	45 days	9/9/2020	11/10/2020							
33	RFQ Process	40 days	11/10/2020	1/4/2021							
34	RFP Process	40 days	1/4/2021	2/26/2021							
35	Negotiate CM Contract	10 days	2/26/2021	3/11/2021							
36	<b>SCHEMATIC DESIGN (SD)</b>	139 days	2/11/2021	8/25/2021							
37	Develop Schematic Design	60 days	2/11/2021	5/5/2021							
38	Community Presentations	60 days	2/11/2021	5/5/2021							
39	Tri-Board Meetings	60 days	2/11/2021	5/5/2021							
40	<b>Submit Schematic Design to MSBA</b>	0 days	7/7/2021	7/7/2021							
41	<b>MSBA Board Meeting</b>	0 days	8/25/2021	8/25/2021							
42	<b>LOCAL APPROPRIATION</b>										
45	<b>DESIGN AND CONSTRUCTION (TBD)</b>										



## Stoneham High School Feasibility Study February 24, 2020 (Updated February 28, 2020)

### Designer Selection Timeline

---

February 17, 2020	SMMA Submits Draft Designer Request for Services (RFS) for Review
<i>February 24, 2020</i>	<i>Designer Proposal Review Committee Meeting – 6:00 PM</i> <ul style="list-style-type: none"> <li>• Review Draft RFS</li> </ul>
February 26, 2020	Town Submits Designer RFS to MSBA for Review
March 9, 2020	MSBA OPM Review Panel Meeting – 2:00 PM
<i>March 9, 2020</i>	<i>School Building Committee Meeting – 7:00 PM</i>
March 19, 2020	SMMA Submit Designer RFS Advertisement to: <ol style="list-style-type: none"> <li>1. Central Register</li> <li>2. Local Newspaper</li> </ol>
March 25, 2020	Designer RFS Advertised/Noticed in: <ol style="list-style-type: none"> <li>1. Central Register</li> <li>2. Local Newspaper</li> </ol>
<i>March 30, 2020</i>	<i>School Building Committee Meeting – 7:00 PM (To Be Confirmed)</i>
April 8, 2020	Informational Briefing at Stoneham High School and Tour – 3:30 PM
April 9, 2020	Deadline for Designer Submission of Questions
April 22, 2020	Designer Qualification Packages Due – 2:00 PM
<i>April 27, 2020</i>	<i>School Building Committee Meeting – 7:00 PM</i>
<i>May 11, 2020</i>	<i>Designer Proposal Review Committee Meeting – 6:00 PM</i> <ul style="list-style-type: none"> <li>• Review Qualification Packages</li> </ul>
June 2, 2020	MSBA Designer Selection Panel Meeting <ul style="list-style-type: none"> <li>• Shortlist Designers</li> </ul>
<i>June 8, 2020</i>	<i>Designer Proposal Review Committee Meeting – 6:00 PM</i> <ul style="list-style-type: none"> <li>• Prepare Questions for Designer Interviews</li> </ul>
June 16, 2020	MSBA Designer Selection Panel Meeting <ul style="list-style-type: none"> <li>• Designer Interviews</li> </ul>
<i>June 22, 2020</i>	<i>School Building Committee Meeting – 7:00 PM</i> <ul style="list-style-type: none"> <li>• Introduce Designer</li> </ul>