

Project Minutes

Project: Stoneham High School Feasibility Study
 Prepared by: Joel Seeley
 Re: School Building Committee Meeting
 Location: Remote Locations
 Distribution: Attendees (MF)

Project No.: 20033
 Meeting Date: 7/20/2020
 Time: 7:00pm
 Meeting No: 5

Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	Marie Christie	Co-Chair, School Building Committee	Voting Member
✓	David Bois	Co-Chair, School Building Committee; Community Member with Architecture Experience	Voting Member
✓	Nicole Nial	School Committee Member	Voting Member
✓	Raymie Parker	Chair Select Board	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
✓	Kevin Yianacopolus	Local Official responsible for Building Maintenance	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
✓	Brian McNeil	Facilities Director	Non-Voting Member
✓	Brooke Trivas	Perkins and Will	
✓	Patrick Cunningham	Perkins and Will	
✓	Joel Seeley	SMMA	

Item #	Action	Discussion
5.1	Record	Call to Order, 7:00 PM, meeting opened by roll call.
5.2	Record	In accordance with the executive order issued by the Governor on March 10, 2020, this meeting will be held via video conference and a recording of such will be posted on the Town's website.
5.3	Record	A motion was made by R. Parker and seconded by L. Gallagher to approve the 7/6/20 School Building Committee meeting minutes. No discussion, motion passed by roll call vote, eleven in favor and one abstention.
5.4	Record	J. Seeley reviewed the Feasibility Study Budget Status Report, attached.
5.5	Record	MSBA Standard Contract for Designer Services has been executed by Perkins and Will and D. Sheehan and submitted to MSBA.
5.6	Record	<p>B. Trivas provided an overview of the Visioning Sessions Agendas, attached and a summary of Visioning Session No. 1, held on 7/20/20.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. J. Macero thanked the Committee for their suggested community participants, totaling over 90 invitees. 2. B. Trivas indicated a recording of the session and all documents are posted on http://envisionshs.squarespace.com 3. J. Seeley indicated the Visioning Sessions are also posted on the Stoneham School Building Committee's website https://www.stoneham-ma.gov/hsbc
5.7	B. Trivas	B. Trivas indicated the existing conditions analysis is well underway, all consultants have visited the site, including the code consultant. The hazardous materials, geo-technical and surveying teams are anticipated to commence their work within the next one to two weeks. A draft existing conditions analysis report is anticipated to be issued within the next two to three weeks.
5.8	B. Trivas J. Seeley	<p>B. Trivas provided an overview of the Sustainable Design Visioning session and stressed the importance of having committee and community buy-in on the sustainable design direction, which has the potential to be a significant aspect of the project scope and cost.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. R. Parker indicated there was a preliminary meeting with Erin Wortman, Director of Planning and Community Development, Eversource and some members of the Committee to discuss sustainable design, early in the process. <p><i>B. Trivas and J. Seeley to follow-up with R. Parker.</i></p>

Item #	Action	Discussion
		<p>2. D. Bois indicated a community member had expressed interest in sustainable design at a prior Committee meeting and should be invited to the Visioning Session.</p> <p><i>B. Trivas and J. Seeley will follow-up with D. Bois.</i></p>
5.9	Record	<p>J. Seeley presented and reviewed a Memorandum on the Unicorn Golf Course site, attached, summarizing the conference call with Town Counsel, D. Sheehan and J. Seeley, held on 7/7/20. The Unicorn Golf Course site is subject to Article 97 restrictions. J. Seeley indicated the Article 97 process could add a year to the study.</p> <p>Committee Discussion:</p> <p>1. D. Bois indicated the MSBA does not require alternate sites to be included in the Feasibility Study.</p> <p>A motion was made by S. Iovanni and seconded by R. Parker that, based on the Committee's review of the Listing of Potential Alternative Sites, as excerpted from the 2018 Stoneham Open Space and Recreation Plan, the existing High School Site is the only viable site for the project. No discussion, motion passed unanimous by roll call vote</p>
5.10	S. Iovanni J. Seeley	<p>Subcommittee Updates</p> <p>Public Relations Subcommittee</p> <p>1. J. Seeley presented and reviewed the Draft FAQ, attached, to be posted on the SSBC Project Website.</p> <p><i>Committee members to email comments to S. Iovanni and J. Seeley, who will finalize and post on the SSBC Project Website.</i></p> <p>2. S. Iovanni and J. Seeley to draft a Press Release on the findings of the Visioning Sessions upon completion.</p> <p>3. S. Iovanni and J. Seeley to coordinate the dates for two Community Forums, to be held virtually, prior to the submission of the PDP to MSBA.</p>
5.11	Record	Committee Questions – none
5.12	Record	<p>Old or New Business</p> <p>1. J. Seeley presented and reviewed the MSBA Project Kick-Off Meeting Minutes, dated 7/15/20, attached.</p>
5.13	Record	Public Comment - none
5.14	Record	Next SBC Meeting: August 3, 2020 at 7:00 pm.
5.15	Record	A Motion was made by R. Parker and seconded by J. Thomson to adjourn the meeting. No discussion, motion passed unanimous by roll call vote.

Project: Stoneham High School Feasibility Study

Meeting Date: 7/20/20

Meeting No.: 5

Page No.: 4

Attachments: Agenda, Feasibility Study Budget Status Report, Visioning Sessions Agendas, Memorandum on the Unicorn Golf Course site, Draft FAQ, MSBA Project Kick-Off Meeting Minutes

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

1000 Massachusetts Avenue
Cambridge, MA 02138
617.547.5400

www.smma.com

PROJECT MEETING SIGN-IN SHEET

Project: Stoneham High School Feasibility Study
 Prepared by: Joel Seeley
 Re: School Building Committee Meeting
 Location: Remote Locations
 Distribution: Attendees, (MF)

Project No.: 20033.00
 Meeting Date: 7/20/2020
 Time: 7:00pm
 Meeting No: 5

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
Attended Remotely	Marie Christie	mariechristie@comcast.net	Co-Chair, Past Member of the School Committee/Middle School Building Committee
Attended Remotely	David Bois	bois@arrowstreet.com	Co-Chair, Community Member with Architecture Experience
Attended Remotely	Nicole Nial	nicole.nial@stonehamschools.org	School Committee Member
Attended Remotely	Raymie Parker	rparker@stoneham-ma.gov	Select Board Member
	Albert Talarico	albert.talarico@gmail.com	Community Member with Building Commissioner Experience
	Douglas Gove	goved11@gmail.com	Community Member with Engineer Experience
Attended Remotely	Stephen O'Neill	soneill@hayner-swanson.com	Community Member with Engineer Experience
Attended Remotely	Josephine Thomson	Jjthomson315@yahoo.com	Community Member, Middle School Faculty
	Jeanne Craigie	jcraigie@stoneham-ma.gov	Town Moderator
Attended Remotely	Lisa Gallagher	lgallagher@stonehamschools.org	Community Member, School Secretary, Past member of Middle School Building Committee
Attended Remotely	Sharon Iovanni	sharon.iovanni@stonehambank.com	Community Member
Attended Remotely	Cory Mashburn	cory.mashburn910@gmail.com	Community Member, Finance and Advisory Board
Attended Remotely	Paul Ryder	pryder52@icloud.com	Community Member with Construction Experience
Attended Remotely	David Pignone	dpignone@stonehamschools.org	Athletic Director, Member knowledgeable in educational mission and function of facility
Attended Remotely	Kevin Yianacopolus	kyianacopolus@stonehamschools.org	Local Official responsible for Building Maintenance
Attended Remotely	Dennis Sheehan	DSheehan@stoneham-ma.gov	Town Administrator / MCPPO Certified
Attended Remotely	John Macero	jmacero@stonehamschools.org	Superintendent of Schools, Secretary of School Building Committee
Attended Remotely	Bryan Lombardi	blombardi@stonehamschools.org	Stoneham High School Principal
Attended Remotely	Brian McNeil	bmcneil@stonehamschools.org	Facilities Director
Attended Remotely	Brooke Trivas	brooke.trivas@perkinswill.com	Perkins and Will
Attended Remotely	Patrick Cunningham	Patrick.cunningham@perkinswill.com	Perkins and Will
Attended Remotely	Joel Seeley	jseeley@smma.com	SMMA

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Agenda

Project: Stoneham High School Feasibility Study
Re: School Building Committee Meeting
Prepared by: Joel Seeley
Location: Remote Locations
Distribution: Attendees (MF)

Project No.: 20033
Meeting Date: 7/20/2020
Meeting Time: 7:00 PM

-
1. Call to Order
 2. Approval of Minutes
 3. Approval of Invoices and Commitments
 4. Schedule and Budget Update
 5. Initial Visioning Session Feedback
 6. Existing Conditions Update
 7. Discussion of Sustainable Design
 8. Discussion of Alternative Sites
 9. Discuss Community Forum Planning
 10. Subcommittee Updates
 11. New or Old Business
 12. Committee Questions
 13. Public Comments
 14. Next Meeting: August 3, 2020
 15. Adjourn

Join with Google Meet

<https://meet.google.com/ixu-obzi-gsx>

Join By Phone

[+1 507-881-3029](tel:+15078813029) (PIN: 706112238)

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**Stoneham High School Feasibility Study
Stoneham, Massachusetts**

07/30/2020

FEASIBILITY STUDY BUDGET STATUS REPORT

ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Comtd to Date	Budget Balance	Actual Spent to Date	% Spent to Date	Projected Expenditure/ Commitments	Balance to Spend
	FEASIBILITY STUDY AGREEMENT										
0001-0000	OPM Feasibility Study/Schematic Design	\$ 187,500.00	\$ (57,500.00)	\$ 130,000.00	\$ 130,000.00	100%	\$ -	\$ 7,000.00	5%	\$ 123,000.00	\$ 123,000.00
0002-0000	A/E Feasibility Study/Schematic Design	\$ 465,000.00	\$ (45,000.00)	\$ 420,000.00	\$ 420,000.00	100%	\$ -	\$ -	0%	\$ 420,000.00	\$ 420,000.00
0003-0000	Environmental & Site	\$ 60,000.00	\$ 100,000.00	\$ 160,000.00	\$ -	0%	\$ 160,000.00	\$ -	#DIV/0!	\$ -	\$ 160,000.00
0004-0000	Other	\$ 37,500.00	\$ 2,500.00	\$ 40,000.00	\$ 230.81	1%	\$ 39,769.19	\$ 230.81	100%	\$ -	\$ 39,769.19
	SUBTOTAL	\$ 750,000.00		\$ 750,000.00	\$ 550,230.81		\$ 199,769.19	\$ 7,230.81	1%	\$ 543,000.00	\$ 742,769.19

**** Committed from Other**

	Amount	
Stoneham Independent	\$ 230.81	Advertisement in Stoneham Independent for Designer Procurement
	\$ 230.81	

Purpose

To virtually bring together a group of important Stoneham High School stakeholders to use innovation and future thinking to explore, discuss and influence the best possible solutions for an extraordinary new facility.

We're going to do this together over eight days and it will make a real difference in our building and have a positive impact on teaching and learning!

Virtual Visioning for Stoneham High School

Perkins&Will

website: envisionshs.squarespace.com (pw: Spartan)
email: envisionstoneham@gmail.com

🕒 9:00 - 10:30 am

📅 July 20 - 31, 2020

📍 Online

Outcome

What are the guiding principles that drive design thinking?

What are the essential characteristics of a “new” Stoneham High School?

What are the new behaviors that spaces will support?

What are the types of spaces that will support learning?

DAY 1
7.20

Welcome / Where Have We Been and Where Are We Going?

DAY 2
7.21

Future Ready

DAY 3
7.23

Ranking Planning Ideas

DAY 4
7.24

Learning about Exterior Space Wishes

DAY 5
7.27

Critical Adjacencies

DAY 6
7.28

Learning from Subject Matter Experts: Ted Talks

DAY 7
7.30

Sustainability / Net Zero Energy / Carbon Neutral

DAY 8
7.31

Hearing from the Community



	M	T	W	T	F
Week 1	7.20	7.21	-	7.23	7.24
Week 2	7.27	7.28	-	7.30	7.31

To: School Building Committee Date: 7/7/2020
From: Joel Seeley Project No.: 20033
Project: Stoneham High School Feasibility Study
Re: Unicorn Golf Course Property
Distribution: School Building Committee (MF)

Memorandum

Per the conference call between D. Sheehan, J. Seeley and Jonathan Witten, Town Counsel, held on 7/7/20, the Unicorn Golf Course property is subject to Article 97 restrictions.

The attached EOE Article 97 Land Disposition Policy, dated 2/19/98 is summarized below. The following actions are required by a municipality to comply with the policy when disposing Article 97 land:

1. Unanimous vote by Conservation Commission
2. Unanimous vote by Town Park Commission responsible for Parkland
3. Two-Thirds vote by Town Meeting
4. File ENF to MEPA
5. File EIR to MEPA, if required
6. Two-Thirds Vote of Legislature

JGS/sat /P:\2020\20033\03-DESIGN\Alternative Sites\M_SBC_Article97.Docx

**EOEA ARTICLE 97 LAND DISPOSITION POLICY
FEBRUARY 19, 1998**

I. Statement of Policy

It is the policy of EOEA and its agencies to protect, preserve and enhance all open space areas covered by Article 97 of the Article of Amendment to the Constitution of the Commonwealth of Massachusetts. Accordingly, as a general rule, EOEA and its agencies shall not sell, transfer, lease, relinquish, release, alienate, or change the control or use of any right or interest of the Commonwealth in and to Article 97 land. The goal of this policy is to ensure no net loss of Article 97 lands under the ownership and control of the Commonwealth and its political subdivisions. Exceptions shall be governed by the conditions included in this policy. This policy supersedes all previous EOEA Article 97 land disposition policies.

An Article 97 land disposition is defined as a) any transfer or conveyance of ownership or other interests; b) any change in physical or legal control; and c) any change in use, in and to Article 97 land or interests in Article 97 land owned or held by the Commonwealth or its political subdivisions, whether by deed, easement, lease or any other instrument effectuating such transfer, conveyance or change. A revocable permit or license is not considered a disposition as long as no interest in real property is transferred to the permittee or licensee, and no change in control or use that is in conflict with the controlling agency's mission, as determined by the controlling agency, occurs thereby.

II. Conditions for Disposition Exceptions

EOEA and its agencies shall not support an Article 97 land disposition unless EOEA and its agencies determine that exceptional circumstances exist. A determination of "exceptional circumstances" is subject to all of the following conditions being met:

1. all other options to avoid the Article 97 disposition have been explored and no feasible and substantially equivalent alternatives exist (monetary considerations notwithstanding).

Note: The purpose of evaluating alternatives is to avoid using/affecting Article 97 land to the extent feasible. To that end, the scope of alternatives under consideration shall be commensurate with the type and size of the proposed disposition of Article 97 land, and must be performed by the proponent of the disposition to the satisfaction of EOEA and its agencies. The scope of alternatives extends to any sites that were available at the time the proponent of the Article 97 disposition first notified the controlling agency of the Article 97 land, and which can be reasonably obtained: (a) within the appropriate market area for private proponents, state and/or regional entities; or (b) within the appropriate city/town for municipal proponents.

2. the disposition of the subject parcel and its proposed use do not destroy or threaten a unique or significant resource (e.g., significant habitat, rare or unusual terrain, or areas of significant public recreation), as determined by EOEA and its agencies;

3. as part of the disposition, real estate of equal or greater *fair market value* or *value in use of proposed use*, whichever is greater, and significantly greater resource value as determined by EOEa and its agencies, are granted to the disposing agency or its designee, so that the mission and legal mandate of EOEa and its agencies and the constitutional rights of the citizens of Massachusetts are protected and enhanced;
4. the minimum acreage necessary for the proposed use is proposed for disposition and, to the maximum extent possible, the resources of the parcel proposed for disposition continue to be protected;
5. the disposition serves an Article 97 purpose or another public purpose without detracting from the mission, plans, policies and mandates of EOEa and its appropriate department or division; and
6. the disposition of a parcel is not contrary to the express wishes of the person(s) who donated or sold the parcel or interests therein to the Commonwealth.

III. Procedures for Disposition

Although legislation can be enacted to dispose of Article 97 land without the consent of an EOEa agency, it is the policy of EOEa to minimize such occurrences. To that end, and to ensure coordination, EOEa agencies shall:

1. develop an internal review process for any potential Article 97 land disposition to ensure that, at a minimum, the conditions in Section II above are met;
2. develop, through the Interagency Lands Committee, a joint listing of all requests, regardless of their status, for the disposition of Article 97 land;
3. notify the Interagency Lands Committee of any changes to the Article 97 land disposition list;
4. monitor all legislation that disposes of Article 97 land, and communicate with legislative sponsors regarding their intent;
5. recommend to the Secretary that the Governor veto any legislation that disposes of Article 97 land, the purchase, improvement, or maintenance of which involved state funds, on and for which the EOEa agency has not been consulted and received documentation (including information on title, survey, appraisal, and a MEPA review, all at the proponent's expense);
6. obtain the concurrence of the Secretary of EOA for any proposed Article 97 land disposition decision prior to finalizing said decision;
7. if recommending an Article 97 disposition, attach to all Article 97 legislative recommendations and TR-1 forms a justification of the disposition and an explanation of how it complies with this policy, signed by the EOEa agency head;
8. ensure that any conditions approved by EOEa and its agencies to any Article 97 land disposition are incorporated within the surplus declaration statement submitted to and published by DCPO as required by M.G.L. C. 7, §40F and 40F1/2 and throughout the disposition process, and if such conditions are not incorporated in said statement throughout the disposition process, the EOEa agency head shall recommend to the Secretary that the Governor veto any resulting legislation;
9. recommend to the Secretary that the Governor veto legislation that disposes of Article 97 land of which the agency disapproves; and

10. ensure that any Article 97 land disposition is authorized by enacted legislation and approved by all municipal, state and federal agencies, authorities, or other governmental bodies so required and empowered by law prior to conveyance.

IV. Applicability of the Policy to Municipalities

To comply with this policy, municipalities that seek to dispose of any Article 97 land must:

1. obtain a unanimous vote of the municipal Conservation Commission that the Article 97 land is surplus to municipal, conservation and open space needs;
2. obtain a unanimous vote of the municipal Park Commission if the land proposed for disposition is parkland;
3. obtain a two-thirds Town Meeting or City Council vote in support of the disposition;
4. obtain two-thirds vote of the legislature in support of the disposition, as required under the state constitution;
5. comply with all requirements of the Self-Help, Urban Self-Help, Land and Water Conservation Fund, and any other applicable funding sources; and
6. comply with EOEAs Article 97 Land Disposition Policy [note: the municipality must also file an Environmental Notification Form with EOEAs MEPA office].

After the effective date of this policy, any municipality that proposes, advocates, supports or completes a disposition of Article 97 land without also following the terms of this policy, regardless of whether or not state funds were used in the acquisition of the Article 97 land, shall not be eligible for grants offered by EOEAs or its agencies until the municipality has complied with this policy. Compliance with this policy by municipalities shall be determined by the EOEAs Secretary, based on recommendations by the EOEAs Interagency Lands Committee.

*Trudy Coxe, Secretary
Executive Office of Environmental Affairs*

**STONEHAM HIGH SCHOOL FEASIBILITY STUDY
SCHOOL BUILDING COMMITTEE**

MEETINGS SCHEDULE AND AGENDAS
June 10, 2020 Updated July 13, 2020

DATE	AGENDA
Feasibility Study Phase (PDP)	
June 22, 2020	SCHOOL BUILDING COMMITTEE MEETING Introduction of Architects Approval of Architect's Proposal Discussion of Project Goals Discussion of Detailed Schedule
July 6, 2020	SCHOOL BUILDING COMMITTEE MEETING Discussion of Educational Programming Process Discussion of Existing Conditions Discussion of Alternative Sites
July 20, 2020	SCHOOL BUILDING COMMITTEE MEETING Existing Conditions Update Discussion of Sustainable Design
July 20, 2020	EDUCATIONAL VISIONING WORKSHOP #1
July 21, 2020	EDUCATIONAL VISIONING WORKSHOP #2
July 23, 2020	EDUCATIONAL VISIONING WORKSHOP #3
July 24, 2020	EDUCATIONAL VISIONING WORKSHOP #4
July 27, 2020	EDUCATIONAL VISIONING WORKSHOP #5
July 28, 2020	EDUCATIONAL VISIONING WORKSHOP #6
July 30, 2020	EDUCATIONAL VISIONING WORKSHOP #7
July 31, 2020	EDUCATIONAL VISIONING WORKSHOP #8
date	COMMUNITY FORUM NO. 1 - INTRODUCTIONS, STUDY SCHEDULE, EXISTING CONDITIONS
August 3, 2020	SCHOOL BUILDING COMMITTEE MEETING Educational Programing Update Existing Conditions Update Sustainable Design Update Discussion of Design Alternatives
date	COMMUNITY FORUM NO. 2 - EDUCATIONAL PROGRAM, DESIGN ALTERNATIVES
August 17, 2020	SCHOOL BUILDING COMMITTEE MEETING Design Alternatives and Phasing Update Sustainable Design Update Discussion of Cost Models Discussion of Construction Delivery Methods
August 31, 2020	SCHOOL BUILDING COMMITTEE MEETING Design Alternatives and Phasing Update Sustainable Design Update Cost Models Update
date	COMMUNITY FORUM NO. 3 - DESIGN ALTERNATIVES, COST MODELS
September 14, 2020	SCHOOL BUILDING COMMITTEE MEETING Review Refined Design Alternatives and Phasing Review Cost Models Vote to Submit PDP and Top 3 Alternatives
September 22, 2020	SUBMIT PDP PACKAGE TO MSBA
	ADDITIONAL MEETINGS TO BE SCHEDULED

Stoneham High School Feasibility Study

Stoneham High School Building Committee

FAQs

1. Why are we performing a Feasibility Study?

The 52 year-old Stoneham High School, originally constructed as a Junior High School, has served the community well. The school has reached a point that it no longer meets today's building codes, has inefficient and inoperable systems and does not support the educational curriculum. The Massachusetts School Building Authority (MSBA) has visited the school and agrees. The Feasibility Study is to investigate these conditions and develop a cost effective, sustainable and educationally appropriate solution to the aging Stoneham High School. The Stoneham School Building Committee has no preconceived solutions and will investigate renovation, renovation and addition, and new construction options. The MSBA process is rigorous and transparent, and with the approval of the MSBA, the state will provide a grant to support the cost of the project.

2. How long has the Feasibility Study been underway?

This process commenced over seven years ago with the submission of the initial Statement of Interest (SOI) for the Stoneham High School to the MSBA by the Selectmen and School Committee. The MSBA deferred the SOI, as well as subsequent submissions for five successive years until the March 2018 submission, which MSBA reviewed and approved in December 2018, agreeing that a Feasibility Study should be undertaken on the Stoneham High School. The Town and the MSBA executed an agreement for the Feasibility Study in February 2020, which is being overseen by the Stoneham School Building Committee.

3. What is the role of the Massachusetts School Building Authority (MSBA)?

The MSBA is the state authority that administers and funds a program of grants for Massachusetts public school projects. The MSBA mandates a multi-step rigorous study and approval process encompassed within the Feasibility Study.

4. How much will the final design cost Stoneham's taxpayers?

The final number will be established when options are presented to the Stoneham School Building Committee. Currently, Stoneham will be reimbursed 52.06% of reimbursable items. The percentage could grow. However, there will be costs that are not reimbursable that will be included in the total cost of the project.

5. What happens if the Massachusetts School Building Authority (MSBA) doesn't want to fund everything we want?

Any aspects of a build/renovation for the high school that are not approved for reimbursement by the MSBA will have to be funded entirely by the Town.

6. How will the unreimbursed cost be funded?

All costs, both reimbursable and non-reimbursable, will be funded through the Town via a vote at Town Meeting to approve a debt-exclusion ballot question for the total cost.

7. How much input will the community have in the ultimate design of the high school?

The SSBC will ensure that all community members have the opportunity to share in the design process through a variety of methods. The SSBC will host community listening sessions or forums, both virtually and in-person, throughout the Feasibility Study process. Additionally, the Committee's bi-weekly meetings are posted and open to the public and all project information is posted on the Town of Stoneham SSBC webpage: <https://www.stoneham-ma.gov/hsbc>.

8. Will the final decision be to renovate the existing building or build a new building and who will make that decision?

Once the Feasibility Study is completed, the SSBC will analyze the pros and cons of renovating versus building new. With all the information gathered, the Committee will consider all options and make a final recommendation to Town Meeting.

9. When will the school construction be completed?

The Stoneham School Building Committee (SSBC) has begun the process and anticipates that it will take at least five years before the doors to a new/renovated Stoneham High School will open to welcome students.

10. The School Department already had a feasibility study done for the high school, why do we need another one?

Town Meeting authorized its own feasibility study that was completed in 2018. The information from that study was used to successfully obtain an invitation from the MSBA to participate in the program. Once Stoneham was invited into the program, MSBA requires a more detailed Feasibility Study which includes more information than the initial study provided. The MSBA funds the feasibility study at the same rate, currently 52.06%.

11. What if the project is not approved by the Town?

The Town would lose millions of dollars in State grant funding to resolve the deteriorating conditions of the 52 year-old Stoneham High School. The Town would still have to spend significant dollars on capital improvements in the upcoming years to address deficiencies and bring the building up to Code without addressing educational programming. One hundred percent of these costs would be paid by the Town.

12. If funding approval for the proposed project does not pass at Town Meeting, can we use the State money to just repair the existing building?

No, reimbursement from the MSBA is only intended for use on a building project that meets the MSBA requirements.

13. When will the Town be voting to approve the project?

A Town Meeting is anticipated in Fall 2021 to approve the funding for the project. The ballot vote is anticipated thereafter to approve the exclusion of the costs from the so called Proposition 2 ½.

14. What happens if the project is approved by the taxpayers?

The project is moved into the design development phase during which the design and drawings are further refined. This is followed by the construction documents phase when the construction bid documents are prepared by the architect. Construction completion dates will depend on the approved solution.

15. Will ongoing use of Stoneham High School be impacted during construction?

No, if a new construction option is selected, the distance between construction activity and the day-to-day functions of the existing school will be designed to be adequate to ensure safety and no disruption of the educational process. A fenced-off construction zone, with a dedicated construction vehicles access, will be constantly monitored for safety. If a renovation and addition option is chosen, the construction will be phased and isolated to minimize impact on teaching and learning.

16. How can I keep informed of the high school project?

You can visit <https://www.stoneham-ma.gov/hsbc>, which provides a complete list of Committee members, contact information and all published documentation.

Project Minutes

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 Prepared by: Joel Seeley
 Re: MSBA Project Kick-Off Meeting
 Location: Remote Locations
 Distribution: Attendees (MF)

Project No.: 20033
 Meeting Date: 7/15/2020
 Time: 12:00pm
 Meeting No: 1

Attendees:

PRESENT	NAME	AFFILIATION
✓	Marie Christie	Co-Chair, School Building Committee
✓	David Bois	Co-Chair, School Building Committee
✓	Dennis Sheehan	Town Administrator
✓	John Macero	Superintendent of Schools
✓	Bryan Lombardi	SHS Principal
✓	Jennifer Flynn	MSBA, Project Coordinator
✓	Christina Forde	MSBA, Project Manager
✓	Xi Liu	Perkins and Will
✓	Brooke Trivas	Perkins and Will
✓	Joel Seeley	SMMA

Item #	Action	Discussion
1.1	Record	All introduced themselves and described their role in the project.
1.2	Record	All emails to MSBA to be sent to J. Flynn with copy to C. Forde.
1.3	Record	J. Flynn indicated OPM and Designer Contracts have been received.
1.4	Record	The project schedule was reviewed.
1.5	Record	C. Forde reviewed Module 3, Feasibility Study, submission requirements and emphasized the importance of the Educational Program being complete and comprehensive.
1.6	Record	The FAS meeting was discussed. The final date of the meeting will be monitored as the study progresses.
1.7	Record	C. Forde reviewed Module 4, Schematic Design, submission requirements. The DESE submittal is to be submitted concurrent with the Schematic Design submission.
1.8	J. Seeley	J. Flynn reviewed Pro-Pay procedures. J. Seeley will coordinate with the District to schedule Pro-Pay training.

Project: Stoneham High School Feasibility Study

Meeting Date: 7/15/20

Meeting No.: 1

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Item #	Action	Discussion
1.9	J. Flynn	J. Seeley indicated FSA Budget Revision Request (BRR) No. 1 has been submitted to MSBA, J. Flynn will confirm if electronic signatures will be acceptable. J. Flynn asked that a draft of all future BRRs be sent to MSBA for review prior to execution.

Attachments: Agenda

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

1000 Massachusetts Avenue
Cambridge, MA 02138
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www.smma.com

The logo for the Massachusetts School Building Authority features a stylized skyline of buildings in shades of green and yellow, positioned above the organization's name. The name is written in a bold, serif font and is underlined.

Massachusetts School Building Authority

**Town of Stoneham
Stoneham High School**

**Kick-Off Meeting
June 15, 2020 12:00 PM**

Objective:

Meeting to introduce the project team, discuss the project goals procedures and schedule.

Meeting agenda:

1. Introductions
2. MSBA Communication Protocol
3. Status of Contracts and Agreements
4. Project Schedule
5. Feasibility Study (*Module 3*)
 - a. Preliminary Design Program (“PDP”)
 - b. Preferred Schematic Report (“PSR”)
 - c. Facilities Assessment Subcommittee Presentation (“FAS”)
 - d. MSBA Board of Directors Meeting – Preferred Schematic
6. Schematic Design (*Module 4*)
 - a. Schematic Design Submittal (“SD”)
 - b. Project, Scope and Budget Conference
 - c. MSBA Board of Directors Meeting – Project, Scope and Budget
7. Questions, Comments, Concerns

PROJECT MEETING SIGN-IN SHEET

Project:	Stoneham High School Feasibility Study	Project No.:	20033.00
Prepared by:	Joel Seeley	Meeting Date:	7/15/2020
Re:	MSBA Project Kick-Off Meeting	Time:	12:00pm
Location:	Remote Locations	Meeting No:	1
Distribution:	Attendees, (MF)		

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
Attended Remotely	Marie Christie	mariechristie@comcast.net	Co-Chair, School Building Committee
Attended Remotely	David Bois	bois@arrowstreet.com	Co-Chair, School Building Committee
Attended Remotely	Dennis Sheehan	dsheehan@stoneham-ma.gov	Town Administrator
Attended Remotely	John Macero	jmacero@stonehamschools.org	Superintendent of Schools
Attended Remotely	Bryan Lombardi	blombardi@stonehamschools.org	Stoneham High School Principal
Attended Remotely	Jennifer Flynn	jennifer.flynn@massschoolbuildings.org	MSBA, Project Coordinator
Attended Remotely	Christina Forde	christina.forde@massschoolbuildings.org	MSBA, Project Manager
Attended Remotely	Brooke Trivas	brooke.trivas@perkinswill.com	Perkins and Will
Attended Remotely	Xi Liu	xi.liu@perkinswill.com	Perkins and Will
Attended Remotely	Joel Seeley	jseeley@smma.com	SMMA

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