

## Project Minutes

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

Project No.: 20033  
 Meeting Date: 10/13/2020  
 Time: 7:00pm  
 Meeting No: 11

## 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
Attended Remote	Stephen O'Neill	Community Member with Engineering Experience	Voting Member
✓	Josephine Thomson	Community Member	Voting Member
Attended Remote	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
Attended Remote	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
Attended Remote	Brooke Trivas	Perkins and Will	
Attended Remote	Patrick Cunningham	Perkins and Will	
Attended Remote	Leo Liu	Perkins and Will	
✓	Joel Seeley	SMMA	

Item #	Action	Discussion
11.1	Record	Call to Order, 7:00 PM, meeting opened by roll call.
11.2	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.
11.3	Record	<p>J. Seeley reviewed the MassSave Engineering Services Agreement, dated 10/6/20 and attached, for ZNE Expert Services to be performed by the MassSave TA Vendor, Thornton Tomasetti. MassSave will cost share 50% of the TA Vendor's fee, which is \$19,000. Stoneham's share to be funded out of the Other Budget (Owner's Contingency), ProPay Code 0004-0000, which has a current balance of \$39,385.92, however only \$7,500.00 is applied to the Feasibility/Schematic Design Phase.</p> <p>A motion was made by R. Parker and seconded by N. Nial to approve the MassSave Engineering Services Agreement and recommend execution by D. Sheehan. No discussion, motion passed unanimous by roll call vote.</p>
11.4	J. Seeley	<p>J. Seeley reviewed Warrant No. 4, attached.</p> <p>A motion was made by R. Parker and seconded by N. Nial to approve Warrant No. 4. No discussion, motion passed unanimous by roll call vote.</p> <p>J. Seeley to forward Warrant No. 4 to D. Bois for signature.</p>
11.5	Record	J. Seeley distributed and reviewed the PSR Phase Meetings and Agenda Schedule and the Preliminary Project Schedule with PSR Phase Tasks, attached.
11.6	Record	J. Seeley distributed the PSR Submission Requirements and Responsibilities List, dated 10/4/20, attached.
11.7	J. Macero	J. Macero to review if there is a Pre-K Guideline that the proposed Pre-K program can be compared to. <i>(from prior meeting)</i>
11.8	J. Seeley	<p>J. Seeley provided an overview of the PDP Submission, submitted to MSBA on 10/6/20. The submission has been uploaded to the SSBC Project Website and a link has been forwarded to the Committee.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>D. Bois indicated the link may have downloading restrictions. <i>J. Seeley will review and correct any issues.</i></li> </ol>
11.9	B. Trivas J. Seeley	<p>D. Sheehan reviewed the Project Finance Considerations, attached, defining the approximate PDP Total Project Costs, Reimbursement and Residential Tax Impact based on a 20-year bond at 3.00% interest, for each Option.</p> <p>Committee Discussion:</p>

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Item #	Action	Discussion
		<ol style="list-style-type: none"><li data-bbox="532 401 1425 600">1. R. Parker asked if there is any retiring debt that could offset the tax increase? <i>D. Sheehan indicated the elementary school debt retires by 2023, but since the Town currently receives reimbursement payments from the MSBA for the elementary schools, the net reduction in debt is not significant. The middle school debt retires in 2033.</i></li><li data-bbox="532 621 1425 747">2. R. Parker asked if the interest rates of 3.0% for 20-year bond and 3.5% for the 30-year bond are more favorable than a few years ago? <i>D. Sheehan indicated yes and explained the Town's current bond rating outlook.</i></li><li data-bbox="532 768 1425 1010">3. D. Bois asked if the effective reimbursement rate, after calculating in the ineligible costs, is conservative? <i>J. Seeley indicated the MSBA Total Project Budget form, which calculates the reimbursement, is largely formulaic. The amount of site costs over the 8% cap and the costs over the \$333/SF cap are by formula. The amount of ineligible square feet above MSBA Guideline was conservatively input, as this will be defined by MSBA in their review of the PDP.</i></li><li data-bbox="532 1031 1425 1157">4. D. Bois asked if the PreK Program square feet was input as eligible or ineligible? <i>J. Seeley indicated it was input as eligible square feet per the Town's discussion with the MSBA during the Eligibility Phase.</i></li><li data-bbox="532 1178 1425 1346">5. D. Bois asked how conservative are the cost and tax figures? <i>D. Sheehan indicated the assumptions made on the assessed values and interest rates are conservative. J. Seeley indicated the construction cost estimates include design and pricing contingencies appropriate to the level of design.</i></li><li data-bbox="532 1367 1425 1493">6. A. Talarico asked how is the Town's Base Reimbursement Rate calculated? <i>J. Seeley indicated the MSBA calculates the Base Rate using the same methodology for all communities, factoring in each community's income factor, property wealth factor and poverty factor.</i></li><li data-bbox="532 1514 1425 1577">7. A. Talarico indicated concern over the amount of square feet the project is above MSBA Guidelines.</li><li data-bbox="532 1598 1425 1703">8. D. Bois requested a breakdown of the ineligible costs in each option. <i>B. Trivas and J. Seeley to provide a breakdown for review at the next Committee meeting.</i></li></ol>

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Item #	Action	Discussion
11.10	J. Macero B. Trivas J. Seeley	<p>J. Seeley distributed and reviewed the Space Summary and Total Project Cost for the District Offices Memo, dated 10/11/20 and attached. The offices are 3,900 square feet with a \$2.3M total project cost, which would not be reimbursable.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"><li>1. D. Bois asked where would the District Offices be located if they were to be located in the middle school? <i>J. Macero reviewed a potential location and indicated he would prefer the District Offices not be included in the high school project due to the cost impact.</i></li><li>2. S. Iovanni asked if the District Offices are included in the PDP project estimates? <i>D. Sheehan indicated the District Offices and their costs are not included in the PDP cost estimates.</i></li><li>3. D. Bois asked when does the Committee need to decide on whether to add the District Offices into the project? <i>B. Trivas indicated if not tonight, the Committee needs to decide by next meeting.</i></li><li>4. N. Nial asked how close is the middle school to capacity and will it need the space for the potential District Offices in the future? <i>J. Macero will review and provide direction</i></li><li>5. J. Macero indicated it may be better to show the District Offices in the project now and remove if needed at a future time. <i>D. Sheehan indicated the District Offices should be added to the list of ineligible costs by option to assist the Committee in making decisions. B. Trivas and J. Seeley to provide for the next Committee meeting.</i></li><li>6. J. Craigie recommended the District Offices be included in the project and if needed, could be value engineered out at a future time.</li><li>7. J. Craigie indicated she believes the middle school does not have the space to accommodate the District Offices and that the District Offices should not be located in former classrooms.</li><li>8. J. Craigie indicated she believes the District Offices belong in the high school.</li><li>9. J. Thomson indicated she believes the District Offices do not belong in the middle school, but should be located in the high school and that the middle school may need the space in the future.</li></ol>

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Item #	Action	Discussion
		<p>10. J. Macero indicated the District Offices have been located in the high school since 1981, and this needs to be discussed with MSBA for consideration of reimbursement.</p>
11.11	Committee	<p>J. Seeley reviewed the MSBA DBB and CM at Risk Comparison, attached, described the CM at Risk selection process, and explained if the Committee had a preference to utilize the CM at Risk methodology, there would be benefit to retain the CM by the start of the Schematic Design Phase to provide cost estimating and construction logistics planning.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. J. Macero indicated the CM at Risk process was used at his former school and was very successful.</li> <li>2. D. Bois indicated the CM at Risk not only will provide estimates, but can also assist the Committee in making smart decisions on cost avoidance strategies as well.</li> <li>3. M. Christie indicated the middle school utilized the CM at Risk process and would recommend this process for the high school project.</li> <li>4. J. Craigie indicated the middle school project benefited from the knowledge of the CM staff and she would highly recommend the CM at Risk process.</li> </ol> <p>A Motion was made by N. Nial and seconded by J. Craigie to approve the CM at Risk process for the high school project. No discussion, motion passed unanimous by roll call vote.</p> <p>Committee members to email J. Seeley if they would like to volunteer for the CM Prequalification and Selection Subcommittee.</p>
11.12	B. Trivas J. Seeley	<p>J. Seeley provided an overview of the presentation to the remote participation Tri-Board meeting, scheduled for 10/15/20.</p>
11.13	Committee PR Subcommittee J. Seeley	<p><b>Subcommittee Updates</b></p> <p><b>Public Relations Subcommittee</b></p> <ol style="list-style-type: none"> <li>1. S. Iovanni reviewed a Promotional Branding memo, dated 9/30/20 and attached, and asked the Committee for feedback. The promotional branding will be developed by the Public Relations Subcommittee at their next meeting.</li> <li>2. S. Iovanni reviewed the Updated FAQ, dated 10/8/20 and attached and asked the Committee to email any comments to J. Seeley, who will update the FAQ posted on the SSBC project website with this version.</li> </ol>

Item #	Action	Discussion
		<p><b>Educational Mission Subcommittee</b></p> <p>1. J. Seeley reviewed the 9/21/20 Educational Mission Subcommittee Meeting Minutes, attached.</p> <p><b>Green Building Initiatives</b></p> <p>1. J. Seeley reviewed the 9/29/20 Green Building Initiatives Meeting Minutes, attached.</p>
11.14	Record	<b>Committee Questions</b> - none
11.15	Record	<p><b>Old or New Business</b></p> <p>1. D. Sheehan asked if the Committee preferred to continue with in-person SSBC meetings in the Middle School Gymnasium? <i>The Committee indicated they preferred to meet in-person.</i></p>
11.16	Record	<b>Public Comment</b> - none
11.17	Record	Next <b>SBC Meeting: Tuesday, October 13, 2020 at 7:00 pm.</b>
11.18	Record	A Motion was made by N. Nial and seconded by D. Bois to adjourn the meeting. No discussion, motion passed unanimous by roll call vote.

Attachments: Agenda, MassSave Engineering Services Agreement, Warrant No. 4, PSR Phase Meetings and Agenda Schedule and the Preliminary Project Schedule, PSR Submission Requirements and Responsibilities List, Project Finance Considerations, Approximate PDP Total Project Costs, Reimbursement and Residential Tax Impact, Space Summary and Total Project Cost for the District Offices Memo, MSBA DBB and CM at Risk Comparison, Promotional Branding memo, Updated FAQ, 9/21/20 Educational Mission Subcommittee Meeting Minutes, 9/29/20 Green Building Initiatives 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

## PROJECT MEETING SIGN-IN SHEET

Project:	Stoneham High School Feasibility Study	Project No.:	20033.00
Prepared by:	Joel Seeley	Meeting Date:	10/13/2020
Re:	School Building Committee Meeting	Time:	7:00pm
Location:	Middle School Gymnasium	Meeting No:	11
Distribution:	Attendees, (MF)		

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
Attended	Marie Christie	<a href="mailto:mariechristie@comcast.net">mariechristie@comcast.net</a>	Co-Chair, Past Member of the School Committee/Middle School Building Committee
Attended	David Bois	<a href="mailto:bois@arrowstreet.com">bois@arrowstreet.com</a>	Co-Chair, Community Member with Architecture Experience
Attended	Nicole Nial	<a href="mailto:nicole.nial@stonehamschools.org">nicole.nial@stonehamschools.org</a>	School Committee Member
Attended	Raymie Parker	<a href="mailto:rparker@stoneham-ma.gov">rparker@stoneham-ma.gov</a>	Select Board Member
Attended	Albert Talarico	<a href="mailto:albert.talarico@gmail.com">albert.talarico@gmail.com</a>	Community Member with Building Commissioner Experience
Attended	Douglas Gove	<a href="mailto:goved11@gmail.com">goved11@gmail.com</a>	Community Member with Engineer Experience
Attended Remotely	Stephen O'Neill	<a href="mailto:sonell@hayner-swanson.com">sonell@hayner-swanson.com</a>	Community Member with Engineer Experience
Attended	Josephine Thomson	<a href="mailto:jthomson315@yahoo.com">jthomson315@yahoo.com</a>	Community Member, Middle School Faculty
Attended Remotely	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
Attended	Sharon Iovanni	<a href="mailto:sharon.iovanni@stonehambank.com">sharon.iovanni@stonehambank.com</a>	Community Member
Attended	Cory Mashburn	<a href="mailto:cory.mashburn910@gmail.com">cory.mashburn910@gmail.com</a>	Community Member, Finance and Advisory Board
Attended	Paul Ryder	<a href="mailto:pryder52@icloud.com">pryder52@icloud.com</a>	Community Member with Construction Experience
Attended Remotely	David Pignone	<a href="mailto:dpignone@stonehamschools.org">dpignone@stonehamschools.org</a>	Athletic Director, Member knowledgeable in educational mission and function of facility
Attended	Kevin Yianacopolus	<a href="mailto:kyianacopolus@stonehamschools.org">kyianacopolus@stonehamschools.org</a>	Local Official responsible for Building Maintenance
Attended	Dennis Sheehan	<a href="mailto:DSheehan@stoneham-ma.gov">DSheehan@stoneham-ma.gov</a>	Town Administrator / MCPPO Certified
Attended	John Macero	<a href="mailto:jmacero@stonehamschools.org">jmacero@stonehamschools.org</a>	Superintendent of Schools, Secretary of School Building Committee
Attended	Bryan Lombardi	<a href="mailto:blombardi@stonehamschools.org">blombardi@stonehamschools.org</a>	Stoneham High School Principal
Attended	Brian McNeil	<a href="mailto:bmcneil@stonehamschools.org">bmcneil@stonehamschools.org</a>	Facilities Director
Attended Remotely	Brooke Trivas	<a href="mailto:brooke.trivas@perkinswill.com">brooke.trivas@perkinswill.com</a>	Perkins and Will
Attended Remotely	Patrick Cunningham	<a href="mailto:Patrick.cunningham@perkinswill.com">Patrick.cunningham@perkinswill.com</a>	Perkins and Will
Attended Remotely	Leo Liu	<a href="mailto:xi.liu@perkinswill.com">xi.liu@perkinswill.com</a>	Perkins and Will
Attended	Joel Seeley	<a href="mailto:jseeley@smma.com">jseeley@smma.com</a>	SMMA

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## Agenda

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

Project No.: 20033  
Meeting Date: 10/13/2020  
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. PDP Submission Overview
6. Preliminary Tax Impact Review
7. Project Scope Discussion
  - Central Offices Review
8. Decide Construction Delivery Method
9. Prepare for Tri-Board Meeting
10. Subcommittee Updates
11. New or Old Business
12. Committee Questions
13. Public Comments
14. Next Meeting: October 26, 2020
15. Adjourn

**Join GoToMeeting:**

<https://global.gotomeeting.com/join/128124661>

**Dial-In:** [+1 \(646\) 749-3122](tel:+16467493122)

**Access Code:** 128-124-661

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

09/30/2020

**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
<b>FEASIBILITY STUDY AGREEMENT</b>											
0001-0000	OPM Feasibility Study/Schematic Design	\$ 187,500.00	\$ (57,500.00)	\$ 130,000.00	\$ 130,000.00	100%	\$ -	\$ 21,000.00	16%	\$ 109,000.00	\$ 109,000.00
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	\$ 71,747.50	45%	\$ 88,252.50	\$ -	0%	\$ 71,747.50	\$ 160,000.00
0004-0000	Other	\$ 37,500.00	\$ 2,500.00	\$ 40,000.00	\$ 614.08	2%	\$ 39,385.92	\$ 614.08	100%	\$ -	\$ 39,385.92
	<b>SUBTOTAL</b>	<b>\$ 750,000.00</b>		<b>\$ 750,000.00</b>	<b>\$ 622,361.58</b>		<b>\$ 127,638.42</b>	<b>\$ 21,614.08</b>	<b>3%</b>	<b>\$ 600,747.50</b>	<b>\$ 728,385.92</b>

**\*\* Committed from Other**

e	Amount	
Stoneham Independent	\$ 230.81	Advertisement in Stoneham Independent for Designer Procurement
Andrew T. Johnson / SMMA	\$ 383.27	Designer Proposal Production for Designer Procurement
	<b>\$ 614.08</b>	

## Warrant No. 4

Project: Stoneham High School, Stoneham, Massachusetts  
 Prepared by: Joel G. Seeley, AIA

Project No.: 20033  
 Date: 10/13/2020

School Building Committee for the Stoneham High School hereby authorizes to draw against funds for the obligations incurred for value received in services and for materials shown below:

<u>Vendor</u>	<u>Invoice No.</u>	<u>Invoice Date</u>	<u>Invoice Amount</u>	<u>ProPay Code</u>	<u>Balance After Invoice</u>
SMMA	53638	10/08/2020	\$ 7,000.00	0001-0000	\$ 102,000.00
Perkins & Will	0178394	10/09/2020	\$ 75,000.00	0002-0000	\$ 345,000.00
Perkins & Will	0178394	AM1 10/09/2020	\$ 13,750.00	0003-0000	\$ 127,550.00
Perkins & Will	0178394	AM1 10/09/2020	\$ 13,750.00	0003-0000	\$ 127,550.00
Perkins & Will	0178394	AM1 10/09/2020	\$ 4,950.00	0003-0000	\$ 127,550.00
<b>Total</b>			<b>\$ 114,450.00</b>		

\_\_\_\_\_  
 Marie Christie

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 David Bois

\_\_\_\_\_  
 Nicole Nial

\_\_\_\_\_  
 Raymie Parker

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 Albert Talarico

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 Douglas Gove

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 Stephen O'Neill

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 Josephine Thomson

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 Jeanne Craigie

\_\_\_\_\_  
 Lisa Gallagher

\_\_\_\_\_  
 Sharon Iovanni

\_\_\_\_\_  
 Cory Mashburn

\_\_\_\_\_  
 Paul Ryder

\_\_\_\_\_  
 David Pignone

Approved on \_\_\_\_\_

# Perkins&Will

# Invoice

October 9, 2020

Project No: 153010.000

Invoice No: 0178394

Dennis Sheehan  
Town of Stoneham  
Town Hall  
35 Central St  
Stoneham, MA 02180

Stoneham High School - FS-SD

**Professional Services: through October 2, 2020**

## Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Feasibility Phase	175,000.00	42.8571	75,000.00	0.00	75,000.00
Schematic Design	245,000.00	0.00	0.00	0.00	0.00
Survey/Wetlands	27,500.00	100.00	27,500.00	0.00	27,500.00
Phase 1 ESA	2,970.00	0.00	0.00	0.00	0.00
Geotechnical Services	16,417.50	0.00	0.00	0.00	0.00
Hazardous Materials	4,950.00	100.00	4,950.00	0.00	4,950.00
Hydrant Flow Testing	1,760.00	0.00	0.00	0.00	0.00
Traffic Analysis	18,150.00	0.00	0.00	0.00	0.00
Total Fee	491,747.50		107,450.00	0.00	107,450.00
			<b>Total Fee</b>		<b>107,450.00</b>
				<b>Total this Invoice</b>	<b>\$107,450.00</b>

**REMIT PAYMENTS TO** Perkins&Will, Inc.  
PO Box 71181  
Chicago, IL 60694-1181

**WIRE/ACH TO** BMO Harris Bank  
ABA# 071000288, Acct# 3769601  
SWIFT HATRUS44

**TERMS** Net 30 Days



2 Center Plaza, Suite 430  
 Boston, MA 02108-1928  
 T: 617-338-0063  
 F: 617-338-6472  
 www.nitscheng.com

Robert Brown  
 Perkins & Will  
 225 Franklin Street, Suite 1100  
 Boston, MA 02110

August 14, 2020  
 Project No: 14166.1  
 Invoice No: 69617

Project 14166.1 Stoneham High School Land Survey/Wetlands Delineation  
**Professional Services from July 1, 2020 to July 31, 2020**

<b>Fee</b>			
Total Fee	25,000.00		
Percent Complete	50.00	Total Earned	12,500.00
		Previous Fee Billing	0.00
		Current Fee Billing	12,500.00
		<b>Total Fee</b>	<b>12,500.00</b>
		<b>Total this Invoice</b>	<b>\$12,500.00</b>

$$\$12,500.00 * 1.1 = \$13,750.00$$



2 Center Plaza, Suite 430  
 Boston, MA 02108-1928  
 T: 617-338-0063  
 F: 617-338-6472  
[www.nitscheng.com](http://www.nitscheng.com)

Robert Brown  
 Perkins & Will  
 225 Franklin Street, Suite 1100  
 Boston, MA 02110

September 16, 2020  
 Project No: 14166.1  
 Invoice No: 69878

Project 14166.1 Stoneham High School Land Survey/Wetlands Delineation  
Professional Services from July 26, 2020 to September 12, 2020

<b>Fee</b>			
Total Fee	25,000.00		
Percent Complete	100.00	Total Earned	25,000.00
		Previous Fee Billing	12,500.00
		Current Fee Billing	12,500.00
		<b>Total Fee</b>	<b>12,500.00</b>
		<b>Total this Invoice</b>	<b>\$12,500.00</b>

**Outstanding Invoices**

Number	Date	Balance
69617	8/14/2020	12,500.00
<b>Total</b>		<b>12,500.00</b>

$$\$12,500.00 * 1.1 = \$13,750.00$$

**INVOICE #8348**

August 31, 2020

Accounts Payable  
Perkins + Will  
225 Franklin Street, Suite 1100  
Boston, MA 02110

Reference: **Hazardous Material Inspection Services**  
**Stoneham High School**

## Professional Services:

Type	Contract Amount	Percent Completed	Previously Billing	Current Fee Billing
Fee:	\$ 4,500.00	100%	\$ 0.00	\$ 4,500.00

**Lump Sum Fee** **\$ 4,500.00**

$\$4,500.00 * 1.1 = \$4,950.00$



Mr. Dennis Sheehan  
Town Administrator  
Town Administrator, Town of Stoneham  
35 Central St  
Stoneham, MA 02180

October 8, 2020  
Project No: 20033.00  
Invoice No: 0053638

Project 20033.00 Stoneham High School OPM Services  
**Professional Services from August 22, 2020 to October 2, 2020**

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Feasibility Study	56,000.00	50.00	28,000.00	21,000.00	7,000.00
Schematic Design	49,000.00	0.00	0.00	0.00	0.00
Total Fee	105,000.00		28,000.00	21,000.00	7,000.00
<b>Total Fee</b>					<b>7,000.00</b>
<b>Total this Invoice</b>					<b>\$7,000.00</b>

**Outstanding Invoices**

Number	Date	Balance
0053146	6/30/2020	7,230.81
0053302	7/28/2020	7,000.00
0053473	9/3/2020	7,383.27
<b>Total</b>		<b>21,614.08</b>

**Billings to Date**

	Current	Prior	Total
Fee	7,000.00	21,000.00	28,000.00
Expense	0.00	614.08	614.08
<b>Totals</b>	<b>7,000.00</b>	<b>21,614.08</b>	<b>28,614.08</b>

Authorized By: Joel Seeley

## Memorandum

To: Stoneham School Building Committee  
From: Joel G. Seeley  
Project: Stoneham High School Feasibility Study  
Re: MassSave Path 1 ZNE Expert Cost Share  
Distribution: Stoneham School Building Committee (MF)

Date: 10/9/2020  
Project No.: 20033

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### **MASSSAVE PATH 1 ZNE EXPERT COST SHARE**

**FEE:** \$9,500.00

**REASON:** MassSave's Memorandum of Understanding for Path 1, provides for ZNE Expert Services performed by the MassSave TA Vendor, Thornton Tomasetti. MassSave will provide cost sharing of 50% of the TA Vendor's fee, which is \$19,000.

**BUDGET AVAILABILITY:** This Amendment would be funded out of the Other Budget (Owner's Contingency), ProPay Code 0004-0000, which has a current balance of \$39,385.92. Note, only \$7,500.00 is applied to the Feasibility/Schematic Design Phase.

# 2020

## Engineering Services



Apply online at [www.MassSaveApplicationPortal.com](http://www.MassSaveApplicationPortal.com) (For Columbia Gas of Massachusetts customers: <https://efi.secure.force.com/client/LandingMARebatesV1>)

### Electric Program Administrators

WE ARE MASS SAVE®:



Cape Light Compact  
Tel: 1-800-797-6699  
[www.capelightcompact.org](http://www.capelightcompact.org)  
[efficiency@capelightcompact.org](mailto:efficiency@capelightcompact.org)

Eastern Massachusetts  
Tel: 1-844-887-1400  
[www.eversource.com](http://www.eversource.com)  
[efficiencyma@eversource.com](mailto:efficiencyma@eversource.com)

Western Massachusetts  
Tel: 1-844-887-1400  
[www.eversource.com](http://www.eversource.com)  
[efficiencymass@eversource.com](mailto:efficiencymass@eversource.com)



National Grid  
Tel: 1-800-787-1706  
[www.nationalgridus.com](http://www.nationalgridus.com)  
[efficiency@nationalgrid.com](mailto:efficiency@nationalgrid.com)



Unitil  
Tel: 1-888-301-7700  
[www.unitil.com](http://www.unitil.com)  
[efficiency@unitil.com](mailto:efficiency@unitil.com)

### Gas Program Administrators



Berkshire Gas  
Tel: 1-800-944-3212  
[www.berkshiregas.com](http://www.berkshiregas.com)  
[efficiency@berkshiregas.com](mailto:efficiency@berkshiregas.com)



Blackstone Gas Company  
Tel: 1-800-787-1706  
[www.blackstonegas.com](http://www.blackstonegas.com)  
[efficiency@nationalgrid.com](mailto:efficiency@nationalgrid.com)



Columbia Gas of Massachusetts  
Tel: 1-800-232-0120  
[www.ColumbiaGasMA.com](http://www.ColumbiaGasMA.com)  
[efficiency@columbiagasma.com](mailto:efficiency@columbiagasma.com)



Eversource Energy  
Tel: 1-844-887-1400  
[www.eversource.com](http://www.eversource.com)  
[efficiencyma@eversource.com](mailto:efficiencyma@eversource.com)



Liberty Utilities  
Tel: 1-508-324-7811  
[www.libertyutilities.com](http://www.libertyutilities.com)  
[efficiency@libertyutilities.com](mailto:efficiency@libertyutilities.com)



National Grid  
Tel: 1-800-787-1706  
[www.nationalgridus.com](http://www.nationalgridus.com)  
[efficiency@nationalgrid.com](mailto:efficiency@nationalgrid.com)



Unitil  
Tel: 1-888-301-7700  
[www.unitil.com](http://www.unitil.com)  
[efficiency@unitil.com](mailto:efficiency@unitil.com)

**ALL FIELDS ON THIS PAGE ARE REQUIRED TO COMPLETE YOUR APPLICATION**

**Indicate the Program Administrator for this Application**

Berkshire Gas  
  Cape Light Compact  
  Columbia Gas  
  Eversource  
  Liberty Utilities  
  National Grid  
  Unitil

**CUSTOMER/ACCOUNT HOLDER INFORMATION**

COMPANY NAME Town of Stoneham		CONTACT PERSON Dennis Sheehan		APPLICATION DATE 10/02/20
INSTALL SITE Unknown		PHONE 781-279-2600	FAX NUMBER	
EMAIL ADDRESS dsheehan@stoneham-ma.gov		SQUARE FEET (COVERED BY THIS APPLICATION) 200,000		
STREET ADDRESS Town Hall, 35 Central Street		CITY Stoneham	STATE MA	ZIP 02180
MAILING ADDRESS (IF DIFFERENT)		CITY	STATE	ZIP
ELECTRIC COMPANY NAME Eversource (Eastern MA)		ELECTRIC ACCOUNT NUMBER		
GAS COMPANY NAME National Grid		GAS ACCOUNT NUMBER		

**BUILDING TYPE (PLEASE PLACE "X" IN APPROPRIATE BALLOT BOX)**

<input type="checkbox"/> ASSEMBLY	<input type="checkbox"/> FAST FOOD	<input type="checkbox"/> HOTEL	<input type="checkbox"/> MULTI STORY RETAIL	<input type="checkbox"/> RELIGIOUS	<input type="checkbox"/> SMALL RETAIL
<input type="checkbox"/> AUTOMOTIVE	<input type="checkbox"/> FULL SERVICE RESTAURANT	<input type="checkbox"/> LARGE REFRIGERATED SPACE	<input type="checkbox"/> MULTIFAMILY HIGH-RISE	<input type="checkbox"/> K-12 SCHOOL	<input type="checkbox"/> UNIVERSITY
<input type="checkbox"/> BIG BOX	<input type="checkbox"/> GROCERY	<input type="checkbox"/> LARGE OFFICE	<input type="checkbox"/> MULTIFAMILY LOW-RISE	<input type="checkbox"/> SMALL OFFICE	<input type="checkbox"/> WAREHOUSE
<input type="checkbox"/> COMMUNITY COLLEGE	<input type="checkbox"/> HEAVY INDUSTRIAL	<input type="checkbox"/> LIGHT INDUSTRIAL	<input checked="" type="checkbox"/> OTHER:		
<input type="checkbox"/> DORMITORY	<input type="checkbox"/> HOSPITAL	<input type="checkbox"/> MOTEL			

**PAYMENT METHOD (PAYEE MUST SUBMIT A W-9 FORM)**

PAYMENT TO:	<input type="checkbox"/> CUSTOMER	CUSTOMER -- TAX ID# (REQUIRED)	VENDOR/INSTALLER -- TAX ID# (REQUIRED IF RECEIVING INCENTIVE)
	<input checked="" type="checkbox"/> VENDOR/INSTALLER		
CHECK PAYABLE TO:	CUSTOMER COMPANY TYPE:		VENDOR COMPANY TYPE:
Thornton Tomasetti	<input type="checkbox"/> INC. <input type="checkbox"/> NOT INCORP. <input type="checkbox"/> EXEMPT		<input type="checkbox"/> INC. <input type="checkbox"/> NOT INCORP. <input type="checkbox"/> EXEMPT

**ENGINEER INFORMATION**

ENGINEERING FIRM Thornton Tomasetti	CONTACT NAME Vamshi Gooje		
STREET ADDRESS 386 Fore Street, Suite 401	CITY Portland	STATE ME	ZIP 04101
PHONE 207-776-5808	EMAIL ADDRESS vgooje@thontontomasetti.com		

**PROGRAM**

NEW CONSTRUCTION  
  RETROFIT  
  SMALL BUSINESS

**END USE (check all that apply)**

<input checked="" type="checkbox"/> LIGHTING	<input checked="" type="checkbox"/> HVAC	<input checked="" type="checkbox"/> MOTOR	<input type="checkbox"/> PROCESS	<input type="checkbox"/> REFRIGERATION	<input type="checkbox"/> COMPRESSED AIR
<input checked="" type="checkbox"/> VARIABLE SPEED DRIVES	<input checked="" type="checkbox"/> ENERGY MANAGEMENT SYSTEM	<input type="checkbox"/> OTHER:			
New Building					

**PROJECT INFORMATION**

**BRIEFLY DESCRIBE PROJECT:**

Provide early engagement Path 1 New Construction ZNE services during feasibility, SD and DD for new Stoneham High School intended as a ZNE school with low (25 or below) EUI.



# Thornton Tomasetti

Via: Willingham, Ryan A <ryan.willingham@eversource.com>

Ryan Willingham  
Project Engineer, Energy Efficiency

Eversource  
247 Station Drive, SW360  
Westwood, MA 02090

RE: STONEHAM HIGH SCHOOL – ZERO NET ENERGY SERVICES

Dear Ryan,

Based on our discussions with Eversource and the design team, Thornton Tomasetti, Inc. (TT) is pleased to submit this Proposal to provide Zero Net Energy consulting services to help further the high performance goals of the project through SD for the new Stoneham High School. The project is approximately 200,000 SF with an anticipated schedule for SD in July 2021.

## A. SCOPE OF SERVICES

**Purpose:** Assist the design team in evaluating high performance goals relevant to Net Zero Energy (ZNE), low Energy Use Intensity (EUI) and other sustainability aspirations of the project. Provide optimized solutions that guide the design team to achieving the project's sustainability goals.

### A. Load Reduction Analysis

- i) Provide radiation benefit analysis and energy analysis of building massing options (2).
- ii) Provide parametric energy analysis (up to 40 hours) of the selected building mass and provide specific recommendations for the envelope systems such as window-to-wall ratio, insulation levels, infiltration, shading strategies, glazing properties with goals of load reduction, optimized daylighting and meeting the EUI target. Metrics such as heating and cooling peak loads and annual demand will be used to evaluate the performance. TT will communicate the analysis in an interactive data visualization tool that will provide real-time feedback to the design team to make faster design decisions. After this exercise, TT recommends the design team to create two or three tiered high performance options for understanding the capital costs of these options.
- iii) Document recommended load reduction strategies in a memo.

Mr. Ryan Willingham  
RE: Stoneham High School  
ZERO NET ENERGY CONSULTING SERVICES

Revision 1: October 7, 2020

Page 2 of 4

## **B. HVAC System Selection Analysis:**

- i) Collaborate with the HVAC engineers to provide energy analysis (including recommendations to optimize) for up to three (3) HVAC system options based on the selected high performance envelop tier described in Section B.ii.
- ii) Show expected building EUIs under all HVAC scenarios analyzed.
- iii) Provide a simple cost benefit analysis if the team is able to provide capital costs for each option.

## **C. Owners Project Requirements (OPR)**

- i) Support the owner and the design team to incorporate measurable energy performance goals within the OPR such as, but not limited to, EUI target, ZNE goals, design and operational strategies.
- ii) Review and provide one set of comments on Design at Key Milestones - SD, mid-DD, 100% DD to ensure the design team has incorporated strategies recommended to achieve the target EUI and that modeling assumptions are supportable.

**Meetings-** Participate in 7 meetings with the design team to review assumptions, results, and progress of design.

**Deliverables-** Provide summary reports and/or memos at the completion of scope items: B.i (report), B.ii (a report and follow up memo), C.i (a report and follow up memo), D.i, D.ii (3 memos).

## **B. FEES**

### **a. Basic Fee**

We propose to perform the scope of work described in Section A for the base fee of **\$19,000 (NINETEEN THOUSAND DOLLARS)**. Please note that our fees are bundled together as a package to maximize efficiencies. If one or more of the services are not included, we reserve the right to adjust other service areas accordingly.

TT invoices for the Basic Fee will be will be invoiced twice at completion of TT's Scope of Work once after scope item C (completion of SD - \$15,000) and the last invoice after completion of scope item D (completion of DD-\$4,000)

Mr. Ryan Willingham  
RE: Stoneham High School  
ZERO NET ENERGY CONSULTING SERVICES

Revision 1: October 7, 2020

Page 3 of 4

b. Expenses

1. No out of town expenses are anticipated. TT will attend meetings via conference calls.

c. Payment

TT will invoice the Client on a monthly cycle for fees and expenses. Payments will be due from the Client to TT within 30 days of the invoice date.

## C. CLIENT RESPONSIBILITY

To facilitate the smooth progression of the project, TT's proposal is based on the assumption that the Client will provide the following information:

- A. Provide all applicable drawings, specifications and other data, including design drawings of other disciplines.
- B. Provide copies of all pertinent letters and memoranda pertaining to design of the various disciplines and Owner's requirements on timely manner.
- C. It is understood that TT has the right to rely upon the accuracy and completeness of all data furnished to it.

## D. ASSUMPTIONS AND LIMITATIONS

- a. Due to circumstances that are beyond the control and scope of TT, we cannot guarantee achieving a targeted building energy performance.
- b. There are several unknown factors in the design phases that vary under real operating conditions. Due to this reason, the results of analysis should be considered in the context of relative performance only and not for comparison with actual data.
- c. Energy model inputs must not be used as inputs for purposes other than the scope listed here. The design team is responsible to follow the drawings and specifications.

Right to Stop Work: If payment is not received by TT on the due date listed on each invoice, and if such default continues for 20 days, TT may elect to stop work until all amounts owed are received.

# Thornton Tomasetti

Mr. Ryan Willingham  
RE: Stoneham High School  
ZERO NET ENERGY CONSULTING SERVICES

Revision 1: October 7, 2020

Page 4 of 4

## E. TERMS AND CONDITIONS

Upon authorization to proceed, unless notified otherwise in writing, we will provide our services under the Eversource Energy's General Terms & Conditions executed between TT and Eversource on 8/25/2020.

We look forward to your favorable response and an opportunity to provide our services. Please call if you have any questions. If the above meets with your agreement, kindly sign and return one copy of this letter agreement, keeping the second copy for your records.

Very truly yours,

**THORNTON TOMASETTI, INC.**



Vamshi Gooje, CEM, BEMP, LEED AP BD+C  
Associate Principal

**ACCEPTED BY:**

**EVERSOURCE**

BY: \_\_\_\_\_

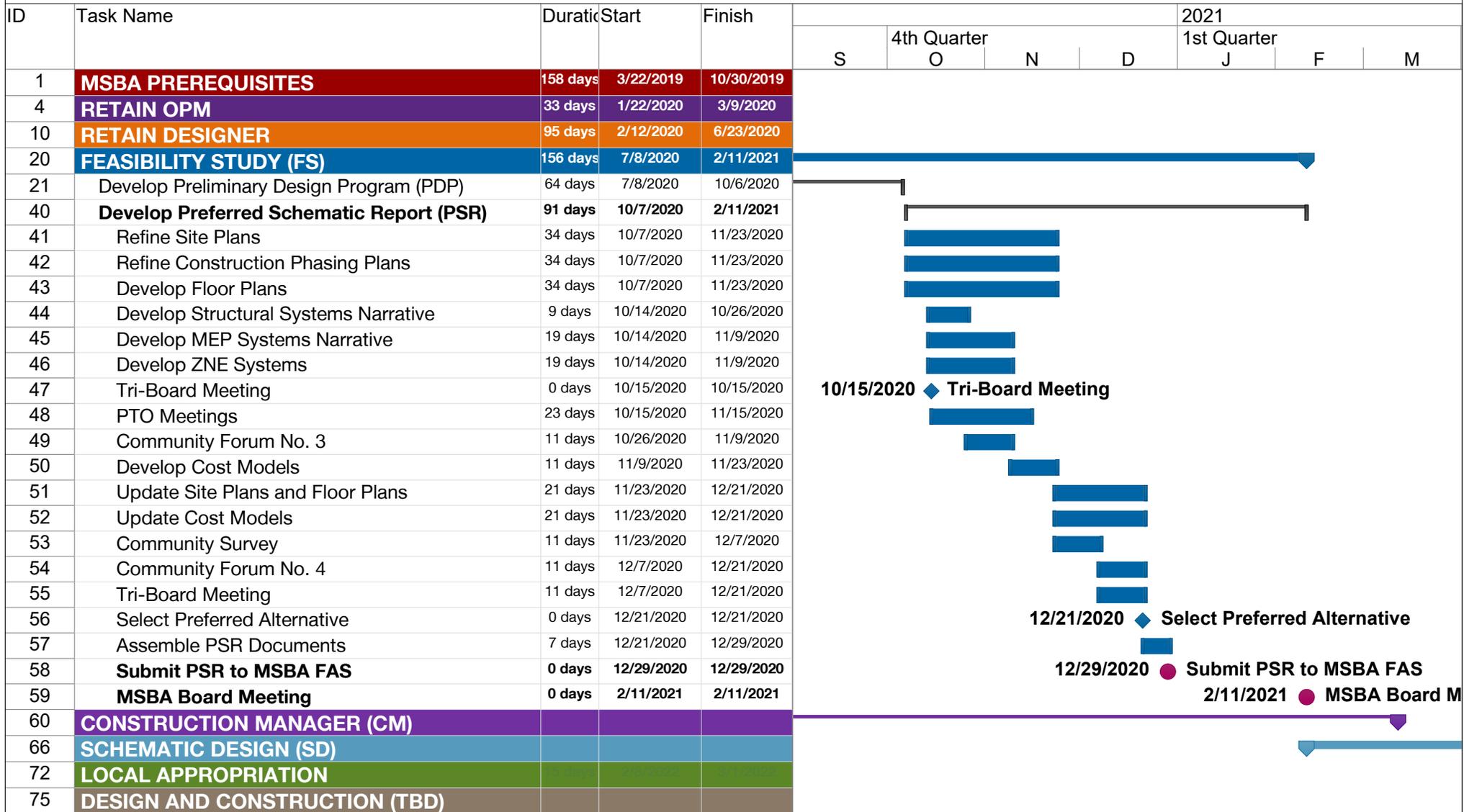
DATE: \_\_\_\_\_

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

**MEETINGS SCHEDULE AND AGENDAS**  
September 8, 2020 *Revised October 9, 2020*

DATE	AGENDA
<b>Feasibility Study Phase (PSR)</b>	
October 13, 2020	SCHOOL BUILDING COMMITTEE MEETING - <b>TUESDAY</b> Review PSR Phase Schedule Review PSR Phase Goals Decide Construction Delivery Method Prepare for Tri-Board Meeting
October 15, 2020	TRI-BOARD MEETING - 7:00 PM at the High School Gymnasium
October 26, 2020	SCHOOL BUILDING COMMITTEE MEETING Update on Construction Alternatives and Phasing Structural Narrative Review Review MSBA Comments on PDP Submission Prepare for Community Forum No. 3
TBD	COMMUNITY FORUM NO. 3 - 6:30 PM
November 9, 2020	SCHOOL BUILDING COMMITTEE MEETING Update on Construction Alternatives MEP Systems Narrative Review Update on Sustainable Design
TBD	PTO PRESENTATIONS
November 23, 2020	SCHOOL BUILDING COMMITTEE MEETING Update on Construction Alternatives and Phasing Review Cost Models Preliminary Options Evaluation
December 7, 2020	SCHOOL BUILDING COMMITTEE MEETING Update on Construction Alternatives Update on Sustainable Design Review Cost Models Options Evaluation Discuss the One Preferred Option Prepare for Community Forum No. 4
TBD	COMMUNITY FORUM NO. 4 - 6:30 PM
TBD	TRI-BOARD MEETING
December 21, 2020	SCHOOL BUILDING COMMITTEE MEETING Decide the One Preferred Construction Alternative Vote to Submit Preferred Schematic Report to MSBA
December 29, 2020	SUBMIT PREFERRED SCHEMATIC REPORT PACKAGE TO MSBA
	ADDITIONAL MEETINGS TO BE SCHEDULED

Stoneham High School  
Feasibility Study  
Preliminary Project Schedule





# Stoneham High School Feasibility Study

Stoneham, MA

10/4/20

## **PREFERRED SCHEMATIC STUDY AND REPORT (PSR) REQUIREMENTS**

**Submission Date: December 29, 2020**

REFERENCE	ITEM	RESPONSIBILITY
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Conceptual Floor Plans                             <ul style="list-style-type: none"> <li>o Provide Color Plans</li> <li>o Label All Spaces</li> </ul> </li> <li><input type="checkbox"/> Conceptual Site Plans                             <ul style="list-style-type: none"> <li>o Structures and Boundaries</li> <li>o Site Access and Circulation</li> <li>o Parking and Paving</li> <li>o Zoning setbacks and limitations</li> <li>o Easements and environmental buffers</li> <li>o Emergency vehicle access</li> <li>o Utilities</li> <li>o Athletic fields and outdoor educational spaces (existing and proposed).</li> <li>o Site orientation</li> </ul> </li> <li><input type="checkbox"/> Project Budget                             <ul style="list-style-type: none"> <li>o Estimated Total Construction Cost</li> <li>o Estimated Total Project Cost</li> <li>o District's not to exceed Total Project Budget</li> </ul> </li> <li><input type="checkbox"/> Estimated Funding Capacity                             <ul style="list-style-type: none"> <li>o List of other municipal projects currently underway</li> <li>o Description of Local process for authorization and funding of the Proposed Project</li> <li>o Estimated impact to local property tax</li> </ul> </li> <li><input type="checkbox"/> Budget Statement                             <ul style="list-style-type: none"> <li>o Budget Statement – Expenditures (Appendix 3E)</li> <li>o Budget Statement – Revenue (Appendix 3E)</li> </ul> </li> <li><input type="checkbox"/> Updated Project Schedule                             <ul style="list-style-type: none"> <li>o MSBA Board of Directors meeting for proceeding into SD</li> <li>o MSBA Board of Directors meeting for PFA</li> <li>o Town vote for Project Funding</li> <li>o Design Submission Milestones</li> <li>o Construction Start</li> <li>o Substantial Completion</li> <li>o Move-in date</li> </ul> </li> </ul>	<p>P&amp;W</p> <p>P&amp;W</p> <p>SMMA</p> <p>District - <i>Dennis</i></p> <p>District - <i>John</i></p> <p>SMMA</p>
MSBA 3.3.5	<ul style="list-style-type: none"> <li>➤ <b>LOCAL ACTIONS AND APPROVAL LETTER; to include the following:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Signed Local Actions and Approval Certification</li> <li><input type="checkbox"/> SBC Meeting Minutes, with Vote to Submit Feasibility Study</li> <li><input type="checkbox"/> List of SBC Meetings</li> <li><input type="checkbox"/> List of Public meetings</li> <li><input type="checkbox"/> Identify location of where material is for public review.</li> </ul> </li> </ul>	<p>District – <i>Dennis, John, Jaime</i></p> <p>SMMA</p> <p>SMMA</p> <p>SMMA</p> <p>SMMA</p>
MSBA 3.3.6	<ul style="list-style-type: none"> <li>➤ <b>Appendix</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> MSBA Preliminary Design Program Comments and District's Response</li> <li><input type="checkbox"/> Preferred Alternative Plans (Half-size set bound separately)</li> </ul> </li> </ul>	<p>P&amp;W</p> <p>P&amp;W</p>

p:\2020\20033\03-design\3.4 submissions\2-psr submission\preferred schematic study and report requirements.doc

The image shows the exterior of a large, classical-style building, likely a high school, with a prominent portico supported by columns. In the foreground, there is a well-maintained lawn with several trees and a monument dedicated to Stoneham Vietnam Veterans. The monument is a large, rectangular structure with text and a central emblem, surrounded by a low fence and a white rope barrier. An American flag flies on a tall pole to the left of the building. The entire scene is captured in a blue-tinted, monochromatic style.

# Town of Stoneham

High School Project Finance Considerations

October 13, 2020

# Design Options Summary

CODE UPGRADE	RENOVATION	RENOVATION ADDITION	NEW CONSTRUCTION	
<ul style="list-style-type: none"><li>• <b>NO Educational upgrades</b></li><li>• <b>Code Upgrades</b></li><li>• <b>System Upgrades</b></li><li>• <b>Exterior Envelope Repairs</b></li><li>• <b>Interior Repairs</b></li><li>• <b>No Sitework</b></li></ul>	<ul style="list-style-type: none"><li>•  <b>Option 2</b></li></ul>	<ul style="list-style-type: none"><li>•  <b>Option 3A1</b></li><li>•  <b>Option 3A2</b></li><li>•  <b>Option 3B</b></li></ul>	<ul style="list-style-type: none"><li>•  <b>Option 4A1</b></li><li>•  <b>Option 4A2</b></li><li>•  <b>Option 4A3</b></li><li>•  <b>Option 4B</b></li><li>•  <b>Option 4C</b></li></ul>	

# Total Project Cost and Approximate Cost to Stoneham



	Repairs Only	Renovation Only	Reno /Add Option 3A2	New Contr. Option 4A3	New Contr. Option 4B
<b>Total Project Cost</b>	\$114,967,198	\$173,446,250	\$175,193,556	\$174,779,683	\$172,897,860
<b>Approximate MSBA Reimbursement</b>	\$0	\$61,945,728	\$54,915,452	\$51,046,210	\$50,911,806
<b>Approximate Cost to the Town</b>	<b>\$114,967,198</b>	<b>\$111,500,522</b>	<b>\$120,278,104</b>	<b>\$123,733,473</b>	<b>\$121,986,054</b>

Costs subject to change as Feasibility Study progresses.

# Recent MSBA High School Projects

Project		Students	SF	Total Project Budget	Reimb Rate	Grant	Effective Reimb Rate	Delta Reimb Rate
<b>Belmont High School</b>	Renovation/Addition	2,215	445,100	\$295,159,189	40.66%	\$80,644,278	27.32%	<b>13.34%</b>
<b>Arlington High School</b>	New	1,755	408,590	\$290,851,820	49.72%	\$86,019,645	29.58%	<b>20.14%</b>
<b>Central Berkshire High School</b>	New	460	122,760	\$72,721,109	59.44%	\$31,311,527	43.06%	<b>16.38%</b>
<b>Lowell High School</b>	Renovation/Addition	3,520	622,777	\$343,399,220	80.00%	\$215,992,406	62.90%	<b>17.10%</b>
<b>Pentucket High School</b>	New	965	211,700	\$146,332,328	57.63%	\$54,118,605	36.98%	<b>20.65%</b>
<b>Sharon High School</b>	New	1,250	240,204	\$163,000,000	48.95%	\$53,823,005	33.02%	<b>15.93%</b>
<b>Nausett High School</b>	Renovation/Addition	905	214,250	\$131,825,665	43.39%	\$36,676,476	27.82%	<b>15.57%</b>
<b>Waltham High School</b>	New	1,830	414,854	\$374,567,387	65.71%	\$122,302,271	32.65%	<b>33.06%</b>
<b>Worcester Doherty High School*</b>	New	1,670	420,000	\$293,825,418			0.00%	<b>0.00%</b>
<b>Stoneham High School**</b>	<b>TBD</b>	<b>695</b>	<b>204,107</b>	<b>\$172,897,860</b>	<b>55.06%</b>	<b>\$50,911,806</b>	<b>29.45%</b>	<b>25.61%</b>
*MSBA PS&B Meeting projected								
** Based on Option 4B, all costs are approximate								

# Single Family Tax Calculation Assumptions

- Impact Date -Fiscal Year 2023
- Levy Estimate Trended from FY21
- 2.5% increases in Tax Levy
- New Growth \*\*\*
- FY23 Debt Exclusion Payment Used
- RO and CIP Value Percentages Remain Consistent from FY21

# Tax Impact

## Stoneham Share

Rate  
 Term (years)  
 Yearly Payment-20 yr Average  
 Average Home Value  
**Annual Tax Increase Average Home-20 yr Average**  
 Annual Tax Increase per \$1,000 Valuation

Code Repair Only Option 1	Renovation Only Option 2	Renovation/ Addition Option 3A2	New Construction Option 4A3	New Construction Option 4B
\$114,967,198	\$111,500,522	\$120,278,104	\$123,733,473	\$121,986,054
3.00%	3.00%	3.00%	3.00%	3.00%
20	20	20	20	20
\$ 7,727,602	\$ 7,494,586	\$ 8,084,578	\$ 8,316,833	\$ 8,199,379
\$ 577,700	\$ 577,700	\$ 577,700	\$ 577,700	\$ 577,700
<b>\$ 895</b>	<b>\$ 868</b>	<b>\$ 937</b>	<b>\$ 964</b>	<b>\$ 950</b>
\$ 1.55	\$ 1.50	\$ 1.62	\$ 1.67	\$ 1.65

Assumptions: Tax rate based on Fiscal 2023 assessed valuation and AVERAGE house value of \$577,700  
 Yearly impact will change based upon subsequent year tax rates and valuations.

Costs subject to change as Feasibility Study progresses.

# Tax Impact Comparison

Assessed Value	No Debt Exclusion Estimated Tax Bill	Option 4B		Option 4B	
		20 Years 3.0%		30 Years 3.5%	
1,200,000	13,597	\$15,572	\$1,975	\$15,195	\$1,598
1,100,000	12,464	\$14,275	\$1,811	\$13,929	\$1,465
1,000,000	11,331	\$12,977	\$1,646	\$12,663	\$1,332
900,000	10,198	\$11,679	\$1,482	\$11,396	\$1,199
800,000	9,065	\$10,382	\$1,317	\$10,130	\$1,065
700,000	7,932	\$9,084	\$1,152	\$8,864	\$932
600,000	6,799	\$7,786	\$988	\$7,598	\$799
<b>577,195</b>	<b>6,540</b>	<b>\$7,490</b>	<b>\$950</b>	<b>\$7,309</b>	<b>\$769</b>
500,000	5,665	\$6,489	\$823	\$6,331	\$666
400,000	4,532	\$5,191	\$658	\$5,065	\$533
300,000	3,399	\$3,893	\$494	\$3,799	\$400

# Tax Impact Comparison Surrounding Communities

## Why average single family tax bill used as a basis of comparison?

1. Variation in the level of assessment
2. Variation in percentage of Residential and Commercial classes
3. Variation in CIP Shift Percentages

Town	FY20 Avg SF TB	FY23
Woburn	\$4,677	\$5,037
Peabody	\$4,751	\$5,116
Saugus	\$5,368	\$5,781
Burlington	\$5,466	\$5,886
Billerica	\$5,522	\$5,947
<b>Stoneham w/ No Debt Exclusion</b>	<b>\$6,098</b>	<b>\$6,540</b>
Danvers	\$6,451	\$6,947
<b>Stoneham - 4B 30 Yr</b>	<b>\$6,098</b>	<b>\$7,309</b>
Wilmington	\$6,873	\$7,401
Tewksbury	\$6,921	\$7,453
<b>Stoneham - 4B 20 YR</b>	<b>\$6,098</b>	<b>\$7,490</b>
Melrose	\$7,015	\$7,554
Wakefield	\$7,099	\$7,645
Chelmsford	\$7,362	\$7,928
North Andover	\$7,608	\$8,193
Middleton	\$8,585	\$9,245
Reading	\$8,748	\$9,421
Lynnfield	\$9,055	\$9,751
Westford	\$9,238	\$9,948
North Reading	\$9,381	\$10,102
Bedford	\$9,769	\$10,520
Andover	\$10,223	\$11,009
Winchester	\$14,298	\$15,397
Lexington	\$15,547	\$16,742

Questions

PM&C Estimate  
Dated 9/25/20

SF	Option	Project Costs	Project Cost/SF	
208,113	<b>Repairs Only Option 1</b>	Construction Cost	\$88,047,467	
		Building Cost	\$78,183,395	
		Site Cost	\$3,795,310	
		Concession/Locker Room Building	\$0	
		Demo/HazMat Cost	\$6,068,762	
		Temporary Classroom Modulares	\$5,600,000	
		Fees,Testing, Utilities, and Expenses	\$15,156,408	
		FFE/Technology	\$0	
		Contingencies	\$6,163,323	
		<b>total</b>	<b>\$114,967,198</b>	<b>\$552</b>
208,113	<b>Renovation Only Option 2</b>	Construction Cost	\$134,079,253	
		Building Cost	\$101,123,150	
		Site Cost	\$24,824,019	
		Concession/Locker Room Building	\$2,250,000	
		Demo/HazMat Cost	\$5,882,084	
		Temporary Classroom Modulares	\$5,600,000	
		Fees,Testing, Utilities, and Expenses	\$22,036,949	
		FFE/Technology	\$2,502,000	
		Contingencies	\$9,228,048	
		<b>total</b>	<b>\$173,446,250</b>	<b>\$833</b>
204,107	<b>Renovation/Addition Option 3A2</b>	Construction Cost	\$140,176,603	
		Building Cost	\$102,795,319	
		Site Cost	\$28,287,704	
		Concession/Locker Room Building	\$2,250,000	
		Demo/HazMat Cost	\$6,843,580	
		Fees,Testing, Utilities, and Expenses	\$22,860,091	
		FFE/Technology	\$2,502,000	
		Contingencies	\$9,654,862	
		<b>total</b>	<b>\$175,193,556</b>	<b>\$858</b>
		204,107	<b>New Construction Option 4A3</b>	Construction Cost
Building Cost	\$102,795,502			
Site Cost	\$28,051,645			
Concession/Locker Room Building	\$2,250,000			
Demo/HazMat Cost	\$6,735,992			
Fees,Testing, Utilities, and Expenses	\$22,813,724			
FFE/Technology	\$2,502,000			
Contingencies	\$9,630,820			
<b>total</b>	<b>\$174,779,683</b>			<b>\$856</b>
204,107	<b>New Construction Option 4B</b>			Construction Cost
		Building Cost	\$101,572,664	
		Site Cost	\$27,709,717	
		Concession/Locker Room Building	\$2,250,000	
		Demo/HazMat Cost	\$6,739,080	
		Fees,Testing, Utilities, and Expenses	\$22,602,897	
		FFE/Technology	\$2,502,000	
		Contingencies	\$9,521,502	
		<b>total</b>	<b>\$172,897,860</b>	<b>\$847</b>

Costs subject to change as Feasibility Study progresses

**DRAFT**

PM&C Estimate  
 Dated 9/25/20

	Code Repair Only Option 1	Renovation Only Option 2	Renovation/ Addition Option 3A2	New Construction Option 4A3	New Construction Option 4B
<b>Total Project Cost</b>	\$114,967,198	\$173,446,250	\$175,193,556	\$174,779,683	\$172,897,860
<b>Approximate MSBA Reimbursement</b>	\$0	\$61,945,728	\$54,915,452	\$51,046,210	\$50,911,806
<b>Approximate Cost to the Town</b>	<b>\$114,967,198</b>	<b>\$111,500,522</b>	<b>\$120,278,104</b>	<b>\$123,733,473</b>	<b>\$121,986,054</b>
<b>Summary of Approximate Ineligible Costs</b>					
Temporary Classroom Modulars	na	\$5,600,000	\$0	\$0	\$0
Site Costs above 8% Cap	na	\$16,924,259	\$20,241,418	\$20,000,426	\$19,756,593
Concession/Locker Room Building	na	\$2,250,000	\$2,250,000	\$2,250,000	\$2,250,000
Building Costs above \$333/SF Cap	na	\$39,911,373	\$43,051,313	\$43,051,511	\$41,730,846
Building Costs Ineligible SF	na	\$0	\$5,984,343	\$8,651,007	\$8,651,007
OPM and Designer Fees on Ineligible SF	na	\$0	\$217,855	\$947,260	\$936,508
Asbestos Flooring Abatement	na	\$412,000	\$412,000	\$412,000	\$412,000
FFE/Technology over \$2,400/student	na	\$834,000	\$834,000	\$834,000	\$834,000
Legal Fees, Moving Expenses, Contingencies	na	\$4,374,878	\$4,557,798	\$5,923,326	\$5,860,858
	\$0	\$70,306,510	\$77,548,727	\$82,069,530	\$80,431,812

Costs subject to change as Feasibility Study progresses

## Memorandum

To: Stoneham School Building Committee  
 From: Joel G. Seeley  
 Project: Stoneham High School Feasibility Study  
 Re: District Offices Program and Cost  
 Distribution: Stoneham School Building Committee (MF)

Date: 10/11/2020  
 Project No.: 20033

The Space Summary for the District Offices defines 3,900 Square Feet. The list of spaces is shown below:

District Offices- Superintendent/PPS			
District Offices- Superintendent (Total Net SF 2,600sf/ Gross SF 3,900sf)			
Superintendent w/ meeting area	250	1	250
Secretary w/ waiting	200	1	200
Conference Room	450	1	450
Assistant Superintendent	150	1	150
Human Resources	150	1	150
Special Education			
Assistant Superintendent w/ meeting	250	1	250
Secretaries (2) w/ waiting	125	2	250
Conference Room	450	1	450
Business Office			
Budget Director	150	1	150
Payroll	150	1	150
Accounts Payable	150	1	150

The building-only construction cost per square foot for Option 4B is \$498 per square feet. Using \$498 per square feet as the cost model, the District Offices construction cost would equate to \$1,942,200 (3,900 x \$498). This construction cost would calculate to \$2,340,351 total project cost, once factoring in fees and contingencies. The District Offices cost would not be reimbursable.

# DESIGN BID BUILD V. CONSTRUCTION MANAGEMENT AT RISK CONTRACTING STRUCTURE

## DESIGN BID BUILD

1. DBB is a Single Phase "Fixed Price" Construction Contracting Method.
2. Under DBB, a Public Owner must procure an Owner's Project Manager to act as its Representative during the Design and Construction of the Project and a Designer to prepare the Project Design.
3. When the Design is complete, the Owner openly solicits Public Bids from every General Contractor that meets a list of statutorily defined public bidding eligibility requirements.
4. The Bid Solicitation requires a single Lump Sum Bid Price to complete all of the Work included in the Design.
5. The Owner must award the Construction Contract to the Lowest Responsible Eligible Bidder.

## CONSTRUCTION MANAGEMENT AT RISK

1. CMR is a Two Phase "Cost Plus" Construction Contracting Method.
2. When using a CMR, a Public Owner must procure an Owner's Project Manager to act as its Representative during the Design and Construction of the Project and a Designer to prepare the Project Design.
3. Before the Design is prepared, the Owner retains a CMR through a systematic Qualifications Based Procurement Process.
4. The CMR provides advice during the Design Phase regarding constructability and budget and then Constructs the Project, as designed.
5. The CMR Contract Price will be the sum of the CMR's Cost to Construct the Work plus the General Conditions (CMR's Costs that are not incorporated into the Project) and a negotiated CM Fee, as compensation.
6. When the Design is at least 60% complete, the Owner and the CMR will agree upon a Guaranteed Maximum Price ("GMP") as a cap for the Contract Price. Once the GMP is established, the CMR will be paid the lesser of the Contract Price or the GMP.

# ADVANTAGES

## DESIGN BID BUILD

- 1) Competitive Bidding is the hallmark of DBB contracting and, assuming the Project Design is clear and complete and all Prequalified Bidders are capable of effectively completing the work, that competition should produce the best available price.
- 2) A DBB General Contractor is obligated to construct all of the Work that is delineated in the Project Design for a single, Lump Sum Fixed Price. This places the risk for the cost of completing the Work included in the Design entirely on the General Contractor.
- 3) The Work and the Schedule to complete that Work are narrowly defined in a DBB General Contract and that simplicity should concomitantly simplify management of the Project, provided the Design is clear and straight forward.

## CONSTRUCTION MANAGEMENT AT RISK

- 1) Qualifications Based Procurement is the hallmark of CMR contracting and that ability allows the Owner to identify CMRs that are the most capable of constructing the Owner's Project and to choose a CMR for the Project from that pool.
- 2) A CMR is available during the Design Phase to work with the Designer to identify Design conflicts and omissions prior to construction. Any significant Design conflicts and/or omissions that are not identified and corrected prior to construction will adversely impact the Project Schedule and/or lead to claims for additional compensation. The CMR's assistance during the Design Phase should drastically reduce that possibility.
- 3) The CMR contracting process is flexible and provides an Owner with the ability to creatively progress a Project through methods such as having the CMR begin construction before a Design is completed.

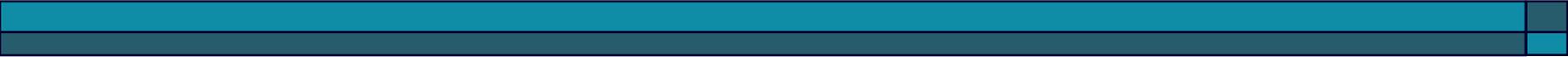
# DISADVANTAGES

## DESIGN BID BUILD

1. A DBB General Contractor is not available to help identify Design conflicts and omissions prior to construction. Any significant conflicts and/or omissions that are not corrected prior to construction will adversely impact the Project Schedule and/or lead to claims for additional compensation.
2. With DBB, an Owner must solicit Public Bids from every General Contractor that meets the statutorily defined public bidding eligibility requirements and award the construction contract to the "Lowest Responsible Eligible Bidder". However, that bidder may not be the best choice to construct the Project. If a Project is complex, an Owner will likely want to identify Contractors that are the most capable of constructing the Project and choose a Contractor to construct the Project from that pool. DBB does not have a legal mechanism to achieve that objective.
3. With DBB, a Designer prepares the Design, General Contractors Bid on that Design, and the "Lowest Responsible Eligible Bidder" constructs the Project. This "linear" process restricts the Owner's ability to creatively progress the Project through methods such as having the Contractor begin construction before the Design is completed.

## CONSTRUCTION MANAGEMENT AT RISK

1. Subject to the GMP, a CMR is reimbursed for the Cost of Work and paid a fee as compensation. This places the risk for the cost of completing the work up to the amount of the GMP upon the Owner.
2. Massachusetts Law requires the Owner of a DBB Public Building Construction Project to solicit separate competitive bids from Subcontractors for work that is included in eighteen (18) key sub-trade categories. The Sub-Bid Solicitation is not issued until the Design of the work is completed and each Sub-Bidder is required to submit a single Lump Sum Bid Price to complete all of the Work that is included in a sub-trade category. A list of those Sub-Bids is provided to General Bidders prior to the date of the General Bid Opening and the General Bidders are required to include separate sub-bid fixed prices for the 18 sub-trade categories in their General Bids. With some differences, the law is also applicable to CMR contracting. Given the significant fixed price cost liability for subcontract work, a GMP for a CMR Contract under GL c. 149A will not typically be set until the entire Design is completed. That delay transfers most of the risk for the cost of completing the work to the Owner, obviating the potential for any cost savings that may have been available through competition.



## CONCLUSIONS

### DESIGN BID BUILD

- 1) The process is best suited to projects with straight forward Designs.

### CONSTRUCTION MANAGEMENT AT RISK

1. The contracting process is best suited to projects with complicated Designs and/or strict schedule limitations.

**Company Name**

# Memo

**To:** Stoneham School Building Committee  
**From:** SSBC Public Relations Committee  
**Date:** September 30, 2020  
**Re:** Branding

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Following the September 28 SSBC meeting, several of the PR Committee members briefly discussed how to best invite more community engagement as we move into the next phase of the project.

Based on individual input from the PR Committee members on a one-to-one basis, we would like to present this information for your consideration:

Three words - Envision Engage Execute

We are thinking that these three words could drive our public relations campaign as we move forward in the process.

Envision – the phase we are currently in, in which the SSBC and the Community share ideas for what we would like our future high school complex to be, whom we would like it to serve and how we imagine it will happen based on the designs we choose. We should consider the best vehicles for reaching the broadest possible audience to invite the highest degree of interaction as we formulate our wish list.

Engage – the next phase, which would begin when we are ready to seek community input for a final design decision and as we move toward a community vote on the expenditure. We should again consider the best vehicle for reaching the broadest possible community audience on a more one-to-one basis to encourage investment in the plan we would like to see move forward.

Execute – the final phase, in which we bring the final design to the community and seek support for the decision and the expenditure, leading to the actual construction of the building. ***[What we need to do should go here – open to suggestions.]***

We would like to have a brief discussion about this plan at the October 13 meeting to hear the Committee's thoughts on this plan and how best to move forward. We know that we need to get the community engaged and enthusiastic about the project and want to hear from our Committee members on the best way to accomplish it based on previous experiences with Stoneham's other school building committees and with Perkins and Will's and SMMA's past experience.

# 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 (SSBC) has no preconceived solutions and will investigate renovation, renovation with 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 Select Board 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 SSBC.

#### 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. What options have been studied?

Ten design alternatives were discussed and evaluated over the course of nine (9) SSBC meetings and two (2) community forums. The committee focused on the following criteria when developing the options: educational benefits, cost, minimal disruption during construction, sustainability, community use and traffic. The ten design alternatives explored were:

- *Option 1 – Code Repair Only*
- *Option 2 – Renovation Only*
- *Option 3A1 – Renovation with Addition*
- *Option 3A2 – Renovation with Addition*
- *Option 3B – Renovation with Addition*

- *Option 4A1 – New Construction*
- *Option 4A2 – New Construction*
- *Option 4A3 – New Construction*
- *Option 4B – New Construction*
- *Option 4C – New Construction*

The SSBC, on September 28, 2020 narrowed the options down to five options, with the final selection scheduled to be made the end of December 2020.

These five options are:

- *Option 1 – Code Repair Only*  
This option only repairs the existing building to meet current building codes. There are no changes to the building for educational improvements.
- *Option 2 – Renovation Only*  
This option renovates the existing building, including renovations for educational improvements. There are no building additions included. Temporary classroom modulars are required during construction for swing space.
- *Option 3A2 – Renovation with Addition*  
This option renovates the existing gymnasium only and constructs a new addition to the north of the existing building housing all other school functions, including auditorium, cafeteria, classrooms and administration offices.
- *Option 4A3 – New Construction*  
All new two-story construction located to the north of the existing building.
- *Option 4B – New Construction*  
All new two-story construction located to the north and east of the existing building.

5. What will the options cost?

The estimated Total Project Cost and approximate cost to Stoneham, after MSBA reimbursement, for each option is as follows:



	Code Repair Only Option 1	Renovation Only Option 2	Renovation/ Addition Option 3A1	Renovation/ Addition Option 3A2	Renovation/ Addition Option 3B	New Construction Option 4A1	New Construction Option 4A2	New Construction Option 4A3	New Construction Option 4B	New Construction Option 4C
Approximate Total Project Cost	\$115.0M	\$173.4M	\$175.7M	\$175.2M	\$174.6M	\$177.7M	\$180.6M	\$174.8M	\$172.9M	\$173.7M
Approximate Cost to Stoneham	\$115.0M	\$111.5M	\$120.7M	\$120.3M	\$119.7M	\$126.4M	\$129.2M	\$123.7M	\$122.0M	\$122.8M

6. What is included in the total project cost?

The total project cost estimate includes all construction costs – site work, playfields and demolition of the existing school. It also includes design fees, construction-related testing costs, construction contingencies and new furniture and educational technology equipment.

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 has hosted two community listening sessions or forums so far in the Feasibility Study process and is planning to host many more. 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. How was the 695 student Design Enrollment determined?

The Feasibility Study commenced over 7 years ago with the submission of the initial Statement of Interest for the Stoneham High School to the MSBA. The MSBA invited the Town into the Eligibility Period in December 2018 based on the conditions identified in the Statement of Interest. The Eligibility Period is a 270-day period during which the Town is required to complete certain preliminary requirements. One of these requirements is to agree on the amount of students a revitalized Stoneham High School is to be designed to house.

The process entailed Stoneham providing enrollment, housing, and development information to the MSBA. The MSBA then develops a 10-year enrollment projection for the school. In a collaborative process, the MSBA and the Town participated in a Design Enrollment conference to review the MSBA’s projection, which calculated a 660 student

Stoneham High School. The Town responded that key aspects of proposed housing developments and potential reductions in student out-migration may not have been adequately factored in and the MSBA increased their projection to 695 students. In September 2019, the Town and MSBA agreed that a revitalized Stoneham High School is to be designed to house 695 grades 9-12 students.

9. 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.

10. 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.

11. 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.

12. When will the school construction be completed?

The building construction for the renovation with addition option and the new construction options is estimated to be completed for the school year 2024, with the existing building demolition and sitework following thereafter. The repair only and renovation only options are estimated to take a year longer due to swing space requirements. The construction schedules will be further refined as the Feasibility Study progresses.

13. 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%.

14. 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 current building codes without addressing educational programming. One hundred percent of these costs would be paid by the Town.

15. 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.

16. 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.

17. 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.

18. 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.

19. Will traffic be affected?

The design of all options includes mitigation measures to improve the traffic along Franklin Street, especially during morning school arrivals. The roadways and parking in each design option have been expanded and redesigned to improve traffic flow and provide more queuing space for cars on site and off of Franklin Street. Additionally, a new traffic signal is being planned for the Stevens Street and Franklin Street intersection, synchronized with the new signal at the school entrance to improve traffic circulation.

20. 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

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

Project No.: 20033  
 Meeting Date: 9/29/2020  
 Time: 10:00am  
 Meeting No: 3

### Attendees:

PRESENT	NAME	AFFILIATION
✓	Marie Christie	Co-Chair, School Building Committee
✓	Raymie Parker	Chair, Select Board
✓	Dennis Sheehan	Town Administrator
✓	John Macero	Superintendent of Schools
✓	Brian McNeil	Facilities Director
✓	Erin Wortman	Director, Planning and Community Development
	Susan McPhee	Energy Conservation Coordinator
✓	Kimberly Cullinane	Eversource - Electricity
✓	Mark Rooney	Eversource - Electricity
✓	Denise Rouleau	National Grid - Gas
✓	Vamshi Gooje	Thornton Tomasetti
✓	Brooke Trivas	Perkins and Will
✓	Patrick Cunningham	Perkins and Will
✓	Kevin Caddle	BALA
✓	Edward Dolan	BALA
✓	Joel Seeley	SMMA

Item #	Action	Discussion
3.1	Record	K. Cullinane introduced V. Gooje of Thornton Tomasetti, the MassSave ZNE Expert.
3.2	Record	P. Cunningham described the building envelope generally as follows: window-to-wall ratio 25% average, triple-glazed fiberglass windows, triple-glazed curtainwall, robust wall insulation-4" foam in stud cavity with 6" XBS outboard of AVB, robust roof insulation.
3.3	E. Dolan	E. Dolan generally described the two HVAC system alternatives as follows: 1) Geothermal with chilled beams in classrooms, ERUs for large spaces and VRF in administration and 2) Air-cooled VRF with ERU and AHU on VRF for larger spaces. Electrical will have all LED lighting and Plug-Load Management.

Item #	Action	Discussion
		V. Gooje asked if increased ventilation or filtration is being planned for, related to air-born pathogens? E. Dolan indicated the design has not progressed to that point and he will provide direction as the project design progresses.
3.4	Record	J. Seeley indicated the facility will be designed to receive PV, but the PV system is not included in the capital project. It may be included thru a future PPA.
3.5	Record	V. Gooje described the type of services the ZNE Expert will provide generally as 1) Facilitate Energy Workshop, 2) Load Reduction Analysis, 3) HVAC System Selection, 4) Life Cycle Cost Analysis, 5) OPR Review, 6) SD, Progress DD and 100% DD Review and 7) attend meetings. The scope will be negotiated based on project need and funding availability.  K. Cullinane indicated MassSave will require the SD, Progress DD and 100% DD Review services as a minimum.  V. Gooje indicated in his experience the results of a massing study has minimal effect on the overall EUI. P. Cunningham recommended the massing study should be limited.
3.6	P. Cunningham V. Gooje	P. Cunningham to forward the Program, Basis-of-Design and Plans documents to V. Gooje. V. Gooje to develop a fee proposal and submit to MassSave by the end of the week.
3.7	P. Cunningham	D. Rouleau asked if there will be any gas use on the project. P. Cunningham indicated potentially in the kitchen and science rooms and he will provide direction as the project design progresses.
3.8	E. Dolan	D. Sheehan asked if the emergency generator will be gas fired? E. Dolan indicated the emergency generator is currently being planned for as diesel fired and he will provide direction as the project design progresses.
3.9	Committee K. Cullinane	K. Cullinane recommended the committee attend the Eversource Zero Net Energy conference being held virtually on 10/8/20, the Acton-Boxborough Douglas-Gates Elementary School project presentation will be relevant to the Stoneham project. J. Seeley forwarded the invite link to the committee.  K. Cullinane to forward the Lexington Select Board member presentation to the Medfield Select Board on Lexington's Hastings Elementary School.
3.10	J. Seeley	J. Seeley to schedule a follow-up meeting in two weeks.

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 Minutes

Project: Stoneham High School Feasibility Study Project No.: 20033  
 Prepared by: Joel Seeley Meeting Date: 9/21/2020  
 Re: Educational Mission Subcommittee Meeting Time: 3:30pm  
 Location: Middle School Media Center Meeting No: 2  
 Distribution: Attendees (MF)

### Attendees:

PRESENT	NAME	AFFILIATION
✓	Jeanne Craigie	Town Moderator
✓	Josephine Thomson	Community Member
✓	Nicole Nial	School Committee Member
✓	Lisa Gallagher	Community Member, School Secretary, Past member of Middle School Building Committee
✓	Sharon Iovanni	Community Member
✓	John Macero	Superintendent of Schools, Secretary of School Building Committee
✓	Bryan Lombardi	Stoneham High School Principal
By phone	Brooke Trivas	Perkins and Will
✓	Joel Seeley	SMMA

Item #	Action	Discussion
2.1	Record	J. Macero provided an overview of the status of the Educational Program and Space Summary. The Design Options and Cost Models presented at the 9/14/20 SSBC meeting were based on the 209,000 SF Space Summary. Since that meeting additional information has been submitted from Pre-K, PE, SPED which has increased the building size to close to 230,000 SF. J. Macero and B. Lombardi have been working with P&W and the Space Summary is now at 201,407 SF. J. Macero asked the Subcommittee for input on any further space adjustments.
2.2	Record	The progress Educational Program was distributed, attached. B. Lombardi provided an overview of the High School Vision Committee's work in developing the draft: reviewing the MSBA's sample Educational Programs, touring Billerica High School, speaking with other high school principals, reviewing the 2-week Visioning Workshops and meeting weekly since the Workshops.
2.3	Record	The progress Space Summary was distributed and reviewed, attached.  Subcommittee Discussion:  1. Health Classroom to be listed under Core Academic Spaces, not PE.

Project: Stoneham High School Feasibility Study

Meeting Date: 9/21/20

Meeting No.: 2

Page No.: 2

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Item #	Action	Discussion
		<ol style="list-style-type: none"><li data-bbox="516 394 1338 457">2. There is a desire to add the indoor jogging track back into the Space Summary.</li><li data-bbox="516 478 1419 541">3. Determine a more descriptive name for the Black Box Theater and list under Core Academic Spaces.</li></ol>

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

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[www.smma.com](http://www.smma.com)