

Project Minutes

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

Project No.: 20033
 Meeting Date: 1/12/2021
 Time: 7:00pm
 Meeting No: 17

Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
Attended Remote	Marie Christie	Co-Chair, School Building Committee	Voting Member
Attended Remote	David Bois	Co-Chair, School Building Committee; Community Member with Architecture Experience	Voting Member
Attended Remote	Nicole Nial	School Committee Member	Voting Member
Attended Remote	Raymie Parker	Chair Select Board	Voting Member
		Community Member with Building Commissioner Experience	Voting Member
Attended Remote	Douglas Gove	Community Member with Engineering Experience	Voting Member
Attended Remote	Stephen O'Neill	Community Member with Engineering Experience	Voting Member
Attended Remote	Josephine Thomson	Community Member	Voting Member
Attended Remote	Jeanne Craigie	Town Moderator	Voting Member
Attended Remote	Lisa Gallagher	Community Member, School Secretary, Past member of Middle School Building Committee	Voting Member
Attended Remote	Sharon Iovanni	Community Member	Voting Member
Attended Remote	Cory Mashburn	Community Member, Finance and Advisory Board	Voting Member
Attended Remote	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
Attended Remote	Kevin Yianacopolus	Local Official responsible for Building Maintenance	Voting Member
Attended Remote	Dennis Sheehan	Town Administrator / MCPPO Certified	Non-Voting Member
Attended Remote	John Macero	Superintendent of Schools, Secretary of School Building Committee	Non-Voting Member
Attended Remote	Bryan Lombardi	Stoneham High School Principal	Non-Voting Member
Attended Remote	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	
Attended Remote	Joel Seeley	SMMA	

Item #	Action	Discussion
17.1	Record	Call to Order, 6:00 PM, meeting opened by roll call.
17.2	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.
17.3	Record	A motion was made by R. Parker and seconded by J. Thomson to approve the 12/16/20 School Building Committee meeting minutes. No discussion, motion passed unanimous by roll call vote.
17.4	Record	J. Seeley reviewed the Budget Status Report, dated 12/31/20, attached.
17.5	J. Seeley	J. Seeley reviewed Warrant No. 7, attached. A motion was made by R. Parker and seconded by J. Craigie to approve Warrant No. 7. No discussion, motion passed unanimous by roll call vote. J. Seeley to forward Warrant No. 7 to D. Bois for signature.
17.6	Record	J. Seeley reviewed the Updated Schematic Design Phase Meetings and Agenda Schedule, attached.
17.7	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>
17.8	J. Macero	J. Macero to review and provide direction on how close the middle school is to capacity and if it will need the space for the potential District Offices in the future? <i>(from prior meeting)</i>
17.9	J. Seeley	J. Seeley to break out the costs in a series of categories: Base High School Project followed by a listing of the Community Related Enhancements such as the synthetic playfields, concession/locker room building, traffic signals, PreK Program, District Offices, Larger Auditorium, Larger Gymnasium, District Kitchen in the SD Phase. <i>(from prior meeting)</i>
17.10	D. Warner	D. Warner to provide construction and maintenance costs comparing synthetic and natural turf fields. <i>(from prior meeting)</i>
17.11	PR Subcommittee D. Sheehan	The PR Subcommittee will review Town policies related to creating a Project Facebook page with D. Sheehan. <i>(from prior meeting)</i>
17.12	J. Seeley	J. Seeley paged thru the PSR Submission document, dated 12/23/20. The document has been uploaded to the SSBC Project Website. J. Seeley will forward the MSBA review comments on the submission once received.

Item #	Action	Discussion
17.13	J. Seeley	<p>J. Seeley reviewed the MSBA Facilities Assessment Subcommittee, (FAS) meeting scheduled for 1/20/21. A prep meeting was held with MSBA staff on 1/11/21 and a dry-run of the presentation is scheduled for 1/19/21.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> R. Parker asked if the Committee can attend the FAS meeting? <i>J. Seeley indicated yes and will forward the MSBA meeting invite once received.</i>
17.14	Record	J. Seeley reviewed the Schematic Design and Report Requirements, attached.
17.15	PR Subcommittee CM Prequalification Committee	<p>Subcommittee Updates</p> <p>Public Relations Subcommittee</p> <ol style="list-style-type: none"> S. Iovanni reviewed the press release on the SSBC's upcoming Schematic Design Phase, attached. S. Iovanni reviewed the 1/6/21 PR Subcommittee meeting minutes, attached. R. Parker reviewed the draft letter to Town Departments and Committees asking for input on the project and inviting them to the 2/24/21 Community Forum No. 5. The letter will be placed on Town letterhead, be addressed to the department heads or committee chairs, with hardcopy input to be submitted to D. Sheehan and electronic to the SSBC's email address, signed by M. Christie and D. Bois and both mailed and emailed. <p>A Motion was made by J. Craigie and seconded by S. Iovanni to approve sending the letter with the conditions noted above. No discussion, motion passed unanimous by roll call vote.</p> <p>CM at Risk Prequalification Committee</p> <ol style="list-style-type: none"> J. Seeley indicated the CM Prequalification Committee met on 1/4/21 and reviewed the Statement of Qualifications received from the eleven CMs. Three CM firms were shortlisted to submit a proposal and be interviewed, Consigli Construction Company, Gilbane Building Company, and Shawmut Design and Construction. RFPs have been issued to the three CM firms, with proposals due 1/25/21 and interviews scheduled for 2/10/21.
17.16	Record	Committee Questions - none
17.17	Record	Old or New Business - none
17.18	Record	Public Comment - none
17.19	Record	Next SSBC Meeting: January 25, 2021 at 7:00 pm.

Item #	Action	Discussion
17.20	Record	A Motion was made by S. Iovanni and seconded by R. Parker to adjourn the meeting. No discussion, motion passed unanimous by roll call vote.

Attachments: Agenda, Budget Status Report, Warrant No. 7, Updated Schematic Design Phase Meetings and Agenda Schedule, Schematic Design and Report Requirements, 1/6/21 PR Subcommittee Meeting Minutes, draft letter to Town Departments and Committees

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

Agenda

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

Project No.: 20033
Meeting Date: 1/12/2021
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. PSR Submission Overview
 6. Prepare for MSBA FAS Meeting
 7. Review Schematic Design Phase Schedule and Deliverables
 8. Subcommittee Updates
 9. New or Old Business
 10. Committee Questions
 11. Public Comments
 12. Next Meeting: January 25, 2021
 13. Adjourn

Join GoToMeeting:

<https://global.gotomeeting.com/join/768381229>

Dial-In: [+1 \(312\) 757-3121](tel:+13127573121)

Access Code: [768-381-229](tel:768381229)

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

12/31/2020

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%	\$ -	\$ 42,000.00	32%	\$ 88,000.00	\$ 88,000.00
0002-0000	A/E Feasibility Study/Schematic Design	\$ 465,000.00	\$ (45,000.00)	\$ 420,000.00	\$ 420,000.00	100%	\$ -	\$ 125,000.00	30%	\$ 295,000.00	\$ 295,000.00
0003-0000	Environmental & Site	\$ 60,000.00	\$ 100,000.00	\$ 160,000.00	\$ 71,733.64	45%	\$ 88,266.36	\$ 53,033.64	74%	\$ 18,700.00	\$ 106,966.36
0004-0000	Other	\$ 37,500.00	\$ 2,500.00	\$ 40,000.00	\$ 8,312.36	21%	\$ 31,687.64	\$ 812.34	10%	\$ 7,500.02	\$ 39,187.66
	SUBTOTAL	\$ 750,000.00		\$ 750,000.00	\$ 630,046.00		\$ 119,954.00	\$ 220,845.98	35%	\$ 409,200.02	\$ 529,154.02

**** 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
MassSave ZNE Expert ESA	\$	7,500.00	Cost Share for Thornton Tomasetti
Stoneham Independent	\$	198.28	Advertisement in Stoneham Independent for CM-R Procurement - RFQ
	\$	8,312.36	

Warrant No. 7

Project: Stoneham High School, Stoneham, Massachusetts Project No.: 20033
 Prepared by: Joel G. Seeley, AIA Date: 1/12/2021

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	54161	11/30/2020	\$ 7,000.00	0001-0000	\$ 81,000.00
Perkins & Will	0180189	12/03/2020	\$ 25,000.00	0002-0000	\$ 270,000.00
Total			\$ 32,000.00		

Marie Christie

David Bois

Nicole Nial

Raymie Parker

Douglas Gove

Stephen O'Neill

Josephine Thomson

Jeanne Craigie

Lisa Gallagher

Sharon Iovanni

Cory Mashburn

Paul Ryder

David Pignone

Approved on _____

Perkins&Will

Invoice

January 6, 2021

Project No: 153010.000

Invoice No: 0180189

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

Stoneham High School - FS-SD

Professional Services: through December 31, 2020

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Feasibility Phase	175,000.00	85.7143	150,000.00	125,000.00	25,000.00
Schematic Design	245,000.00	0.00	0.00	0.00	0.00
Amendment #1	0.00	0.00	0.00	0.00	0.00
Survey/Wetlands-Nitsch	27,500.00	100.00	27,500.00	27,500.00	0.00
Phase 1 ESA	2,970.00	0.00	0.00	0.00	0.00
Geotechnical Services-Lahlaf	16,417.50	100.00	16,417.50	16,417.50	0.00
Hazardous Materials-UEC	4,950.00	100.00	4,950.00	4,950.00	0.00
Amendment #2	0.00	0.00	0.00	0.00	0.00
Traffic Analysis-Nelson Nygaard	18,150.00	0.00	0.00	0.00	0.00
Amendment #3	0.00	0.00	0.00	0.00	0.00
Hydrant Flow Testing-AE	1,760.00	0.00	0.00	0.00	0.00
Amendment #4	0.00	0.00	0.00	0.00	0.00
Traffic Analysis-Nelson Nygaard	-18,150.00	0.00	0.00	0.00	0.00
Amendment #5	0.00	0.00	0.00	0.00	0.00
Traffic Analysis-Nelson Nygaard	4,166.14	100.00	4,166.14	4,166.14	0.00
Amendment #6	0.00	0.00	0.00	0.00	0.00
Tarffic Analysis - Vanasse	13,970.00	0.00	0.00	0.00	0.00
Total Fee	491,733.64		203,033.64	178,033.64	25,000.00
			Total Fee		25,000.00

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

Project	153010.000	Stoneham High School - FS/SD	Invoice	0180189
			Total this Invoice	\$25,000.00

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



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

January 5, 2021
Project No: 20033.00
Invoice No: 0054161

Project 20033.00 Stoneham High School OPM Services
Professional Services from November 28, 2020 to December 25, 2020

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Feasibility Study	56,000.00	87.50	49,000.00	42,000.00	7,000.00
Schematic Design	49,000.00	0.00	0.00	0.00	0.00
Total Fee	105,000.00		49,000.00	42,000.00	7,000.00
		Total Fee			7,000.00
			Total this Invoice		\$7,000.00

Billings to Date

	Current	Prior	Total
Fee	7,000.00	42,000.00	49,000.00
Expense	0.00	614.08	614.08
Totals	7,000.00	42,614.08	49,614.08

Authorized By: Joel Seeley

**STONEHAM HIGH SCHOOL
STONEHAM SCHOOL BUILDING COMMITTEE**

MEETINGS SCHEDULE AND AGENDAS
November 16, 2020 *Updated January 6, 2020*

DATE	AGENDA
<i>Schematic Design Phase (SD)</i>	
January 12, 2021	SCHOOL BUILDING COMMITTEE MEETING (TUESDAY) Review Schematic Design Phase Schedule and Deliverables Prepare for MSBA FAS Meeting
January 20, 2020	<i>MSBA FAS MEETING</i>
January 25, 2021	SCHOOL BUILDING COMMITTEE MEETING Review Progress Site and Floor Plans
February 8, 2021	SCHOOL BUILDING COMMITTEE MEETING Review Progress Site and Floor Plans Traffic Study Update Prepare for MSBA Board Meeting
February 11, 2021	<i>MSBA BOARD MEETING</i>
February 22, 2021	SCHOOL BUILDING COMMITTEE MEETING Review MSBA Board Meeting CM Recommendation and Introduction Review Progress Site and Floor Plans Review Preliminary Exterior Imagery Geotechnical Analysis Update
February 24, 2021	<i>COMMUNITY FORUM NO. 5</i>
March 8, 2021	SCHOOL BUILDING COMMITTEE MEETING Review Sustainable Design Features Review Mechanical and Electrical Systems Geothermal Analysis Update Review Security and Visual Access Design
March 22, 2021	SCHOOL BUILDING COMMITTEE MEETING Review Progress Site and Floor Plans Review Updated Exterior Elevations Review Structural Systems
TBD	<i>COMMUNITY FORUM NO. 6</i>
TBD	<i>TRI-BOARD MEETING NO. 3</i>
April 5, 2021	SCHOOL BUILDING COMMITTEE MEETING Review Preliminary Interior Materials Review Preliminary Exterior Materials

**STONEHAM HIGH SCHOOL
STONEHAM SCHOOL BUILDING COMMITTEE**

MEETINGS SCHEDULE AND AGENDAS
November 16, 2020 *Updated January 6, 2020*

DATE	AGENDA
April 19, 2021	SCHOOL BUILDING COMMITTEE MEETING Review Progress Site and Floor Plans Review Updated Mechanical and Electrical Systems Review Progress Technology Systems Review Progress FFE Layout
May 4, 2021	SCHOOL BUILDING COMMITTEE MEETING (TUESDAY) Review Progress Site and Floor Plans Review Updated Exterior Elevations and Materials Review Updated Interior Materials
May 17, 2021	SCHOOL BUILDING COMMITTEE MEETING Review Preliminary Cost Model Review Value Engineering Options
TBD	COMMUNITY FORUM NO. 7
June 1, 2021	SCHOOL BUILDING COMMITTEE MEETING (TUESDAY) Review Site Plan, Floor Plans and Elevations Review Final Mechanical and Electrical Systems Review Final Sustainable Design Features Review Updated Cost Model
TBD	TRI-BOARD MEETING NO. 3
June 14, 2021	SCHOOL BUILDING COMMITTEE MEETING Final Site Plan, Floor Plans and Elevations Final Project Cost Final Project Schedule Vote to submit Schematic Design Cost Estimate to MSBA
June 23, 2021	<i>SUBMIT SCHEMATIC DESIGN COST ESTIMATE TO MSBA</i>
June 28, 2021	SCHOOL BUILDING COMMITTEE MEETING Vote to submit Schematic Design Package to MSBA
July 7, 2021	<i>SUBMIT SCHEMATIC DESIGN PACKAGE TO MSBA</i>
	ADDITIONAL MEETINGS TO BE SCHEDULED

Stoneham High School Feasibility Study

Stoneham, MA

1/4/21

SCHEMATIC DESIGN AND REPORT (SD) REQUIREMENTS

Submission Date: July 7, 2021

REFERENCE	ITEM	RESPONSIBILITY
MSBA 4.1.1	DESE SUBMISSION	SMMA SMMA District - <i>Bryan</i> District - <i>Bryan</i> District - <i>Bryan</i> District - <i>Bryan</i> P&W P&W P&W
	<input type="checkbox"/> Submit with SD Submission to MSBA	
	<input type="checkbox"/> Cover Letter	
	<input type="checkbox"/> Special Education Delivery Methodology letter	
	<input type="checkbox"/> Current Program – Appendix 4B.2.1	
	<input type="checkbox"/> Proposed Program – Appendix 4B.2.2	
	<input type="checkbox"/> Specialized Program – Appendix 4B.2.3	
<input type="checkbox"/> Signed Space Summary - Appendix 4B.3		
<input type="checkbox"/> Floor Plans – Appendix 4B.4		
<input type="checkbox"/> Adjacency Table – Appendix 4B.5		
MSBA 4.1.2	SCHEMATIC DESIGN BINDER	
	➤ TRANSMITTAL LETTER	SMMA
	➤ COVER	P&W
	➤ TABLE OF CONTENTS	P&W
	➤ INTRODUCTION / EXECUTIVE SUMMARY	P&W SMMA SMMA P&W SMMA SMMA SMMA SMMA P&W SMMA
	<input type="checkbox"/> Summary of the Preferred Schematic	
	<input type="checkbox"/> Overview of community outreach and community feedback	
	<input type="checkbox"/> District’s Total Project Budget	
	<input type="checkbox"/> Project Description	
	<input type="checkbox"/> Project Budget	
<input type="checkbox"/> List of Alternates		
<input type="checkbox"/> Construction Delivery Methodology		
<input type="checkbox"/> Schematic Design Images		
<input type="checkbox"/> MSBA Preferred Schematic Report Review and District’s Responses		
	➤ FINAL DESIGN PROGRAM	P&W P&W P&W P&W P&W P&W P&W P&W P&W P&W P&W P&W P&W P&W P&W P&W P&W
	<input type="checkbox"/> Description of Architectural Characteristics	
	<input type="checkbox"/> Schematic Design Space Template	
	<input type="checkbox"/> Description of variances between Preferred Alternative Space Template and Schematic Design Space Template	
	<input type="checkbox"/> Space Measurement Analysis and Designer Certification	
	<input type="checkbox"/> Narrative of how the Schematic Design meets the following:	
	<input type="checkbox"/> Each Component of the Districts Educational Program	
	<input type="checkbox"/> Instructional Technology	
	<input type="checkbox"/> Functional Relationships	
	<input type="checkbox"/> Security and Visual Access Requirements	
	<input type="checkbox"/> Narrative of Site Development Features	
	<input type="checkbox"/> Narrative of Aesthetic Features	
	<input type="checkbox"/> Traffic Analysis	
	<input type="checkbox"/> Existing Building Assessments	
	<input type="checkbox"/> Provide an update on any additional existing building assessments	
	<input type="checkbox"/> Existing Site Environmental Assessments	
	<input type="checkbox"/> Provide an update on any additional site environmental assessments	
	<input type="checkbox"/> Geotechnical and Geo-Environmental Analysis	
	<input type="checkbox"/> Site Permitting Code Analysis	
	<input type="checkbox"/> Building Permitting Code Analysis	
<input type="checkbox"/> Site Utility and Sewage/Septic Analysis		
<input type="checkbox"/> Massing Study Analysis		
<input type="checkbox"/> Narrative of Sustainable Design Elements		

Stoneham High School Feasibility Study

Stoneham, MA

1/4/21

SCHEMATIC DESIGN AND REPORT (SD) REQUIREMENTS

Submission Date: July 7, 2021

REFERENCE	ITEM	RESPONSIBILITY
	<ul style="list-style-type: none"> <input type="checkbox"/> Narrative of Structural Systems <input type="checkbox"/> Narrative of MEP Systems <ul style="list-style-type: none"> o Provide Life Cycle Cost Analysis per MGL 149 s. 44(m) <input type="checkbox"/> Narrative of Fire Protection System <input type="checkbox"/> Informational Technology <input type="checkbox"/> Sustainable Building Design Overview <input type="checkbox"/> LEED Scorecard <ul style="list-style-type: none"> o Signed Designer Certification Letter <input type="checkbox"/> Compliance with ADA and MAAB Analysis <input type="checkbox"/> Room Data Sheets <input type="checkbox"/> Proposed Construction Methodology <input type="checkbox"/> District's Anticipated Reimbursement Rate <input type="checkbox"/> Total Project Budget <input type="checkbox"/> Designer's Construction Cost Estimate <input type="checkbox"/> CM's Construction Cost Estimate <input type="checkbox"/> Updated Project Workplan <input type="checkbox"/> Communications and Document Control <input type="checkbox"/> Designer Workplan <input type="checkbox"/> Project Schedule <input type="checkbox"/> OPM Design Review 	<p>P&W P&W P&W P&W P&W P&W P&W P&W P&W P&W SMMA SMMA SMMA P&W SMMA SMMA SMMA SMMA SMMA SMMA SMMA SMMA</p>
	<ul style="list-style-type: none"> ➤ LOCAL ACTIONS AND APPROVAL LETTER; to include the following: <ul style="list-style-type: none"> <input type="checkbox"/> Letter stating SBC Vote to Submit Schematic Design Report <u>on District Letterhead.</u> <input type="checkbox"/> SBC Meeting Minutes <input type="checkbox"/> List of SBC Meetings <input type="checkbox"/> List of Public meetings <input type="checkbox"/> Identify location of where material is for public review. 	<p>District – <i>Dennis, John, Jaime</i> SMMA SMMA SMMA SMMA</p>
MSBA 4.1.3	<ul style="list-style-type: none"> ➤ SCHEMATIC DESIGN PROJECT MANUAL <ul style="list-style-type: none"> <input type="checkbox"/> Project Specifications in UNI-FORMAT <ul style="list-style-type: none"> o Provide a listing of any Proprietary Items 	<p>P&W P&W</p>
MSBA 4.1.4	<ul style="list-style-type: none"> ➤ SCHEMATIC DESIGN DRAWINGS <ul style="list-style-type: none"> <input type="checkbox"/> Site Conditions <input type="checkbox"/> Site Development Plans (1"=40') <input type="checkbox"/> Floor Plans (1/8"=1'-0") <input type="checkbox"/> Interior Elevations of typical Spaces <input type="checkbox"/> Exterior Building Elevations <input type="checkbox"/> Engineering Drawings 	<p>P&W P&W P&W P&W P&W P&W</p>
	<ul style="list-style-type: none"> ➤ Appendix <ul style="list-style-type: none"> <input type="checkbox"/> DESE Submission <input type="checkbox"/> Schematic Design Project Manual (bound separately) <input type="checkbox"/> Schematic Design Drawings (Half-size set bound separately) 	<p>P&W P&W P&W</p>

p:\2020\20033\03-design\3.4 submissions\3-schematic design submission\schematic design and report requirements.doc

FOR IMMEDIATE RELEASE:

Contact: Sharon Iovanni

Phone: 781-248-9754

Email: siovanni01@gmail.com

STONEHAM SCHOOL BUILDING COMMITTEE MOVES TO NEXT PHASE

Stoneham, MA – Members of the Stoneham School Building Committee (SSBC) will meet virtually on Tuesday, January 12 at 7:00 p.m. and again on Monday, January 25 to begin the next phase of work on the future Stoneham High School.

At its January 12 meeting, the Committee will review the Preferred Schematic Report submitted to the Massachusetts School Building Authority (MSBA) on December 23, 2020, in which the members identified their preferred option for construction of a new high school on the 149 Franklin Street site.

At the same time, the Committee will be apprised of the deliverables and schedule for the new Schematic Design phase, which will run through June 2021 and conclude with the submission of the Schematic Design Documents to MSBA for its review and approval. Work will focus on site plan, floor plan and elevation details including materials, systems and designs; and from this work, the Committee, aided by Perkins&Will and Symmes Maini McKee will prepare a final project cost and schedule. The Committee will also be considering recommendations from its subcommittee for the hiring of the Construction Manager at Risk.

To join the virtual meeting from your computer, tablet or smartphone use the following link: <https://global.gotomeeting.com/join/768381229>. You can also dial in using your phone: [+1 \(312\) 757-3121](tel:+13127573121), Access Code: 768-381-229. If you are new to GoToMeeting, get the app now and be ready when your first meeting starts: <https://global.gotomeeting.com/install/768381229>

The Stoneham School Building Committee (SSBC) is comprised of municipal employees from School and Town departments, elected representatives from the Select Board, School Committee and Finance & Advisory Board and citizens with a variety of talents and skills suited to the work of bringing a 21st century high school to the students and community of Stoneham. The Committee partners with OPM Symmes Maini McKee and architects Perkins&Will.

Meetings are generally held twice a month on Monday evenings. The School Building Committee meetings are open to all and the Committee welcomes your attendance and input. Details for attending meetings virtually as well as the dates of future meetings and other materials can be found at <https://www.stoneham-ma.gov/hsbc>.

If you cannot participate in the virtual meeting, you can find online versions of the meeting live on Stoneham TV government channels (Comcast 22, RCN 15 and Verizon 36). You can also view the meetings at any time on <https://www.stonehamtv.org/ondemand> in the Stoneham School Building Committee section.

Project Minutes

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

Project No.: 20033
 Meeting Date: 1/6/2021
 Time: 3:00pm
 Meeting No: 6

Attendees:

PRESENT	NAME	AFFILIATION
✓	Sharon Iovanni	Chair PR Subcommittee, Community Member
✓	Marie Christie	Co-Chair School Building Committee
✓	Nicole Nial	School Committee Member
✓	Raymie Parker	Chair, Select Board
✓	Lisa Gallagher	Community Member, School Secretary, Past member of Middle School Building Committee
	David Bois	Co-Chair School Building Committee
	John Macero	Superintendent of Schools
✓	Bryan Lombardi	Principal
✓	Brooke Trivas	Perkins and Will
✓	Leo Liu	Perkins and Will
✓	Joel Seeley	SMMA

Item #	Action	Discussion
6.1	B. Trivas S. Iovanni M. Christie B. Lombardi D. Sheehan M. Canova	<p>PSA Video</p> <p>The target date for the PSA video, oriented to the Seniors and streamed on Stoneham TV, is the end of January. The video, about 5 minutes long, should focus on features of the Preferred Option and its community benefits.</p> <p>Subcommittee Discussion:</p> <ol style="list-style-type: none"> 1. M. Christie will host with B. Lombardi, D. Sheehan and Maureen Canova being the speakers. 2. B. Trivas to provide site plans, floor plans and images to Stoneham TV. 3. S. Iovanni will contact Amy Brough Palmerino to confirm preference for taping locations. 4. S. Iovanni will re-send the draft outline for the video to the Subcommittee.

Item #	Action	Discussion
		<p>5. D. Sheehan to confirm tax impact and schedule of Northeast Metro Tech Vocational School project on the Stoneham taxpayers.</p> <p>6. B. Trivas to provide photographs of Billerica High School for context background to Stoneham TV.</p>
6.2	B. Trivas	<p>Informational Flyer for February Water Bill Mailing</p> <p>B. Trivas to develop a new Informational Flyer reflecting the Preferred Option, including the rationale and reasons the option was selected, to be included in the February Water Bill mailing.</p> <p>B. Trivas to provide a draft of the Informational Flyer and send to the Subcommittee for review by 1/14/21. The final Informational Flyer needs to be provided to Paulette Gerry by 1/25/21.</p>
6.3	R. Parker D. Sheehan L. Gallagher N. Nial	<p>SSBC Facebook Page</p> <p>R. Parker will confirm with D. Sheehan on any conditions or policies that the SSBC will need to follow relative to creating and maintaining a Facebook page. The Facebook page will have the comments section disabled. N. Nial and L. Gallagher will post the SSBC information on the Facebook page.</p>
6.4	PR Committee	<p>Information Distribution and Posting</p> <p>Committee members to volunteer to be the champion for distributing and posting information to various outlets, sign-up on the Communication Strategy Document on Google Docs. The list so far is:</p> <p>Press Releases: S. Iovanni Patch: S. Iovanni Wicked Local: S. Iovanni SPS Facebook: <i>tbid</i> Stoneham Community Facebook: L. Gallagher and N. Nial Stoneham Chamber of Commerce Facebook: L. Gallagher and N. Nial Stoneham Parents Facebook: L. Gallagher and N. Nial Stoneham Public Library Facebook: L. Gallagher and N. Nial Stoneham B&G Club Facebook: S. Iovanni Stoneham Senior Center Facebook: L. Gallagher and N. Nial Stoneham Sun Facebook: L. Gallagher and N. Nial PTOs Facebook: N. Nial Email Vision Group: L. Gallagher Email SPS Parents: <i>tbid</i> Email community members requesting project information: L. Gallagher</p>

Item #	Action	Discussion
		Email contacts list from Visioning Group and Community-Wide Surveys: L. Gallagher
6.5	B. Lombardi	B. Lombardi to contact Assistant Superintendent Bakken to confirm if she can assist in providing the parents project information thru the SPS Facebook page and email.
6.6	J. Seeley B. Trivas	<p>Community Forum No. 5</p> <ol style="list-style-type: none"> 1. Community Forum No. 5 to be 2/24/21 at 6:30pm. 2. B. Trivas and J. Seeley to develop the presentation information for the Forum. 3. B. Trivas to develop the Forum Flyer. The final Flyer is needed to be completed by 2/1/21 for distribution.
6.7	J. Seeley B. Trivas R. Parker	<p>Town Departments and Committees</p> <p>R. Parker asked that Town Departments and Committees be contacted, have the project presented to them and allow them to provide input.</p> <ol style="list-style-type: none"> 1. J. Seeley and B. Trivas to develop a list of the Town Departments and Committees that have an approving authority, such as the Building Department, Conservation Committee, DPW, Planning and schedule a meeting to present the project to them. 2. J. Seeley and R. Parker to develop a list of all other Town Departments and Committees and invite them thru a personal letter from the SSBC to attend Community Forum No. 5. 3. R. Parker to draft the invitation letter for Subcommittee review.
6.8	S. Iovanni	Next PR Subcommittee Meeting: TBD

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

Dear _____

We hope you and your board/committee/commission are staying healthy and well in these trying times. During Covid, we all were tasked with pivoting to remote meetings, working from home, and homeschooling our children. At the same time, many have been faced with the loss of loved ones. For that we are truly sorry. The Stoneham School Building Committee is hopeful that life will be restored to normal, and we will be able to collaborate in person in the near future. Until then, the work must proceed.

The Stoneham School Building Committee (SSBC) would like to update you and your colleagues about the status and progress the SSBC has made over the past year. The SSBC has continued the hard work of moving forward to research the prospect of a new High School for Stoneham. We have hosted four community meetings and forums and conducted three stakeholder surveys to gain insight to the wants, wishes, and wonders of Stoneham residents. Since the start of this committee twenty-two months ago, the few constants have been the potential impact to the educational format of learning (21st Century learning), the tax base, the desire of all of our boards/committees/commissions/community to have input, and the hope we can all work together during these unprecedented times. As we look forward to building a new complex, Stoneham has the chance to be a beacon of hope and a role model for virtual progressive work.

Attached is the preferred schematic design along with the proposed fields layout. These plans will most likely be modified as we get into schematic design. We have also included a timeline with benchmark dates. For the full preferred schematic report, please visit our SSBC website at <https://www.stoneham-ma.gov/hsbc>

Please let this letter serve as our desire to work with your group on accomplishing the goals of constructing a new High School complex. We ask that you have a conversation with your peers and let us know if there is any input you would like the SSBC to discuss, review, or address.

We would like to also invite you to attend Community Forum No. 5, to be held remotely at 6:30pm on February 24, 2021. We will post the GoToMeeting link on the SSBC website in the coming weeks.

Please send by February 15, 2021 your input, comments, and questions to:

Name, Title
Street
Stoneham, MA 02180
SSBC@Stoneham-Ma.gov

We hope we have gained your confidence and support as the SSBC continues to consider all aspects of this project and ensure all voices have been and will be heard.

Respectfully,
Co-Chairs
Marie Christie, David Bois

List all members below?