

Project Minutes

Project: Stoneham High School Feasibility Study **Project No.:** 20033
Prepared by: Joel Seeley **Meeting Date:** 8/2/2021
Re: School Building Committee Meeting **Time:** 7:00pm
Location: Central Middle School Library and Remote Participation **Meeting No:** 30
Distribution: Attendees (MF)

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	Select Board Member	Voting Member
	Douglas Gove	Community Member with Engineering Experience	Voting Member
✓	Stephen O'Neill	Community Member with Engineering Experience	Voting Member
✓	Josephine Thomson	Community Member	Voting Member
✓	Jeanne Craigie	Town Moderator	Voting Member
✓	Lisa Gallagher	Community Member, School Secretary, Past member of Middle School Building Committee	Voting Member
✓	Sharon Iovanni	Community Member	Voting Member
✓	Cory Mashburn	Community Member, Finance and Advisory Board	Voting Member
✓	Paul Ryder	Community Member with Construction Experience	Voting Member
✓	David Pignone	Athletic Director, Member knowledgeable in educational mission and function of facility	Voting Member
✓	Kevin Yianacopolus	Local Official responsible for Building Maintenance	Voting Member
✓	Dennis Sheehan	Town Administrator / MCPPO Certified	Non-Voting Member
✓	John Macero	Superintendent of Schools, Secretary of School Building Committee	Non-Voting Member
	Bryan Lombardi	Stoneham High School Principal	Non-Voting Member
✓	Brian McNeil	Town Facilities Director	Non-Voting Member
	April Lanni	Town Procurement Officer / MCPPO Certified	Non-Voting Member
Attended Remote	Brooke Trivas	Perkins and Will	
Attended Remote	Patrick Cunningham	Perkins and Will	
	Leo Liu	Perkins and Will	
Attended Remote	Kristy Lyons	Consigli Construction	
	Todd McCabe	Consigli Construction	
	Robert Smith	SMMA	
✓	Joel Seeley	SMMA	

Item #	Action	Discussion
30.1	Record	Call to Order, 7:00 PM, meeting opened.
30.2	Record	This meeting will be a hybrid meeting held both via video conference and in person and a recording of such will be posted on the Town's website.
30.3	Record	A motion was made by J. Craigie and seconded by L. Gallagher to approve the 7/19/21 School Building Committee meeting minutes. No discussion, motion passed unanimous, two abstentions.
30.4	Record	J. Seeley reviewed the Budget Status Report, dated 7/31/21, attached.
30.5	Record	J. Seeley reviewed Warrant No. 14, attached. A motion was made by J. Craigie and seconded by S. Iovanni to approve Warrant No. 14. No discussion, motion passed unanimous.
30.6	Record	J. Seeley reviewed FSA Budget Revision Request No. 4, dated 8/2/21, attached, re-allocating \$6,806.86 from the Environmental and Site Consultants budget line item to the Other (Owner's Contingency) budget line item. A motion was made by R. Parker and seconded by J. Craigie to approve FSA Budget Revision Request No. 4, dated 8/2/21 and recommend signature by J. Sheehan, J. Macero and J. Wallace. No discussion, motion passed unanimous.
30.7	B. Trivas J. Seeley	J. Seeley reviewed Designer Amendment No. 10, dated 8/2/21 for Exterior Fly-Around Video Services for \$3,800.00 to be charged against Other (Owner's Contingency) ProPay Budget Code 0004-0000, which has a balance of \$13,644.50, attached. Committee Discussion: <ol style="list-style-type: none"> 1. J. Craigie asked if the video was of the existing building? <i>B. Trivas indicated the video is of the new building.</i> 2. D. Bois indicated he is supportive of the service, the video will provide the public the ability to understand the project better, particularly for those that have a hard time reading plans. 3. R. Parker asked if a physical model could be used also? <i>D. Bois indicated not as well, the physical model could be cumbersome to bring to events and is hard to stream on social media and the website.</i> 3. D. Bois suggested adding stills of the renderings in the video. 4. J. Macero asked if Perkins and Will can send a draft of the video for the Committee to review and provide comments? <i>B. Trivas indicated yes.</i>

Item #	Action	Discussion
		<p>5. S. Iovanni indicated while the video was discussed at the PR Subcommittee, the fee was not discussed with the PR Subcommittee or with the Committee.</p> <p>6. R. Parker asked if Perkins and Will have produced a similar video for other communities? <i>B. Trivas indicated she would have to review and provide direction.</i></p> <p>A motion was made by S. Iovanni and seconded by J. Thomson to approve Designer Amendment No. 10, dated 8/2/21 for Exterior Fly-Around Video Services for \$3,800.00 and recommend signature by D. Sheehan. No discussion, motion passed 11 in favor and two against (J. Craigie and R. Parker).</p> <p>B. Trivas to send a draft out for review, Committee members to forward comments to J. Seeley to record and consolidate for the PR Subcommittee to review.</p>
30.8	B. Trivas J. Seeley J. Macero	<p>J. Seeley and B. Trivas reviewed the MSBA Comments on the Schematic Design Submission, dated 7/29/21, attached.</p> <p>B. Trivas, J. Macero and J. Seeley to develop the District's Response Document and submit to MSBA.</p>
30.9	Record	<p>J. Seeley reviewed the MSBA Project Scope and Budget Meeting, held on 8/2/21 and attended by M. Christie, D. Bois, J. Macero, D. Sheehan, B. Trivas and J. Seeley.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> 1. M. Christie thanked J. Macero for asking MSBA to consider reimbursing the PreK Director and Nurses Office Spaces, which MSBA indicated they would review. 2. R. Parker asked if there were changes to the overall reimbursement? <i>J. Seeley indicated yes, one that MSBA reviewed was the cost for the Commissioning Agent services related to ineligible spaces, which have been removed from the grant.</i>
30.10	PR Subcommittee Committee Members	<p>Subcommittee Updates</p> <p>Public Relations Subcommittee</p> <ol style="list-style-type: none"> 1. S. Iovanni reviewed the Calendar of Events, attached. 2. R. Parker asked Committee members to attend the SSBC Drop-In Nights on 8/18/21 and 9/28/21. 3. Committee members to let the PR Subcommittee know of any events they will attend.

Item #	Action	Discussion
		<ol style="list-style-type: none">4. Committee members to provide any additional Events to the PR Subcommittee to add to the Calendar.5. PR Subcommittee writing an article on what a No Vote means.6. J. Craigie asked about the status of the Project Informational Video by C. Serino. <i>S. Iovanni indicated the draft will be presented to the SSBC at the 8/23/21 meeting.</i>
30.11	Record	Committee Questions - none
30.12	Record	Old or New Business <ol style="list-style-type: none">1. J. Seeley reviewed the Select Board Notice setting the Annual October Special Town Meeting date as 10/4/21, attached.
30.13	Record	Public Comment – none
30.14	Record	Next SSBC Meeting: August 2, 2021 at 7:00 pm.
30.15	Record	A Motion was made by S. Iovanni and seconded by L. Gallagher to adjourn the meeting. No discussion, motion passed unanimous.

Attachments: Agenda, Budget Status Report, Warrant No. 14, FSA Budget Revision Request No. 4, Designer Amendment No. 10, MSBA Comments on the Schematic Design Submission, MSBA Project Scope and Budget Meeting Agenda, Calendar of Events, Select Board Notice setting the Annual October Special Town Meeting date

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: 8/2/2021
 Re: School Building Committee Meeting Time: 7:00pm
 Location: Central Middle School Library and Remote Locations Meeting No: 30
 Distribution: Attendees, (MF)

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
	Marie Christie	mariechristie@comcast.net	Co-Chair, Past Member of the School Committee/Middle School Building Committee
	David Bois	bois@arrowstreet.com	Co-Chair, Community Member with Architecture Experience
	Nicole Nial	nicole.nial@stonehamschools.org	School Committee Member
	Raymie Parker	rparker@stoneham-ma.gov	Select Board Member
	Douglas Gove	goved11@gmail.com	Community Member with Engineer Experience
	Stephen O'Neill	sonell@hayner-swanson.com	Community Member with Engineer Experience
	Josephine Thomson	jthomson315@yahoo.com	Community Member, Middle School Faculty
	Jeanne Craigie	icraigie@stoneham-ma.gov	Town Moderator
	Lisa Gallagher	lgallagher@stonehamschools.org	Community Member, School Secretary, Past member of Middle School Building Committee
	Sharon Iovanni	sharon.iovanni@stonehambank.com	Community Member
	Cory Mashburn	cory.mashburn910@gmail.com	Community Member, Finance and Advisory Board
	Paul Ryder	pryder@Cambridgema.gov	Community Member with Construction Experience
	David Pignone	dpignone@stonehamschools.org	Athletic Director, Member knowledgeable in educational mission and function of facility
	Kevin Yianacopolus	kyianacopolus@stonehamschools.org	Local Official responsible for Building Maintenance
	Dennis Sheehan	DSheehan@stoneham-ma.gov	Town Administrator / MCPPO Certified
	John Macero	jmacero@stonehamschools.org	Superintendent of Schools, Secretary of School Building Committee
	Bryan Lombardi	blombardi@stonehamschools.org	Stoneham High School Principal
	Brian McNeil	bmcnell@stonehamschools.org	Facilities Director
	April Lanni	ALanni@stoneham-ma.gov	Town Procurement Officer / MCPPO Certified
✓	Brooke Trivas	brooke.trivas@perkinswill.com	Perkins and Will
✓	Patrick Cunningham	Patrick.cunningham@perkinswill.com	Perkins and Will
	Leo Liu	xi.liu@perkinswill.com	Perkins and Will
	Todd McCabe	tmccabe@consigli.com	Consigli
	Timothy Ericson	tericson@consigli.com	Consigli
	Steve Banak	sbanak@consigli.com	Consigli
✓	Kristy Lyons	klyons@consigli.com	Consigli
	Robert Smith	rsmith@smma.com	SMMA
	Joel Seeley	jseeley@smma.com	SMMA

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Agenda

Project:	Stoneham High School Feasibility Study	Project No.:	20033
Re:	School Building Committee Meeting	Meeting Date:	8/2/2021
Prepared by:	Joel Seeley	Meeting Time:	7:00 PM
Location:	Central Middle School Library & Remote Participation	Meeting No.	30
Distribution:	Attendees (MF)		

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Schedule and Budget Update
5. Review MSBA Comments on Schematic Design Submission
6. Review MSBA Project Scope and Budget Meeting
7. Review Calendar of Events
8. Subcommittee Updates
9. New or Old Business
10. Committee Questions
11. Public Comments
12. Next Meeting: August 23, 2021
13. Adjourn

Join Go-To-Meeting:

<https://global.gotomeeting.com/join/691829653>

Dial-in: +1 (646) 749-3122 Access Code: 691-829-653

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Project Budget Status

Updated: 7/31/2021

Feasibility and Schematic Design Phase	MSBA ProPay Code	FSA Agreement 2/25/2020	Budget Revision 7/9/2020	Budget Revision 3/22/2021	Budget Revision 4/5/2021	Current Budget	Vendor	Committed	Balance
OPM	0001-0000	\$ 187,500.00	\$ (57,500.00)	\$ (25,000.00)		\$ 105,000.00	SMMA	\$ 105,000.00	\$ -
DESIGNER	0002-0000	\$ 465,000.00	\$ (45,000.00)			\$ 420,000.00	P&W	\$ 420,000.00	\$ -
Environmental and Site	0003-0000	\$ 60,000.00	\$ 100,000.00		\$ 21,000.00	\$ 181,000.00	P&W	\$ 174,193.14	\$ 6,806.86
Other	0004-0000	\$ 37,500.00	\$ 2,500.00	\$ 25,000.00	\$ (21,000.00)	\$ 44,000.00		\$ 37,162.36	\$ 6,837.64
Total Budget		\$ 750,000.00				\$ 750,000.00		\$ 736,355.50	\$ 13,644.50

**** Committed from Other**

Date 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
Consigli Construction Co.	\$ 25,000.00	Cost Estimating by CM-R
Chris Serino	\$ 1,850.00	Project Promotion Video
Boys Direct	\$ 2,000.00	Project Boards & Informational Flyers
	\$ 37,162.36	

Warrant No. 14

Project:	Stoneham High School, Stoneham, Massachusetts	Project No.:	20033
Prepared by:	Joel G. Seeley, AIA	Date:	8/2/2021

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>
Boyds Direct	25816	07/20/2021	\$ 1,600.00	0004-0000	\$ 400.00
Boyds Direct	25842	07/22/2021	\$ 169.00	0004-0000	\$ 231.00
Total			\$ 1,769.00		

Marie Christie	David Bois
Nicole Nial	Raymie Parker
Kevin Yianacopolus	Douglas Gove
Stephen O'Neill	Josephine Thomson
Jeanne Craigie	Lisa Gallagher
Sharon lovanni	Cory Mashburn
Paul Ryder	David Pignone

Approved on _____



Graphic Design • Corporate Printing • Direct Mail • Advertising Specialties

100 Maple Street • Stoneham, MA • 02180 • 781.438.4003

Invoice 25816

Date: 7/20/2021

April Lanni
Town of Stoneham
35 Central Street
Stoneham MA 02180

SHIP TO:

Town of Stoneham
 35 Central Street
 Stoneham MA 02180

Acct.No	Ordered By	Phone	Fax	P.O. No	Prepared By	Sales Rep	
486	April Lanni				Dave Gardner	Dave	
Quantity	Description	Unit Price	Price				
	New High School Informational Info						
2,000	New High School Informational Flyer 11 x 17 24# White 11 x 8.5 Front: Color Back: Color	375.00/M	750.00				
2	24x36 Poster Boards - 6 Originals 24 x 36 Medium: Foamcore - 48"x96" 24 x 36	185.0000/Ea	370.00				
12	40x32 Poster Boards 42 x 30 Medium: Foamcore - 48"x96" 42 x 30	40.0000/Ea	480.00				
Terms	Subtotal	Shipping	Postage	Tax	Total	Paid	BALANCE
Due Upon Receipt	1,600.00	0.00	0.00	0.00	1,600.00	0.00	1,600.00

Thank you for your order. Please pay from this invoice.



Graphic Design • Corporate Printing • Direct Mail • Advertising Specialties

100 Maple Street • Stoneham, MA • 02180 • 781.438.4003

Invoice 25842

Date: 07/22/21

April Lanni
Town of Stoneham
35 Central Street
Stoneham MA 02180

SHIP TO:

Town of Stoneham
 35 Central Street
 Stoneham MA 02180

Acct.No	Ordered By	Phone	Fax	P.O. No	Prepared By	Sales Rep	
486	April Lanni				Dave Gardner	Dave	
Quantity	Description	Unit Price	Price				
	New High School Existing Conditions						
2	24x36 Poster Board - Existing Conditions 24 x 36 Medium: Foamcore - 48"x96" 24 x 36	45.5000/Ea	91.00				
1	40x32 Poster Board - Existing Conditions 42 x 30 Medium: Foamcore - 48"x96" 42 x 30	78.0000/Ea	78.00				
Terms	Subtotal	Shipping	Postage	Tax	Total	Paid	BALANCE
Due Upon Receipt	169.00	0.00	0.00	0.00	169.00	0.00	169.00

Thank you for your order. Please pay from this invoice.

TO: Director of Capital Planning

FROM: Mr. John Macero

Stoneham Public Schools

Stoneham High School

MSBA Project ID Number: 201802840505

DATE: August 2, 2021

RE: Feasibility Study Agreement (FSA) Budget Revision Request, NUMBER: 4

Pursuant to the Feasibility Study Agreement between the Town of Stoneham (the “District”) and the MASSACHUSETTS SCHOOL BUILDING AUTHORITY (the “Authority”), the District hereby requests a revision to the Feasibility Study Budget, Exhibit A, dated February 25, 2020, for the Stoneham High School Project. As required, the District has provided the information outlined in the table below to indicate the Feasibility Study Budget categories (line items) affected, the amounts needed and the reasons for the proposed revision.

The District acknowledges and agrees that it will not seek reimbursement from the Authority for any costs that exceed the already approved line item limits set forth in Exhibit A until after the Authority has accepted this Feasibility Study Budget Revision Request, and the Authority’s ProPay system has been adjusted accordingly.

The District further acknowledges and agrees that in accordance with Section 3.3 of the Feasibility Study Agreement, any revisions to the Feasibility Study Budget will not result in an increase to the grant amount set forth in Section 2.1 of the Feasibility Study Agreement.

The District further acknowledges and agrees that the need for these revisions to the Feasibility Study Budget will be identified in the OPM monthly report as required pursuant to the Contract for Owner’s Project Management Services between the District and the OPM.

The District further acknowledges and agrees that all of the information contained in this Feasibility Study Agreement Budget Revision Request has been reviewed and approved by the Town of Stoneham’s School Building Committee, and it further certifies and acknowledges that the funds to pay for the costs associated with these proposed revisions are available as indicated by the signatures noted below.

The Total Budget in the Current Feasibility Study Budget, Exhibit A of the FSA dated February 25, 2020 is \$750,000.00.

From Class’ Code	From Classification Name	To Class’ Code	To Classification Name	Budget Revision Amount	Reason for transfer (Attach all supporting documentation, e.g., executed contracts, amendments and or supporting invoices for reimbursable expenses)	Amount Remaining in Other	Ineligible/Cost/Scope Items excluded from the Total Facilities Grant
0003-0000	Environmental & Site	0004-0000	Other	\$6,806.86	Unused Balance Consolidated to Other	\$44,000.00	

By signing this Total Project Budget Revision Request, I hereby certify that I have read and understand the terms of this Request and further certify that the information supplied by the District in the tables is true, accurate and complete.

By signing this Total Project Budget Revision Request, I hereby certify that I have read and understand the terms of this Request and further certify that the information supplied by the District in the tables is true, accurate and complete.

By signing this Total Project Budget Revision Request, I hereby certify that I have read and understand the terms of this Request and further certify that the information supplied by the District in the tables is true, accurate and complete.

By: Dennis Sheehan

Title: Chief Executive Officer

Date: August 2, 2021

By: John Macero

Title: Superintendent of Schools

Date: August 2, 2021

By: Jaime Wallace

Title: Chair of the School Committee

Date: August 2, 2021

MASSACHUSETTS SCHOOL BUILDING AUTHORITY

By:

Title: Director of Capital Planning

Date:



Project Management

Memorandum

To: Stoneham School Building Committee Date: 8/2/2021
From: Joel G. Seeley Project No.: 20033
Project: Stoneham High School Feasibility Study
Re: Designer Amendment No. 10: Exterior Fly-around Video Services
Distribution: Stoneham School Building Committee (MF)

DESIGNER AMENDMENT NO. 10: EXTERIOR FLY-AROUND VIDEO SERVICES

FEE: \$3,800.00

REASON: This Amendment is for Exterior Fly-Around Video Services to be performed by Perkins&Will.

BUDGET AVAILABILITY: This Amendment would be funded out of the Other Budget, ProPay Code 0004-0000, which has the current balance of \$13,644.50.

1000 Massachusetts Avenue
Cambridge, MA 02138
617.547.5400

www.smma.com

ATTACHMENT F

CONTRACT FOR DESIGNER SERVICES

AMENDMENT NO. 10

WHEREAS, the Town of Stoneham (“Owner”) and Perkins & Will, (the “Designer”) (collectively, the “Parties”) entered into a Contract for Designer Services for the Stoneham High School Project (Project Number 201802840505) at the Stoneham High School on July 10, 2020 “Contract”; and

WHEREAS, effective as of August 2, 2021, the Parties wish to amend the Contract:

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. The Owner hereby authorizes the Designer to perform services for the Design Development Phase, the Construction Phases, and the Final Completion Phase of the Project, pursuant to the terms and conditions set forth in the Contract, as amended.
2. For the performance of services required under the Contract, as amended, the Designer shall be compensated by the Owner in accordance with the following Fee for Basic Services:

Fee for Basic Services:

	Original Contract	Prior Amendments	This Amendment	After this Amendment
Feasibility Study Phase	\$ 175,000.00	\$ 71,733.64	\$ 0.00	\$ 246,733.64
Schematic Design Phase	\$ 245,000.00	\$ 102,459.50	\$ 3,800.00	\$ 351,259.50
Design Development Phase	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Construction Document Phase	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Bidding Phase	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Construction Phase	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Completion Phase	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Fee	\$420,000.00	\$ 174,193.14	\$ 3,800.00	\$ 597,993.14

This Amendment is a result of: Providing Exterior Fly-around Video Services of the new Stoneham High School to be funded out of MSBA ProPay 0004-0000.

3. The Construction Budget shall be as follows:

Original Budget: \$ NA

Amended Budget \$ NA

4. The Project Schedule shall be as follows:

Original Schedule: NA

Amended Schedule NA

5. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF, the Owner, with the prior approval of the Authority, and the Designer have caused this Amendment to be executed by their respective authorized officers.

OWNER

Dennis J. Sheehan
(print name)

Town Administrator, Town of Stoneham
(print title)

By _____
(signature)

Date _____

DESIGNER

Robert Brown, AIA, IIDA, LEED AP
(print name)

Managing Director, Principal, Perkins & Will
(print title)

By _____
(signature)

Date _____

Perkins&Will

7.26.2021

Mr. Dennis J. Sheehan, Town Administrator
Stoneham Town Hall
35 Central Street, Second Floor
Stoneham, MA 02180

Re: Stoneham High School / Additional Services #10 Attachment F

Dear Mr. Sheehan,

As requested, we are providing an additional service proposal for an exterior fly-around video of the Stoneham High School project.

Project Overview

The additional service request is to provide a fly-around video of the new Stoneham High School project site with a focus on the exterior of the building and the general exterior site features. The level of detail will be commensurate with the Schematic Design Submission. No further design work will be considered as a part of this service. The video will be no more than two minutes which is an appropriate length for social media, PR and other Town and SHS project uses. The team will provide a DRAFT for review and comments.

Schedule

After the approval of this proposal is granted the completion of the video will take no more than two to three weeks. At the end of week one a DRAFT will be provided for feedback from the PR Committee.

Compensation

Based on the scope and schedule outlined herein and attached we propose a lump sum fee of \$3,800 to complete the fly-around.

Total Compensation for Amendment #9

Stoneham Exterior Fly-Around	\$ 3,800
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Thank you,



Brooke Trivas
Principal, Practice Leader for Perkins&Will

cc; Perkins&Will Team, Joel Seely – SMMA, file

Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

James A. MacDonald
Chief Executive Officer

John K. McCarthy
Executive Director / Deputy CEO

July 29, 2021

Mr. Dennis Sheehan
Stoneham Town Administrator
Stoneham Town Hall
35 Central Street, Second Floor
Stoneham, MA 02180

Re: Town of Stoneham, Stoneham High School

Dear Mr. Sheehan:

The Massachusetts School Building Authority (the "MSBA") is forwarding review comments for the Schematic Design submission for the Stoneham High School project in the Town of Stoneham, received by the MSBA on June 24, 2021 and July 6, 2021. Thank you for providing a partial submission ahead of the deadline for the August 25, 2021 Board of Directors Meeting.

Responses to the attached comments shall be forwarded to the assigned Project Coordinator, Emma Parish (Emma.Parish@MassSchoolBuildings.org), through the Owner's Project Manager. Please review and return responses within 14 days of receipt of this letter.

If you have any questions or comments, please do not hesitate to contact Christina Forde (Christina.Forde@MassSchoolBuildings.org) at 617-720-4466.

Sincerely,



Mary Pichetti
Director of Capital Planning

Attachments: Attachment 'A' Schematic Design Review Comments
Attachment 'B' Schematic Design Space Summary Review Comments

Cc: Legislative Delegation
Heidi Bilbo, Chair, Stoneham Select Board
Nicole Nial, Chair, Stoneham School Committee
John Macero, Superintendent, Stoneham Public Schools
Joel G. Seeley, Owner's Project Manager, Symmes Maini & McKee Associates, Inc.
Robert Brown, Perkins+Will
Brooke Trivas, Perkins+Will
File: 10.2 Letters (Region 3)

ATTACHMENT A
MODULE 4 – SCHEMATIC DESIGN REVIEW COMMENTS

District: Town of Stoneham

School: Stoneham High School

Owner’s Project Manager: SMMA

Designer Firm: Perkins + Will Architects

Submittal Due Date: July 7, 2021

Submittal Received Date: June 24, 2021 (Partial); July 6, 2021 (Complete)

Review Date: June 24, 2021 – July 23, 2021

Reviewed by: H. Valdez, M. Deslauriers, C. Forde, C. Alles, K. Brown

MSBA REVIEW COMMENTS

The following comments¹ on the Schematic Design submittal are issued pursuant to a review of the project submittal document for the new construction of the proposed project and presented as a Schematic Design submission in accordance with the MSBA Module 4 Guidelines.

4.1 SCHEMATIC DESIGN SUBMITTAL

Overview of the Schematic Design Submittal	Complete	Provided; <i>Refer to comments following each section</i>	Not Provided; <i>Refer to comments following each section</i>	Receipt of District’s Response; <i>To be filled out by MSBA Staff</i>
Schematic Design Submittal Notification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPM Certification of Completeness and Conformity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1 DESE Submittal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2 Schematic Design Binder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.3 Schematic Design Project Manual	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.4 Schematic Design Drawings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note that Module Four states that “MSBA will not accept incomplete submittals, submittals that have not been reviewed by the OPM or submittals for which the estimated project costs exceed the District’s project budget. Updates to the Total Project Budget that do not reflect the scope and schedule represented in the Schematic Design submittal will not be accepted. All value engineering activities must be complete, and the results incorporated into the Schematic Design documentation prior to being submitted to the MSBA.”

¹ The written comments provided by the MSBA are solely for purposes of determining whether the submittal documents, analysis process, proposed planning concept and any other design documents submitted for MSBA review appear consistent with the MSBA’s guidelines and requirements, and are not for the purpose of determining whether the proposed design and its process may meet any legal requirements imposed by federal, state or local law, including, but not limited to, zoning ordinances and by-laws, environmental regulations, building codes, sanitary codes, safety codes and public procurement laws or for the purpose of determining whether the proposed design and process meet any applicable professional standard of care or any other standard of care. Project designers are obligated to implement detailed planning and technical review procedures to effect coordination of design criteria, buildability, and technical adequacy of project concepts. Each city, town and regional school district shall be solely responsible for ensuring that its project development concepts comply with all applicable provisions of federal, state, and local law. The MSBA recommends that each city, town and regional school district have its legal counsel review its development process and subsequent bid documents to ensure that it is in compliance with all provisions of federal, state and local law, prior to bidding. The MSBA shall not be responsible for any legal fees or costs of any kind that may be incurred by a city, town or regional school district in relation to MSBA requirements or the preparation and review of the project’s planning process or plans and specifications.

4.1.1 DESE SUBMISSION

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response; <i>To be filled out by MSBA Staff</i>
1	Cover Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Special Education Delivery Methodology Letter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Signed Educational Space Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Floor Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Special Education Adjacency Table	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

Subsequent to receiving the submittal, the MSBA requested revisions to the DESE submittal. Once edits are made the MSBA will forward to DESE for review and approval.

No further review comments for this section.

4.1.2 SCHEMATIC DESIGN BINDER

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response <i>To be filled out by MSBA Staff</i>
1	Introduction				
	a) Summary of the MSBA approved Preferred Schematic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Community outreach overview	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) The District's Total Project Budget for the proposed project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Updated description of the project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Site Plan, Floor Plans, and Elevations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) A copy of the MSBA Preferred Schematic Report review and corresponding District response	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Final Design Program				
	a) General and specific architectural characteristics desired	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Educational space summary spreadsheets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Narrative of how the proposed educational space summary supports the educational program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Instructional technology (existing and proposed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Functional relationships and critical adjacencies that informed the basis of design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) Security and visual access requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g) Site development requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response <i>To be filled out by MSBA Staff</i>
	h) Description of desired features of the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Traffic Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Environmental and Existing Building Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Geotechnical and Geo-environmental Analysis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Code Analysis and List of Permitting and other Regulatory Filing Requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Utility Analysis and Soils Analysis for on-site septic/sewage treatment facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Massing Study	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Narrative Building Systems Descriptions				
	a) Sustainable design elements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Building structure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Plumbing and HVAC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Fire Protection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Verify adequate water capacity for new system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) Confirm if a fire pump will be required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g) Electrical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h) Information Technology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Sustainable Building Design Guideline Documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Analysis of the design's compliance with ADA and the MAAB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Timeline associated with filing the Project Notification Form with Massachusetts Historical Commission ("MHC") and obtaining MHC approval prior to construction bids.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Room Data Sheets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Proposed construction methodology (DBB / CMR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	District's anticipated reimbursement rate w/ incentive points	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Total Project Budget spreadsheet and summary of cost reconciliation of the Designer's and OPM's estimates.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Designer's Construction Cost Estimate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Independent OPM Construction Cost Estimate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Updated Project Work Plan – indicating changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	a) Project Directory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Roles and Responsibilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Communications and Document Control	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Provide the following Items		Complete; <i>No response required</i>	Provided; <i>District's response required</i>	Not Provided; <i>District's response required</i>	Receipt of District's Response <i>To be filled out by MSBA Staff</i>
	Procedures				
	d) Designer's Work Plan Project Schedule	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Local Actions and Approvals Certification				
	a) Completed and signed certification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) SBC meeting dates, agendas, and attendees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Certified SBC meeting notes with vote language and vote results	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Description of materials presented at such SBC meetings and where those materials may be viewed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

2b) Please refer to 'Attachment B' for detailed review comments.

6) Note that all permitting requirements and approvals must be obtained prior to construction bidding. Please acknowledge.

12) The information provided in the project schedule indicates a Project Notification Form ("PNF") was approved by the Massachusetts Historical Commission ("MHC") on September 15, 2020.

16) The proposed total project budget continues to be reviewed and will be further discussed with the project team leading up to a potential MSBA staff recommendation.

19d) For Design Development ("DD") and 60% and 90% Construction Document ("CD") submissions the schedule must include 21 calendar days for the MSBA to review each submission. Additionally, please include 14 calendar days for the project team to respond to MSBA's review comments and incorporate those responses into the project documents prior to the next submission or finalizing project documents to make available to bidders. Please note the minimum duration between each MSBA design submission (DD, 60% CD, and 90% CD) is 35 calendar days. In all subsequent project submittals, provide a schedule that includes these minimum review durations. Please acknowledge.

20a) Provide an originally signed Local Actions and Approvals Certification as soon as it is available.

20c) Provide a certified copy of the approved minutes as soon as they are available.

No further review comments for this section.

4.1.3 SCHEMATIC DESIGN PROJECT MANUAL

Provide the following Items		Complete; No response required	Provided; District's response required	Not Provided; District's response required	Receipt of District's Response; To be filled out by MSBA Staff
1	Outline specifications in Uniformat Divisions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Itemization of all proprietary items (if any) with an explanation of each, explanation of the public interest for each item, and certification of local authorization that each item complies with state and local regulations, policies and guidelines.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

2) *The information provided indicates the following proprietary products:*

- *School Guard Glass – Specialty Safety Glazing;*
- *ExacqVision – Security CCTV;*
- *Kantech – Access Control; and*
- *Aruba – Network Switch Electronics.*

In subsequent phases of design, if proprietary products are being used as part of the proposed project, provide a final list identifying all proposed proprietary items (if any) with an affidavit which shall indicate that an elected body of the district (school committee, city or town council, or selectmen, but not ad-hoc building committee) has been presented with proposals for proprietary requirements approval action, has had an opportunity to investigate, or to require staff or consultant investigation upon each item so proposed, and has majority voted in an open public session that it is in the public interest to do so. Provide MSBA with a certified copy of the elected body vote. Please acknowledge.

Additionally, please confirm that all system controls are being coordinated with the Designer's sub-consultants.

No further review comments for this section.

4.1.4 SCHEMATIC DESIGN DRAWINGS

Provide the following Items		Complete; No response required	Provided; District's response required	Not Provided; District's response required	Receipt of District's Response; To be filled out by MSBA Staff
1	Existing site plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Site development plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Schematic building floor plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Interior elevations of a typical general classroom, and typical Pre-K/K Classroom and typical Science Classroom/Lab as applicable.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Schematic exterior building elevations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MSBA Review Comments:

4) Interior classroom elevations appear to show cabinet doors under handicapped accessible sinks. Please acknowledge in response to these review comments and coordinate in subsequent design documents.

No further review comments for this section.

Additional Comments:

- *On February 11, 2021 the MSBA Board of Directors approved the District's Preferred Option 4B for a 207,827 square foot new construction option with an estimated total project cost of \$176,208,977. This Schematic Design submittal under review shows this same option currently as a 207,077 square foot new construction option with an estimated total project cost of \$189,593,594. This represents a decrease of 750 square feet and an increase of \$13,384,617.*

End

ATTACHMENT B
MODULE 4 – SCHEMATIC DESIGN SPACE SUMMARY REVIEW

District: Town of Stoneham
School: Stoneham High School
Owner’s Project Manager: SMMA
Designer Firm: Perkins + Will Architects
Submittal Due Date: July 7, 2021
Submittal Received Date: July 6, 2021
Review Date: July 6-23, 2021
Reviewed by: S. Fallon, C. Forde, C. Alles, K. Brown

The following comments¹ on the Schematic Design submittal are issued pursuant to a review of the project submittal document for the new construction of the proposed project and presented as a Schematic Design submission in accordance with the MSBA Module 4 Guidelines.

The MSBA considers it critical that the Districts and their Designers aggressively pursue design strategies to achieve compliance with the MSBA guidelines for all proposed projects in the new program and strive to meet the gross square footage allowed per student and the core classroom space standards, as outlined in the guidelines. The MSBA also considers its stance on core classroom space critical to its mission of supporting the construction of successful school projects throughout the Commonwealth that meet current and future educational demands. The MSBA does not want to see this critical component of education suffer at the expense of larger or grander spaces that are not directly involved in the education of students.

The following review is based on a new construction project with an agreed upon design enrollment of 695 students in grades 9-12.

The MSBA review comments are as follows:

- **Core Academic** – The District is proposing a total of 38,790 net square feet (“nsf”) which exceeds the MSBA guidelines by 5,900 nsf. The proposed area in this category has not changed since the Preferred Schematic Report (“PSR”) submittal. The MSBA notes the following spaces are proposed:

¹ The written comments provided by the MSBA are solely for purposes of determining whether the submittal documents, analysis process, proposed planning concept and any other design documents submitted for MSBA review appear consistent with the MSBA’s guidelines and requirements, and are not for the purpose of determining whether the proposed design and its process may meet any legal requirements imposed by federal, state or local law, including, but not limited to, zoning ordinances and by-laws, environmental regulations, building codes, sanitary codes, safety codes and public procurement laws or for the purpose of determining whether the proposed design and process meet any applicable professional standard of care or any other standard of care. Project designers are obligated to implement detailed planning and technical review procedures to effect coordination of design criteria, buildability, and technical adequacy of project concepts. Each city, town and regional school district shall be solely responsible for ensuring that its project development concepts comply with all applicable provisions of federal, state, and local law. The MSBA recommends that each city, town and regional school district have its legal counsel review its development process and subsequent bid documents to ensure that it is in compliance with all provisions of federal, state and local law, prior to bidding. The MSBA shall not be responsible for any legal fees or costs of any kind that may be incurred by a city, town or regional school district in relation to MSBA requirements or the preparation and review of the project’s planning process or plans and specifications.

- **General Classrooms** – The District is proposing (23) 900 nsf General Classrooms totaling 20,700 nsf, which exceeds the MSBA guidelines by 1,150 nsf. As noted in MSBA’s PSR Review Comments, the MSBA accepts this variation to the guidelines. No further action required.
- **Collaboration Space Per Neighborhood** – The District is proposing (6) 500 nsf Collaboration Space Per Neighborhood totaling 3,000 nsf. As noted in MSBA’s PSR Review Comments, based on the proposed size of the General Classrooms compared to the square foot range allowed in the MSBA guidelines, the MSBA will participate in up to 1,150 nsf of the overall proposed square footage associated with the Collaboration Space per Neighborhood, and 1,850 nsf will be considered ineligible for reimbursement. Please acknowledge.
- **Teacher Planning** – The District is proposing (4) 575 nsf spaces totaling 2,300 nsf, which meets the MSBA guidelines. No further action required.
- **Small Group Seminar** – The District is proposing (2) 500 nsf spaces totaling 1,000 nsf, which meets the MSBA guidelines. No further action required.
- **Science Classroom / Lab** – The District is proposing (6) 1,440 nsf spaces totaling 8,640 nsf, which meets the MSBA guidelines. No further action required.
- **Prep Room** – The District is proposing (6) 200 nsf spaces totaling 1,200 nsf, which meets the MSBA guidelines. No further action required.
- **Central Chemical Storage Room** – The District is proposing (2) 100 nsf spaces totaling 200 nsf, which meets the MSBA guidelines.
- **Health Classroom** – The District is proposing (1) 850 nsf Health Classroom which is in excess of the MSBA guidelines. As noted in MSBA’s PSR Review Comments, the MSBA accepts this variation to the guidelines. No further action required.
- **English as a Second Language (“ESL”) Services** – The District proposing (1) 900 nsf space which is in excess of the MSBA guidelines. As noted in the MSBA PSR Review Comments, the MSBA accepts this variation to the guidelines. No further action required.
- **Special Education** – The District is proposing a total of 7,700 nsf, which is 350 nsf below the MSBA guidelines. The proposed area in this category has increased by 500 nsf since the PSR submittal. This increase is due to the addition of a (1) 150 nsf Language Based Reading Area, and the relocation of (1) 150 nsf SPED office and (1) 150 nsf SPED Transition Coordinators office, totaling 300 nsf from the ‘Administration and Guidance’ category. Please note that the Special Education program is subject to approval by the Department of Elementary and Secondary Education (“DESE”) and that formal approval of the District’s proposed Special Education program is a prerequisite for executing a Project Funding Agreement with the MSBA.

- **Art & Music / Vocations & Technology** – The District is proposing a combined total of 16,570 nsf, which exceeds the MSBA guidelines by 2,745 nsf. The proposed area in this category has increased by 100 nsf since the PSR submittal. This increase is due to the addition of a 100 nsf Art Storage space, reallocated from the former Pre-K Conference Room. As noted in MSBA’s PSR Review Comments, the square footage exceeding MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.
- **Health & Physical Education** – The District is proposing a total of 28,100 nsf, which exceeds the MSBA guidelines by 8,008 nsf. The proposed area in this category has not changed since the PSR submittal. As noted in MSBA’s PSR Review Comments, the square footage exceeding MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.

Refer to the attached memo regarding the MSBA’s policy on physical education square footage in excess of the MSBA guidelines. The policy states: “The district may choose to build a gymnasium and related spaces in excess of MSBA guidelines, but in no event shall the gymnasium exceed 18,000 nsf. The MSBA will participate in a gymnasium of up to 12,000 nsf unless adjusted by the MSBA to increase teaching stations for enrollment and/or the educational plan.” Additionally, areas in excess of the MSBA guidelines will be at the sole expense of the district; and the MSBA will exclude from its grant the cost of the total gross square foot (“gsf”) in excess of the guidelines for these areas.

- **Media Center** – The District is proposing a total of 4,644 nsf, which exceeds the MSBA guidelines by 400 nsf. The proposed area in this category has not changed since the PSR submittal. As noted in MSBA’s PSR Review Comments, the square footage exceeding MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.
- **Auditorium / Drama** - The District is proposing a total of 9,850 nsf, which exceeds the MSBA guidelines by 2,393 nsf. The proposed area in this category has not changed since the PSR submittal. As noted in MSBA’s PSR Review Comments, the square footage exceeding MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.

Please refer to the attached memo regarding the MSBA’s policy on auditorium square footage in excess of the MSBA guidelines. The policy states: “The district may choose to build an auditorium in excess of MSBA guidelines, but no more than 13,300 net square foot (“nsf”) (based upon an upper limit of 1,000 seats). The MSBA funding limit will vary depending on the agreed-upon design enrollment but will not exceed 10,400 nsf.” Additionally, areas in excess of the MSBA guidelines will be at the sole expense of the district; and the MSBA will exclude from its grant the cost of the total gross square foot (“gsf”) in excess of the guidelines for these areas.

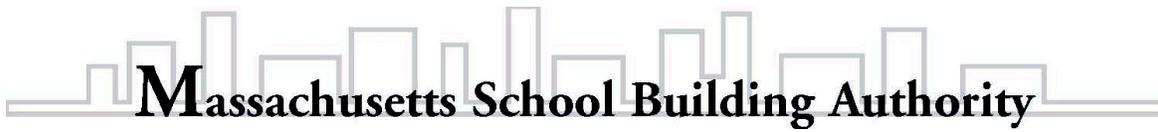
- **Dining & Food Service** – The District is proposing a total of 7,103 nsf, which exceeds the MSBA guidelines by 285 nsf. The proposed area in this category has not changed since the PSR submittal. As noted in MSBA’s PSR Review

Comments, the square footage exceeding MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.

- **Medical** – The District is proposing a total of 770 nsf, which exceeds the MSBA guidelines by 60 nsf. The proposed area in this category has not changed since the PSR submittal. As noted in MSBA’s PSR Review Comments, the square footage exceeding MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.
- **Administration & Guidance** – The District is proposing a total of 5,902 nsf, which exceeds the MSBA guidelines by 2,250 nsf. The proposed area in this category has increased by 150 nsf since the PSR submittal. This increase is due to the addition of (1) additional conference room. As noted in MSBA’s PSR Review Comments, the square footage exceeding MSBA guidelines will be considered ineligible for reimbursement. Please acknowledge.
- **Custodial & Maintenance** – The District is proposing a total of 2,147 nsf, which meets the MSBA guidelines. The proposed area in this category has decreased by 500 nsf since the PSR submittal. No further action required.
- **Other** – The District is proposing a total of 16,475 nsf, which is in excess of the MSBA guidelines. The proposed area in this category has decreased by 700 nsf since the PSR submittal. The MSBA notes the following spaces are proposed:
 - **District Offices** – A total of 2,150 nsf is proposed. The proposed area in this category has decreased by 450 nsf since the PSR submittal. As noted in MSBA’s PSR Review Comments, this square footage will be considered ineligible for reimbursement. Please acknowledge.
 - **School Store** – (1) 600 nsf School Store is proposed. As noted in MSBA’s PSR Review Comments, this square footage will be considered ineligible for reimbursement. Please acknowledge.
 - **Pre-School Program** – A total of 13,725 nsf is proposed. As noted in MSBA’s PSR Review Comments, the MSBA’s participation will be limited to Pre-School classrooms and Pre-School spaces dedicated for special education.
 - The following spaces totaling 11,300 nsf will be considered eligible for reimbursement
 - (8) 1,200 nsf Pre-School Classrooms with toilets/changing (15 students) totaling 9,600 nsf
 - (2) 175 nsf Observation Areas: Childcare Development Pathway totaling 350 nsf
 - (1) 400 nsf Pre-School OT/PT
 - (2) 250 nsf Pre-School Speech Language spaces totaling 500 nsf

- (1) 450 nsf Sensory Room
- The following spaces totaling 2,425 nsf will be considered ineligible for reimbursement:
 - (1) 150 nsf Pre School Director Office
 - (1) 350 nsf Pre School Conference Room
 - (1) 275 nsf Reception Area with Secretary
 - (1) 300 nsf Teacher Work Room/Collaboration
 - (1) 600 nsf Student Lunch Room
 - (1) 150 nsf Social Worker Office
 - (1) 150 nsf Board Certified Behavior Analyst (“BCBA”) Office
 - (1) 350 nsf Nurse
 - (1) 100 nsf Pre School Storage area
- **Total Building Net Floor Area** – The District is proposing a total of 138,051 nsf, which exceeds the MSBA guidelines by 38,169 nsf. The proposed area has decreased by 500 nsf since the PSR submittal.
- **Total Building Gross Floor Area** – The District is proposing a total of 207,077 gross square feet (“gsf”), which exceeds the MSBA guidelines by 56,957 gsf. The proposed area has decreased by 750 gsf since the PSR submittal.

Please note that upon moving forward into subsequent phases of the proposed project, the Designer will be required to provide, with each submission, a signed, updated space summary that reflects the design and demonstrates that the design remains, except as agreed to in writing by the MSBA, in accordance with the guidelines, rules, regulations and policies of the MSBA. Should the updated space summary demonstrate changes to the previous space summary include a narrative description of the change(s) and the reason for the proposed changes to the project.



Massachusetts School Building Authority

**Town of Stoneham
Stoneham High School
Project Scope and Budget Meeting and Project Transition Meeting
August 2, 2021 1:00 PM**

Project Scope and Budget Meeting Agenda:

1. Introductions and Meeting Format
2. Status of Documents, Contracts and Agreements
3. Review of the Schematic Design Submittal, and status of the DESE submission
4. Proposed Budget Discussion (TPB – 3011)
5. MSBA Legal Brief
6. Project Schedule and Next Steps (Agreements and Local Authorization)
7. Questions, Comments, Concerns

Project Transition Meeting Agenda:

1. Module 6
 - a. Advancing the Design
 - b. Schedule
 - c. Commissioning Consultant
 - d. Procuring Bids
 - e. Awarding a Construction Contract
2. Module 7
 - a. Construction
 - b. PFA-Bid Amendment
 - c. Bid Savings
 - d. Change Orders
 - e. Budget Revision Requests (BRRs)
 - f. Site Visits
3. Module 8
 - a. Closeout
 - b. Pro-Pay
 - c. 95% Reimbursement threshold
 - d. Tracking
4. Next Steps
5. Questions, Comments, Concerns

STONEHAM HIGH SCHOOL
CALENDAR OF EVENTS SCHEDULE

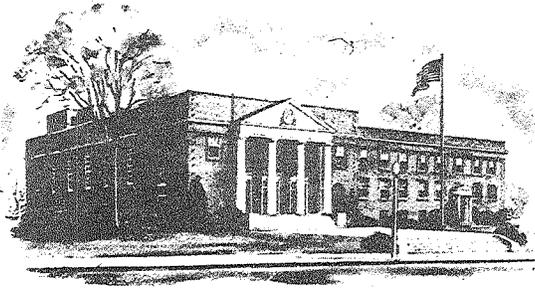
Venue	Location	Date	Time	SSBC Action	SSBC Member Participa
Community Events					
Farmer's Market	Town Common	Thursday, July 1, 2021	2:30PM - 6:30PM	Flyer handout	
Concerts on the Common: Grand Theft Audio	Town Common	Thursday, July 1, 2021	7:00PM - 9:00PM	Flyer handout	
Farmer's Market	Town Common	Thursday, July 8, 2021	2:30PM - 6:30PM	Flyer handout	
Concerts on the Common: The Erlenmeyers	Town Common	Thursday, July 8, 2021	7:00PM - 9:00PM	Flyer handout	
Farmer's Market	Town Common	Thursday, July 15, 2021	2:30PM - 6:30PM	Flyer handout	
Concerts on the Common: The Stumps	Town Common	Thursday, July 15, 2021	7:00PM - 9:00PM	Flyer handout	
Farmer's Market	Town Common	Thursday, July 22, 2021	2:30PM - 6:30PM	Flyer handout	
Concerts on the Common: Steve Savio & Seabreeze	Town Common	Thursday, July 22, 2021	7:00PM - 9:00PM	SSBC Table, Start @ 6:00PM, Poster Board & Flyers	
Senior Center / Council on Aging	Senior Center	Thursday, July 29, 2021	11:00 AM	Powerpoint Presentation, Poster Board & Flyers	
Farmer's Market	Town Common	Thursday, July 29, 2021	2:30PM - 6:30PM	SSBC Table, Poster Board & Flyers	
Concerts on the Common: Joanie Ciatelli & Cool Fuel	Town Common	Thursday, July 29, 2021	7:00PM - 9:00PM	Flyer insert in program	
Farmer's Market	Town Common	Thursday, August 5, 2021	2:30PM - 6:30PM	Flyer handout	
Concerts on the Common: Munk Duane & Soul Jacker	Town Common	Thursday, August 5, 2021	7:00PM - 9:00PM	Flyer insert in program	
Farmer's Market	Town Common	Thursday, August 12, 2021	2:30PM - 6:30PM	Flyer handout	
SSBC Drop-In Nights	Town Hall	Wednesday, August 18, 2021	4:00PM - 6:00PM	SSBC Table, Poster Board & Flyers	
Farmer's Market	Town Common	Thursday, August 19, 2021	2:30PM - 6:30PM	Flyer handout	
Farmer's Market	Town Common	Thursday, August 26, 2021	2:30PM - 6:30PM	Flyer handout	
Farmer's Market	Town Common	Thursday, September 2, 2021	2:30PM - 6:30PM	Flyer handout	
Farmer's Market	Town Common	Thursday, September 9, 2021	2:30PM - 6:30PM	Flyer handout	
Farmer's Market	Town Common	Thursday, September 16, 2021	2:30PM - 6:30PM	Flyer handout	
Stoneham Town Day	Town Common	Saturday, September 18, 2021	11:00AM - 4:00PM	SSBC Table, Poster Board & Flyers	
Farmer's Market	Town Common	Thursday, September 23, 2021	2:30PM - 6:30PM	Flyer handout	
Bike Week 2021 - CDC	Town Common	Friday, September 24, 2021	TBD	Flyer handout	
Bike Week 2021 - CDC	Town Common	Saturday, September 25, 2021	TBD	Flyer handout	
SSBC Drop-In Nights	Town Hall	Tuesday, September 28, 2021	6:30 PM - 8:00 PM	SSBC Table, Poster Board & Flyers	
Stoneham Community Development Corporation	Stoneham High School	Wednesday, September 29, 2021	7:00PM - 9:00PM	Powerpoint Presentation, Poster Board & Flyers	

STONEHAM HIGH SCHOOL
CALENDAR OF EVENTS SCHEDULE

Venue	Location	Date	Time	SSBC Action	SSBC Member Participa
School Events					
Building Tour	Stoneham High School	Wednesday, July 21, 2021	10:00AM - 11:30PM	Poster Board & Flyers	
Building Tour	Stoneham High School	Tuesday, July 27, 2021	1:00PM - 2:30PM	Poster Board & Flyers	
Building Tour	Stoneham High School	Wednesday, August 18, 2021	7:00PM - 8:30PM	Poster Board & Flyers	
Teacher's Return		Monday, August 30, 2021	TBD	Powerpoint Presentation, Poster Board & Flyers	
Back to School Night	Central Middle School	Wednesday, September 8, 2021	7:00 PM	Poster Board & Flyers	
Back to School Night	Robin Hood Elementary	Tuesday, September 14, 2021	TBD	Poster Board & Flyers	
Back to School Night	Stoneham High School	Thursday, September 16, 2021	TBD	Poster Board & Flyers	
Building Tour	Stoneham High School	TBD Friday, September 17, 2021	5:00 PM - 6:30 PM	Poster Board & Flyers	Prior to Varsity Football Game
Back to School Night	Colonial Park Elementary	Wednesday, September 22, 2021	TBD	Poster Board & Flyers	
Building Tour	Stoneham High School	TBD Friday, September 24, 2021	5:00 PM - 6:30 PM	Poster Board & Flyers	Prior to Varsity Football Game
Building Tour	Stoneham High School	TBD Friday, October 1, 2021	5:00 PM - 6:30 PM	Poster Board & Flyers	Prior to Varsity Football Game
Back to School Night	South Elementary School	Wednesday, October 6, 2021	TBD	Poster Board & Flyers	
School Sports Events					
Swimming: Lexington @ Stoneham	Medford High School	Thursday, September 9, 2021	3:45 PM	Flyer handout	
Boys V/JV Soccer: Lexington @ Stoneham	Stoneham High School	Friday, September 10, 2021	4:00 PM	Flyer handout	
V/JV Field Hockey: Belmont @ Stoneham	Stoneham High School	Monday, September 13, 2021	4:00 PM	Flyer handout	
V/VJ/FR Volleyball: Belmont @ Stoneham	Stoneham High School	Monday, September 13, 2021	5:30 PM	Flyer handout	
Cross-Country: Reading @ Stoneham	Colonial Park Elementary	Tuesday, September 14, 2021	4:00 PM	Flyer handout	
Girls V/JV Soccer: Belmont @ Stoneham	Stoneham High School	Tuesday, September 14, 2021	4:00 PM	Flyer handout	
Boys V Football: St. Bernard's HS @ Stoneham	Stoneham High School	Friday, September 17, 2021	6:30 PM	SSBC Table, Poster Board & Flyers	
Boys V/JV Soccer: Woburn @ Stoneham	Stoneham High School	Saturday, September 18, 2021	10:00 AM	Flyer handout	

STONEHAM HIGH SCHOOL
CALENDAR OF EVENTS SCHEDULE

Venue	Location	Date	Time	SSBC Action	SSBC Member Participa
Girls V Field Hockey: Bedford @ Stoneham	Stoneham High School	Saturday, September 18, 2021	10:00 AM	Flyer handout	
V/VJ/FR Volleyball: Burlington @ Stoneham	Stoneham High School	Tuesday, September 21, 2021	5:30 PM	Flyer handout	
Swimming: Woburn @ Stoneham	Medford High School	Wednesday, September 22, 2021	3:45 PM	Flyer handout	
Boys V/JV Soccer: Melrose @ Stoneham	Stoneham High School	Wednesday, September 22, 2021	4:00 PM	Flyer handout	
V/JV Field Hockey: Burlington @ Stoneham	Stoneham High School	Thursday, September 23, 2021	4:00 PM	Flyer handout	
Girls V/JV Soccer: Burlington @ Stoneham	Stoneham High School	Friday, September 24, 2021	4:00 PM	Flyer handout	
Boys V Football: Dennis Yarmouth RHS @ Stoneham	Stoneham High School	Friday, September 24, 2021	6:30 PM	SSBC Table, Poster Board & Flyers	
V/VJ/FR Volleyball: Wakefield @ Stoneham	Stoneham High School	Monday, September 27, 2021	5:30 PM	Flyer handout	
Boys V/JV Soccer: Wilmington @ Stoneham	Stoneham High School	Tuesday, September 28, 2021	4:00 PM	Flyer handout	
Swimming: Melrose @ Stoneham	Medford High School	Wednesday, September 29, 2021	3:45 PM	Flyer handout	
V/JV Field Hockey: Wakefield @ Stoneham	Stoneham High School	Wednesday, September 29, 2021	V @ 4:00 PM JV @ 5:15 PM	Flyer handout	
Girls V/JV Soccer: Wakefield @ Stoneham	Stoneham High School	Thursday, September 30, 2021	4:00 PM	Flyer handout	
Girls V Volleyball: Somerville @ Stoneham	Stoneham High School	Friday, October 1, 2021	5:30 PM	Flyer handout	
Football: Wakefield @ Stoneham	Stoneham High School	Friday, October 1, 2021	6:30 PM	SSBC Table, Poster Board & Flyers	
JV Football: Wakefield @ Stoneham	Stoneham High School	Saturday, October 2, 2021	10:00 AM	Flyer handout	
Other					
Stone Zoo: T-Rex Adventure	Stone Zoo	April 16, 2021 - September 6, 2021	All Day	Flyer handout	
Stone Zoo: Flamingle	Stone Zoo	Saturday, July 31, 2021	6:00 PM - 8:30 PM	Flyer handout	
Greater Boston Stage Company / Scarborough Fair: A Simon & Garfunkel Experience	395 Main Street, Stoneham	August 21-29, 2021	Misc Times	Flyer handout	
Stone Zoo: Ales & Tails	Stone Zoo	Saturday, August 21, 2021	5:00 PM - 7:30 PM	Flyer handout	
Greater Boston Stage Company: 39 Steps	395 Main Street, Stoneham	September 23 - October 10, 2021	Misc Times	Flyer handout	



**TOWN OF
STONEHAM**

**35 CENTRAL STREET
STONEHAM, MASSACHUSETTS 02180
TEL: (781) 279-2680 • FAX: (781) 279-2681**

SELECT BOARD

July 22, 2021

Maria Sagarino
Town Clerk
Town Hall
Stoneham, Massachusetts 02180

Dear Ms. Sagarino:

In accordance with Section 2-3.1 of the By-laws of the Town of Stoneham, please be advised that the Stoneham Select Board, at our meeting on July 20, 2021, set the date of Monday, October 4, 2021, for the Annual October Special Town Meeting to be held at Stoneham High School at 7:00 p.m.

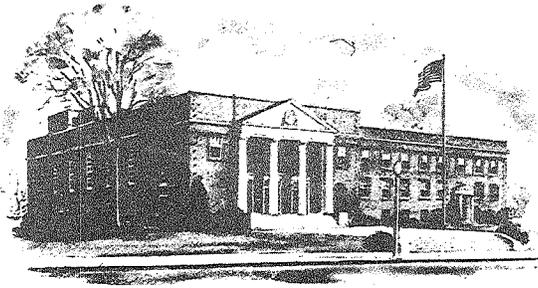
The Warrant for said meeting will officially open on August 30, 2021 and will close on September 13, 2021, at 4:00 p.m.

Very truly yours,

Stoneham Select Board

Heidi Bilbo
Chair

cc: Town Moderator
Town Administrator
Finance and Advisory Board
Town Counsel
Town Accountant
Superintendent of Schools



**TOWN OF
STONEHAM**

**35 CENTRAL STREET
STONEHAM, MASSACHUSETTS 02180
TEL: (781) 279-2680 • FAX: (781) 279-2681**

SELECT BOARD

To: All Town Departments, Boards, Commissions, and Committees

From: Heidi Bilbo, Chair *HB*
Stoneham Select Board

Re: Annual October Special Town Meeting

Date: July 22, 2021

In accordance with Section 2-3.1 of the By-laws of the Town of Stoneham, please be advised that the Stoneham Select Board, at our meeting on July 20, 2021, set the date of Monday, October 4, 2021, for the Annual October Special Town Meeting to be held at Stoneham High School at 7:00 p.m.

The warrant for said meeting will officially open on August 30, 2021. The final date on which articles may be submitted to the office of the Select Board for inclusion in the warrant for said meeting will be September 13, 2021, at 4:00 p.m.

All articles must be presented to the Selectmen in finished form by said date, typed on plain stationery, 8 1/2" x 11", double spaced. You must also forward an electronic copy of your article as well as any supporting materials or exhibits. Space will not be reserved.

A copy of any article pertaining to zoning must be forwarded to the Planning Board at the same time that the original is submitted to the Selectmen.

Please note that the Town Administrator, Department Heads, Elected and Non-Elected Officials, Boards, and Commissions must submit warrant articles, financial and non-financial, by **August 16, 2021, at 4:00 p.m.** The dates for submission of warrant articles are **no longer** staggered (see attached policy). If you are planning to submit a warrant article, please be sure to discuss its content with the Town Administrator before you submit it to the Select Board. If you require additional time to prepare an article, please speak with the Town Administrator directly.

Thank you for your cooperation.

**Policy Regarding
Submission of Warrant Articles
By Town Officials, Boards/Commissions and Department Heads
To The Select Board
For Insertion In A Town Meeting Warrant*
(Without the Requirement For Signatures as Otherwise Would Be Required
By Massachusetts General Law)
(Pursuant to Board of Selectmen Vote of January 14, 2020)**

* This policy will be reviewed and update in conjunction with an update to the Stoneham Town Code provisions regarding the dates of submission of warrant articles for inclusion in town meeting warrants, currently under review.

Annual Town Meeting

<u>Submitted By</u>	<u>Financial \$10K and over</u>	<u>Non-Financial/Under \$10K</u>
Town Administrator Department Heads Non-Elected Officials Non-Elected Boards/Commissions	Four weeks before Warrant closing.	Four weeks before Warrant closing.
Elected Boards and Officials	Four weeks before Warrant closing.	Four weeks before Warrant closing.

October Special Town Meeting

<u>Submitted By</u>	<u>Financial \$10K and over</u>	<u>Non-Financial/Under \$10K</u>
Town Administrator Department Heads Non-Elected Officials Non-Elected Boards/Commissions	Four weeks before Warrant closing.	Four weeks before Warrant closing.
Elected Boards and Officials	Four weeks before Warrant closing.	Four weeks before Warrant closing.

All Other Special Town Meeting
Requirements Apply only if Warrant Opened for a Minimum of 3 Weeks

<u>Submitted By</u>	<u>Financial \$10K and over</u>	<u>Non-Financial/Under \$10K</u>
Town Administrator Department Heads Non-Elected Officials Non-Elected Boards/Commissions	14 days before Warrant closing.	14 days before Warrant closing.
Elected Boards and Officials	10 days before Warrant closing.	10 days before Warrant closing.

Note: Nothing in this policy is intended nor shall be interpreted or applied so as to contravene any general law.