

## Project Minutes

Project: New Stoneham High School Project No.: 20033  
 Prepared by: Joel Seeley Meeting Date: 2/28/2022  
 Re: School Building Committee Meeting Time: 7:00pm  
 Location: Central Middle School Library and Remote Participation Meeting No: 41  
 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
Attended Remote	Raymie Parker	Select Board Member	Voting Member
✓	Douglas Gove	Community Member with Engineering Experience	Voting Member
✓	Stephen O'Neill	Vice-Chair, 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
Attended Remote	Sharon Iovanni	Community Member	Voting Member
Attended Remote	Cory Mashburn	Community Member, Finance and Advisory Board	Voting Member
✓	Paul Ryder	Community Member with Construction Experience	Voting Member
✓	David Pignone	Select Board Member, 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
Attended Remote	April Lanni	Town Procurement Officer / MCPPO Certified	Non-Voting Member
Attended Remote	David Ljungberg	Assistant Superintendent of Schools	
✓	Brooke Trivas	Perkins and Will	
	Patrick Cunningham	Perkins and Will	
Attended Remote	Stephen Messinger	Perkins and Will	
Attended Remote	Elizabeth Dame	Perkins and Will	
✓	Kristy Lyons	Consigli Construction	
Attended Remote	Todd McCabe	Consigli Construction	
✓	Robert Smith	SMMA	
✓	Sarah Traniello	SMMA	
Attended Remote	Joel Seeley	SMMA	

Item #	Action	Discussion
41.1	Record	Call to Order, 7:00 PM, meeting opened.
41.2	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.
41.3	Record	A motion was made by L. Gallagher and seconded by J. Thomson to approve the 2/7/22 School Building Committee meeting minutes. No discussion, motion passed unanimous, two abstentions.
41.4	B. Trivas	B. Trivas to provide a layout of delivery trucks and dumpsters at the loading dock for review. <i>(from prior meeting)</i>
41.5	D. Warner	D. Warner to provide a list of trees for review. <i>(from prior meeting)</i>
41.6	D. Warner	D. Warner to provide details of the bollards at the front drop-off area to confirm they will not impede emergency response vehicles, for review. <i>(from prior meeting)</i>
41.7	D. Warner	D. Warner to provide a layout of the Japanese Dogwoods for review. <i>(from prior meeting)</i>
41.8	T. McCabe	T. McCabe to present the overall construction schedule including procurement for review. <i>(from prior meeting)</i>
41.9	D. Sheehan	D. Sheehan will review any Federal programs for Covid funds that may be applied to the project. <i>(from prior meeting)</i>
41.10	B. Trivas	B. Trivas will review the acoustic performance of the overhead coiling glass garage doors at the Maker Space with the acoustical consultant and provide direction. <i>(from prior meeting)</i>
41.11	B. Trivas	B. Trivas to review if the batting cage can stay off the main court. <i>(from prior meeting)</i>
41.12	P. Cunningham	P. Cunningham to review the metal wall panel material at the building entry and confirm it is sufficiently durable for that location. <i>(from prior meeting)</i>
41.13	J. Seeley	J. Seeley to contact MSBA to confirm their availability for a 6/15/22 Ground Breaking ceremony. <i>(from prior meeting)</i>
41.14	Record	K. Lyons reviewed the updated Early Site Package Bidding and Award Schedule, attached.
41.15	Record	B. Trivas described the DD Pricing Set contents, issued 2/28/22.  Committee Discussion:  1. M. Christie asked does the DD Pricing Set define the scope of work in each space, such as the Auditorium, Science Labs, and TV Studio? <i>B. Trivas indicated yes, however the drawings are technical in nature and recommended the Committee visit the Programming website</i>

Item #	Action	Discussion
		<p><a href="https://www.envisionshs.com">https://www.envisionshs.com</a> (password:Spartan) for easier to read documents related to the scope in each of the spaces.</p> <ol style="list-style-type: none"> <li>2. D. Gove asked what is the percentage complete of the DD Pricing Set?  <i>B. Trivas indicated the set is 100% for the DD Pricing Set.</i></li> <li>3. D. Gove asked how does the DD Pricing Set relate to the overall percentage of DD and CD drawing completion?  <i>B. Trivas indicated about 40%.</i></li> <li>4. S. Iovanni asked if there is a percentage that the cost estimate may change between the DD phase and CD phase?  <i>B. Trivas indicated there is no preset percentage. K. Lyons indicated the design and estimating contingency is meant to address these types of increases as the documents are more defined and detailed.</i></li> <li>5. R. Parker asked if the Scope Refinements play a role in the estimating process.  <i>J. Seeley indicated yes, the refinements are now included in the DD Pricing Set that Consigli and PM&amp;C are estimating and will be represented in their estimates. The draft estimates are due on 3/18/22, followed by a reconciliation meeting between the two estimators on 3/22/22, with the final estimates issued within a day or two thereafter.</i></li> </ol>
41.16	K. Lyons	<p>K. Lyons reviewed the GMP Flow Chart and Bid Packages Scope Documents, attached.</p> <p>Committee Discussion:</p> <ol style="list-style-type: none"> <li>1. R. Parker asked if the dates can be added to the GMP Flow Chart?  <i>K. Lyons indicated yes, the dates will be added.</i></li> <li>2. S. Iovanni asked if local Stoneham businesses will be able to bid on the work?  <i>K. Lyons indicated yes, Consigli will outreach to local businesses and any qualified and capable companies will be added to their bidders list.</i></li> <li>3. D. Bois indicated the local business community will also indirectly benefit from the project through small tools, hardware and meal purchases by construction workers and their companies.</li> </ol>
41.17	Committee	<p><b>Subcommittee Updates</b></p> <ol style="list-style-type: none"> <li>1. J. Seeley reviewed the updated Working Groups and Subcommittees Listing, attached.</li> </ol>

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Item #	Action	Discussion
		<ol style="list-style-type: none"><li>2. J. Seeley reviewed the 1/25/22 Police Department Meeting Minutes, attached.</li><li>3. J. Seeley reviewed the 2/10/22, 2/14/22, 2/16/22 and 2/18/22 Educational Mission Subcommittee Meeting Minutes, attached.</li><li>4. J. Seeley reviewed the 2/15/22 Security Subcommittee Meeting Minutes, attached.</li><li>5. J. Seeley reviewed the 2/14/22 Green Building Initiatives Meeting Minutes, attached.</li></ol>
41.18	Record	<b>Committee Questions</b> - none
41.19	Record	<b>Old or New Business</b> - none
41.20	Record	<b>Public Comment</b> – none
41.21	Record	Next <b>SSBC Meeting: March 7, 2022 at 7:00 pm.</b>
41.22	Record	A Motion was made by S. Iovanni and seconded by L. Gallagher to adjourn the meeting. No discussion, motion passed unanimous.

Attachments: Agenda, Early Site Package Bidding and Award Schedule, GMP Flow Chart and Bid Packages Scope Documents, Working Groups and Subcommittees Listing, 1/25/22 Police Department Meeting Minutes 2/10/22, 2/14/22, 2/16/22 and 2/18/22 Educational Mission Subcommittee Meeting Minutes, 2/15/22 Security Subcommittee Meeting Minutes, 2/14/22 Green Building Initiatives Meeting Minutes

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

## Agenda

Project:	New Stoneham High School	Project No.:	20033
Re:	School Building Committee Meeting	Meeting Date:	2/28/2022
Prepared by:	Joel Seeley	Meeting Time:	7:00 PM
Location:	Central Middle School Library & Remote Participation	Meeting No.	41
Distribution:	Attendees (MF)		

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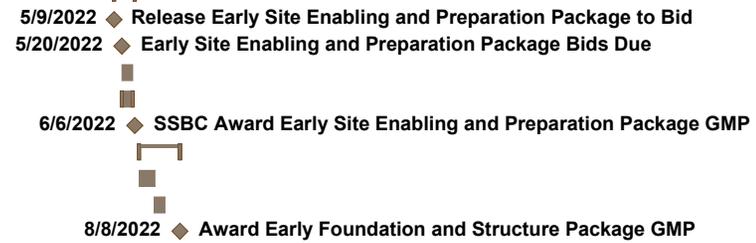
1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Schedule and Budget Update
5. Design Update
6. Bid Packages Scope Review
7. Subcommittee Updates
8. New or Old Business
9. Committee Questions
10. Public Comments
11. Next Meeting: March 7, 2022
12. Adjourn

**Join Go-To-Meeting:** <https://global.gotomeeting.com/join/778011645>

**Dial-in:** [+1 \(872\) 240-3212](tel:+18722403212) **Access Code:** 778-011-645

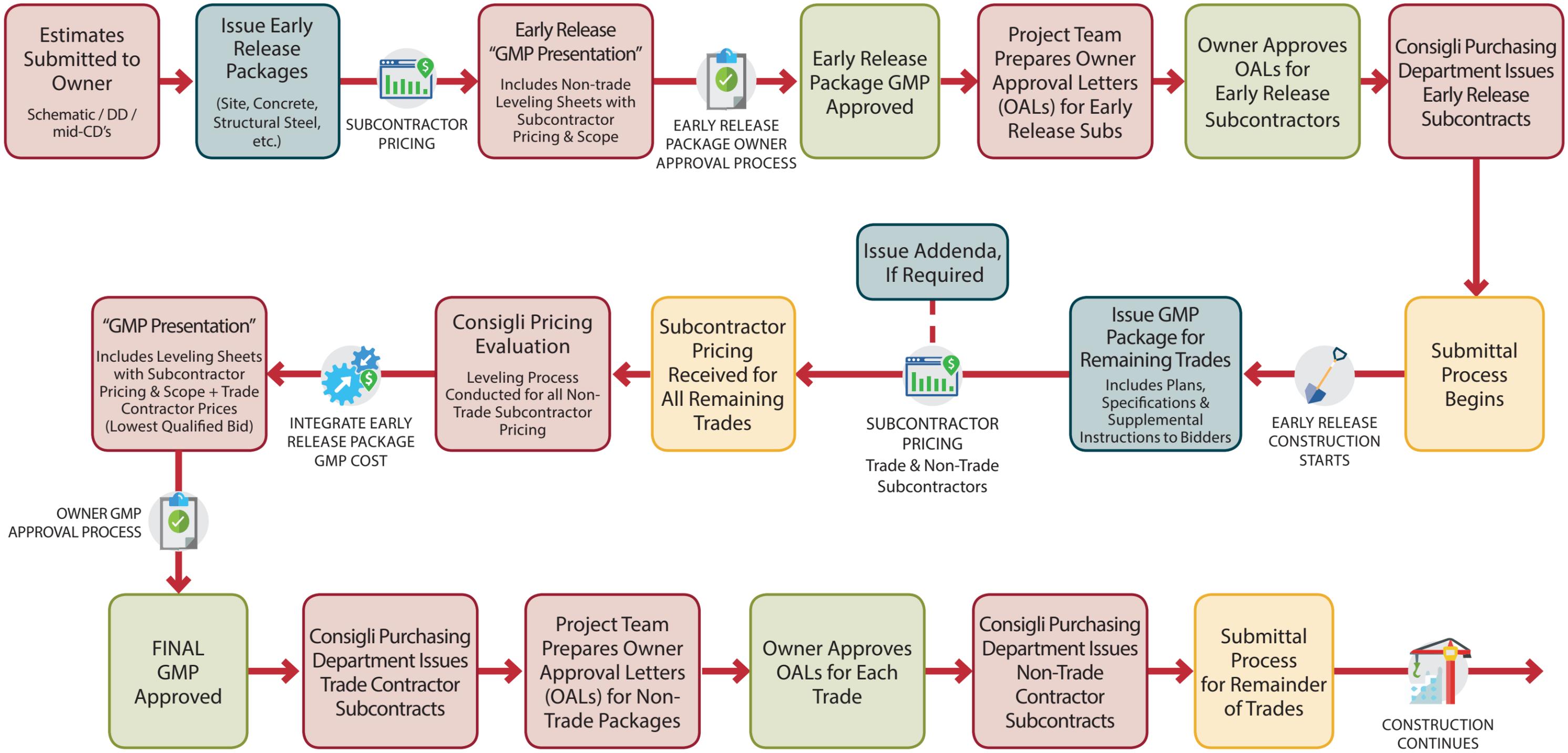
Stoneham High School  
Project Schedule

ID	Task Name	Duration	Start	Finish	2022												2023				2024				2025																	
					Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2																					
					M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
1	<b>MSBA PREREQUISITES</b>	158 days	3/22/2019	10/30/2019																																						
4	<b>RETAIN OPM</b>	33 days	1/22/2020	3/9/2020																																						
10	<b>RETAIN DESIGNER</b>	95 days	2/12/2020	6/23/2020																																						
20	<b>FEASIBILITY STUDY (FS)</b>	156 days	7/8/2020	2/11/2021																																						
63	<b>CONSTRUCTION MANAGER (CM)</b>	99 days	10/13/2020	2/26/2021																																						
74	<b>SCHEMATIC DESIGN (SD)</b>	198 days	1/4/2021	10/6/2021																																						
117	<b>LOCAL APPROPRIATION</b>	122 days	6/24/2021	12/10/2021																																						
126	<b>PHOTOVOLTAIC VENDOR</b>	212 days	6/15/2021	4/6/2022																																						
135	<b>DESIGN DEVELOPMENT</b>	125 days	11/8/2021	4/29/2022																																						
160	<b>SITE PERMITTING</b>	167 days	11/8/2021	6/28/2022																																						
197	<b>BUILDING PERMITTING</b>	228 days	1/19/2022	12/2/2022																																						
212	<b>CONSTRUCTION DOCUMENTS</b>	176 days	3/18/2022	11/18/2022																																						
233	<b>PROCUREMENT</b>	235 days	2/15/2022	1/9/2023																																						
266	<b>EARLY PACKAGES PROCUREMENT</b>	66 days	5/9/2022	8/8/2022																																						
267	<b>Early Site Package No. 1</b>	21 days	5/9/2022	6/6/2022																																						
268	Release Early Site Enabling and Preparation Package to Bid	0 days	5/9/2022	5/9/2022																																						
269	Early Site Enabling and Preparation Package Bids Due	0 days	5/20/2022	5/20/2022																																						
270	Desclope Early Site Enabling and Preparation Package	11 days	5/20/2022	6/3/2022																																						
271	Develop Early Site Enabling and Preparation Package GMP	11 days	5/20/2022	6/3/2022																																						
272	SSBC Award Early Site Enabling and Preparation Package GMP	0 days	6/6/2022	6/6/2022																																						
273	<b>Early Foundation and Structural Package No. 2</b>	41 days	6/13/2022	8/8/2022																																						
274	CM Bid Early Foundation and Structure Package	16 days	6/13/2022	7/4/2022																																						
275	Develop Early Foundation and Structure Package GMP	11 days	7/4/2022	7/18/2022																																						
276	Award Early Foundation and Structure Package GMP	0 days	8/8/2022	8/8/2022																																						
277	<b>CONSTRUCTION</b>	768 days	6/21/2022	5/30/2025																																						



# CHAPTER 149A GMP PROCESS

Consigli Activity    Owner Activity    Design Team Activity    Subcontractor Activity



# BID PACKAGE SCOPE REVIEW

## STONEHAM HIGH SCHOOL

Updated: 2/25/2022



OPTION X

### MIDDLE GROUND

<p>EARLY RELEASE PACKAGE #1</p>	<p>May 9, 2022</p> <p><b>Sitework</b></p> <p><b>ENABLING:</b></p> <ul style="list-style-type: none"> <li>- Temporary traffic signal and associated road markings</li> <li>- Entry road widening and striping , and associated drainage/utility re-setting as required to widen.</li> <li>- Remove existing trees at island</li> <li>- Relocate flag pole</li> <li>- Staff access for Summer 2022</li> <li>- Site fencing / erosion control, temp. water controls, SWPPP</li> <li>- Site clearing / prep for new temporary parking lot (Softball)</li> <li>- Temporary parking lot (softball field)             <ul style="list-style-type: none"> <li>- Fill parking lot approx. 3' to interim elevation (using soil excavated from new building footprint)</li> <li>- Binder course paving</li> <li>- Protect existing culvert</li> <li>- Temporary drainage and lighting</li> <li>- Accessible walkways to existing HS</li> </ul> </li> <li>- Access behind school for kitchen access / dumpsters             <ul style="list-style-type: none"> <li>- Asphalt apron</li> <li>- Crushed stone at corners as required</li> </ul> </li> <li>- East and North temporary walkways along existing school (over head protection as required)</li> <li>- Restriping of existing upper lot as required to maintain HC parking spaces</li> </ul> <p><b>UTILITY RELOCATION:</b></p> <ul style="list-style-type: none"> <li>- Relocate gas line out of bldg. foot print</li> <li>- Sanitary relocation away from new building footing (N/W corner)</li> <li>- <i>Temporary duct bank for existing power and telecom relocation; excavation, backfill and concrete encasement</i></li> </ul> <p><b>WITHIN CONSTRUCTION AREA:</b></p> <ul style="list-style-type: none"> <li>- Site clearing, topsoil export</li> <li>- Foundation excavation, stockpile of unsuitable soils</li> <li>- Structural fill at new building footprint</li> <li>- Cap, remove existing water service through new building footprint</li> <li>- Establish site dust controls (tracking pads, wheel washing)</li> <li>- Geothermal wells (<i>for coordination with utility relocation, soil management, etc.</i>)             <ul style="list-style-type: none"> <li>- well quantities and locations to be included</li> </ul> </li> <li>- Foundation excavation &amp; backfill (<i>foundation plans issued for reference only</i>)</li> <li>- Water tap connection from main drive, new water loop (n/e/s of new building and connection to existing Boxwood service)</li> <li>- Install new elect/telecom ductbanks from Franklin Street to proposed main electric and MDF room.</li> <li>- <i>Grading plans to be issued for reference</i></li> </ul>
<p>TRADE BID PACKAGES</p>	<p><b>Electrical</b></p> <ul style="list-style-type: none"> <li>- Temporary power for trailer and for early trade work</li> <li>- <i>Manholes and conduit installation at temporary ductbank relocation; resetting of manholes, as required</i></li> <li>- <i>Manholes and conduit installation at permanent ductbank</i></li> <li>- Make safe site electrical</li> <li>- Electrical work at temporary traffic light</li> <li>- Lighting at covered walkway, temporary parking lot, access road and site security lighting</li> <li>- Re-feed entry drive lights due to feed being impacted by new building footprint</li> </ul>
<p>EARLY RELEASE PACKAGE #2</p>	<p>June 20, 2022</p> <p><b>Concrete</b></p> <ul style="list-style-type: none"> <li>- Foundations</li> <li>- Slab on deck</li> <li>- Insulation</li> <li>- <i>underslab piping plans issued for reference only</i></li> </ul> <p><b>Structural Steel</b></p> <ul style="list-style-type: none"> <li>- Beams, columns, metal deck, etc.</li> </ul>
<p>TRADE BID PACKAGES</p>	<p><b>Waterproofing</b></p> <ul style="list-style-type: none"> <li>- Below-grade only (elevator pit, auditorium pit?)</li> </ul> <p><b>Elevator</b></p> <ul style="list-style-type: none"> <li>- For elevator pit coordination with concrete</li> </ul>
<p>FINAL BID PACKAGE</p>	<p>November 4, 2022</p> <p><b>Balance of Trades</b></p> <p><b>Sitework</b> (assume on-boarding Jan 2023)</p> <ul style="list-style-type: none"> <li>- Management of stockpile soils</li> <li>- Utility excavation, backfill, connections (except for water and elec ductbank in BP#1)</li> <li>- Roads, paving, curbs, sidewalks, parking lots</li> <li>- Final grading</li> <li>- Site concrete</li> <li>- Sports fields</li> <li>- Final traffic lights at Franklin Street and Stevens Street</li> </ul>

## Memorandum

To: Stoneham School Building Committee Date: 12/10/2021  
 From: Joel G. Seeley (Updated 2/28/2022)  
 Project: Stoneham High School Project No.: 20033  
 Re: School Building Committee Subcommittees and Working Groups  
 Distribution: (MF)

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### Construction Phasing Working Group *(Superseded by Construction Subcommittee)*

- David Pignone
- David Bois
- Dennis Sheehan
- John Macero

### Green Building Initiatives Working Group

- Marie Christie
- David Bois
- Raymie Parker
- Dennis Sheehan
- John Macero
- Brian McNeil
- April Lanni

### Ad Hoc VE Subcommittee

- Marie Christie
- David Bois
- Nicole Nial
- Doug Gove
- Stephen McNeill
- Jeanne Craigie
- Paul Ryder
- David Pignone
- Dennis Sheehan
- John Macero
- Bryan Lombardi

### OPM and Designer Selection Subcommittee

- Marie Christie
- Jeanne Craigie
- Steve O'Neill
- Paul Ryder
- Doug Gove
- Raymie Parker
- Josephine Thomson
- David Pignone
- David Bois
- Albert Talarico

### CM at Risk Selection Subcommittee

- Marie Christie
- David Bois
- Doug Gove
- Steve O'Neill
- Jeanne Craigie
- Paul Ryder
- Dennis Sheehan
- Brian McNeil
- John Macero
- Raymie Parker

### Construction Subcommittee

- Paul Ryder
- Jeanne Craigie
- Marie Christie
- Kevin Yianacopolus
- Doug Gove
- Steve O'Neill
- David Bois
- Brian McNeil
- David Pignone
- Cory Mashburn
- John Macero

### Finance Subcommittee *(From 2019)*

- April Lanni
- Cory Mashburn
- Dennis Sheehan
- John Macero
- Marie Christie
- Jeanne Craigie

### Educational Mission Subcommittee

- Jeanne Craigie
- Josephine Thomson
- Nicole Nial
- Lisa Gallagher
- Sharon Iovanni
- John Macero
- Bryan Lombardi

### Playfields Subcommittee

- David Pignone
- Marie Christie
- David Bois
- Nicole Nial
- Steve O'Neill
- Josephine Thomson
- Paul Ryder
- Kevin Yianacopolus
- Bryan Lombardi
- Brian McNeil
- April Lanni

### Security Subcommittee

- Raymie Parker
- Sharon Iovanni
- Lisa Gallagher
- Bryan Lombardi
- Kevin Yianacopolus
- Brian McNeil
- Marie Christie
- David Bois
- Dennis Sheehan
- John Macero

### Public Relations Subcommittee

- Sharon Iovanni
- Marie Christie
- Nicole Nial
- Raymie Parker
- Lisa Gallagher
- David Bois
- John Macero
- Bryan Lombardi
- Dennis Sheehan

### Interior Finish Materials Subcommittee

- Marie Christie
- Nicole Nial
- Josephine Thomson
- Raymie Parker
- Lisa Gallagher
- Cory Mashburn
- Brian McNeil

### Trade Contractor Prequalification Subcommittee

- Doug Gove
- Paul Ryder
- April Lanni
- Brooke Trivas
- Kristy Lyons
- Joel Seeley

# Perkins&Will

## Police and Fire Meeting Minutes

### Meeting Details

<b>Date Issued:</b>	2.7.2022	<b>Next Meeting:</b>	Monday, February 7 <sup>th</sup> , 2022 @1pm	
<b>Meeting Date:</b>	1.25.2022	<b>Project Name:</b>	Stoneham High School	
<b>Meeting Time:</b>	01:00 PM	<b>Project Number:</b>	153010.000	
<b>Meeting Location:</b>	Microsoft Teams	<b>Attendees:</b>	John Macero	Stoneham
			Brian Lombardi	Stoneham
			Sarah Auger	Stoneham
			David Ljungberg	Stoneham
			Brian McNeil	Stoneham
			Dennis Sheehan	Stoneham
			Marie Christie	Stoneham
			Raymie Parker	Stoneham
			Sharon Iovanni	Stoneham
			James McIntyre	Stoneham, Police
			Robert Kennedy	Stoneham, Police
			Brooke Trivas	Perkins&Will
			Brad Pineau	Perkins&Will
			Stephen Messinger	Perkins&Will
			Joel Seeley	SMMA
			Ed Dolan	BALA
			Kenneth Davis	BALA
			Nicholas Stefantsiv	BALA
			KijJana Haney	BALA
			Michael Doyle	AEI
			James Shannon	AEI
			Jason Hamelin	AEI
			David Conway	Nitsch
			Ti Johnson	Warner Larson
			Bob Smith	Consigli
			Steve Banak	Consigli

### Meeting Notes

1. **Introductions**
2. **Fire Department**
  - a. Fire Department representatives could not be present.
  - b. All relevant items to be tabled for meeting in near future

**Police and Fire Meeting Minutes**  
**Stoneham High School**  
**Meeting Date:** 2.02.2022

### **3. Design Development – Site Planning**

- a. Reviewed overall site plan, internal circulation, connections to surrounding streets and neighborhoods, vehicular gate locations, vehicular access
- b. Reviewed where narrower paths have structural support along edges to facilitate vehicular traffic
- c. 6 fire hydrants on site need to be reviewed by the Fire Department. Stoneham to mark up plan with preferred locations and share with Nitsch
- d. Questions, comments, and answers:
  - i. Narrower paths with structural landscape are noted in drawings
  - ii. Removable bollard is located at front entry of school
  - iii. Full grown trees will not impede vehicular access
  - iv. Location for ambulance parking adjacent to Spartan Stadium will be identified
  - v. Stadium is surrounded by fencing and this information has been shared with AD

### **4. Life Safety and Egress**

- a. Reviewed general egress strategy with team

### **5. Fire Alarm Overview**

- a. Tabled. To be discussed with Fire Chief and team at future date

### **6. Construction Logistics**

- a. Reviewed overall construction phasing and logistics plan with team
- b. Questions, Answers, and Comments
  - i. Temporary parking layout for Phase I is under review with design team, CM, and Stoneham
  - ii. Currently no traffic sensor to trigger traffic light at Franklin Street
  - iii. Center island at Franklin Street entry to stay, trees removed
  - iv. Lines to be painted for public entry, egress, and construction access to site

### **7. Emergency Generator**

- a. SD design intent is a gas generator. Generator to provide life safety functions as well as basic warming and cooling center capabilities for Spartan Plaza and Kitchen. Perkins&Will to provide information for Consigli to price.
- b. Design team proposing switching to diesel to save money in construction and operation. Discussion to be tabled for Fire Chief

### **8. Fire Department – items to discuss in next meeting, scheduled 2.7.2022**

- a. Fire Alarm Design Intent
- b. Generator: 1,000 kW Gas vs. Diesel
- c. Fire Department connections: location review.
- d. Flow to site. Hydrant flow done at PDP phase and determined to be sufficient.
- e. Fire Department access to fields
- f. Fire Protection design intent

## Project Minutes

Project: New Stoneham High School  
 Prepared by: Joel Seeley  
 Re: Educational Mission Subcommittee Meeting  
 Location: Remote Locations  
 Distribution: Attendees (MF)

Project No.: 20033  
 Meeting Date: 2/10/2022  
 Time: 10:30am  
 Meeting No: 9

## Attendees:

PRESENT	NAME	AFFILIATION
	Jeanne Craigie	Town Moderator
✓	Josephine Thomson	Community Member
✓	Nicole Nial	School Committee Member
	Lisa Gallagher	Community Member, School Secretary
	Sharon Iovanni	Community Member
✓	John Macero	Superintendent of Schools
✓	Bryan Lombardi	Stoneham High School Principal
✓	Kathy Martin	Former Technology Director
✓	John Bowen	Network Administrator
✓	Margaret Prendergast	Data Systems Manager
✓	Rebekah Brooks	English
✓	Kristen Riley	Tier II Technician
✓	Brooke Trivas	Perkins and Will
✓	Stephen Messinger	Perkins and Will
✓	Doug Faria	Edvance
✓	Michael Bachesne	BALA
✓	Nicholas Stefantsiv	BALA
✓	Joel Seeley	SMMA

Item #	Action	Discussion
9.1	B. Trivas	<p>B. Trivas presented the updated Network Director, Network Supervisor and Tech Support Spaces plans. The PowerPoint and comments by staff with Action Items are saved on the website <a href="https://www.envisionshs.com">https://www.envisionshs.com</a> (password:Spartan).</p> <p>Subcommittee Discussion:</p> <ol style="list-style-type: none"> <li>1. B. Lombardi asked that the SRO Office open directly onto the corridor and use the vestibule square feet for IT storage.</li> </ol> <p><i>B. Trivas indicated Perkins&amp;Will will develop layout options for review.</i></p>

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Item #	Action	Discussion
		<p>2. J. Macero asked to eliminate the person door into the School Store and use the sliding store entry door only. <i>B. Trivas indicated Perkins&amp;Will will confirm the person door elimination with the egress code.</i></p> <p>3. K. Martin asked how loud will the elevator machine room be? <i>J. Macero indicated that the elevator is only used to go to the control room, which will only be used during performances.</i></p> <p>4. J. Bowen asked where is the MDF Room located? <i>B. Trivas indicated the MDF Room is located near the loading dock/service area.</i></p> <p>5. K. Martin asked that additional power and data drops be provided in the Tech Support spaces.</p>
9.2	Record	D. Faria led a discussion on Technology to be provided in classrooms, conference rooms, Maker Space, MDF/IDFs, Stadium and Press Box, TV Studio, Digital Signage, Digital Trophy Room and WLAN Coverage. Comments by staff with Action Items have been sent out by Perkins&Will under separate cover.
9.3	Record	Next <b>Subcommittee Meeting: TBD</b>

Attachments: Agenda

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

## Project Minutes

Project: New Stoneham High School  
 Prepared by: Joel Seeley  
 Re: Educational Mission Subcommittee Meeting  
 Location: Remote Locations  
 Distribution: Attendees (MF)

Project No.: 20033  
 Meeting Date: 2/14/2022  
 Time: 1:30pm  
 Meeting No: 10

### Attendees:

PRESENT	NAME	AFFILIATION
	Jeanne Craigie	Town Moderator
✓	Josephine Thomson	Community Member
✓	Nicole Nial	School Committee Member
	Lisa Gallagher	Community Member, School Secretary
	Sharon Iovanni	Community Member
	John Macero	Superintendent of Schools
✓	Bryan Lombardi	Stoneham High School Principal
✓	Amy Brough Palmerino	Executive Director Stoneham Community Access Television
✓	Christopher Serino	Instructional Technology Coach
✓	Brooke Trivas	Perkins and Will
✓	Mirelle Botros	Perkins and Will
✓	Joel Seeley	SMMA

Item #	Action	Discussion
10.1	B. Trivas	<p>B. Trivas presented the updated Audio and Video Production Spaces plans. The PowerPoint and comments by staff with Action Items are saved on the website <a href="https://www.envisionshs.com">https://www.envisionshs.com</a> (password:Spartan).</p> <p>Subcommittee Discussion:</p> <ol style="list-style-type: none"> <li>A. Brough Palmerino asked if there will be a pipe grid and theatrical lighting at the Video Room ceiling? <i>B. Trivas indicated a pipe grid and minor theatrical lighting is being provided.</i></li> <li>C. Serino indicated a painted green wall is preferred. A. Brough Palmerino indicated SCAT will provide the removeable green floor tiles.</li> <li>A. Brough Palmerino requested 12 feet ceiling in the Video Room.</li> <li>A. Brough Palmerino indicated only one door in needed into the Video Room.</li> <li>B. Trivas to review rotating the AV Storage and Isolation Booth.</li> </ol>

Item #	Action	Discussion
		6. A. Brough Palmerino indicated floor boxes would be preferred over ceiling drops in the Video Production Room.
10.2	Record	Next <b>Subcommittee Meeting: TBD</b>

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

## Project Minutes

Project: New Stoneham High School  
 Prepared by: Joel Seeley  
 Re: Educational Mission Subcommittee Meeting  
 Location: Remote Locations  
 Distribution: Attendees (MF)

Project No.: 20033  
 Meeting Date: 2/16/2022  
 Time: 1:00pm  
 Meeting No: 11

### Attendees:

PRESENT	NAME	AFFILIATION
✓	Jeanne Craigie	Town Moderator
✓	Josephine Thomson	Community Member
✓	Nicole Nial	School Committee Member
	Lisa Gallagher	Community Member, School Secretary
✓	Sharon Iovanni	Community Member
✓	Marie Christie	Co-Chair School Building Committee
	John Macero	Superintendent of Schools
✓	Bryan Lombardi	Stoneham High School Principal
✓	Laurie Lucey	Food Service
✓	Maria Davis	Food Service
✓	Kimberly O'Connor	Family and Consumer Science
✓	Brooke Trivas	Perkins and Will
✓	Stephen Messinger	Perkins and Will
✓	John Sousa	Crabtree McGrath
✓	Tim McDonald	Crabtree McGrath
✓	Joel Seeley	SMMA

Item #	Action	Discussion
11.1	B. Trivas J. Sousa	<p>J. Sousa presented the updated Culinary Room plans. The PowerPoint and comments by staff with Action Items are saved on the website <a href="https://www.envisionshs.com">https://www.envisionshs.com</a> (password:Spartan).</p> <p>Subcommittee Discussion:</p> <ol style="list-style-type: none"> <li>K. O'Connor asked if a LCD screen can be provided over the demonstration table for the students to view? <i>J. Sousa indicated the screen and camera is typically mounted on the face of the overhead hood. B. Trivas will coordinate with the technology consultant.</i></li> <li>J. Sousa will provide a cut sheet book for each piece of equipment for review.</li> </ol>

Item #	Action	Discussion
11.2	J. Sousa	<p>J. Sousa presented the updated Kitchen and District-Wide Freezer plans. The PowerPoint and comments by staff with Action Items are saved on the website <a href="https://www.envisionshs.com">https://www.envisionshs.com</a> (password:Spartan).</p> <p>Subcommittee Discussion:</p> <ol style="list-style-type: none"> <li>1. M. Davis requested additional dunnage storage and less rack storage in the Dry Storage, Walk-in Freezer and Cooler.</li> <li>2. M. Davis requested convertible sneeze guards at all Served stations.</li> <li>3. M. Davis requested the cold well be in alignment with the Served counter and provide two staff access openings.</li> <li>4. M. Davis requested the Cashier station be more central to allow ingress on both sides.</li> <li>5. S. Iovanni asked if the teachers are served at the same time as students? <i>B. Lombardi indicated yes, for those teachers that eat in the cafeteria.</i></li> <li>6. M. Christie asked if the griddle was grooved? <i>J. Sousa indicated no, a flat griddle was requested which provides for greater flexibility.</i></li> <li>7. M. Christie asked if the District-Wide Freezer is the same capacity as the existing? <i>J. Sousa indicated the freezer is slightly larger in size and has greater capacity due to denser storage.</i></li> <li>8. J. Craigie asked if the kitchen was large enough? <i>M. Davis indicated she is mindful of the MSBA space requirements for the kitchen space and that J. Sousa has provided a very nice layout that works well.</i></li> <li>9. J. Craigie asked if the District-Wide Freezer is located within the building? <i>J. Sousa indicated yes.</i></li> </ol>
11.2	Record	Next <b>Subcommittee Meeting: TBD</b>

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## Project Minutes

Project: New Stoneham High School  
 Prepared by: Joel Seeley  
 Re: Educational Mission Subcommittee Meeting  
 Location: Remote Locations  
 Distribution: Attendees (MF)

Project No.: 20033  
 Meeting Date: 2/18/2022  
 Time: 11:00am  
 Meeting No: 12

### Attendees:

PRESENT	NAME	AFFILIATION
	Jeanne Craigie	Town Moderator
✓	Josephine Thomson	Community Member
✓	Nicole Nial	School Committee Member
	Lisa Gallagher	Community Member, School Secretary
	Sharon Iovanni	Community Member
✓	John Macero	Superintendent of Schools
✓	Bryan Lombardi	Stoneham High School Principal
✓	Alison Connelly	Librarian
✓	Paula Sampson	Social Studies Program Supervisor
✓	Brooke Trivas	Perkins and Will
✓	Mirelle Botros	Perkins and Will
✓	Joel Seeley	SMMA

Item #	Action	Discussion
12.1	B. Trivas	<p>B. Trivas presented the updated Media Center and History Lab plans. The PowerPoint and comments by staff with Action Items are saved on the website <a href="https://www.envisionshs.com">https://www.envisionshs.com</a> (password:Spartan).</p> <p>Subcommittee Discussion:</p> <ol style="list-style-type: none"> <li>1. A. Connelly indicated the shelving needs to accommodate 3,500 volumes.</li> <li>2. A. Connelly requested a door to the corridor adjacent to the Terrace.</li> <li>3. A. Connelly indicated the copier is a free-standing printer/copier.</li> <li>4. J. Macero indicated all the printer/copiers are provided thru the school department, not the project.</li> <li>5. A. Connelly requested the Project Room be shifted to be adjacent to the Storage Room.</li> <li>6. A. Connelly requested a sink be provided in the Storage Room.</li> </ol>

Item #	Action	Discussion
		<p>7. A. Connelly asked if the wall between the two huddle rooms can be operable? <i>B. Trivas will review.</i></p> <p>8. A. Connelly asked if a sound system is being provided? <i>B. Lombardi indicated a portable sound system would be provided thru the school department.</i></p> <p>9. P. Sampson indicated only two wardrobe cabinets with tackable surface doors are needed and provide additional base cabinets with counter and overhead wall cabinets in the History Lab.</p> <p>10. P. Sampson indicated that at times the History Lab needs to accommodate 24 students.</p> <p>11. P. Sampson requested a markerboard be provided adjacent to the LCD screen.</p>
12.2	Record	Next <b>Subcommittee Meeting: TBD</b>

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## Project Minutes

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

Project No.: 20033  
 Meeting Date: 2/14/2022  
 Time: 10:00am  
 Meeting No: 21

## Attendees:

PRESENT	NAME	AFFILIATION
	Marie Christie	Co-Chair, School Building Committee
	David Bois	Co-Chair, School Building Committee
✓	Raymie Parker	Chair, Select Board
✓	Dennis Sheehan	Town Administrator
✓	April Lanni	Town Procurement Officer / MCPPO Certified
✓	John Macero	Superintendent of Schools
✓	Brian McNeil	Facilities Director
✓	Erin Wortman	Director, Planning and Community Development
✓	Susan McPhee	Energy Conservation Coordinator
	David Mauer	School Committee
	Vamshi Gooje	Thornton Tomasetti
	Xiaoshu Du	Thornton Tomasetti
	Brooke Trivas	Perkins and Will
✓	Patrick Cunningham	Perkins and Will
✓	Stephen Messinger	Perkins and Will
✓	Ryan Flynn	BALA
	Jonathan Patch	McPhail
✓	Steve Burke	Consigli
	Tom Michelman	SEA
✓	Robert Smith	SMMA
✓	Joel Seeley	SMMA

Item #	Action	Discussion
21.1	E. Wortman D. Sheehan T. Michelman	<p><b>Photovoltaic (PV) System</b></p> <ol style="list-style-type: none"> <li>E. Wortman will confirm with Eversource on whether the installation is required to be completed within 12 or 18 months of Interconnection Application approval. <i>(from prior meeting)</i></li> <li>Proposal review and award schedule:             <ol style="list-style-type: none"> <li>Proposals Due – 2/18/22 at 4:00pm. A. Lanni will forward proposals to J. Seeley to post on Sharepoint for the group to review</li> </ol> </li> </ol>

Item #	Action	Discussion
		<ul style="list-style-type: none"> <li>b. Qualitative Review – 2/18/22 – 2/28/22</li> <li>c. Meeting to review Qualitative Findings – 2/28/22 - 10:00am</li> <li>d. Financial Review – 2/28/22 – 3/7/22</li> <li>e. Meeting to review Financial Findings and determine shortlist – 3/7/22 -11:00am</li> <li>f. Interview shortlisted firms – 3/16/22 or 3/17/22</li> </ul> <ul style="list-style-type: none"> <li>3. D. Sheehan to provide guidance on the Town representatives for the sub-group to do the qualitative review.</li> <li>4. SEA to perform the financial review.</li> <li>5. D. Sheehan to confirm the Green Initiatives Working Group will interview the firms and then advise the SSBC of the selection.</li> <li>6. T. Michelman to issue Qualitative Review Evaluation Form.</li> </ul>
21.2	V. Gooje P. Cunningham	<p><b>Energy Model</b></p> <ul style="list-style-type: none"> <li>1. V. Gooje to forward the draft Energy Model to the group.</li> <li>2. P. Cunningham will provide a brief description of the Plug Load Management system to J. Macero to commence teacher and staff education on Plug Load Management.</li> <li>3. R. Flynn indicated Fan Power reductions have been accounted for in the updated Energy Model.</li> <li>4. P. Cunningham indicated task lighting at the teacher’s desk could be addressed in teacher planning areas, but not in general classrooms.</li> <li>5. P. Cunningham indicated shades starting 18 inches down from the top of the window would not be recommended as the shades are not black-out shades.</li> </ul>
21.3	R. Flynn	<p><b>Full Load Electrical Capacity at Franklin Street</b></p> <p>R. Flynn will follow up with Eversource on the full load capacity at Franklin Street.</p>
21.4	J. Patch	<p><b>Geothermal Wells</b></p> <ul style="list-style-type: none"> <li>1. P. Cunningham will follow up with McPhail on scheduling the second test well, anticipated the first week of March.</li> </ul>
21.5	P. Cunningham	<p><b>PV Panel Area</b> <i>(hold until PV Vender on board)</i></p> <ul style="list-style-type: none"> <li>1. P. Cunningham indicated the East Lot double-row north PV Canopy is within the property line and conforms to Town Setback requirements. D. Warner is</li> </ul>

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Item #	Action	Discussion
		reviewing to confirm grading will not allow access onto the canopy structures.
21.6	P. Cunningham	<b>EV Charging Stations</b>  1. D. Sheehan asked that the site plan show the future EV Charging stations provided by Eversource. <i>P. Cunningham indicated the stations will be shown on the site plan.</i>
21.7	P. Cunningham	<b>Dark Building and Campus</b>  1. S. McPhee asked if the project will be designed to be a dark building and dark campus? <i>P. Cunningham will confirm with the Police and Fire Departments.</i>
21.8	Record	Next <b>Green Building Initiatives Meeting: Monday, 2/28/2022 at 10:00am, remote.</b>

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## Project Minutes

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

Project No.: 20033  
 Meeting Date: 2/15/2022  
 Time: 8:00am  
 Meeting No: 04

PRESENT	NAME	AFFILIATION
✓	Raymie Parker	Co-Chair Security Subcommittee, Select Board Member
✓	Sharon Iovanni	Co-Chair Security Subcommittee, Community Member
	Lisa Gallagher	Community Member, School Secretary,
✓	Bryan Lombardi	Principal
	Kevin Yianacopolus	Local Official responsible for Building Maintenance
✓	Brian McNeil	Town Facilities Director
✓	Marie Christie	Co-Chair School Building Committee
	David Bois	Co-Chair School Building Committee
✓	Dennis Sheehan	Town Administrator
	John Macero	Superintendent of Schools
✓	David Ljungberg	Assistant Superintendent of Schools
✓	Chief McIntyre	Stoneham Police Department
✓	Brooke Trivas	Perkins and Will
✓	Stephen Messinger	Perkins and Will
✓	Nicholas Stefantsiv	BALA
✓	Phil Santore	Ross & Baruzzini
✓	Matt Lewis	Campbell McCabe
✓	Joel Seeley	SMMA

Item #	Action	Discussion
4.01	Record	A Motion was made by S. Iovanni and seconded by M. Christie to enter into Executive Session and not return per MGL Chapter 30A Section 21(a)(4) to discuss the deployment of security personnel or devices, or strategies with respect thereto. No discussion, motion passed unanimous by roll call vote.

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