

**Joint Meeting of the Gerry School Building Committee
and the Marblehead School Committee
Meeting Minutes
September 6, 2018
Marblehead High School – 2 Humphrey Street – 6:00PM**

Building Committee Members Present: Emily Barron, Jackie Belf-Becker (non-voting), Eileen D'Amour, Sarah Fox, Dave Harris, Ken Lord, Amanda Maniaci, Catherine Martin, Maryann Perry, Jeremy Pollender, Elizabeth Rudzinski, Sean Satterfield, Cindy Schieffer, Aimee Sheppard, Ralph Wallace, Erik Weibust, Donna Zaeske and Jim Zisson.
Mr. Pat Franklin of the Finance Committee sat in for Mr. Berman, who was absent.

Building Committee Members Absent: Ben Berman, Kelly Lyons, Jason Silva and Ben Szalewicz.

School Committee Members Present: Sarah Gold, Dave Harris, Maryann Perry, Jennifer Schaeffner, Meghan Taylor and Meredith Tedford.

School Committee Members Absent: None.

Guests: David Saindon, Jim Rogers and Brian Dakin (Leftfield), Gene Raymond and John Bartecchi (RDA).

1. Call to order

Mr. Harris called the Building Committee meeting to order at 6:00PM.
Ms. Tedford called the School Committee meeting to order at 6:00PM.

2. Approval of Building Committee Minutes from 08/23/18 Meeting

Mr. Zisson made a Building Committee motion to approve the meeting minutes for the 08/23/18 meeting. The motion was seconded by Ms. Schieffer and passed unanimously by those Building Committee present tonight and on August 9th, 12-0-4-5. (Yes-No-Absent-Abstained)
Ms. Martin, Ms. Rudzinski, Mr. Satterfield, Ms. Sheppard and Mr. Weibust abstained, as they were absent from the August 23^d meeting.

3. Approval of Building Committee Invoices and Commitments

Mr. Saindon presented an invoice log dated 9/6/18 totaling \$40,556.00 which included two Leftfield invoices (July and August, each for \$10,278.00) and an RDA invoice for \$20,000.00. Mr. Lord asked if \$20k is the typical RDA monthly billing amount, Mr. Saindon indicated that RDA's monthly billing amount can vary. A Building Committee motion was made by Ms. Perry to approve the invoices as presented tonight on the invoice log dated 9/6/18 totaling \$40,556.00. The motion was seconded by Mr. Lord and approved unanimously by those Building Committee members present, 17-0-4-0.

4. Chair Update

Mr. Harris indicated that the main goal of tonight's meeting is to authorize RDA and Leftfield to submit the updated PSR to the MSBA on September 12th. He explained

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that this is the second version of the PSR to be submitted and is a result of ongoing recent project development that the MSBA Facilities Assessment Subcommittee (“FAS”) requested for that development to be captured in a new submission. Mr. Raymond presented an update to the Committees titled “Schematic Design PSR Update Report - September 6, 2018”. Highlights include an update site plan (which responds to FAS comments about reducing parking back from the 127 site maximum to 100, adding green space around the site and building perimeter, the developed L-shaped building layout, revised bus loop and an extended drop-off sidewalk) and updated “L-shaped” building plans (showing a refined entry lobby layout, resolved egress stairwell configurations, the office suite at the main entry as opposed to SPED space, all custodial, kitchen and back of house space located in the corner of the ground floor, a community wing with the gym, auditorium and stage that can be closed off from the rest of the building, SPED distributed throughout the building, all grades in clusters, the media center on the upper floor overlooking the play space and the multi-purpose room on the second floor.

The Committee discussed emailing plans that were more legible than those in the handout, location of SPED rooms and building entry security. It was noted that other schools have more than one entry, and that the plan is to have the remote entry staffed during pick-up and drop-off then locked during all other times. All people entering the building outside of pick-up and drop-off will be routed through the front door, which will be locked and monitored. Mr. Raymond noted that he felt these plans are closely in synch with the current ed plan. Public conference space was discussed, and Mr. Raymond noted that this could occur in the multi-purpose room, which might be relocated to the first floor as the plan develops.

Mr. Raymond recapped the previously presented “Bell-Coffin-Gerry Space summary Analysis dated August 22, 2018” highlighting the three programmatic areas which are in excess of the MSBA space summary guidelines and the 6 categories that the project is within the guidelines. Mr. Harris and Mr. Saindon noted that the MSBA requested that the PreK classrooms be moved to Core Academic and brought up (by 40 square feet each) to meet the minimum MSBA size standard, and that by doing this these spaces would be reimbursable. Ms. Martin asked if there was a Committee vote to authorize this change. Ms. Harris indicated there was not. Ms. Perry noted that this change was completed at the direction of the MSBA, and results in additional reimbursable space in the PreK classrooms. Ms. Martin expressed the opinion that this decision was not made in a sufficiently transparent manner and noted that there have been multiple requests by the Building Committee for a graphic presentation of reimbursable versus non-reimbursable spaces. Mr. Weibust agreed and noted that this has been on meeting agendas a few times but not presented. Mr. Saindon noted that this chart, and the information it contains, was presented at the last Building Committee meeting on August 23^d and reiterated Ms. Perry’s comment that the only new changes to the square footage were directed by the MSBA. He noted that the ed plan ultimately has to be approved by DESE and felt

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that in the event DESE agrees that the 2,825sqft over-run of the MSBA template is required for the delivery of education then that overage will likely be considered reimbursable. He also indicated that a decision to cut any such square footage that is over the MSBA guidelines, at this point, was not going to return full value as the design is advancing to the degree that rooms simply cannot be carved out cleanly. Mr. Weibust and Ms. Martin noted that while this chart is helpful, it does not include the explanation of why the space beyond the MSBA template is needed and exactly where it is located. Ms. Fox and Mr. Franklin noted that these discussions need to occur openly to demonstrate to potential voters that the process is being respected. The Committees re-reviewed the three categories which the design is over the MSBA guidelines for: Core Academic is 1,220 over due to moving PreK classrooms to this category per MSBA request (but this overage will be reimbursable), SPED 2,825 over with the spaces distributed throughout the building, and Admin & Guidance which is 900sqft over for the multi-purpose room (which will not be reimbursable). Mr. Weibust and Ms. Martin requested a detailed explanation of where the SPED over-run occurred and why it was needed. Ms. Perry provided a detailed summary of every SPED room in the design, referring to them in plan and describing their use. She explained that she feels the root of the MSBA question is a mis-understanding of how the Glover space is used and continued that when that school was built the DESE required SPED classrooms to be of the same size as standard classrooms. However, Marblehead caps SPED class sizes at +/- 6 students despite the room size and for this reason the MSBA likely feels that there is more space at Glover than there is. She reiterated that no Glover SPED students will be transferred to this new school and that all of it's spaces are required for the student population from the Bell, Coffin and Gerry schools. SPED spaces considered over the MSBA guidelines that were discussed include the language based room (capacity 5-6), the SPED academic skills room (for 6, 7 and 8, year old students, capacity 6-7), the resource room (for children who cannot access extended learning spaces, ELL, and tier 2/tier 3 students). Ms. Perry also explained that while office space (+/- 120 sqft) for a vice principal is not reimbursable the Town has learned that this role is required for schools of this size. The function of the OT/PT room, and it's comparative size to the Glover room, was reviewed along with the SPED testing room, which is required to give students a place to focus. Two de-escalation rooms were noted, where students are brought to for a safe space to calm down. A SPED conference room is included so that meetings with parents and students can be conducted in private, away from classrooms or hallways. SPED coordinator and secretary offices are included so that planning and administration of the program can occur outside of shared and classroom space. She noted that if these spaces are not implemented into the new building then students will be outsourced to programs outside of Marblehead, which she explained was both against the community's desire to educate all children locally and also prohibitively expensive. She added that she feels that upon detailed review, DESE and ultimately the MSBA will agree that these spaces are required and

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noted that her role is to advocate for these programs as strongly as possible because they directly impact the quality of education that is able to be delivered.

Ms. Martin asked why there was no longer a STEAM room. Ms. Perry indicated that while she wanted a dedicated STEAM room, RDA has noted that the multi-purpose room can be designed in as flexible a manner as possible so that it can be used for STEAM, music, METCO or other uses and that there is a slightly higher likelihood of reimbursement for a multi-purpose room compared to a dedicated STEAM space. Mr. Saindon noted to the Committees that if one is thinking of these spaces that are over the MSBA guidelines as something to delete, there would not be a financial efficiency captured at this point because the plan is sufficiently developed and removing a space will not result in a total deduction of its square footage. He indicated that if money/budget was the main driver of any concern here, there are better ways to save money at this point. He noted that the plan as discussed at the last meeting is to submit the updated PSR at 82,331 gross square feet. The Committee discussed the sequence of the MSBA and DESE's review of this information and Mr. Wallace stressed that the MSBA process must be followed, that these decisions need to be made now as the project is already well into Schematic Design and noted that Ms. Perry's explanation of the SPED spaces was appreciated. He explained that how individual Town and School districts manage SPED programs is a topic of debate on all MSBA projects but that the Committee must realize that simple "deleting" any square footage at this point is not feasible as the process is beyond the point where this can cleanly happen in the building plans. Ms. Martin and Mr. Weibust noted that while they felt this discussion was overdue, it was informative and appreciated and noted that the second step that needs to be taken is for the Committee to be able to clearly explain these discussions to voters. Mr. Harris noted that Ms. Perry and the school staff have been working on this response for the last few weeks and that the final content will be included on the September 12th updated PSR and sent to the Committees.

5. OPM/Designer Update(s):

None.

General PSR Review

Covered above.

Updated Construction Estimate and Budget for PSR Submission

Mr. Saindon noted that he received the updated estimate yesterday from VJ presented a high-level analysis the information if contained that will be included in the updated PSR. He indicated that due to the numerous Committee decisions since the original PSR that the estimate construction total has come down by \$1,010,870 which, when run through various soft cost categories that are values based on a percentage of the construction cost, results in a total budget reduction of \$1.26m.

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Mr. Weibust asked why the markups category went up, Mr. Saindon explained that was due to the decision to use CM-R, which relocates the contractor's contingency into the construction contract. On a non-CM-R project this contingency would still be carried, but it would be outside of the construction contracts, as it was before. Mr. Zisson asked when an updated analysis showing the individual tax impact to the Town will be ready, Mr. Harris noted it is being worked on and should be available for presentation at the next meeting.

Mr. Weibust asked if the response to the MSBA question regarding the transition plan is part of the September 12th submission and whether it has been approved by the School Committee. Mr. Harris responded that a draft was received by the School Committee today and will be included in the submission of the 12th. Mr. Weibust asked if it is the same as the last presentation, Mr. Harris indicated he had not yet had a chance to review it. Ms. Martin noted that she felt that this discussion, and the decisions related to it, have occurred behind closed doors. Ms. Tedford noted that this was discussed in detail at the joint meeting on August 23^d. Ms. Martin asked if the diagrams requested by MSBA were included and available. Ms. Tedford responded that they are included and will be made available and added that per previous discussion the decision on how to handle this temporary timeframe is the responsibility of the School administration and is not under the purview of either the Building or School Committee to approve it as it's an operational decision. Mr. Harris indicated that this topic will be discussed by the School Committee, even though approval is not required. Ms. Martin and Ms. Fox noted the importance of having the topic discussed in public meetings, so voters could directly hear the information and ask questions.

Ms. Martin made a motion that an alternate plan for student distribution during construction be considered by the School Committee and School Administration in lieu of what's to be included in the PSR, acknowledging that the current transition plan will be submitted with the updated PSR. She noted that she feels that people are not happy with the plan, and that it should not be considered final. The motion was seconded by Mr. Weibust. Mr. Pollender commented that this decision is not within the scope of this committee and noted that he understands the plan to be a work in progress and not set in stone. Ms. Tedford noted that any such building process is going to be a challenge and inconvenience some group or groups of people and noted that there are already parents who have to deal with 3-4 different drop-offs every day. She added that she does not feel that it is an accurate characterization that this discussion has occurred behind closed doors. Ms. Schaeffner noted that the transition plan is mostly identical to the one that was used during the Glover build.

School Committee members Ms. Tedford, Ms. Gold and Ms. Taylor left the meeting to begin an already-scheduled School Committee meeting at 7:00pm.

Mr. Lord noted that MSBA is mostly looking for verification that there is space to house the students and that modular classrooms are not required. Ms. Perry

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respectfully noted that although this Committee does not have the authority to approve or dis-approve the transition plan, she will come to the next Building Committee meeting ready to present it and answer questions and added that if any committee members have questions they are free to reach out to her. Ms. Martin noted that under the understanding that this topic will be an agenda item at the next Building Committee meeting, she withdrew the motion on the floor. Mr. Weibust asked whether this topic could be covered at another meeting as he will not be able to attend on the 27th. Ms. Martin noted that as long as it's an agenda item at one of the upcoming meetings it is acceptable. Mr. Zisson summarized that no matter what the final plan is, the most important thing is that it is clearly explained to the Town and voters.

Approve/Vote PSR to the Submitted to the MSBA for September 12th

Ms. Martin made a motion to approve RDA and Leftfield, on behalf of the Building Committee, to submit the revised PSR to the MSBA for review and consideration. Items to specifically note include a red-lined education plan, space study at 82,331 GSF, construction value estimated at \$44.37m, total project budget of \$56.34m., plan approved as L-shaped, flat roof design, displacement air with full air conditioning, site modifications made in response to MSBA commentary, utilization of CM-R as the preferred method of construction procurement, and a facility and student capacity analysis as requested by the MSBA. The motion was seconded by Mr. Pollender and approved unanimously by those Building Committee members present, 17-0-4-0.

Schematic Design Phase Look Ahead

None.

6. MSBA Feasibility Study Process

None.

7. New Business

The next meeting is scheduled for September 27th.

8. Public Comment

None.

9. Adjournment

A motion to adjourn the Building Committee meeting was made by Mr. Weibust and seconded by Mr. Zisson. The motion was approved unanimously by those Building Committee members present, 17-0-4-0. The meeting adjourned at 7:14pm.