

## **Dedham School Building Rehabilitation Committee**

Hosted at the Dedham Town Hall

SBRC Meeting Minutes - **Approved**

Monday September 19, 2022 – 7:00 PM (Via Zoom)

### **Members present:**

(A= attended Meeting; P= attended partial meeting)

	<b>Voting Members:</b>	A	Phillip Gonzalez		<b>Other:</b>
A	John Tocci, Chair			A	Mike Welch, Superintendent (non-voting)
A	Steve Bilafer, Vice Chair		<b>VERTEX:</b>	A	Sara Erickson, Comm. & Community Engagement Coordinator
A	Kevin Coughlin	A	Bryan Jarvis, CPM	A	Kimberly Hermesch, Oakdale Principal
A	John Heffernan	A	Anissa Ellis, CPM	A	Matt Wells, Assistant Supt. for Business and Finance
A	Mayanne MacDonald Briggs	A	Steve Theran, CPM	A	Dedham TV
A	Victor Hebert			A	Denise Moroney (non-voting)

**Distribution: SRBC Members and other attendees**

Members of School Administration present: Mike Welch, Kimberly Hermesch

### **1. Meeting called to order at 7:00 PM**

No public comment.

### **2. Previous meetings minutes reviewed:**

Mr. Tocci asked for questions or comments on the previous minutes. There are none.

Motion to approve by Mr. Gonzales

Second by Ms. MacDonald Briggs

Vote: unanimous to approve minutes.

### **3. Designer Selection Update**

Mr. Tocci asked if the OPM group should be referred to as Vertex since the name will be formally changing and it will avoid confusion in the future. Mr. Jarvis agreed noting the Compass Project Management will be Vertex going forward, this will complete the integration that started in 2018. There are no structural or organizational changes, it's in name only.

Mr. Jarvis stated the designer submissions are due Wednesday 9/21 to Denise. Vertex will load the proposals to the project collaboration site for all SBRC and working group members to review, we are anticipating a good response since there were about 10-12 designers who “pulled the documents.” The Town will need to submit their review, Vertex will complete the reference checks and consultant matrix. Designers Selection panel is scheduled for November 01, this is made up of the MSBA representatives and the three Town representatives.

Mr. Jarvis noted the SBRC needs to identify the three Town Representatives. Mr. Tocci suggested Mr. Welch represent the town as the “Superintendent Designee”, Mr. Welch agreed. He also suggested Leon Goodwin, Matt Wells, or Denise Moroney represent the Town as the “CEO Designee.” Mr. Coughlin will check with the Select Board and let the SBRC know who they would like to see as the CEO Designee. Victor will reach out to the School Committee and get consensus on who they would like as their representative. Mr. Jarvis confirmed that the SBRC does not need to vote on the representatives.

#### **4. Community Meeting Scheduled for Wednesday 9/28**

Mr. Tocci noted there are a few other meetings the same night (Planning Board, FinComm, MBTA Bridge, community meeting for the superintendent search, and a CPAC Meeting). Mr. Tocci noted he has been telling everyone that this is the first of many to come.

Mr. Tocci noted the project website is up and running. Mr. Bilafer noted that it is a work in progress and has a lot of information posted already. He also noted that the SBRC needs a process for approving content and providing email responses. Ms. Ellis noted there is also an email address for questions.

Mr. Theran asked if there was a need to change the name of the project since it could also include two other elementary schools, not just the Oakdale. After a group discussion the SBRC decided to keep the project name “Oakdale School Project” for consistency and to avoid more confusion. It was noted that the MSBA has been referring to the project as the Oakdale Project. The SBRC agreed the name can change at some point in the future if needed.

Mr. Tocci shared his screen to show the flyers for the project. Ms. Erickson explained what flyers are being used, the sizes, locations and types provided for the project. All flyers include a QR code that can be linked back to the website which can be translated. Mr. Jarvis requested a change to the wording on the flyer for clarity. He stated the project will only happen on one site, not multiple sites and the wording is misleading.

Ms. Erickson made the change to clarify the intent. Ms. Erickson also reviewed the Facebook graphic that will be shared to the Town and PTO Facebook pages. This will also be shared at the Dedham Day tent.

Ms. Erickson stated there is a half sheet size flyer at the tent on Dedham day along with a large size poster promoting the project. The tent is a SBRC/School Committee shared tent. Mr. Welch noted that the custodians will set up the tent, chairs, and tables for the tent. Mr. Tocci requested everyone on the SBRC sign up for 1 hour time slots for manning the tent on Sunday 9/25. A google spreadsheet will be sent around for sign ups.

Mr. Tocci stated he will do the introductions for the community meeting presentation and then he will play the video of the Oakdale school then review the history of Dedham buildings and capital projects. He requested a time to do a dry run on Monday. Ms. Maroney and Ms. Ellis will check to make sure the equipment is working on Wednesday.

Mr. Bilafer noted the Master Plan goes back to 2018 and the MSBA had done an assessment of all schools in 2016, so that slide will need to be updated accordingly prior to the meeting on Wednesday 9/28.

Mr. Tocci noted that he anticipates at 30 minute Q&A after the presentation. Mr. Welch noted that since this is a joint SBRC and School committee meeting it will need to be posted and he will have representatives there to take notes. He also asked how the team would like to be set up during the presentation. He can have the custodians set up tables, chairs, and a podium on the stage. Mr. Hebert noted this is more of a presentation than a discussion and the SBRC and School Committee will be on stage together. Mr. Welch also asked how the SBRC anticipates receiving questions, via microphone or index cards collected and answered? Mr. Hebert noted there should be a way to have people submit questions for a later response on the website. Mr. Tocci stated a large part of the presentation is setting expectations on what this meeting will be and also providing information on how to get in touch with the committees in the future. Ms. MacDonald Briggs noted the SBRC should provide information on upcoming meetings so the town is aware there will be future meetings and more information will be forthcoming.

Mr. Tocci noted there should be an SBRC representative at the upcoming PTO meetings. Mr. Welch suggested having someone at the PTO Officers' meeting first. Then the PTO leaders can introduce the project to their respective PTOs. The SBRC can attend future meetings and Mr. Welch will put the SBRC on the respective agenda's.

**5. New Business**

Mr. Welch stated he received an invite from the MSBA to go see a recently completed school on Thursday 10/13 from 8:00AM – 12:00PM at the Harvard Hildreth Elementary School in Harvard, MA. He asked if any SBRC members would like to attend as well, Mr. Tocci stated he will attend.

**6. Adjourn**

Motion to adjourn by Mr. Coughlin

Second by Mr. Hebert

Unanimous vote to adjourn

Meeting Adjourned at 8:00 pm.

**Attachments:**

Vertex Community Meeting PowerPoint

Town of Dedham Flyers