

Dedham School Building Rehabilitation Committee

Hosted at the Dedham Town Hall
SBRC Meeting Minutes – **DRAFT for Approval**
Monday November, 21, 2022 – 7:00 PM

Members present:

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

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

Distribution: SRBC Members and other attendees

1. Meeting called to order at 7:02 PM

No public comment.

2. Previous meetings minutes reviewed:

Mr. Tocci asked for questions or comments on the from the 10/11/22 meeting. Mr. Tocci suggested one edit regarding the comparison of the staff sizes between the firms. It will be noted that JLA is smaller than Arrowstreet or Dore & Whittier.

Motion to approve by Mr. Steve Bilafer

Second by Mr. Kevin Coughlin

Vote: Mr. Heffernan Abstains from voting; remaining vote in favor. 8-0-1

3. Designer Selection Update

Mr. Tocci provided an update of the Designer Selection process and the results of the MSBA's Designer Selection Panel (DSP). Prior to the interview meeting held on 11/15, D&W formally withdrew from the process leaving two (2) firms, Arrowstreet and Jonathan Levi Architects (JLA). In a close vote, JLA was selected 7 votes to 6 votes over Arrowstreet by the MSBA's DSP. The district's three DSP representatives all voted for Arrowstreet as they felt that Arrowstreet had more experience regarding enrollment consolidations. VERTEX, Mr. Tocci, and the DSP representative had a quick meeting on 11/18/22 to meet the JLA team and talk through results of the DSP and

concerns/expectations for the project. The JLA team is excited to getting going and will be attending the next SBRC meeting on 12/5.

VERTEX has received JLA's fee proposal for services during feasibility and schematic design and is currently reviewing it. VERTEX anticipates that JLA will need to defer some of their fee to the full Design fee at their risk in order to fit within the Feasibility Study Budget. VERTEX will be working to ensure that all required basic and typical extra services (i.e survey, geo-technical, traffic, etc.) needed for the feasibility and schematic phases are accounted for in the JLA proposal and that some budget funding remains for contingency and/or additional services.

Mr. Jarvis explained that one of the additional services that the SBRC will need to consider, and budget for, is the use of a third party Redistricting Consultant. This consultant will study and provide data regarding the potential enrollment consolidation options and their impacts on the current district maps, identifying any impacts and/or redistricting required. The JLA team does not have this resource "in house".

Mr. Bilafer asked if this cost would be within the project budget or paid directly by the school district. Mr. Jarvis noted that these costs are typically covered by the project budget.

VERTEX will be sending the redistricting consultant information and examples from VERTEX's Westwood project to Mr. Tocci.

VERTEX is trying to finalize a fee and contract with JLA in early December. VERTEX will send a recommended fee proposal to the Chair once it is ready.

Mr. Coughlin asked if VERTEX has worked with JLA in the past. Mr. Jarvis responded that JLA worked with VERTEX (Compass) on the Weston Field Elementary School. It was a good project.

Mr. Heffernan asked if JLA identified their team yet. Mr. Theran responded that yes team's credentials were provided in JLA's statement of qualifications and they were introduced and participated in the interview. The team info was included in the JLA slides presented tonight.

The JLA will also be attending the School Committee meeting on 12/7/22 to introduce their team and their approach emphasizing aspects that are pertinent to the School Committee.

4. Project Schedule / Timeline Update:

Mr. Theran, Sr. Project Manager for VERTEX, provide an updated process timeline slide showing that the project has just completed the Designer Selection process and, now with the Designer onboard, will be moving into the Preliminary Design Plan (PDP) process. Mr. Theran reviewed the upcoming timeline and major milestones and deliverables.

5. Designer Introduction:

Mr. Theran noted that the JLA team could not attend tonight's meeting due to a prior commitment on another project. They will be attending on 12/5. He then presented some slides provided by JLA that showed team info; firm info; recent relevant school experience and images of their work.

6. Community Meeting Feedback and Frequently Asked Questions (FAQs):

Mr. Tocci gave an overview of recent presentations to the elementary school PTOs. Overall, things went well. People seem to be engaged and have a lot of questions. Ms. Briggs asked if they are being recorded and if the Riverdale PTO meeting can be provided on the collaboration site so other SBRC members can watch it.

Mr. Theran provided a slide that summarized some of the most common questions. Mr. Heffernan stated that some of the recent draft responses to the FAQs need to be revised. Mr. Tocci stated that VERTEX drafts the response for his and Mr. Bilafer's review/comment/editing before posting to the project website.

Ms. Briggs motioned to create a Communications sub-committee for the SBRC consisting of Mr. Tocci, Mr. Bilafer, and Mr. Heffernan.

Motion: Ms. Briggs

Seconded by Mr. Hebert.

Mr. Coughlin did not participate in the vote. The motion passed. 8-0-1.

The SBRC agreed to the process that VERTEX will collect and consolidate any new questions by Friday of every week and get an update draft FAQs document to the sub-committee for review. The sub-committee will finalize responses by the following Friday and then VERTEX get them posted to the project website by the Friday after that for a total of 2 weeks turn-around.

VERTEX will re-format the FAQs document to create “categories” and begin to categorize questions to make the document easier to navigate.

7. Site Considerations:

As one of the first steps in the feasibility process, the SBRC is to finalize all potential sites that should be reviewed and assessed to see if they could work for the project. In addition to the three (3) elementary school sites of Oakdale, Greenlodge, and Riverdale the SBRC mentioned:

- Striar Property
- Capen School
- Paul Park
- Memorial Park
- Rustcraft
- 269 Common (Dolan Center)

Mr. Bilafer stated that the SBRC should discuss the viability of potential sites with other Town Departments (i.e Parks/Rec) prior to finalizing the list.

That SBRC began discussing potential criteria for evaluating sites including items such as:

- Ownership (Town or private)? Acquisition required?
- Size
- Site conditions (wetlands; park land; ledge; contaminations, etc)

The SBRC will work to finalize a list of sites for consideration as soon as possible. It was noted that prior studies have a lot of information on these sites already and should be leveraged as part of the upcoming work.

8. Upcoming Community meetings:

12/1 - Middle School PTO

12/7 - School Committee meeting. JLA introduction

12/13 - ECEC PTO

SBRC discussed the best timing of another “full community” meeting. Mr. Jarvis suggested that mid-January was reasonable target as it will be beyond the holidays and the Design team can give an update on the process. He also noted, that upcoming Educational “Visioning” process typically have a community participation element as well.

9. New Business:

Mr. Heffernan summarized the Town Meeting Article 13 regarding field upgrades at the existing schools and potential impact on the project. Mr. Jarvis noted that once a preferred schematic option was chosen for this project next July, the Town and District would know the site for the project and what existing sites or fields would not be impacted by the project.

10. Next Meeting:

The next meeting of the SBRC will be 12/5. JLA will be attending. Ms. Briggs and Mr. Wells will be absent due to a prior commitment.

11. Adjourn

Motion to adjourn by Ms. Briggs

Second by Mr. Hebert

Unanimous vote to adjourn

Meeting Adjourned at 8:17 pm.

Attachments:

Vertex SBRC PowerPoint