

# **Meeting Minutes:**

## Meeting: Oakdale Elementary School Project Working Group: #3

Date & Time: October 11, 2022 at 3:30 PM

Location: Microsoft Teams Meeting

#### Attendees:

	Town of Dedham (ToD)		Vertex Team (VTX)	Designer (TBD)
٧	Matthew Wells	V	Bryan Jarvis	
٧	Denise Moroney	V	Stephen Theran	
٧	Kimberley Hermesch		Anissa Ellis	
٧	John Tocci			
٧	Michael Welch			
٧	Victor Hebert			
٧	Leon Goodwin			

### Distribution: Attendees (V); VTX File

Item	Topic/Discussion	Action:	Due Date
1.1	<b>Budget:</b> Project Budget is per approved MSBA Feasibility Study Agreement. 8/16/22: VTX to include the budget in the monthly Budget Status form for tracking. VTX to work with the MSBA on reimbursement requisitions and review with the Town; to be submitted monthly. <b>10/11/22:</b> ongoing	Note	
1.2	Total Project Schedule: 10/11/22: Current Project Stage: Designer Selection	νтх	
	Next Major Milestone(s): 09/21/22: Designer RFS Responses due. 10/10/22: Response to MSBA Re: Only 3 Designer Submissions 10/13/22: Submission Packages sent to MSBA 10/25/22: MSBA Designer Selection Panel (DSP)DRY RUN (Virtual mtg.) 11/01/22: MSBA Designer Selection Panel Meeting 11/15/22: MSBA Designer Interviews 11/22/22: Designer Selection: Review Contract progress (SBRC Meeting?)	Note	
1.3	Project Stage Workplan Schedule: 8/19/22: The project stage workplan will be provided by the Designer once on board.	Note	

1.4	MCDA.		
1.4	MSBA:	Note	
	Designer Selection Panel Reps:	Note	
	9/27/22: Three representatives chosen (Michael Welch, Leon Goodwin,		
	Melissa Pearrow)		
1.5	Community Outreach:		
	Project E-mail:		
	9/27/22 email is up and working: oakdaleproject@dedham.k12.ma.us		
	10/11/22: Team to confirm who is receiving emails, who is responding and		
	who is verifying content of response.		
		Note	
	Project Website:		
	8/19/22 There is not currently a website, Town can coordinate within to		
	create a page within the current town website. Webpage should include		
	FAQ's, email address for questions, timeline schedule, etc.		
	9/27/22 Website is live and a work in progress:		
	www.dedham.k12.ma.us/oakdaleproject	ToD/VTX	
		-	
	PDP Community Forum: Target December 2022 after the designer if on		
	board.		
	10/11/22:		
	Future Presentations:	Note	
	MWelch suggests we make a presentation to be made at each ES PTO		
	meeting. Topic to be discussed further in SBRC meeting today.		
	Town Meeting:		
	Flier to be assembled for handout at TM (Nov. 2) include project calendar.		
1.6	Designer Selection:		
1.0	RFS responses due 9/21		
		VTX	9/27/22
		<b>U</b> IX	5,2,,22
	VTX will coordinate printing and mailing requested copies to MSBA	νтх	
	VTX to review: do reference checks: draft consultant matrix: and		
		νтх	9/27/22
	<ul> <li>VTX will set up a Sharepoint website for distribution of all documents to the team. 9/27/22 all proposals are loaded to the sharepoint site. Vertex will add Leon and Melissa and send an email highlighting the important sections to review (focus on which designers have experience with enrollment, consolidation, design approach, sustainability, community spaces, elem. School experience).</li> <li>VTX will coordinate printing and mailing requested copies to MSBA DSP members directly. MSBA to provide addresses. Six hard sets and two electronic sets anticipated.</li> <li>VTX to review; do reference checks; draft consultant matrix; and gather required paperwork for Town's review and submittal to MSBA. 9/27/22 Vertex is working on the reference checks;</li> </ul>	VTX VTX VTX	

	<ul> <li>Consultant matrix form is complete and will be loaded to the sharepoint site.</li> <li>VTX to submit all required info to the MSBA before or by 10/13.</li> <li>Three Designer Proposals received (Arrowstreet, Dore &amp; Whittier, Jonathan Levi Architects) VTX to respond to the MSBA email requesting additional information due to only receiving three proposals</li> </ul>	VTX Note	
	Designer Selection Panel: Scheduled for 11/1/22 Interviews would be 11/15 Both hosted by MSBA DSP (Vertex to confirm if in person or virtual.)	VTX	
	Designer contract 11/22/22. Need to find out who has signing authority for the contract for the Town. Does this need SBRC approval vote as well? 10/11/22: ST provides comments on proposals received – sizes of each firm, experience with consolidation and MSBA data of construction cost averages of each firm. Consultant matrix reviewed also. Team to review the proposals. Proposal review comments to be provided to SBRC for discussion.	Note	
1.7	Preliminary Design Program (PDP): 1 <sup>st</sup> Major MSBA Deliverable         • Existing Site Conditions         • Site Options         • Geo-tech         • HazMat         • Surveys         • Traffic         • Existing Facilities Assessment         • Education Plan (heavy district involvement)         • Visioning Sessions & Workshops: (heavy district involvement)         • Space Summary         • Community Forum(s)         • Preliminary List of Solution Options         • Combined enrollment discussions         • Options Shortlist	Note	
	Submit PDP to MSBA: TBD once designer is board.		

1.8	Visioning Sessions & Workshops: 8/19/22: Programming meetings to be scheduled once designer is on board with departments/individuals as required.	Note	
2.1	Working Group Attendees: 9/27/22 – Add Victor Hebert to WG invites.	AE	9/27/22
	NEW BUSINESS		

## Next Meetings:

Working Group: 10/25/22 at 3:30 PM via Microsoft Teams

School Building Rehabilitation Committee (SBRC): 10/11/22 7PM Town Hall Room 305