

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)
√	Matthew Wells	√	Bryan Jarvis		
√	Denise Moroney	√	Stephen Theran		
√	Kimberley Hermesch		Anissa Ellis		
√	John Tocci				
√	Michael Welch				
√	Victor Hebert				
√	Leon Goodwin				

Distribution: Attendees (√); VTX File

Item	Topic/Discussion	Action:	Due Date
1.1	<p>Budget: 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. 10/11/22: ongoing</p>	Note	
1.2	<p>Total Project Schedule: 10/11/22: Current Project Stage: Designer Selection</p> <p>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?)</p>	VTX Note	
1.3	<p>Project Stage Workplan Schedule: 8/19/22: The project stage workplan will be provided by the Designer once on board.</p>	Note	

1.4	<p>MSBA: Designer Selection Panel Reps: 9/27/22: Three representatives chosen (Michael Welch, Leon Goodwin, Melissa Pearrow)</p>	Note	
1.5	<p>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.</p> <p>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</p> <p>PDP Community Forum: Target December 2022 after the designer if on board.</p> <p>10/11/22: Future Presentations: MWelch suggests we make a presentation to be made at each ES PTO meeting. Topic to be discussed further in SBRC meeting today.</p> <p>Town Meeting: Flier to be assembled for handout at TM (Nov. 2) include project calendar.</p>	<p>Note</p> <p>ToD/VTX</p> <p>Note</p>	
1.6	<p>Designer Selection: RFS responses due 9/21</p> <ul style="list-style-type: none"> • 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). • 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. • 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; 	<p>VTX</p> <p>VTX</p> <p>VTX</p>	<p>9/27/22</p> <p>9/27/22</p>

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