



## Town of Swampscott, Hadley Elementary School

### *Swampscott School Building Committee Meeting #4*

Date & Time: 8:00AM on June 27, 2013

Location: Swampscott Middle School

#### *Attended*

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#### **Swampscott School Building Committee (SSBC):**

Kenneth Ardon, Finance Committee (KA)  
Garrett Baker, Member MCPPO certified, (GB)  
Edward Cronin, SPS Business Manager (EC)  
Nancy Hanlon, Teacher Swampscott Schools (NH)  
Carin Marshall, School Committee (CM)  
Glenn Paster, Comm. & Marketing Professional (GP)  
Sandra Rivers, Principal, Hadley Elementary School (SR)  
Thomas Younger, Exec. Officer and Administrator (TY)

#### **collaborative partners (CP):**

Paul Kalous (PK)

#### **Mount Vernon Group Architects (MVG):**

Howard Goldstein AIA (HG)  
Dennis Daly AIA (DD)  
Al Cuevas AIA (AC)

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The purpose of the meeting is to move the Hadley Elementary School Project forward.

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#### ***Opening Remarks***

GP opened the meeting by introducing the School Building Committee to the representatives of the Mount Vernon Group and remarked to the committee that the DSP selected MVG unanimously.

#### ***Mount Vernon Group***

HG, DD and AC introduced themselves and provided some information about the firm and their excitement about their selection. AC indicated that Frank Tedesco, President of MVG could not make this meeting on short notice and requested that future SBC meetings be Mondays or Tuesdays if acceptable to the committee.

#### ***Project Charter***

PK requested that the SBC review, provide comments on the draft project charter and adopt the charter for the benefit of the designer to understand some of the desires of the SBC. Some minor edits were offered that CP stated will be incorporated.

Motion: Ken Ardon made the motion to adopt the Project Charter including the edits.

Second: Nancy Hanlon.

The vote was unanimous.

DD stated that the educational planning will be a critical element as indicated in the project charter. DD said that he and colleagues at MVG specialize in facilitating sessions to understand goals and concerns with committees, administration and faculty to address and obtain agreement.



## Project Schedule

GP requested that CP review the schedule to plan for involvement of the public in project planning. PK reported that to make a Spring 2014 Town Meeting and Election, the MSBA Board of Directors would have to have this project on their agenda in March 2014. That would require the MSBA to vote acceptance of the feasibility study in November 2013. To achieve that deadline, the Town would need to have a preferred option in September 2013.

CP to provide a milestone schedule for review at the next meeting.

EC commented that it would be advantageous to report on progress at the teacher convocation that would be approximately August 26. The report would be brief, but reach hundreds of Swampscott teachers and staff who would share information with parents. The decision to make this presentation would be up to Dr. Celli. PK suggested that the progress update could report the findings of the various sites and allow the attendees to comment or venture a preferred option.

## Project Planning discussion

PK stated that the site investigation and the educational programming are the two critical and concurrent tasks for the designer and SBC. MVG will contact Dr. Celli regarding educational program and contact Garrett Baker to borrow and copy any pertinent existing information about the sites that must be studied.

DD stated that the program planning will begin when the enrollment of 635 children is entered in the MSBA space summary program. The enrollment will then generate the number of classrooms and other spaces. MVG will meet with Dr. Celli and others to then review and modify to suit Swampscott. The final program will require School Committee approval.

GP and others remarked some of the comments that have been heard from people about planning for this project. GP cited the example of moving the administration out of the Middle School and creating an upper elementary wing at the Middle School in order to have a smaller elementary school project is an idea that has been talked about but may be difficult to sell to the public. EC said that this was addressed in the master plan and that MVG should review the plan. PK stated that CP will transmit a copy.

## Designer Contract:

HG stated that MVG will provide the MSBA standard designer contract for this phase with the required forms and certificates.

## *Other Business:*

Motion: That the minutes of meetings 2 and 3 be accepted.

Motion by: Garrett Baker

Seconded: Nancy Hanlon

Vote: Unanimous

## *Next Meeting:*

The next School Building Committee meeting will be held on Tuesday July 9, 2013 at 8:00AM.

*These notes will become part of the project record as written, unless corrections or additions are received in writing by collaborative partners within 6 days of distribution.*