


ZERVAS SCHOOL BUILDING COMMITTEE (ZSBC) MEETING				MEETING MINUTES	
Newton Education Center, Room 210		AS AMENDED AND APPROVED, 02/27/14			
February 6, 2014					
6:30 PM					
ATTENDEES:					
NAME	ZSBC	PRESENT	NAME	ASSOC.	PRESENT
Diana Beck	ZSBC	Y	OWNER'S PROJECT MANAGER		
Arthur Cohen	ZSBC, DRC	Y	Jeffery Luxenberg	JLA	---
Deb Crossley (Alderman)	ZSBC	Y	David Krawitz	JLA	Y
Diana Fisher Gomberg	ZSBC	Y	Melissa Gagnon	JLA	Y
David Fleishman	ZSBC	---	Tom Murphy	JLA	Y
Ruthanne Fuller (Alderman)	ZSBC	Y	ARCHITECT		
Sandra Guryan	ZSBC Co-Chair	Y	Dave Finney	DPC	Y
Maureen Lemieux (CFO)	ZSBC	Y	Joe Drown	DPC	Y
Joshua Morse (NPB)	ZSBC	Y	Robert Bell	DPC	Y
Chris Neal	ZSBC	Y	DESIGN REVIEW COMMITTEE (DRC)		
Nicholas Read	ZSBC	---	Peter Barrer	DRC	Y
John Rice (Alderman)	ZSBC	Y	Andrew Copelotti	DRC	Y
Robert Rooney (COO)	ZSBC Co-Chair	---	Deb Crossley	DRC	---
Margie Ross Decter	ZSBC	Y	William Eldredge	DRC	---
Joseph Russo	ZSBC	Y	Robert Franchi	DRC	---
Bob Santry	ZSBC	Y	Candace Havens	DRC	---
Steven Siegel	ZSBC, DRC	Y	Jonathan Kantar	DRC	---
Setti Warren, Mayor	ZSBC	---	Andrea Kelley	DRC	---
OTHER SCHOOL/LOCAL PARTICIPANTS			Ellen Light	DRC	Y
Carol Chafetz	NPS	Y	Marc Resnick	DRC	---
Mike Cronin	NPS	Y	Victor Vitols	DRC	---
Adam Gilmore	NPB	Y	PUBLIC		
Ouida Young (Law Dept)	CITY	Y	Jonathan Yeo		Y

S. Guryan called the meeting to order at 6:48PM as the first official Zervas School Building Committee meeting. It was noted that a great deal of thought has been put into the composition of the project team, including the selection of the OPM (Joslin Lesser + Associates) and the Designer (Design Partnership) as well as the overall process in thinking about the new Zervas Elementary School.

1. Introductions

Introductions were made by all attendees including representatives from the Zervas School Building Committee, Joslin, Lesser + Associates, Design Partnership of Cambridge, Design Review Committee and the public.

2. Committee Organization

Appointment of ZSBC Co-Chairs

O. Young noted that the City prepared a letter, dated 02/05/14, which was distributed to the ZSBC stating that Robert R. Rooney and Sandra Guryan were appointed as co-chairs.

MOTION: S. Guryan moved, seconded by R. Fuller, that the Committee votes to approve the appointment of co-chairs, Robert R. Rooney and Sandra Guryan. **The vote was unanimous.**

Determination Requirement for Quorum

O. Young noted that the ZSBC has 13 voting members. According to the Open Public Meeting Law, a quorum is the simple majority of the public body. Seven voting members are required to hold a meeting.

MOTION: R. Fuller moved, seconded by D. Fisher Gomberg, that the Committee votes that a majority of the voting members of the Zervas School Building Committee shall constitute a quorum. **The vote was unanimous.**

Vote for Approval of Matters

O. Young noted that the majority of the quorum (four members) is required to cast a vote.

MOTION: M. Ross Decter moved, seconded by D. Crossley, that matters coming before the Zervas School Building Committee that require a vote be approved by a majority of those voting members present. **The vote was unanimous.**

3. Role of the Zervas School Building Committee and Others in Building Process

O. Young provided an overview of the various committees involved in the project who are intertwined and work together: Design Review Committee (DRC), Zervas School Building Committee (ZSBC), Zervas Working Group (ZWG), PTO, School Committee, Board of Aldermen and the Mayor's Office.

4. Feasibility Study Evaluation Process and Program

JLA explained that although the Zervas school project is not an MSBA project, the MSBA guidelines which followed for the Angier project will be followed for Zervas, although not as an absolute. There is some flexibility to tailor to the specific needs of the project. It will be encouraged that the project not stray too far from the guidelines to maintain parity and consistency with regard to the Angier project as well as future school projects in the City. The project will be developed as part of the evolution of NPS projects, not a complete departure. It was noted that the role of an Owner's Project Manager entails assisting with creating the project budget and scope and finding the appropriate balance between the two. The OPM also assists the City with procurement of the designer and the mechanics of the process as well as the procurement of a Construction Manager, provided this is the direction the City decides to pursue.

Design Partnership of Cambridge provided a brief overview of the design process and noted that the team has just begun looking at site alternatives with the Working Group and Public Buildings.

NPS noted that the City of Newton has competing needs due to the condition of existing school buildings as well as current and long range enrollment. It was noted that the Angier and Cabot projects have a focus on the building condition and lack of program spaces whereas with the Zervas project the focus is a small school where there would be an opportunity to expand and make a sizeable impact to the community. The intent is that the new Zervas school would serve more than 450 students.

It was noted that a school is independent of the facility in which it lives and one of the primary goals of the Feasibility Study (FS) phase is to demonstrate that the program is viable. During FS program, existing conditions, alternative sites, and test fits will be studied.

JLA provided an overview of the preliminary criteria matrix which was presented as an empty shell. It was noted that the criteria listed are suggested but are not intended to be final and input from the Committee is welcomed and encouraged. At the next ZSBC meeting, on 02/13, the matrix will be populated and ratings will be displayed for discussion.

It was noted that the current focus is on selecting a permanent site for the new Zervas school and that swing space needs will be determined pending the selection of the best site and the best design for that site.

A member of the BOA noted that the ZSBC will need to understand when Carr will be available as it relates to Zervas coming on line and what costs would be incurred to fast track Zervas to occupy Carr prior to the Cabot project coming on line.

5. Upcoming Meetings

(updates made subsequent to the meeting, due to weather forecast)

- ~~02/13/14 ZSBC+DRC Joint Meeting 6:00PM Newton Ed Center, Room 210~~
- 02/27/14 ZSBC+DRC Joint Meeting 6:00PM Newton Ed Center, Room 210
- 03/06/14 ZSBC+DRC Joint Meeting 6:00PM Newton Ed Center, Room 210

6. Adjournment

MOTION: At 8:07PM, there being no further business to come before the meeting, M. Ross Decter moved, seconded by R. Fuller, that the meeting be adjourned. **The Committee vote was unanimous.**

Respectfully submitted,

Melissa Gagnon
Joslin, Lesser + Associates, Inc.

[End of 02/06/14 Meeting Minutes]