

Charge to the School Building Committee (Revised)

July 24, 2018

Introduction

As described in the School Committee's updated May 8, 2018 [position statement](#) on the Hardy, Hunnewell, and Upham (HHU) Facilities Project, the Committee is committed to addressing the clear needs of the HHU schools. While school committees in Massachusetts have authority and responsibility under the General Laws for establishment and maintenance of school buildings ([M.G.L. c. 71 § 68](#)), the Committee recognizes that the scale of the HHU project requires a broad-based process, involving multiple Town boards as well as interested residents, in order to build consensus around the project. To this end, the School Committee (SC) and the Board of Selectmen (BOS) created the School Building Committee (SBC) in June 2017 and charged it with overseeing the design and building process for both the Hunnewell and Hardy/Upham projects.

On December 13, 2017, the Massachusetts School Building Authority (MSBA) invited the Ernest F. Upham Elementary School into its Core Program. This updated charge to the SBC is intended to address the changes in circumstances driven by this unexpected, but very welcome invitation. While some aspects of the HHU project have changed as a result of the invitation, the underlying intent has not: to move forward to address the needs of the HHU schools by building two new or renovated schools at this time, one at Upham or Hardy in partnership with the MSBA and one at Hunnewell under a separate Town-funded process. The SC and BOS charge the SBC with the execution of these processes.

Purpose

The purpose of the SBC, which will work under the guidance of the SC and BOS, is to conduct the two building processes through their respective phases. The SBC shall be directly responsible for conducting feasibility study work on the projects. Per [Town Bylaw 14.5](#), the Permanent Building Committee shall be directly responsible for conducting design and construction work on the projects, with guidance from the SBC. All of this work will involve a significant commitment from SBC members, spanning multiple years.

Throughout all of its work, the foremost priority for the SBC shall be for facilities that best serve the elementary students of Wellesley by meeting their educational programming needs in the most fiscally responsible manner.

Charge

MSBA Project

With respect to the MSBA project, the SBC shall be responsible for all aspects of the project, as specified in the MSBA [enabling statutes](#) and [regulations](#) and described on the MSBA [website](#). In addition to its responsibilities under the MSBA process, the SBC shall support the SC and BOS in securing an appropriation for the activities under Module 3 – Feasibility Study and Module 4 – Schematic Design at an October 2018 Special Town Meeting.

The preferred solution, whether renovation or new construction on a selected site, will be determined during Module 3 – Feasibility Study and further developed during Module 4 – Schematic Design. A Town Meeting appropriation will be required to proceed to design and construction on the selected solution.

Hunnewell Project

With respect to the Hunnewell project, the SBC shall again be responsible for all aspects of the project, following the typical Town process for construction projects, including feasibility study, design, and construction phases.

For the Hunnewell feasibility study, the SBC has already:

- Outlined the scope of the feasibility study and developed a proposed plan and estimated budget for it.
- Developed a Request for Qualifications (RFQ) for an Owner's Project Manager for the study.
- Developed an RFQ for a designer to conduct the study.
- Gained approval for the proposed scope, estimated budget, and RFQs from the SC and BOS.
- Issued the OPM and Designer RFQs.
- Supported the SC and BOS in successfully securing an appropriation for the study at a June 2018 Special Town Meeting.

The SBC is further charged with completing the feasibility study, including:

- Selecting an OPM and designer and negotiating engagement contracts with each.
- Conducting the study with the support of the OPM and designer.
- Potentially conducting analysis of potential swing space options, independent of the formal feasibility study.
- Producing a final report documenting the results of the study and presenting it to the SC and BOS.

The plan and schedule for the design and construction phases of the Hunnewell project are contingent on the results of the feasibility study. This charge will be updated once the results are known and a path forward is determined by the SC and BOS.

Additional Responsibilities of the SBC, SC, and BOS

Throughout its work, the SBC shall provide periodic written reports to the SC, the BOS, and the community, which shall also be posted on the Town website. The SBC, SC, and BOS shall hold joint meetings roughly once per quarter to discuss the projects, exchange perspectives, and discuss proposed solutions or decisions. The SBC shall advise the SC and BOS on possible and/or recommended paths forward. Because the SC and BOS believe that the project will not be successful without consensus among the SBC and both boards, supportive votes shall be required from each of the SBC, SC, and BOS at certain points in each project. For the MSBA project, supportive votes from all three bodies shall be required prior to any submission to the MSBA Board of Directors. For the Hunnewell project, supportive votes from all three bodies shall be required prior to seeking any Town Meeting appropriation for any phase of the project.

Public Engagement

In order to provide a broad base of input and feedback from town residents during its work, the SBC is charged with organizing various advisory groups to represent different constituencies or interests, including but not limited to: environmental concerns (in consultation with the Sustainable Energy Committee), historical concerns (in consultation with the Historical Commission), neighborhood/abutter concerns, and playing fields and other recreation concerns (in consultation with the Playing Fields Task Force and others). The SBC shall design a process by which it will engage with these groups to solicit and respond to their input. For the Hunnewell project, the SBC shall also engage with the Wellesley Free Library Board of Trustees in considering potential impacts to Library property under any proposed solution. In addition to working with these organized interest groups, the SBC is also charged with conducting appropriate public outreach on topics of interest to the community, both to provide information about the status of the projects and to seek public input.

All meetings of the SBC, or any subcommittees of the SBC, shall be held in accordance with the Open Meeting Law ([M.G.L. c. 30A §§ 18-25](#)). The SBC shall, to the best of its ability, ensure that its meetings are recorded by [Wellesley Public Media](#) and broadcast live and/or made available for later viewing by the public.

Membership

Following the requirements of the MSBA for school building committees ([963 CMR 2.10\(3\)](#)), the members of the SBC shall be:

- Two members of the School Committee
- Superintendent of Schools
- Assistant Superintendent for Finance and Operations, MCPPO-certified (non-voting)
- Principals of the Hardy, Hunnewell, and Upham Schools (non-voting)
- Two members of the Board of Selectmen
- Executive Director or designee
- One member of the Permanent Building Committee
- Facilities Management Director or designee
- One member of the Advisory Committee
- Two or more community members with experience in construction, architecture, or engineering
- Two or more community members with experience in Town government

Each of the boards or committees having membership shall select which of their members will serve on the SBC. Having continuity of service on the SBC is a priority; however, given that the expected duration of the SBC will likely cross over members' terms of office on their board or committee, replacement of members over time is expected. All members shall be appointed by vote of the School Committee and Board of Selectmen.