

Somerville Winter Hill Meeting Minutes

PROJECT: Somerville Winter Hill
LOCATION: Somerville High School RM C205

MEETING DATE: July 07, 2025
MEETING No. 01

ATTENDEES: (*Absent Members Listed in Italics*)

City:	<input type="checkbox"/> Rich Raiche	<input type="checkbox"/> <i>Hon. Katjana Ballantyne</i>	<input type="checkbox"/> <i>Andre Green</i>	<input type="checkbox"/> Ruben Carmona
	<input type="checkbox"/> Jill Lathan	<input type="checkbox"/> Courtney Gosselin	<input type="checkbox"/> Kathleen Seward	<input type="checkbox"/> <i>Edward Bean</i>
	<input type="checkbox"/> <i>Jesse Clingan</i>	<input type="checkbox"/> <i>Christopher Ames</i>	<input type="checkbox"/> Courtney Koslow	<input type="checkbox"/> Emily Grandstaff-Rice
	<input type="checkbox"/> Daniel Grayton	<input type="checkbox"/> <i>Richard Heidebrecht</i>	<input type="checkbox"/> Hanna Bao	<input type="checkbox"/> Suraj Rajbanshi

PMA:	<input type="checkbox"/> Sean Burke	<input type="checkbox"/> <i>Mitch Miller</i>
City:	<input type="checkbox"/> Khin That Mar	<input type="checkbox"/> Danielle Barry

General

Item	Responsible	Due	Notes
01:01	CITY	Recurring	Call to Order <ol style="list-style-type: none"> RR thanked everyone for being here and being a part of the committee. We are now at a place where we will be ramping up our work. Mayor's Opening Remarks: Nickki Spencer for the mayor. The mayor intended to be here had a family emergency. Thanked everyone for their commitment to the project for the next 7-10 years. Thanked members of the last committee for seeing the high school through and next members for applying and serving. All members showed a knack for strategic thinking and long-term planning. She emphasized the Mayor's belief in inclusive leadership and the goal of creating a K-8 school to be proud of. The school construction advisory group (CAG) will be investigating a single school (Winter Hill) or merged school option (including the Brown School) and making a recommendation to the Mayor. The CAG will also be making a recommendation on site selection. This committee's goal is to provide the design for the school with the correct budget. We will unite around this goal and the mayor feels that everyone at the table working together will provide the right solution for the city. Introductions. Each committee member introduced themselves, their backgrounds, and motivations for serving
01:02	CITY/PMA	Recurring	MSBA Process: <ol style="list-style-type: none"> PMA Consultants introduced as the Owner's Project Manager, outlined PMA's role as an extension of city staff, focusing on project management, communication, and stakeholder engagement. PMA Detailed the MSBA process: Current stage: Forming the project team, next step is hiring an architect. Designer RFS published in mid-June. Briefing session for designers: July 16th at Winter Hill. Submission deadline for designers: August 13th. The project team and committee will review the submission and send them to the MSBA by August 21. PMA will review to ensure minimum submission requirements are fulfilled and will perform all reference checks. MSBA Designer Selection Panel (DSP) process: City has 3 members. Shortlist meeting on Sept 9th, interviews on Sept 23rd. Under the city charter, the Mayor is the appointing authority and signatory, the mayor's role gets designated to the department chair who is Rich Raiche, the school superintendent is required to be on the DSP, the third seat is appointed by the school committee. Andre Green is a SC member, so it may be him. Emily Grandstaff-Rice stated that the committee should avoid specific discussions with potential design firms.
01:03	CITY	7/7/2025	Election of Chair Member <ol style="list-style-type: none"> Open Nomination - RR asked for nomination of a chair. RR filled the role when the committee was established but thinks it is important to have separation between AIM and the project. RC asked what is expected of the chair. RR PMA and designer will bring most of the material. Chair will have premeeting with OPM and designer group. Chair will run the meeting, acknowledge members, make sure everyone has equal time

			<p>to speak in a protected way; administer public comment. Not a huge lift but will take some additional time. Nominate Emily Rice. EGR – is honored to be nominated, her goal is to give back and to run the process in a way that everyone’s voice is heard.</p> <p>2) Motion - Nominate Emily Grandstaff-Rice to be SBC Chairperson M:Jill Lathan S: Ruban Carmona</p> <p>Role Call vote: For :Ruben Carmona, Jill Lathan, Courtney Gosselin, Kathleen Seward, Courtney Koslow, Daniel Grayton, Hanna Bao, Suraj Rajbanshi, Rich Raiche Against: None Abstain : Emily Grandstaff-Rice</p>
01:04	CITY	7/7/2025	<p>SBS meeting Logistics:</p> <ol style="list-style-type: none"> 1) Frequency of Meetings - Monthly Would be a good cadence, the HS SBC elected to meet at 4:30 on Monday’s. We carried that forward to allow city staff and council members to be able to make it. High School always met in person until covid, Hybrid is a nightmare. August 18th remote 4:30PM. 2) The committee agreed to meet monthly, generally on Mondays at 4:30 PM. This time was chosen to accommodate schedules while avoiding conflicts with other city meetings. 3) Next Meeting: The next meeting is scheduled for Monday, August 18th, at 4:30 PM and will be held remotely to allow time to review architect submissions. 4) Meeting Format: The committee will use a mix of in-person and remote formats, with a preference for in-person meetings for significant design decisions. They acknowledged that hybrid meetings are difficult and will try to commit to one format for each meeting. <p>CAG update on the next meeting.</p> <p>EGR addressed the committee and that member to think about what you are looking to see. RR – Each member has different background have we want to hear what is important to each member.</p>
01:05	CITY	Recurring	<p>Public Comment</p> <p>Jacob Bloom: Raised concerns about the difficulty of workday meetings for parents, the lack of a remote option for the current meeting despite previous assurances, the project website not being updated (including the RFS and current meeting details), and the RFS sustainability language being limited to "net zero ready" rather than Somerville's broader carbon net negative commitments.</p> <p>Matthew Daniels: Noted difficulty accessing the meeting due to front door staffing and stressed the importance of public access.</p> <p>Ryan Dunn: Expressed concerns that a Trum Field location would not serve the existing Winter Hill community due to transportation and proximity issues, urging the committee to consider other locations.</p> <p>Kate St. Laurent: Voiced concern that the 4:30 PM Monday meeting time might limit public comment if committee members need to leave for subsequent School Committee meetings.</p>
01:06	CITY	Recurring	<p>Motion to adjourn M: Courtney Koslow S: Jill Lathan</p> <p>Role Call vote: For :Ruben Carmona, Jill Lathan, Courtney Gosselin, Kathleen Seward, Courtney Koslow, Emily Grandstaff-Rice, Daniel Grayton, Hanna Bao, Suraj Rajbanshi, Rich Raiche Against: None Abstain : None</p>

PMA Consultants assumes, to the best of our knowledge, that the above content of these Meeting Minutes depicts all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

Prepared by: PMA Consultants LLC
Signed: Sean Burke

Date: July 07, 2025