

<b>MARSHALL MIDDLE SCHOOL – LYNN, MA</b>	<b>MEETING MINUTES</b>
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<b>School Building Committee (SBC) Meeting No. 12</b>	<b>November 14, 2013</b>
Location:	100 Bennett Street, Room 204 - Staff Development Room
Time:	10:00 AM

**Attendees:**

<b>Name</b>	<b>Assoc.</b>	<b>Present</b>
Edward Calnan	SBC	Y
Richard Cowdell	SBC/Principal - TMMS	Y
Michael Donovan	SBC/ISD/Building Commissioner	Y
John Ford	SBC/School Committee + Rep Steven Walsh	Y
Richard Fortucci	SBC/Treasurer/CFO	Y
Thomas P. Iarrobino	SBC/School Committee Secretary	N
Catherine Latham	SBC/Superintendent	Y
Sue Rowe	SBC/Dir. Curriculum & Instruction	N
Jaye Warry	SBC/Deputy Superintendent	N
Charles E. White	SBC/Purchasing Agent	Y
<i>Darren Cyr</i>	<i>Councilor Ward 3</i>	<i>N</i>
<i>Patrick Santerre</i>	<i>TMMS Parent</i>	<i>N</i>
Gene Raymond	Raymond Design Associates (RDA)	Y
Jeffery Luxenberg	Joslin, Lesser + Associates (JLA)	Y
Lynn Stapleton	Joslin, Lesser + Associates (JLA)	Y
Mike Mallet	Walsh Brothers Inc. (WBI)	Y
Brian Bianchi	Walsh Brothers Inc. (WBI)	Y

Superintendent Latham called the meeting to order at 10:23 AM. There was a quorum of the School Building Committee voting members in attendance.

**I. Introduction of Commissioning Agent**

1. Joslin Lesser introduced Rist-Frost-Shumway Engineering (RFS) as the Commissioning Agent selected for the project. JLA spoke with RFS and provided the design/pre-construction project schedule to RFS and coordinated the meetings in which RFS would attend.
2. RFS will receive the Design Development Submission documents three weeks prior to submission to MSBA for review and comment.

## II. On Site Work Update

### *Site Survey*

3. The site survey is in progress. Nitsch Engineering needs assistance from DPW to gather existing plot plans to help determine the correct location of the property line along the retaining wall along the MBTA rail lines.

### *GPR/Video Surveys of Existing Storm Drainage Culvert*

4. The GPR survey is complete. The results will be mapped on the survey plan.
5. The video survey has not been scheduled because of the ongoing discussion as to whether the culvert should be cleaned prior to the video or not. The initial intent was not to disturb the culvert in anyway and to merely videotape the existing conditions with the thought that the culvert was designed to be self-cleaning and that potential cleaning methods could compromise the culvert. However, it was questioned as to whether the video would be able to detect conditions if the walls were not cleaned. The Project Team will research the issue further and report back to the Committee.

### *Traffic Study*

6. The field work for the Traffic Study started November 13, 2013. Traffic counts are being conducted and will complete today. The Traffic Study Report will be complete by the end of the month and will be provided to the City for review and comment. The recommendations will also be presented and reviewed with the District and TMMS in regard to intended traffic management on and around the school site. All comments will be incorporated in a final report.

### *Geotechnical/Subsurface Investigation*

7. Sovereign started the borings program on site on November 4, 2013.
8. Sovereign will work with Walsh Brothers and Engineers Design Group as they complete the Geotechnical Report and discuss recommendations. The Geotechnical Report and all Subsurface Investigations will be complete by the end of November.

## III. MBTA Update

9. The Application to Work Adjacent to the MBTA Property/Rail Lines was submitted to the MBTA along with the application and review fees.
10. There is a 45-day review period by Railroad Operations. Comments will be received by December 12, 2013.

## IV. Design Decisions Needed

### *Flip Building Footprint/Layout (Mirror Image)*

11. RDA presented the proposed flipped building footprint, floor layouts and site plan and explained the reasoning behind the flip. The most advantageous reasons for the flip were noted as: having the culvert located beneath the cafeteria, one-story section of the school which has larger structural spans and fewer piles as opposed to between the four-story wings which have a greater concentration of piles and grade beams and a greater potential for impacting the culvert; locates the main entrance away from the scrap yard which allows it to be the first entrance encountered based on the flow of the majority of traffic; locates the largest parking lot near the gymnasium; locates the narrower width of the school at the narrowest portion of the site; provides better turning radius and sight lines for the onsite loop road; and locates the academic wings for the best solar orientation and the gymnasium to the north which prefers less direct sunlight. Walsh indicated that there was no impact to construction schedule, logistics or budget from this flip. No disadvantages were noted.

12. The following vote was taken:

**Motion:** Motion made and moved by Ed Calnan that the Thurgood Marshall Middle School Building Committee vote to approve flipping the building footprint and layout of the school, a mirror image of the Schematic Design plan. Seconded by Richard Fortucci.

**Vote:** 7 in favor, 0 against. The vote was unanimous and there was no discussion.

*Reduce Toilet Fixture Counts in Cores*

13. M. Donovan reviewed the proposed toilet room plans with the reduced fixture counts with the Plumbing Inspector and looked at the overall toilet fixture counts throughout the school. It was determined that the proposed distribution and count total was appropriate and code-compliant. The core toilet room layouts were approved.

*Final Floor Plans/Room Layouts/Miscellaneous Drawing Changes*

14. The floor plans as approved by the Educational Steering Committee were reviewed.

- a. The layout of the Tech/Arts area was reviewed. The AV/TV Studio was increased in size to accommodate a studio and a classroom space.
- b. The gym can operate as an emergency shelter as needed and can be easily separated from the remainder of the school. The gym lighting will be on the emergency generator. Lynn Public Safety will pursue grant money to turn the gym into a certified emergency shelter.
- c. A community lobby will be provided between the cafetorium and gym.
- d. At the main entrance, a security window/pass-thru between the vestibule and the main office will be provided as a security measure. This will keep the majority of the people from needing to enter the school as they can conduct business through the security window.
- e. There will be a canopy over the main entrance and the community entrance.
- f. The main stairway will be widened and an intermediate rail will be added. This will help segregate the up and down traffic.
- g. Lynn Community Health is to schedule a meeting with RDA to review their space. This space will be fit-out by Lynn Community Health.
- h. There will be an administrative office on each floor level.
- i. Consider opening the project rooms onto the end of the wings.
- j. There are no clusters in the Consumer Sciences/5<sup>th</sup> Majors/Life Skills wing. This wing will be used by all students.
- k. The revised Administration area was approved.
- l. No smoke vents are required for the stage because the area is less than 1,000 SF and less than 50 ft. in height. RDA is to confirm with their code consultant.
- m. RDA will meet in the next month with District and TMMS Administrative staff to have a final review of the room layouts of the specialty spaces.
- n. Minor modifications of room layouts were necessary to accommodate structural shear walls. All required shear walls were shown on the plans and highlighted in yellow.

*Lobby Design Update*

15. The main lobby design with the bridge was approved as opposed to the full floor level as the bridge allows more natural light to penetrate the lobby.

*Rooftop Play Field*

16. Vestibules are needed at the doors to the rooftop play area.

17. Take out one set of double doors from the roof to the building as they are not needed for egress width. The posted occupancy should be a maximum of 500 people. It was noted that if a person accesses the roof after hours, they will have full access to the building as the doors from the roof cannot be locked as they are required to provide emergency egress from the roof. It was noted that providing a lock on the

doors which is tied to the fire alarm which releases the lock in an alarm may be acceptable. RDA is to review with their code consultant.

18. Consider a second separate stair from the roof near the kitchen that exits directly to the ground level without entering the school.
19. An opening should be provided in the fencing around the rooftop play area for snow removal. The expense and method of snow removal needs consideration. Lightning protection is required for the fencing.
20. Several rooftop play surfaces were presented: synthetic turf (\$9/SF); rubber tiles (\$9/SF); rubberized turf (\$18/SF); and green roofing (\$25/SF). The Schematic Design estimate carried \$9/SF for the rooftop play surfacing. It was decided that the rubber tiles were the most versatile and were within budget and should be used. The flammability of the tiles was discussed and it was noted that the tiles were self-extinguishing but could be damaged if one was persistent.

#### *Exterior Design*

21. There will be a new retaining wall in front of the existing retaining wall along the property line bordering the MBTA rail lines.
22. There will be masonry on the first floor level with metal panels on the upper floors. Several options for the panelization of the exterior facades were presented for consideration.

#### *Vote on Design Status Incorporating the Minor Modifications Presented*

23. The following vote was taken:

**Motion:** Motion made and moved by Mike Donovan that the Thurgood Marshall Middle School Building Committee vote to approve the design status incorporating the minor modifications presented. Seconded by John Ford.

**Vote:** 7 in favor, 0 against. The vote was unanimous and there was no discussion.

#### V. Construction Documents

##### *Authorization of Proprietary Items*

24. The School Committee is to vote on the one proprietary item, the Access Control System, at the December 12, 2013 School Committee meeting.

#### VI. Bidding and Construction Schedule

##### *Bid Packages*

25. Multiple early bid packages verses one bid package was discussed. It was decided that multiple early bid packages would provide early insight as to how the bid results compare to budget. This would also allow there to be a fall back plan where bids could be rejected, adjustments made and a single bid package could be re-issued.
26. The construction duration was discussed. With multiple bid packages, the 24+ month duration would allow flexibility for weather and unforeseen issues. If one bid package is issued after 100% completion of construction documents, the resulting 20-month duration would leave little room for unforeseen schedule issues.

VII. Other Business

*DESE Resubmission*

27. The Life Skills program was relocated in response to a comment by DESE on the original submission. The new location as approved by the SPED Director was presented to the SBC. The Life Skills program was relocated to front of the Consumer Sciences/5<sup>th</sup> Majors wing which is used by all students and will have the most interaction of students. The SBC approved of the relocation.

*Eminent Domain*

28. An update on the Eminent Domain process was provided by the City:

- Residential Property Appraisals Received
- City Council Voted to Proceed with Eminent Domain on the Residential Properties November 12, 2013
- City Council to Vote for Mayor to Sign Order of Takings November 26, 2013
- File Deeds at Registry of Deeds (City Ownership) November 27, 2013
- Pay for Properties By December 27, 2013
- Properties Vacated Anticipated by February 1, 2014

The City can execute the Project Funding Agreement after the deeds are filed and the properties are owned by the City. This will fall within the 120-day PFA timeline.

VII. Meeting Schedule

29. The following meetings were scheduled.

- DD Working Group Meeting November 26, 2013 10:00 AM
- TMMS Building Committee Meeting December 10, 2013 10:00 AM

Future Working Group Meetings will be scheduled at the conclusion of each meeting.

VIII. Adjourn

30. M. Donovan made the motion to adjourn which was seconded by John Ford. The meeting adjourned at 11:56 AM.

Respectfully submitted,

**Lynn Stapleton**

Joslin, Lesser + Associates, Inc.