

<b>PICKERING MIDDLE SCHOOL – Lynn, MA</b>		<b>MEETING MINUTES</b>
<b>SCHOOL BUILDING COMMITTEE MEETING NO. 10</b>		<b>August 30, 2016</b>
Location:		City Hall, Room 107
Time:		11:00 AM

**Attendees:**

Attended	Name	Association	Email
Y	Judith F. Kennedy	Mayor, City of Lynn; SBC	Mayor@lynnma.gov
N	Rachel M. Allaire	Parent Representative; SBC	Rachel.Allaire@comcast.net
N	Peter M. Caron	CFO, City of Lynn; SBC	PCaron@lynnma.gov
Y	Edward T. Calnan	Experienced Community Member; SBC	edcalnan@gmail.com
Y	Jaime L. Cerulli	Chief Of Staff; SBC Chair	JCerulli@lynnma.gov
Y	Dianna Chakoutis	Ward 5 Councilor; SBC	Dianna.Chakoutis@lynnma.gov
Y	Kathleen Collins	ISD Administrator	KCollins@lynnma.gov
Y	Donna Coppola	Lynn School Committee: SBC	DonnaCoppola@mail.com
Y	Michael Donovan	ISD Chief; Building Commissioner; SBC	MDonovan@lynnma.gov
N	John E. Ford	Lynn School Committee: SBC	J.E.Ford@verizon.net
Y	Andrew Hall	Lynn DPW Commissioner; SBC	AHall@lynnma.gov
Y	Catherine C. Latham	Superintendent of Schools; SBC	LathamC@lynnschools.org
Y	Wayne Lozzi	Ward 1 Councilor; SBC	WLozzi@hotmail.com
Y	James L. Ridley	Retired LPS Principal; SBC	RidleyJL@verizon.net
Y	Kevin Rittershaus	PMS Principal; SBC	RittershausK@lynnschools.org
Y	Joseph Smart	Dir. Buildings & Grounds ISD; SBC	JSmart@lynnma.gov
Y	Patrick Tutwiler	Deputy Superintendent of Schools; SBC	TutwilerP@lynnschools.org
Y	Jim Lamanna	Attorney	jlamanna@lynnma.gov
Y	Gene Raymond	Raymond Design Associates	graymond@rda-design.com
N	Steve Lamothe	Raymond Design Associates	slamothe@rda-design.com
Y	John Bartecchi	Raymond Design Associates	jbartecchi@rda-design.com
N	Paul Gransauil	LeftField Project Management	PGransauil@leftfieldpm.com
N	Jim Rogers	LeftField Project Management	JRogers@leftfieldpm.com
Y	Lynn Stapleton	LeftField Project Management	LStapleton@leftfieldpm.com

A Pickering Middle School Building Committee Meeting was held to review the status of the project. A quorum of the School Building Committee was present. J. Cerulli, SBC Chair, called the meeting to order at 11:10 AM.

**I. Approval of Meeting Minutes**

*Approval of August 4, 2016 Meeting Minutes*

- The following motion and vote were made:

**MOTION:** A. Hall moved, seconded by W. Lozzi, that the School Building Committee approve the August 4, 2016 SBC Meeting Minutes.

*Discussion: The following corrections to the August 4, 2016 SBC Meeting Minutes were noted and the corrected versions are indicated below:*

- 6.c. Option 6 - 652 student school at Reservoir/1,002 student school at McManus Field
- 6. Vote: For: 9 - Opposed: 0 – Abstained: 1

**The PMS School Building Committee voted to approve the August 4, 2016 SBC Meeting Minutes.  
For: 12 - Opposed: 0 – Abstained: 1**

- 2. The MSBA Comments on the Preliminary Design Program received on August 29, 2016 were reviewed. An Educational Planning Meeting was scheduled for September 7, 2016 at 1:00 PM at the Superintendent's Office to review the MSBA comments on the Educational Plan and prepare responses.

## **II. Preferred Schematic Report (PSR) Submission**

### *General*

- 3. All options selected for the Preferred Schematic Report were reviewed and to meet MSBA's requirement noted in the PDP Comments to include a renovation/addition option, the SBC selected a fifth option; Addition/Renovation for additional 652-students at Breed Middle School and 1,008-student school at reservoir site. This option was noted as the option with the least favorability.
- 4. MSBA noted several times in the PDP Comments that the District should verify that the reduced square footage of the two schools would meet the Educational Program needs. The square footage of the two school options was reduced to control the City's costs in case the MSBA would not participate in the additional square footage of support spaces for two schools. Education Program was reduced to reduce the square footage. The District would prefer not to reduce program as one of their key objectives is to provide parity for all middle schools with the Thurgood Marshall MS.
- 5. It was noted that confirmation of the Preferred Schematic was needed today and a determination of whether to proceed with a reduced program resulting in reduced square footage and reduced cost or to provide a full educational program with the required square footage. The following options as ranked in order of priority by the SBC are:
  - a. Option 6 - 652 student school at Reservoir Site/1,002 student school at McManus Field
  - b. Option 3a - 652 student school at Magnolia Park/1,002 student school at McManus Field
  - c. Option 5b – 1,660 student school at Reservoir Site
  - d. Option 5a – 1,660 student school at Gallagher Park
  - e. Option 2 – Additional 652 student Addition/Renovation ay Breed MS/1,002 student school at McManus Field

**MOTION:** M. Donovan moved, seconded by A. Hall, that the School Building Committee vote to make Option 6 - 652 student school at Reservoir Site/1,002 student school at McManus Field the Preferred Schematic and to provide the full educational program with the necessary square footage.

**The PMS School Building Committee voted to make Option 6 - 652 student school at Reservoir Site/1,002 student school at McManus Field the Preferred Schematic and to provide the full educational program with the necessary square footage. For: 12 - Opposed: 0 – Abstained: 1**

### *Tax Impact to Residents*

- 6. The spreadsheet prepared by the City's CFO which indicated the tax impact to residents for the City's share of project costs ranging from \$45M to \$90M was reviewed.

7. The tax impact for a single family annually as a result of a debt exclusion for the project will range from \$107 to \$213/year for the term of the bond for the \$45M to \$90M City share range.
8. Moving forward with a Debt Exclusion for the project was discussed. It was noted that according to the City CFO, based on his meeting with the MA Finance Oversight Board, there would not be an option to proceed without a Debt Exclusion.

*Parkland Replacement*

9. The options for parkland replacement that would not require purchase or eminent domain were reviewed. No decisions regarding parkland replacement were made.
10. The parkland replacement for McManus Field would require a 5-6 acre site. It was suggested that part of Lynn Woods should be designated as parkland as the replacement

*Eminent Domain Costs*

11. The cost of eminent domain was discussed. The costs estimates provided for options that require eminent domain have used a value of 3 times the assessed value. It was determined that the cost for eminent domain to be carried in the cost estimates should be increased to 4 times the assessed value.
12. It was noted that the timeline for the eminent domain process used for the Thurgood Marshall MS should be followed for the Pickering project.

*Bussing/Transportation*

13. It was noted that the City/District would not need to provide bussing/transportation in a two-school option. A one-school option would require bussing/transportation.
14. Because of recent transportation cost increases, the values carried in the transportation costs estimates for the options should be increased. The District Transportation Director will provide updated costs to be carried.

*Review Costs of Options to be Carried in the PSR*

15. The costs for all options were reviewed.

**III. Public Forum #2**

16. The topic of redistricting was added to the agenda for the Public Forum #2.
17. The District's process for redistricting is being outlined and included in the response to the PDP Comments and will be included in the PSR.

**IV. Schedule Update**

*Review Schedule*

18. The MSBA new calendar for 2017 was provided and the date changes were reviewed.
19. The Project Schedule was attached to the meeting minutes and was updated to include dates of all scheduled meetings and some dates for proposed meetings were confirmed.

**V. Budget Update**

*Review Project Budget*

20. The Project Budget was attached to the meeting minutes which included all expenditures to date.

**VI. Other Business/Discussions**

21. No other business or discussions occurred.

**VII. Next Meetings**

22. The next PMSBC meeting will be scheduled for September 21, 2016 at 2:30 PM in Room 402. LeftField will send out the meeting packet in advance of the meeting.

23. An Educational Planning Meeting was scheduled for September 7, 2016 at 1:00 PM at the Superintendent's Office.

24. Public Forum #2 is scheduled for September 14, 2016 at 7:00 PM at the Thurgood Marshall MS.

**VIII. Adjournment**

25. The following motion and vote were made:

**MOTION:** D. Coppola moved, seconded by J. Kennedy, that the School Building Committee vote to adjourn the meeting at 12:19 PM.

**The PMS School Building Committee voted unanimously to adjourn the meeting at 12:36 PM.**

**For: 11 - Opposed: 0 – Abstained: 0**

*These meeting minutes represent what is presumed to be a complete and accurate account of the items reviewed, discussed, directions given and conclusions drawn unless notification to the contrary is received by the next regular construction meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.*

Prepared by,  
**Lynn Stapleton**  
LeftField Project Management, Inc.

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## PICKERING MIDDLE SCHOOL – Lynn, MA

### PROJECT SCHEDULE OVERALL

#### DESIGNER SELECTION

- 01/12/16 - Designer Selection Process  
03/22/16
- 03/22/16 MSBA DSP Panel Review of Designer Proposals
- 03/31/16 Pickering Middle School Building Committee (PMSBC) Meeting

#### FEASIBILITY STUDY

- 03/31/16 Designer Kickoff Meeting; Preliminary Design Program Commences
- 04/06/16 Educational Visioning Session #1 (Education Program Sub-Committee)
- 04/11/16 Site Selection Meeting #1 (Site Selection Sub-Committee)
- 04/13/16 Educational Visioning Session #2 (Education Program Sub-Committee)
- 04/20/16 MSBA Project Kick-Off Meeting
- 04/21/16 PMSBC Meeting
- 05/02/16 Site Selection Sub-Committee Meeting
- 05/06/16 MSBA Conference Call Project Update
- 05/10/16 Site Selection Sub-Committee Meeting
- 05/11/16 Traffic Impact Meeting
- 05/17/16 Security Meeting
- 05/17/16 Demographics Meeting
- 05/17/16 PMSBC Meeting

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- 05/18/16 Public Forum #1 (Site Options/Educational Program)
  - 05/20/16 MSBA Conference Call Project Update
  - 06/01/16 Educational Program Review Meeting
  - 06/08/16 PMSBC Meeting
  - 06/15/16 Finance Meeting
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  - 06/23/16 Conference Call with MSBA
  - 06/28/16 PMSBC Meeting
  - 06/30/16 Educational Program and SF Meeting
  - 07/08/16 Finance Meeting with Mayor and City Council President
  - 07/14/16 PMSBC Meeting
  - **07/20/16 Submit Preliminary Design Program to MSBA**
  - 08/04/16 PMSBC Meeting
  - 08/30/16 PMSBC Meeting
  - 09/07/16 Educational Planning Meeting
  - 09/09/16 Educational Planning Meeting
  - 09/14/16 Public Forum #2 (Program/Building Options)
  - 09/21/16 PMSBC Meeting
  - **09/29/16 Submit Preferred Schematic Report to MSBA**
  - **10/13 or 10/19/16 Facilities Assessment Subcommittee Meeting**
  - 10/20/16 PMSBC Meeting
  - **11/09/16 MSBA Board for Approval of the Preferred Schematic**

## SCHEMATIC DESIGN

- 11/10/16 Schematic Design Commences
- TBD Educational User Group Meetings
- 11/17/16 [PMSBC Meeting](#)
- TBD Educational User Group Meetings
- TBD Educational User Group Meetings
- 12/08/16 [PMSBC Meeting](#)
- 12/14/16 [Public Forum #3 \(Building Design/Cost\)](#)
- TBD Educational User Group Meetings
- **01/04/17 Submit Schematic Design, Project Scope & Budget to MSBA**
- **01/18/17 or 02/01/17 Facilities Assessment Subcommittee Meeting**
- **02/15/17 MSBA Board for Approval Schematic Design, Project Scope & Budget**
- 02/23/17 PMSBC Meeting
- 02/28/17 [City Approval Vote/Potential Debt Exclusion Vote](#)

## DESIGN DEVELOPMENT

- 02/16/17 – Design Development (5 months)  
07/20/17

## CONSTRUCTION DOCUMENTS

- 07/21/17 – Construction Documents (6 months)  
01/19/18

## BIDDING/CONSTRUCTION

- 07/20/17 Bid Early Packages (1 months)

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- 08/21/17 Construction starts on Early Package work
  - 01/22/18 Bidding Main Package (2 months)
  - 03/29/18 GMP; Commence Construction on Main Package
  - 05/01/20 Substantial Completion of Building Construction
  - 05/02/20 Punchlist (1 month)
  - 06/15/20 Furniture/Equipment delivery & installation; Technology install (2 month)
  - 08/15/20 Clean/Building Flush-out (1 week)
  - 08/22/20 New School Opens to Staff
  - 09/01/20 [New School Opens to Students](#)



**Pickering Middle School - Lynn, MA**

**August 31, 2016**

**Total Project Budget Status Report**

ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend
<b>FEASIBILITY STUDY AGREEMENT</b>									
0001-0000	OPM Feasibility Study/Schematic Design	\$ 225,000		\$ 225,000	\$ 225,000	100%	\$ 92,000	41%	\$ 133,000
0002-0000	A/E Feasibility Study/Schematic Design	\$ 450,000		\$ 450,000	\$ 450,000	100%	\$ 199,700	44%	\$ 250,300
0003-0000	Environmental & Site	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -
0004-0000	Other	\$ 75,000		\$ 75,000	\$ 490	1%	\$ 490	1%	\$ 74,510
	<b>FEASIBILITY STUDY AGREEMENT SUB-TOTAL</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>\$ 675,490</b>	<b>90%</b>	<b>\$ 292,190</b>	<b>39%</b>	<b>\$ 457,810</b>
	<b>TOTAL PROJECT BUDGET</b>	<b>\$ 750,000</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>\$ 675,490</b>	<b>90%</b>	<b>\$ 292,190</b>	<b>39%</b>	<b>\$ 457,810</b>
	<i>(sum of all sub-totals above)</i>								
<b>FUNDING SOURCES</b>									
	State Share	\$ 596,850							
	Local Share	\$ 153,150							
	<b>SUB-TOTAL</b>	<b>\$ 750,000</b>							
<b>CONSTRUCTION COST ESTIMATES</b>									
	Date				Amount	SF	Cost Per SF		

  

Total Project Budget	Exclusions	Basis of Total Facilities Grant	Reimbursement Rate	MSBA Share
\$ 750,000	\$ -	\$ 596,850	79.58%	\$ 596,850