

<b>PICKERING MIDDLE SCHOOL – Lynn, MA</b>		<b>MEETING MINUTES</b>
<b>SCHOOL BUILDING COMMITTEE MEETING NO. 8</b>		<b>July 14, 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
Y	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
Y	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
N	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
N	Patrick Tutwiler	Deputy Superintendent of Schools; SBC	TutwilerP@lynnschools.org
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
Y	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 11:08 AM.

**I. Approval of Meeting Minutes**

*Approval of June 28, 2016 Meeting Minutes*

1. The following motion and vote were made:

*Discussion: A. Hall asked for an explanation of a “Waterfall Schedule” noted in the June 28, 2016 SBC Meeting Minutes. Principal K. Rittershaus explained that this type of schedule rotates daily.*

**MOTION:** A. Hall moved, seconded by E. Calnan, that the School Building Committee approve the June 28, 2016 SBC Meeting Minutes.

**The PMS School Building Committee voted unanimously to approve the June 28, 2016 SBC Meeting Minutes. For: 12 - Opposed: 0 – Abstained: 1**

## **II. Preliminary Design Program (PDP) Submission**

### *Discuss Outcome of Educational Program Meeting and Reduction in SF*

2. The best educational solution is the Two-School Option with a 660 Student School at the Reservoir Site to serve the Pickering area and a 1,000 Student School at McManus Field to serve the West Lynn area. The next best educational solution would be a One-School Option with a smaller wing for 660 Students for the Pickering area and a 1,000 Student wing for the West Lyn area. The common academic support areas would be shared spaces between the two wings.
3. The Two-School Option is more expensive because two sites need to be developed and common spaces need to be duplicated such as Cafeteria, Kitchen, Gymnasium, Media Center, etc.
4. It was previously noted that an additional 30,000 SF over a large One-School Option would be needed for a Two-School Option based on the educational program of spaces and the MSBA space guidelines. RDA reviewed the Two-School Option at an Educational Program Meeting with the Superintendent, Pickering and TMMS Principals. RDA was able to reduce the square footage of the West Lynn School by 22,000 SF and the Pickering School by 6,000 SF in the Two-School Option. These reductions were achieved by reducing the size of the Cafeteria requiring an additional lunch session, reducing the Gymnasium size, eliminating 5<sup>th</sup> Majors and requiring these programs to share classrooms and have floating teachers, and by eliminating Content Collaborative space, Teacher Planning Rooms and Project Rooms which are all not desirable choices. However, if MSBA does not participate in the additional square footage, these reductions will be required to keep within the City's desired budget.
5. Previously, the City's potential cost for a One-School Option ranged from \$55M to \$63M with contingencies and the City's potential costs for a Two-School Option ranged from \$74M to \$83 M with contingencies. After the reduction in square footage, the potential costs for a Two-School Option was reduced to \$ 62M to \$69M. This is still higher than the City's budget. If MSBA participates in the additional square footage, MSBA would contribute an additional \$6.7M bring the City's costs down to \$55.3M to \$62.3M with contingencies which puts the costs within the City's budget range.
6. If there are no reductions in the educational program square footage and MSBA participates in all the square footage, the City's share would be slightly over the City's budget therefore, regardless of MSBA's participation some degree of square footage reduction will be required.

### *Discuss Outcome of Finance Meeting with Mayor and City Council President*

7. P. Caron discussed the Debt Service Analyses performed for a City budget of \$45M, \$55M, \$60M, \$70M and \$97M and reiterated that a \$60M budget range would be the limit to allow the other planned municipal projects.
8. If the City's share exceeds \$60M, a debt exclusion would be needed. The City does not want to go for a debt exclusion which would result in tax increases for residents.
9. It was noted that while the School Budget can handle either a One-School or a Two-School Option, the Operations and Maintenance budget would increase by \$600,000 annually which has not been accounted for in the City's budget.

10. The final outcome of the meeting was that the Two-School Option with a Pickering School on the Reservoir site and a West Lynn School at McManus Field would be best educationally and that if the budget could not be held with a Two-School Option then a One-School Option at the Reservoir site. This option would require re-districting and annual transportation costs.

*Review PDP Changes*

11. It was noted that the cost information has been added to the PDP.
12. Additional Information Needed from the City:
- a. Provide comments on the Security Narrative
  - b. Copy of the Pickering MS deed
  - c. Determination on the Lynn Historical Designations of some sites. (It was noted that there were no restrictions by the City.)
  - d. Determination of Parkland
    - i. What is required for parkland replacement, replacement in kind? (No improvement required just acreage to acreage replacement.)
    - ii. Could potentially designate the Dog Park as parkland.
    - iii. Any use of parkland with state money improvements would need to be replaced in kind.
  - e. Phase 1 Site Assessment information
  - f. Capital Budget Statements and narrative

*Vote to Submit PDP Submission*

13. The following motion and vote was made:

**MOTION:** C. Latham moved, seconded by M. Donovan, that the School Building Committee vote to submit the Preliminary Design Program Submission to MSBA on July 20, 2016 once the above items have been incorporated.

**The PMS School Building Committee voted unanimously to submit the Preliminary Design Program Submission to MSBA on July 20, 2016 once the above items have been incorporated.**

**For: 13 - Opposed: 0 – Abstained: 0**

**III. Schedule Update**

*Review Schedule*

14. The Project Schedule was updated to include dates of all scheduled meetings and some dates for proposed meetings were confirmed.

**IV. Budget Update**

*Review Project Budget*

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

**V. Other Business/Discussions**

16. It was noted that Jim Lamanna should be added to the email distribution.

**VI. Next Meeting**

17. The next PMSBC meeting will be scheduled for August 25, 2016 at 11:00 AM in Room 402. LeftField will send out the meeting packet in advance of the meeting.

18. The next Public Forum #2 will be tentatively scheduled for September 14, 2016 at 7:00 PM.

**VII. Adjournment**

1. The following motion and vote were made:

**MOTION:** C, Latham moved, seconded by D. Coppola, that the School Building Committee vote to adjourn the meeting at 12:03 PM.

**The PMS School Building Committee voted unanimously to adjourn the meeting at 12:03 PM.**

**For: 13 - 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.