

PICKERING MIDDLE SCHOOL – Lynn, MA		MEETING MINUTES
SCHOOL BUILDING COMMITTEE MEETING NO. 5		May 17, 2016
Location:		City Hall, Room 107
Time:		2:30 PM

Attendees:

Attended	Name	Association	Email
N	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
Y	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
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 2:38 PM.

I. Approval of Meeting Minutes

Approval of March 31, 2016 Meeting Minutes

1. The following motion and vote were made:

MOTION: D. Coppola moved, seconded by E. Calnan, that the School Building Committee approve the March 31, 2016 Meeting Minutes.

**The PMS School Building Committee voted unanimously to approve the March 31, 2016 Meeting Minutes.
For: 13 - Opposed: 0**

Approval of April 21, 2016 Meeting Minutes

2. The following motion and vote were made:

MOTION: C. Latham moved, seconded by J. Ford, that the School Building Committee approve the April 21, 2016 Meeting Minutes.

**The PMS School Building Committee voted unanimously to approve the April 21, 2016 Meeting Minutes.
For: 13 - Opposed: 0**

3. It was noted that the Meeting Agenda indicated Thursday, May 17, 2016 and should have read Tuesday, May 17, 2016. The change will be made for record.

II. Update on Preliminary Design Program (PDP) Progress

Educational Program Sub-Committee Update

4. The first bi-weekly conference call with MSBA was held on May 6, 2016 to review the site selection process and to discuss the decision-making process. The next conference call is scheduled for May 20, 2016. There is a conference line number should any SBC member wish to be part of the conference calls.

Educational Plan

5. The Superintendent, Principal and Department Heads have been working on the Educational Program. A draft will be provided next week.

6. Several meetings have been held to inform the Educational Program and include discussions on demographics and location of students, security, environmental and traffic.

7. Based on all discussions and research to date, it is felt at this time that a two-school solution would best meet the needs of the District and City. This will be discussed with MSBA.

Information Needed

8. C. Latham requested a list of all the voting School Building Committee members.

9. The District will need to address each item in Module 3- Feasibility Study, Appendix 3A in the Educational Program narrative.

10. A formal vote on the Preliminary Design Program to approve and submit to the MSBA will be required in advance of the June 10, 2016 submission date. The PDP will be uploaded to the SBC website once complete for review by SBC members.

Site Selection Sub-Committee Update

11. An update on the 9 original sites was provided by RDA. Three additional sites were presented, Gallagher Park, McManus Field and Rockdale Ave. at Mayfair St.

Site Selection Analysis Matrix

12. The criteria for evaluation of all sites was discussed. RDA has begun the Site Selection Analysis Matrix that will evaluate all sites. However, RDA needs to begin to narrow down the site choices that are most viable for in-depth analysis.

13. Some of the more critical factors in analyzing the sites were the geo-environmental factors, flood and tidal plain impacts, soil conditions, traffic impacts, travel distances, size of sites and the City-owned property

versus the need for eminent domain.

14. It was noted that the extend of ledge and wetlands on the Parkland Avenue reservoir site should be fully delineated on the plans and that an access drive off Avril Street should be explored to avoid the traffic at Wynoma Square.
15. The SBC after much discussion decided to focus on McManus Field as the only truly viable site in the West Lynn District and to focus on three sites in the Pickering District: Magnolia Park adjacent to the existing Pickering School; the Parkland Ave. reservoir site; and the Gallagher Park site.
16. The following motion and vote were made:

MOTION: C. Latham moved, seconded by M. Donovan, that the School Building Committee focus analysis on the McManus Park, Magnolia Park adjacent to the existing Pickering School, the Parkland Avenue reservoir site and the Gallagher Park site.

The PMS School Building Committee voted unanimously to focus analysis on the McManus Park, Magnolia Park adjacent to the existing Pickering School, the Parkland Avenue reservoir site and the Gallagher Park site. For: 13 - Opposed: 0

Information Needed

17. Assessed values of all properties that comprise the 12 sites identified are needed.

III. Public Forum Preparation

Review Public Forum Presentation

18. The agenda for the Public Forum to be held at the existing Pickering School on May18, 2016 at 7:00 PM was reviewed. A PowerPoint presentation will be utilized to present the following agenda topics:
 - a. Welcome by Mayor
 - b. Introduction of Project, School Building Committee and Project Team by Superintendent
 - c. Educational Programming by Superintendent
 - d. Pictures of the new Thurgood Marshall Middle School
 - e. MSBA Process and Anticipated Project Schedule by OPM
 - f. Demographic and Enrollment by Designer
 - g. Potential Site Options by Designer

IV. Schedule Update

Review Schedule

19. The Project Schedule was updated to include dates of all scheduled meetings and some dates for proposed meetings were confirmed.
20. There was a reminder that the Preliminary Design Program Submission is scheduled to be submitted to the MSBA on June 10, 2016.

V. Budget Update

Review Project Budget

21. The Project Budget was attached to the meeting minutes and reviewed which included all expenditures to date.

VI. Other Business/Discussions

22. No other business was discussed.

VII. Next Meeting

23. The next PMSBC meeting will be scheduled for June 8, 2016 at 11:00 AM. The Meeting Room will be determined. LeftField will send out the meeting packet in advance of the meeting.

VIII. Adjournment

1. The following motion and vote were made:

MOTION: C. Latham moved, seconded by J. Ridley, that the School Building Committee vote to adjourn the meeting at 4:31 PM.

The PMS School Building Committee voted unanimously to adjourn the meeting at 4:31 PM.

For: 13 - Opposed: 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.

PICKERING MIDDLE SCHOOL PROJECT

Please join the
City of Lynn, Lynn Public Schools and the
Pickering Middle School Building Committee's

PUBLIC FORUM #2

Wednesday, June 22, 2016

7:00 PM

Pickering Middle School Auditorium



We need your input as we narrow the site options to those that are the most viable and appropriate in size and location to house a middle school design that will provide a positive, 21st century learning environment for our students. We encourage abutters of the following potential site options to attend the Public Forum:

Magnolia Park
Parkland Avenue
Gallagher Park
McManus Field

Agenda:
Site Options
Preferred Schematic Report
Project Schedule



PICKERING MIDDLE SCHOOL – Lynn, MA

PROJECT SCHEDULE OVERALL

DESIGNER SELECTION

- 01/12/16 - 03/22/16 Designer Selection Process
- 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
 - 06/10/16 Submit Preliminary Design Program to MSBA
 - TBD Design Sub-Committee Meeting
 - TBD Design Sub-Committee Meeting
 - 06/16/16 PMSBC Meeting
 - 06/22/16 Public Forum #2 (Program/Building Options)
 - TBD Design Sub-Committee Meeting
 - 07/20/16 PMSBC Meeting/Public Forum (Building Options/Probable Costs)
 - 08/11/16 Submit Preferred Schematic Report to MSBA
 - 08/24/16 or MSBA Board Facilities Subcommittee Meeting (if invited)
09/07/16 Try for 9/7/16 as RDA is not available on 8/24/16
 - 09/23/16 MSBA Board approves Preferred Option

SCHEMATIC DESIGN

- 09/23/16 Schematic Design Commences
- TBD Educational User Group Meetings
- 10/10/16 PMSBC Meeting
- TBD Educational User Group Meetings
- 11/10/16 PMSBC Meeting
- TBD Educational User Group Meetings

- 12/10/16 PMSBC Meeting/Public Forum (Building Design)
- 01/6/17 PMSBC Meeting
- 02/01/17 PMSBC Meeting/Public Forum (Building Design/Cost)
- 02/09/17 Submit Schematic Design, Project Scope & Budget to MSBA
- 02/22/17 or 03/09/17 MSBA Board Facilities Subcommittee Meeting (if invited)
- 03/29/17 MSBA Board approves Schematic Design, Project Scope & Budget
- 04/01/17 PMSBC Meeting
- 04/06/17 Town Meeting Approval Voter

DESIGN DEVELOPMENT

- 04/07/17 – Design Development (5 months)
09/01/17

CONSTRUCTION DOCUMENTS

- 09/04/17 – Construction Documents (6 months)
03/02/18

BIDDING/CONSTRUCTION

- 09/01/17 Bid Early Packages (1 months)
- 10/09/17 Construction starts on Early Package work
- 03/05/18 Bidding Main Package (2 months)
- 04/30/18 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)

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- 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

May 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
FEASIBILITY STUDY AGREEMENT									
0001-0000	OPM Feasibility Study/Schematic Design	\$ 225,000		\$ 225,000	\$ 225,000	100%	\$ 56,250	25%	\$ 168,750
0002-0000	A/E Feasibility Study/Schematic Design	\$ 450,000		\$ 450,000	\$ 450,000	100%	\$ 79,800	18%	\$ 370,200
0003-0000	Environmental & Site	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -
0004-0000	Other	\$ 75,000		\$ 75,000	\$ 490	1%	\$ 490	1%	\$ 74,510
	FEASIBILITY STUDY AGREEMENT SUB-TOTAL	\$ 750,000	\$ -	\$ 750,000	\$ 675,490		\$ 136,540	18%	\$ 613,460
	TOTAL PROJECT BUDGET	\$ 750,000	\$ -	\$ 750,000	\$ 675,490	90%	\$ 136,540	18%	\$ 613,460
	<i>(sum of all sub-totals above)</i>								
FUNDING SOURCES									
	State Share	\$ 600,000							
	Local Share	\$ 168,975							
	SUB-TOTAL	\$ 768,975							
CONSTRUCTION COST ESTIMATES									
	Date				Amount	SF	Cost Per SF		

Total Project Budget	Exclusions	Basis of Total Facilities Grant	Reimbursement Rate	MSBA Share
\$ 750,000	\$ -	\$ -	80.00%	\$ 600,000