

<b>MARSHALL MIDDLE SCHOOL – LYNN, MA</b>	<b>MEETING MINUTES</b>
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<b>School Building Committee (SBC) Meeting No. 11</b>	<b>October 10, 2013</b>
Location:	Lynn Vocational Technical Annex - 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	N
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	Y
Jaye Warry	SBC/Deputy Superintendent	N
Charles E. White	SBC/Purchasing Agent	N
Darren Cyr	Councilor Ward 3	N
Patrick Santerre	TMMS Parent	N
Gene Raymond	Raymond Design Associates (RDA)	Y
Jeffery Luxenberg	Joslin, Lesser + Associates (JLA)	N
Lynn Stapleton	Joslin, Lesser + Associates (JLA)	Y
Mike Mallet	Walsh Brothers Inc. (WBI)	Y
Mazi Hashemi	Walsh Brothers Inc. (WBI)	Y

Superintendent Latham called the meeting to order at 10:16 AM. There was a quorum of the School Building Committee voting members in attendance.

I. School Building Committee Procedural Business

*Vote to Formalize Chairperson*

1. The following vote was taken:

**Motion:** Motion made and moved by Richard Fortucci that the Thurgood Marshall Middle School Building Committee vote to formally appoint Dr. Catherine Latham to be the Chairperson for the School Building Committee. Seconded by Michael Donovan.

**Vote:** 6 in favor, 0 against. The vote was unanimous.

*Establish Design Development Working Group*

2. The SBC discussed forming a Design Development Working Group to meet weekly or as needed to progress the design during this phase of the project. The composition of the Working Group was discussed and it was decided that the Working Group would include Catherine Latham, Michael Donovan, Ed Calnan and John Ford.

*Project Scope and Budget Agreement Status/Project Funding Agreement*

3. C. Latham provided a copy of the signed PSB Agreement to JLA. It was noted that the Project Funding Agreement would be required to be executed by January 30, 2014. The PSBA commits the grant money.
4. As a condition of MSBA executing the PFA, the eminent domain process is required to be complete. The following timeline for the eminent domain process was outlined:

• Residential Property Appraisals	In Progress
• City Council Vote to Proceed with Eminent Domain on the Residential Properties	November 12, 2013
• File Deeds at Registry of Deeds (City Ownership)	November 14-15, 2013
• Pay for Properties	November 25-December 13, 2013
• Properties Vacated	By March 12, 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.

5. The City needs to allocate funds to cover project expenditures until the PFA and MSBA begins reimbursement.

*Project Representation with MBTA*

6. The SBA discussed authorizing Walsh Brothers Inc. to represent the City of Lynn and the School Building Committee as the applicant in the legally required application submission to MBTA to build adjacent to MBTA Railroad/Transit property and to authorize Walsh Brothers to enter into a license agreement with the MBTA on behalf of the City of Lynn and the School Building Committee. The following vote was taken:

**Motion:** Motion made and moved by Michael Donovan that the Thurgood Marshall Middle School Building Committee vote to authorize Walsh Brothers Inc. to represent the City of Lynn and the School Building Committee as the applicant in the MBTA application to build adjacent to MBTA Railroad/Transit property and to authorize Walsh Brothers to enter into a license agreement as determined by the MBTA on behalf of the City of Lynn and the School Building Committee. Seconded by Richard Fortucci.

**Vote:** 6 in favor, 0 against. The vote was unanimous.

II. Contractual and Budget Updates

7. Copies of the Contract Amendments for the OPM and the Designer for Extended Services to completion of the project were provided to the City for review and execution.
8. The Total Project Budget was handed out to indicate the allocation of funds to the various budget categories. The Total Project Budget is aligned with the PSB Agreement.
9. The remainder of the Feasibility Study Budget was discussed. The ~\$6,500 will be applied to services rendered in September prior to the PSBA.

### III. Design and Construction Schedule

10. A schedule of milestone dates were handed out that indicated all the submission dates of the various design phase submissions to the MSBA. A comprehensive Project Schedule was also provided for review. This prompted discussion on the
11. The benefits of preparing early packages to get construction started were discussed. The Working Group will work to put together a schedule that works for design and construction.

### VII. Construction Documents

12. The Working Group will be working on the Division 0 and 1 Construction Specification in advance of the early packages release.
13. The SBC indicated that it was important to make sure that a rodent control specification was included with routine service.
14. At the end of Design Development, proprietary items will be identified and the School Committee will be asked to vote on these items. JLA will provide sample vote language and specification language to be used once approved.

### VIII. Design Development Phase

15. JLA provided an outline of the Design Development deliverables required of the DD Submission to the MSBA for review.
16. The traffic study and survey work will begin this month. The drainage culvert will be surveyed and videotaped.
17. The concrete vault that housed the fuel storage tanks were left in place after the fuel storage tanks were removed. The vault was backfilled with onsite soil and one wall of the vault was caved in to allow drainage from the vault.
18. The technology estimate was discussed. The estimate is above budget and Walsh was asked to review what was carried in the construction budget as infrastructure and the School District and City is to review what would be covered by their IT Departments.
19. The application for a license agreement with the MBTA for work adjacent to MBTA railroad/transit property was discussed. Walsh was told to provide their information as applicant. No site visit has been scheduled as yet to visit the site by MBTA Railroad Operations.

### IX. Schedule of Working Group and School Building Committee Meetings

20. The following meetings were scheduled.

• DD Working Group Meeting	October 22, 2013	10:00 AM
• TMMS Building Committee Meeting	November 12, 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.

X. Adjourn

21. The meeting adjourned at 12:05 PM.

Respectfully submitted,  
**Lynn Stapleton**  
Joslin, Lesser + Associates, Inc.