

MARSHALL MIDDLE SCHOOL – LYNN, MA	MEETING MINUTES
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School Building Committee (SBC) Meeting No. 2	November 6, 2012
Working Group Meeting No. 7	
Location:	Lynn Vocational Technical Annex - Staff Development Room
Time:	9:00 AM

Attendees:

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

I. Space Summary:

1. L. Stapleton had a teleconference with the Project's MSBA Project Manager regarding the overage in square footage above the MSBA Guidelines. C. Alles indicated that any request for additional square footage would need to be accompanied by documentation that provides justification for the request including class scheduling, detailed educational plan and all supporting documentation.
2. The completed Proposed Space Summary- Draft #3 was provided for review. The underage in Core Academic spaces and overage in Specialties (Music, Art, and Technology & Vocations) were a wash for overall classroom square footage. Special Education is over by 3,020 SF and only 1 classroom space was added to the existing SPED program. Physical Education is over by 6,000 SF which will provide for four teaching stations and allow all students to take P.E. The Heath Suite is over by 810 SF which is due to the Health Clinic sharing space with the School Nurse. Administration is over by 4,890 SF due predominantly to the building being four stories and many of the administrative spaces needing to be replicated on each floor.

3. It was decided that the SBC and Working Group would put off a teleconference with the MSBA until comments on the Preliminary Design Program Submission are received.
4. Lynn Public Schools Comments on Building Design: The following should be considered.
 - Split parking on both sides of the building
 - Provide square spaces – no alcoves
 - Provide operable windows
 - Standardize lighting/lamps
 - Study location of computer outlets and locate appropriately

II. Options Analysis Matrix

5. The Options Analysis Matrix was handed out and all were asked to review and provide comments at the next Committee meeting.

III. Site Plan Reviews

6. The Committee was provided with an update regarding the geo-environmental investigation being performed on the Brookline Street site. Sovereign Consulting was hired to perform a Phase 1 ESA.
7. The Superintendent will update the Lynn School Committee at the November 8, 2012 School Committee Meeting on the preliminary geo-environmental investigations.
8. D. Cyr informed the Committee that the neighbors comprising the Brookline Street properties and the TMMS adjacent properties were very nervous because of lack of information. He recommended a separate meeting be held with only the property owners associated with the Brookline and TMMS sites to explain the process.
9. M. Donovan indicated that the Committee/D. Cyr should speak to the City's Legal Counsel prior to meeting with neighbors regarding eminent domain since it is premature with many steps /requirements needing to be undertaken and resolved before a site selection is finalized and the City knows which properties will be taken. D. Cyr could meet with the neighbors outside the Committee's purview but should only have very general discussions until the process has run its course and decisions are finalized.
10. L. Stapleton informed the Committee of her discussion with the MSBA's PM regarding the timing of the eminent domain takings. It was asked if the takings were executed during the 120-day Project Funding Agreement execution timeframe would this be acceptable to the MSBA. The City Council needs both the MSBA and local voters' approval of the project prior to voting on proceeding with property takings. C. Alles indicated that he would speak with MSBA Legal Counsel and get back to the Committee.
11. Phased takings were discussed. On the Brookline site, only the commercial property and two residential properties are all that are needed to build the school. The other five residential properties could be acquired at a later date if it made the process easier or if cost was a factor.
12. A couple of properties on the Brookline site are in foreclosure. It was questioned whether the properties could be bought outright from the bank verses foreclosure. M. Donovan noted that it could be a "friendly" taking.
13. The property takings associated with the TMMS site were discussed. There are at least 19 parcels at this site, several businesses and many more residential properties. The TMMS site will be more difficult, more time consuming and would have more costly takings with no option to minimize or phase takings.

IV. Project Schedule Review and Preliminary Design Program Deliverables

14. There will be a meeting on November 13, 2012 of the SBC and Working Group to gather all deliverables for the compilation of the Preliminary Design Program Submission to the MSBA on November 15, 2012.

15. The outline of the Preliminary Design Program Submission was distributed with all information needed and the responsible party indicated.

V. Final Decision on Construction Delivery Methods

16. JLA indicated that the Application to the Inspector General to proceed with CM at Risk is in process. Any members of the Committee or Working Group with experience in CM at Risk, Design/Build, architecture/engineering or construction should provide resumes to JLA to be included in the application.

17. **SBC MOTION:** M. Donovan moved, seconded by C. White that the TMMS School Building Committee votes to prepare and submit an application for approval of the Inspector General to proceed with Construction Management at Risk services for the Thurgood Marshall Middle School Project.

The TMMS School Building Committee voted unanimously to prepare and submit an application for approval of the Inspector General to proceed with Construction Management at Risk services for the Thurgood Marshall Middle School Project.

VI. Other Business

18. M. Donovan noted that it may be required to get state approval to build adjacent to the railroad tracks. The railway may have first rights to the property. It was noted that the current owner had MBTA/state approval to develop the site so it is encouraging for the school project.

19. The school is outside the MBTA right-of-way.

VII. Next Meeting

20. Public Forum No. 2 will be held on November 24, 2012 at 7:00 PM in the TMMS cafeteria.

21. JLA will prepare a flyer to be posted and sent home with students notifying the public of the forum. D. Cyr indicated that he would go door-to-door to the properties affected by the sites under consideration and hand out flyers and encourage residents to attend. The flyer should indicate that abutters are welcome and are encouraged to attend.

22. A draft of the PowerPoint presentation will be reviewed at the November 13th meeting.

Respectfully submitted,

Lynn Stapleton

Joslin, Lesser + Associates, Inc.

School Building Committee No. 2 - Working Group No. 7 - Review for PDP Submission

Sign-In List

Location: Staff Development Room, Lynn Voc-Tech Annex, 90 Commercial St.

Signature	Name	E-Mail Address	Contact Info / Phone #
	Catherine Latham	lathamc@lynnschools.org	O: 781-593-1680 C: 781-953-3352
	Tom Iarrobino	larrobinoT@lynnschools.org	O: 781-477-7220 C: 508-982-7962
	Rich Cowdell	cowdellr@lynnschools.org	O: 781-477-7360 C: 617-538-2821
	Jaye Wary	waryj@lynnschools.org	O: 781-593-1680 Ext. 3144 C:
	Sue Rowe	rowes@lynnschools.org	O: 781-593-1680 Ext. 3144 C:
	Michael Donovan	mdonovan@lynma.gov	O: 781-598-4000 C: 617-212-7274
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	Richard Fortucci	RFortucci@LynnMA.gov	O: 781-586-6904 C: 781-910-5407
	Charles White	Cwhite@LynnMA.gov	O: 781-586-6924 C: 781-346-2971

School Building Committee No. 2 - Working Group No. 7 - Review for PDP Submission Sign-In List

Location: Staff Development Room, Lynn Voc-Tech Annex, 90 Commercial St.

Signature	Name	E-Mail Address	Contact Info / Phone #
11 <i>In Attendance</i>	Gene Raymond	graymond@rda-design.com	O: 781-421-3480 C: 781-561-5270
12	Alex Liouzas	aliouzas@rda-design.com	O: 781-421-3480 C: 617-947-8576
13	Frank Locker	fl@franklocker.com	O: 617-412-7444 C:
14	Jeff Luxenberg	JLuxenberg@joslinlesser.com	O: 617-744-3118 C: 617-293-6106
15	Lynn Stapleton	lstapleton@joslinlesser.com	O: 617-744-3128 C: 508-269-0457
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