

<b>MARSHALL MIDDLE SCHOOL – LYNN, MA</b>	<b>MEETING MINUTES</b>
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<b>School Building Committee (SBC) Meeting No. 13</b>	<b>December 10, 2013</b>
Location:	100 Bennett Street, Room 205 - 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	Y
Michael Donovan	SBC/ISD/Building Commissioner	Y
John Ford	SBC/School Committee + Rep Steven Walsh	Y
Richard Fortucci	SBC/Treasurer/CFO	N
Thomas P. Iarrobino	SBC/School Committee Secretary	Y
Catherine Latham	SBC/Superintendent	Y
Sue Rowe	SBC/Dir. Curriculum & Instruction	N
Jaye Warry	SBC/Deputy Superintendent	N
Charles E. White	SBC/Purchasing Agent	N
<i>Darren Cyr</i>	<i>Councilor Ward 3</i>	<i>N</i>
<i>Patrick Santerre</i>	<i>TMMS Parent</i>	<i>N</i>
Brant Duncan	Lynn Teachers Union	Y
Gene Raymond	Raymond Design Associates (RDA)	Y
Angela O'Brien	OSO Interiors	Y
Jeffery Luxenberg	Joslin, Lesser + Associates (JLA)	Y
Lynn Stapleton	Joslin, Lesser + Associates (JLA)	Y
Mike Mallet	Walsh Brothers Inc. (WBI)	Y
Brian Bianchi	Walsh Brothers Inc. (WBI)	Y
Mazi Hashemi	Walsh Brothers Inc. (WBI)	Y

Superintendent Latham called the meeting to order at 10:06 AM. There was a quorum of the School Building Committee voting members in attendance.

I. DESE Resubmission/Submission of Revised Documents for the PSBA

1. The DESE Resubmission materials were reviewed with the SBC. There was a discussion regarding the need to keep the Life Skills classrooms adjacent to each other as they share support staff and would require additional staffing if the Life Skills classrooms were remotely located. The District's budget cannot currently accommodate this additional staffing. This is the basis for not splitting the Life Skills spaces as

recommended by DESE. The major comments by DESE to provide the Life Skills classrooms in a less isolated area and provide for more interaction of these students with the regular education students were accommodated.

2. The revised documents for the PSBA resulting from the scope change to flip the building were reviewed with the SBC and include:
  - Budget – Updated 3011, Walsh Letter regarding no change to Construction Budget
  - Scope – New Building Floor Plans, Updated Signed Space Summary (no change). SD Narrative updates discussing impacts of the building flip, Updated Site Plan
  - Schedule – Updated project Schedule 9(including ownership of land), Updated Cash Flow (no change)

The following vote was taken:

**Motion:** Motion made and moved by Ed Calnan that the Thurgood Marshall Middle School Building Committee vote to submit the DESE Resubmission package and the Revised Schematic Design Documents for the PSBA to the MSBA. Seconded by John Ford.

**Vote:** 6 in favor, 0 against. The vote was unanimous and there was no further discussion.

3. JLA will hand deliver two copies of the DESE Resubmission Package and the Revised PSBA Documents Package to the MSBA today.

## II. Room Numbers/Names

4. RDA presented the plans with all room numbers and names indicated. The wings were designated as Wings A, B and C starting from the gym/cafetorium, to the middle academic wing and then, the end academic wing. Room door numbers were discussed. It was noted that the Lynn PD would probably need to review the door numbering in respect to their emergency response plan. C. Latham indicated that she would set up a meeting with Lynn PD on 12/19/13 at 7:30 AM.
5. The District requested that the wings be named in the reverse order with the academic wings being Wings A and B and the gym/cafetorium being Wing C. There was no other concern regarding the room names or numbers.

## III. Update on Final Design Review Meetings

6. There are meetings scheduled from 8:00 AM to 5:00 PM today to review the final design layout and fit-out of each space. The following spaces are scheduled for review:
  - Community Health
  - Science Labs and Prep Rooms
  - AV/TV Studio
  - Wood Shop
  - Music Rooms
  - Consumer Science Classrooms
  - Media Center
  - Life Skills Rooms
  - Computer Labs - Media , Art/Music
  - Locker Rooms
  - Copy Rooms
  - Kitchen
  - Custodial/Receiving
7. RDA gave a quick overview of the status of the design and highlighted adjustments/modifications resulting from the further refinement of the design which is typical of the Design Development process.
8. C. Latham will set up a meeting with the Lynn Community Health Group for a final review of their suite. The SBC indicated that the Community Health suite would be furnished by Lynn Community Health and

that their architect would be the one to submit the plans to the MA Department of Public Health for approval. The Project will provide the shell and infrastructure only for the suite.

9. There will not be gas in the science labs.
10. In the Kitchen, it was noted by the Kitchen Consultant that the District should consider having four serving lines to get students through the lines quicker. The District's preference is for two lunch periods which would mean 550 students to serve per period. However, OSO recommends the four serving lines and three lunch periods which would reduce the students to 350 per period. This would minimally increase the kitchen equipment but the Kitchen Manager indicated that the four lines could be staffed with the existing staff.
11. In the Auditorium, smoke vents are not required just smoke hatches tied to the fire alarm system.

#### IV. HVAC Equipment for Gym/Cafetorium

##### *Rooftop Equipment or Equipment in Mechanical Mezzanines*

12. The question of whether to have rooftop HVAC equipment or interior mechanical mezzanines to house the HVAC equipment was raised. The City felt that the rooftop equipment was less expensive to install and to replace and easier to maintain.
13. It was noted that rooftop equipment should be kept away from the rooftop play field.

##### *Mezzanines for Storage or Eliminate*

14. The City recommended that the mechanical mezzanines be eliminated. It was felt that storage in mezzanines was not practical given that access was via vertical ladders. The SBC agreed and approved eliminating the mezzanines.
15. The City requested that the rooftop units be screened with acoustical screens to reduce equipment noise for the neighbors.

#### V. Operable Windows

##### *Authorization of Proprietary Items*

16. It was noted that operable windows were not required by code or by the Fire Department for emergency access/egress. It was also noted that fixed windows were cheaper. Fixed windows make it easier and cheaper to achieve the higher STC ratings which reduce the noise from the rail lines.
17. It was noted that fixed windows would make the building more energy efficient.
18. The following vote was taken:

**Motion:** Motion made and moved by Ed Calnan that the Thurgood Marshall Middle School Building Committee vote to eliminate the operable windows. Seconded by Mike Donovan.

**Vote:** 6 in favor, 0 against. The vote was unanimous and there was no further discussion.

#### VI. MA CHPS vs. LEED for Schools

##### *Potential Cost Savings to use LEED*

19. It was noted that after reviewing the MA CHPS and LEED scorecards that it would be easier and cheaper to achieve certification with the LEED for Schools program because LEED is less stringent in acoustical requirements resulting in a lesser expensive path to certification.

20. The following vote was taken:

**Motion:** Motion made and moved by Mike Donovan that the Thurgood Marshall Middle School Building Committee vote to have the Designers utilize the LEED for Schools program. Seconded by Ed Calnan.

**Vote:** 6 in favor, 0 against. The vote was unanimous and there was no further discussion.

VII. Other Business

*Security*

21. The LPD would like the main lobby to be a lock-down lobby; however, it is presumed that the vestibule would be acceptable for lock-down. The intent is to conduct business with visitors in the vestibule through a window/pass-through from administration to the vestibule. Access to the school is to be very restrictive. The Community Lobby would have lock-down capability.

*Communicating Doors*

22. The District indicated that doors are required between classrooms for supervision between classrooms. The Designer is to provide only one communicating door per classroom.

23. Doors between classrooms need to have deadbolts with a key on both sides for emergency lockdown.

24. All classrooms are to have free egress from the classroom. Intruder locks are to be provided on all corridor doors.

*Proprietary Items*

25. The vote on the proprietary items is not on the December 12, 2013 School Committee Meeting Agenda but will be on the January 9, 2014 Meeting Agenda.

26. JLA is to add the intruder lockset cores to the list of proprietary items for approval.

27. The product data, cut sheets and narrative on each of the two proprietary items are to be packaged and provided to the Superintendent to provide to all the School Committee members in advance of the meeting for their review and consideration.

*Public Hearing*

28. There is a Public Hearing on the Thurgood Marshall Middle School advertised for tonight at City Hall as a perfunctory measure to comply with the loan/bond order. No issues are expected.

VII. Meeting Schedule

29. The following meetings were scheduled.

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|-----------------------------------|------------------|----------|
| • DD Working Group Meeting        | January 7, 2014  | 10:00 AM |
| • TMMS Building Committee Meeting | January 28, 2014 | 10:00 AM |

Future Working Group Meetings will be scheduled at the conclusion of each meeting on an as needed basis.

VIII. Adjourn

*Vote to Adjourn*

30. The following vote was taken:

**Motion:** Motion made and moved by John Ford that the Thurgood Marshall Middle School Building Committee vote to adjourn the meeting at 10:00 AM. Seconded by Dr. Latham.

**Vote:** 6 in favor, 0 against. The vote was unanimous and there was no discussion.

Respectfully submitted,

**Lynn Stapleton**

Joslin, Lesser + Associates, Inc.