

<b>PICKERING MIDDLE SCHOOL – Lynn, MA</b>		<b>MEETING MINUTES</b>
<b>SCHOOL BUILDING COMMITTEE MEETING NO. 6</b>		<b>June 8, 2016</b>
Location:	City Hall, Room 402	
Time:	11:00 AM	

**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
N	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
N	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 11:11 AM.

**I. Approval of Meeting Minutes**

*Approval of May 17, 2016 Meeting Minutes*

1. The following motion and vote were made:

Discussion: It was noted that in item 14 of the meeting minutes, the two street names indicated require a spelling correction to Averill Street and Wyoma Square.

**MOTION:** C. Latham moved, seconded by D. Coppola, that the School Building Committee approve the May 17, 2016 Meeting Minutes as amended.

**The PMS School Building Committee voted unanimously to approve the May 17, 2016 Meeting Minutes as amended. For: 11 - Opposed: 0**

2. LeftField will send a reminder on the Log-In and Password of the Pickering Middle School Building Committee website to the committee members.

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

### *Review of Educational Programming*

3. The District provided the final copy of the Educational Program for the Preliminary Design Submission. LeftField will post the Educational Program on the SBC website for review.
4. A list of items that need to be included in the PDP Submission that LeftField needs copies of include:
  - a. Letter of Invitation to Conduct Feasibility Study
  - b. Design Enrollment Agreement
  - c. Designer Selection Approval Letter
  - d. Local Certifications and Approvals Letter Signed
  - e. Capital Budget Information/Debt capacity

### *Review of the Site Selection Options Analysis Matrix with Potential Costs*

5. RDA presented an Option Analysis Matrix that indicated all six project options and the associated site options reviewed including the cost scenarios of each.
6. It was noted by City Officials that the City did not want a debt exclusion vote and would like to fund the project within the City Budget's current debt capacity.
7. P. Caron, City CFO, indicated that he would work with the Treasurer to develop several debt service scenarios that would address the cost scenarios presented. He indicated that several municipal projects were up for approval that would impact the available debt capacity. These projects would be factored in.
8. LeftField made a recommendation to postpone the scheduled June 10, 2016 PDP Submission. The recommendation was made to allow the City time to determine if there would be a funding limitation for the project based on the City's available debt capacity. It was noted that a funding limitation could change the preferred direction of the project.
9. The following motion and vote were made:

**MOTION:** A. Hall moved, seconded by C. Latham, that the School Building Committee postpone the scheduled June 10, 2016 Preliminary Design Program Submission to MSBA until the City can determine the available debt capacity within the City Budget without requiring a debt exclusion vote.

**The PMS School Building Committee voted unanimously to postpone the scheduled June 10, 2016 Preliminary Design Program Submission to MSBA until the City can determine the available debt capacity within the City Budget without requiring a debt exclusion vote. For: 11 - Opposed: 0**

10. It was noted that if a one-school option is selected that the Parkland Avenue/Reservoir site would be most likely the best option. Re-districting of the students was also discussed to allow for a single school option at the Parkland Avenue/Reservoir site to be more feasible.
11. A one-school option is also feasible at McManus Field. However, transportations costs would be a factor.

12. It was noted that the District's transportation costs for student had recently risen by 24%. Transportation costs need to be re-evaluated for several of the options.

### **III. Public Forum Preparation**

13. The Public Forum #2 flyer was reviewed. It was noted that the Forum is to be held in the Thurgood Marshall Middle School and that there will be tours after. This will be noted on the flyer. The agenda for the Public Forum #2. A PowerPoint presentation will be utilized to present the following agenda topics:
- a. Welcome by Mayor
  - b. Potential Site Options by Designer
  - c. Preferred Schematic Report by OPM
  - d. Project Schedule by OPM

*Confirm Public Forum Date for June 22, 2016*

14. It was decided that the June 22, 2016 date for Public Forum #2 should be postponed until the City Budget's funding capacity could be ascertained along with any impacts on the project and site options that would be presented at the Forum.

15. The following motion and vote were made:

**MOTION:** C. Latham moved, seconded by D. Coppola, that the School Building Committee postpone the scheduled June 22, 2016 Public Forum #2 until the funding capacity of the City Budget could be ascertained.

**The PMS School Building Committee voted unanimously to postpone the scheduled June 22, 2016 Public Forum #2 until the funding capacity of the City Budget could be ascertained. For: 11 - Opposed: 0**

16. LeftField will discuss the postponement of the PDP Submission with the MSBA and explain the reason for the delay. A new submission date will be discussed to assure there will be no impact to the scheduled completion date of the Schematic Design phase. The Preferred Schematic Report was scheduled to be submitted on August 11, 2016 which will require a postponement to the next MSBA Board Submittal date of September 29, 2016.

### **IV. Schedule Update**

*Review Schedule*

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

### **V. Budget Update**

*Review Project Budget*

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

### **VI. Other Business/Discussions**

19. No other business was discussed.

### **VII. Next Meeting**

20. The next PMSBC meeting will be scheduled for June 30, 2016 at 11:00 AM in Room 402. The Meeting Room will be determined. LeftField will send out the meeting packet in advance of the meeting.

21. A Finance Meeting will be scheduled for next week.

**VIII. 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 12.35 PM.

**The PMS School Building Committee voted unanimously to adjourn the meeting at 12:35 PM.**

**For: 11 - 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.