

PICKERING MIDDLE SCHOOL – Lynn, MA		MEETING MINUTES
SCHOOL BUILDING COMMITTEE MEETING NO. 3		March 31, 2016
Location:		City Hall, Room 107
Time:		2:30 PM

Attendees:

Attended	Name	Association	Email
Y	Judith F. Kennedy	Mayor, City of Lynn; SBC	Mayor@lynnma.gov
Y	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@gmail.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
N	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
N	Patrick Tutwiler	Deputy Superintendent of Schools; SBC	TutwilerP@lynnschools.org
Y	Gene Raymond	Raymond Design Associates	graymond@rda-design.com
Y	Steve Lamothe	Raymond Design Associates	slamothe@rda-design.com
Y	John Bartecchi	Raymond Design Associates	jbartecchi@rda-design.com
Y	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 2:32 PM.

I. Approval of February 25, 2016 Meeting Minutes

- The following motion and vote was taken:

MOTION: C. Latham moved, seconded by E. Calnan, that the School Building Committee approve the February 25, 2016 Meeting Minutes.

The PMS School Building Committee voted unanimously to approve the February 25, 2016 Meeting Minutes as amended. For: 12 - Opposed: 0

II. Introduction of Selected Designer – Raymond Design Associates, Inc.

2. The MSBA Designer Selection Panel voted overwhelmingly to select Raymond Design Associates (RDA) as the Designer for the Pickering Middle School. The DSP met on March 22, 2016 and reviewed all four proposals submitted by the Architects and voted. The City received three of the sixteen votes. Given that the votes for RDA were significantly higher than the other three Architects, it was decided that it was not necessary to shortlist three firms for interviews.
3. Gene Raymond, Principal, Steve Lamothe, Project Architect and John Bartecchi, Design and Construction Coordinator, were introduced to the SBC.

III. Feasibility Study

General Overview of Feasibility Study Requirements

4. MSBA’s Module 3 – Feasibility Study guidelines were discussed. LeftField will upload Module 3 on the SBC’s website.
5. There are two parts to the Feasibility Study, the Preliminary Design Program and the Preferred Schematic design Report. These submissions are required to be approved prior to starting the Schematic Design.

Outline for the Preliminary Design Program Submission (Step 1 of Feasibility Study)

6. LeftField provided an outline of the requirements of the Preliminary Design Program which is first phase of the Feasibility Study. A new Appendix 3A has been added to Module 3 which outlines requirements for documenting the Educational Program and Plan. Leftfield will also upload Appendix 3A to the SBC website.
7. The primary focus of the Preliminary Design Program (PDP) is to develop/confirm the Educational Program and available sites that could accommodate the Educational Program. The PDP will inform and provide the background for the Preferred Schematic Report.
8. It was recommended that three Sub-Committees be coordinated to for the three primary areas of focus. The following SBC members volunteered for the following Sub-Committees.

<u>Educational Program Sub-Committee</u>	<u>Site Selection Sub-Committee</u>	<u>Design Sub-Committee</u>
Catherine Latham	Catherine Latham	Catherine Latham
Michael Donovan	Michael Donovan	Michael Donovan
Kevin Rittershaus	Kevin Rittershaus	Kevin Rittershaus
Donna Coppola	Mayor Kennedy	Jaime Cerulli
	Jaime Cerulli	Andrew Hall
	Ed Calnan	Joe Smart
	Dianna Chakoutis	
	<i>John Ford (added after Meeting)</i>	

Schedule Meetings for the Educational Visioning

9. RDA has an Educational Planner as part of their Design Team. The Educational Planner is David Stephen of New Vista Design. With 15 years of experience as an Architect and School Designer and 25 years of experience as a Secondary School Teacher, Assistant Principal, K-12 Curriculum Developer and Teacher Trainer, David Stephen is well versed in both design and education. LeftField circulated a pamphlet about New Vista Design.
10. New Vista will conduct two Educational Visioning Sessions to discuss the possibilities of ways to integrate the educational program and the school building design.

11. Two Educational Visioning Sessions were planned as follows:

Educational Visioning Session #1	8:00 AM to 12:00 PM	April 6, 2016
Educational Visioning Session #2	1:00 PM to 5:00 PM	April 13, 2016
12. The Educational Program Sub-Committee will report on the educational visioning process and outcomes to the SBC at the next SBC Meeting.
13. LeftField gave an overview of the potential options for the building design. The Design team will need to review the following six design options as required by the MSBA:
 - o Repair and renovation of the existing building
 - o Construction of a new building with a design enrollment of no more than 1,660 students
 - o Construction of two middle schools with both projects accommodating a total of no more than 1,660 students
 - o Construction of a new middle school and an addition to the existing Breed Middle School with both projects accommodating a total of no more than 1,660 students
 - o Addition and renovation to the existing building to accommodate a total of no more than 1,660 students
 - o Renovation to the existing building and construction of another middle school with both projects accommodating no more than 1,660 students
14. RDA reviewed a map of the City and discussed 9 potential sites to be analyzed for suitability. It was noted that not as many students are in the Pickering MS district. The most populated student district is the Breed MS district.
15. A meeting was scheduled for the first Site Selection Sub-Committee on April 11, 2016 at 10:00 AM.
16. Design Sub-Committee Meetings will be scheduled at the next SBC meeting.
17. LeftField will send out meeting notifications for all Sub-Committee Meetings.

IV. Schedule Update

Review Overall Schedule

18. LeftField will update the Project Schedule to include the dates noted above for the scheduled meetings.
19. The Preliminary Design Program Submission is scheduled to be submitted to the MSBA on June 10, 2016.
20. A Public Forum was scheduled for May 18, 2016 at 7:00 PM in the Pickering MS Auditorium. The Forum will update the Community on the status of the project and the developments of the Educational Program and the site options available. Public comments will be taken.
21. LeftField will bring a draft of a flyer for public notification of the Public Forum to the next SBC Meeting.

V. Budget Update

Review Project Budget

22. The Project Budget was reviewed which included expenditures to date.
23. LeftField provided the Designer Contract to Raymond Design Associates to include their M/WBE participation and their hourly rates and for signature so that the City can execute the contract.

VI. Other Business/Discussions

24. One of RDA's MSBA required Consultants is a Security Consultant. RDA will be looking to schedule a meeting with the City's Security Consultant, School, Fire and Police to discuss the security plan so that the plan can be confirmed and documented in the Preliminary Design Program.
25. M. Donovan provided a CD of the land survey of the Parkland Avenue site. Leftfield will copy and return CD to M. Donovan.

VII. Next Meeting

26. The next PMSBC meeting will be scheduled for April 21, 2016 at 2:30 PM in Room 107. LeftField will send out the meeting notice once a room is confirmed.

VIII. Adjournment:

J. Cerulli called for adjournment of the meeting.

MOTION: M. Donovan made the motion to adjourn the SBC Meeting at 3:15 PM, seconded by P. Caron.

The School Building Committee voted unanimously to adjourn the meeting at 3:15 PM.

For: 12 - 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 – 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; Feasibility Study 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
- TBD Education Program Sub-Committee Meeting
- TBD Site Selection Sub-Committee Meeting
- 05/18/16 PMSBC Meeting/Public Forum (Site Options/Educational Program)
- TBD Education Program Sub-Committee/Site Selection Sub-Committee Meeting
- 06/10/16 Submit Preliminary Design Program to MSBA
- TBD Design Sub-Committee Meeting

- TBD Design Sub-Committee Meeting
- 06/20/16 PMSBC Meeting/Public Forum (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 MSBA Board Facilities Subcommittee Meeting (if invited)
03/09/17
- 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)
- 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**