

PICKERING MIDDLE SCHOOL – Lynn, MA		MEETING MINUTES
SCHOOL BUILDING COMMITTEE MEETING NO. 14		November 15, 2016
Location:		City Hall, Room 402
Time:		3:00 PM

Attendees:

Attended	Name	Association	Email
Y	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
N	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
Y	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
Y	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
N	Jim Lamanna	Attorney	jlamanna@lynnma.gov
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
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 3:05 PM.

I. Approval of Meeting Minutes

Approval of October 26, 2016 Meeting Minutes

- The following motion and vote were made:

MOTION: M. Donovan moved, seconded by J. Cerulli, that the School Building Committee approve the October 26, 2016 SBC Meeting Minutes.

Discussion: None.

**The PMS School Building Committee voted to approve the October 26, 2016 SBC Meeting Minutes.
For: 12 - Opposed: 0 – Abstained: 0**

II. Preferred Schematic Report (PSR) Submission

Debt Exclusion

2. The proposed date of March 14, 2017 for the debt exclusion election remains as proposed at the 10/26/16 SBC Meeting. There was no further discussion.

Parkland Replacement

3. G. Raymond presented slides with various site options to replace the 4.52 acres of designated park land being converted at McManus Field. Available sites explored were: Lynn Commons; GE Site 1 and 2; the old Thurgood Marshall School Site; and the reservoir site.
4. It was noted that there were no open sites in the City that would be feasible for the park land replacement required. Therefore, the SBC decided that the park land replacement should occur at the reservoir site as part of the new Pickering Middle School site development. The following motion and vote were made:

MOTION: M. Donovan moved, seconded by D. Coppola, that the School Building Committee vote to designate land at the reservoir site to replace the converted park land at McManus Field.

Discussion: None.

**The PMS School Building Committee voted to designate land at the reservoir site to replace the converted park land at McManus Field.
For: 12 - Opposed: 0 – Abstained: 0**

5. Jim Lamanna will write the Special Act to convert and replace park land at McManus Field.

Eminent Domain Costs

6. J. Cerulli noted that Jim Lamanna and George Markopoulos of the Lynn Law Department would be asked to contact the owners of the two or three properties that would be required and review the process with them. L. Stapleton will attend meetings.

III. Schematic Design

Environmental and Site Requirements

7. The geotechnical exploration will commence next week Monday 11/21/16 through Wednesday 11/23/16 with drill-rigs at both sites. L. Stapleton will forward an informational flyer which will be mailed to the abutting residents.

Traffic Study

8. N. Havan of Nitsch Engineering reviewed the draft results of the Traffic Study on Parkland Avenue and the probable traffic effects of the two access options to and from the reservoir site.
9. Four options for access to the reservoir site were reviewed. Two off of Parkland Avenue, one opposite Richardson Road and one near the salt shed, and two options from the Lynnfield Street side of the site, one form Shoemaker Road and one form Severence Street.
10. The access road option near the salt shed is the longest route and has the highest construction costs. The long route was viewed to not be desirable for students walking to school. This route does not afford a view

of the school from Parkland Avenue and is very close to the B Street neighborhood. Access from this point on Parkland Avenue does not allow for traffic improvement on Parkland Avenue.

11. The access road option opposite Richardson Road was noted to have significantly less construction costs as it is a shorter route and would afford a view of the new school from Parkland Avenue for security purposes. It would also allow for improvements at the intersection to help to mitigate traffic issues on Parkland Avenue. There would be two properties that would need to be taken thus increasing the cost of this access option.
12. The Severence Street access road is very narrow and would not easily allow for two-way traffic. It would also require two property takings. Likewise, the Shoemaker Road access road is also very narrow and similarly does not easily allow for two-way traffic and would require one property taking.
13. The option that allows for one-way in from Shoemaker Road and one-way out on Severence Street is viable but will create a burden on the narrow residential roads particularly in winter when it snows.
14. It determined that the access road should be a single, double lane roadway with sidewalks allowing simultaneous entry and egress from the Parkland Avenue and to eliminate access from Shoemaker Road and Severence Street. The following motion and vote were made:

MOTION: A. Hall moved, seconded by W. Lozzi, that the School Building Committee vote to utilize a single, double lane roadway with sidewalks from Parkland Avenue and to eliminate access from Shoemaker Road and Severence Street.

The PMS School Building Committee voted to utilize a single, double lane roadway with sidewalks from Parkland Avenue and to eliminate access from Shoemaker Road and Severence Street.

For: 12 - Opposed: 0 – Abstained: 0

After further discussion regarding the access road options, it was decided that the Design Team should focus on the access road option opposite Richardson Road since it will allow for improvements at the intersection to help to mitigate traffic issues on Parkland Avenue and provides the most direct access route. It was also noted that there should be a lighted footpath from the Shoemaker Road/Severence Street side of the site that would be wide enough to allow for emergency vehicle access.

MOTION: A. Hall moved, seconded by D. Coppola, to select the access road option from the Parkland Avenue/Richardson Road intersection and to include a lighted footpath from the Shoemaker Road/Severence Street side of the site that would be wide enough to allow for emergency vehicle access.

The PMS School Building Committee voted to select the access road option from the Parkland Avenue/Richardson Road intersection and to include a lighted footpath from the Shoemaker Road/Severence Street side of the site that would be wide enough to allow for emergency vehicle access.

For: 10 - Opposed: 1 – Abstained: 1

15. It was noted that the footpath should be gated to prevent vehicular traffic from Shoemaker Road/Severence Street.
16. It was noted that a traffic light should be provided at the Parkland Avenue/Richardson Road intersection and that it should be synchronized with the traffic lights at Wyoma Square. The cost of traffic lights at the Parkland Avenue/Richardson Road intersection was noted to probably cost \$250,000 to \$300,000.
17. It was noted that the house to the west of Richardson Road was for sale and that should additional land be required to improve the Parkland Avenue/Richardson Road intersection, purchase of this house should be considered. Nitsch Engineering, Traffic Consultant, will advise if an additional left turn lane on Richardson

Road is required and whether additional land is even required to achieve the additional lane. An easement may be all that may be needed to accomplish the intersection improvements.

Schematic Design

18. The DESE Submission will be issued to MSBA on November 21, 2016. It was noted that the DESE Submission has been reviewed and is approved contingent upon a final review meeting with the Educational Program Subcommittee on November 17, 2016.

19. The Schematic Design Submission is still on track to submit to MSBA on January 4, 2016 but the Design Team is targeting a submission date of December 21, 2016 taking into consideration the holidays.

IV. Process for Procurement of Construction Manager

20. This process will be on hold until after the Schematic Design Submission at which time the process will re-start.

V. Future Public Forums

21. There was discussion about having presentations at the Sisson Elementary School and the Shoemaker Elementary School to discuss the Project.

22. There will be a Public Forum with the Teachers Union on November 14, 2016 at the Pickering Middle School Auditorium at 7:00 PM.

23. There was discussion about whether there should be a Public Forum for the West Lynn area residents. The Superintendent will review with the Elementary Schools in West Lynn to determine if they would want a forum.

VI. Schedule Update

24. The Project Schedule was attached to the meeting minutes and was updated to include dates of all scheduled meetings.

25. G. Raymond noted that the SD Estimate would be ready in time for the Design Notification on 12/21/16.

VII. Budget Update

Review Project Budget

26. The Project Budget was attached to the meeting minutes which include all expenditures to date.

27. L. Stapleton noted that there is a need for a Designer Contract Amendment as the cost to provide MSBA's Schematic Design requirements for two schools are higher than the Base Design Contract originally negotiated for one school. The additional costs will be presented for approval. It will require a Feasibility Study Agreement Amendment.

VIII. Other Business/Discussions

28. No other business or discussions were noted.

IX. Next Meetings

29. The next SBC Meeting will be scheduled for December 13th, 2016 at 3:00 PM in Room 402. LeftField will send out the meeting packet in advance of the meeting.

X. Adjournment

30. The following motion and vote were made:

MOTION: D. Coppola moved, seconded by J. Smart, that the School Building Committee vote to adjourn the meeting at 4:40 PM.

The PMS School Building Committee voted unanimously to adjourn the meeting at 4:40 PM.

For: 12 - Opposed: 0 – Abstained: 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 & WEST LYNN MIDDLE SCHOOLS – Lynn, MA

EMINENT DOMAIN SCHEDULE OVERVIEW

EMINENT DOMAIN

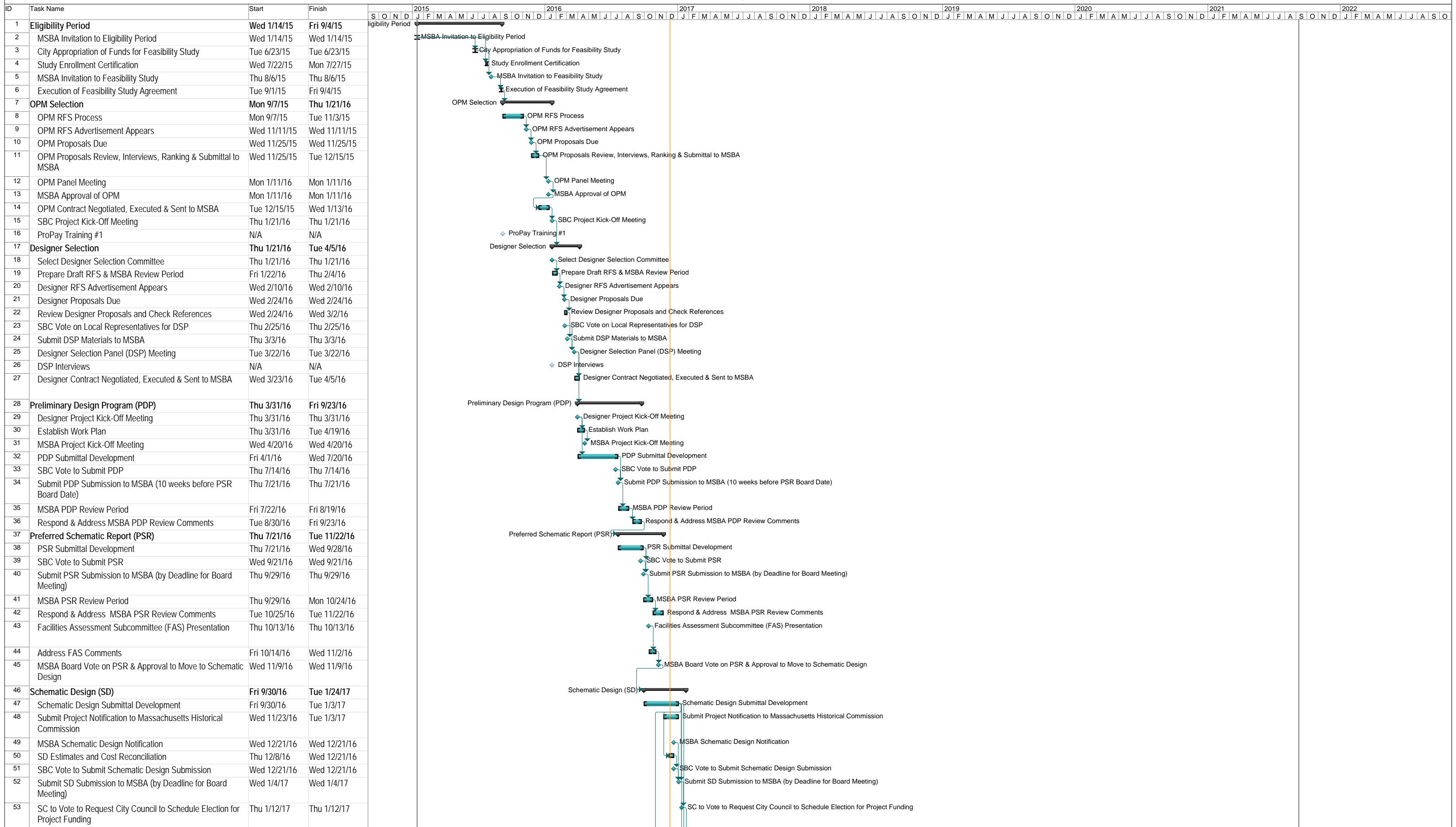
- 12/07/16 Lynn Law Department and Relocation Services Specialist to Meet with Owners of the Two Properties Indicated for Eminent Domain
- 12/08/16 Appraisals of the Two Properties by Two Independent Appraisers to Begin
- 01/10/17 Appraisals Complete
- 01/12/17 School Committee to Vote to Request City Council to Vote for Eminent Domain of the Two Properties Adjacent to the Reservoir Site for the New Pickering Middle School
- 01/24/17 Lynn City Council Meeting to Vote for Eminent Domain of the Two Properties and to Issue the Notice of Intent of Property Taking
- 01/28/17 Notice of Intent of Property Taking to be Sent to Property Owners
- 02/15/17 MSBA Board Approval of a Project Scope and Budget Agreement
- 03/14/17 City Debt Exclusion Election for the Pickering and West Lynn Middle School Projects
- 03/28/17 File Order of Takings
- 03/29/16 City to Begin Relocation Services
- 03/21/17 Certification of Debt Exclusion Vote Provided to MSBA by this Date
- 06/09/17 MSBA to Provide Project Funding Agreement to City
- 06/15/17 City to Execute and Return Project Funding Agreement to MSBA by this Date

PICKERING & WEST LYNN MIDDLE SCHOOLS – Lynn, MA

PARK LAND REPLACEMENT SCHEDULE OVERVIEW

PARKLAND REPLACEMENT

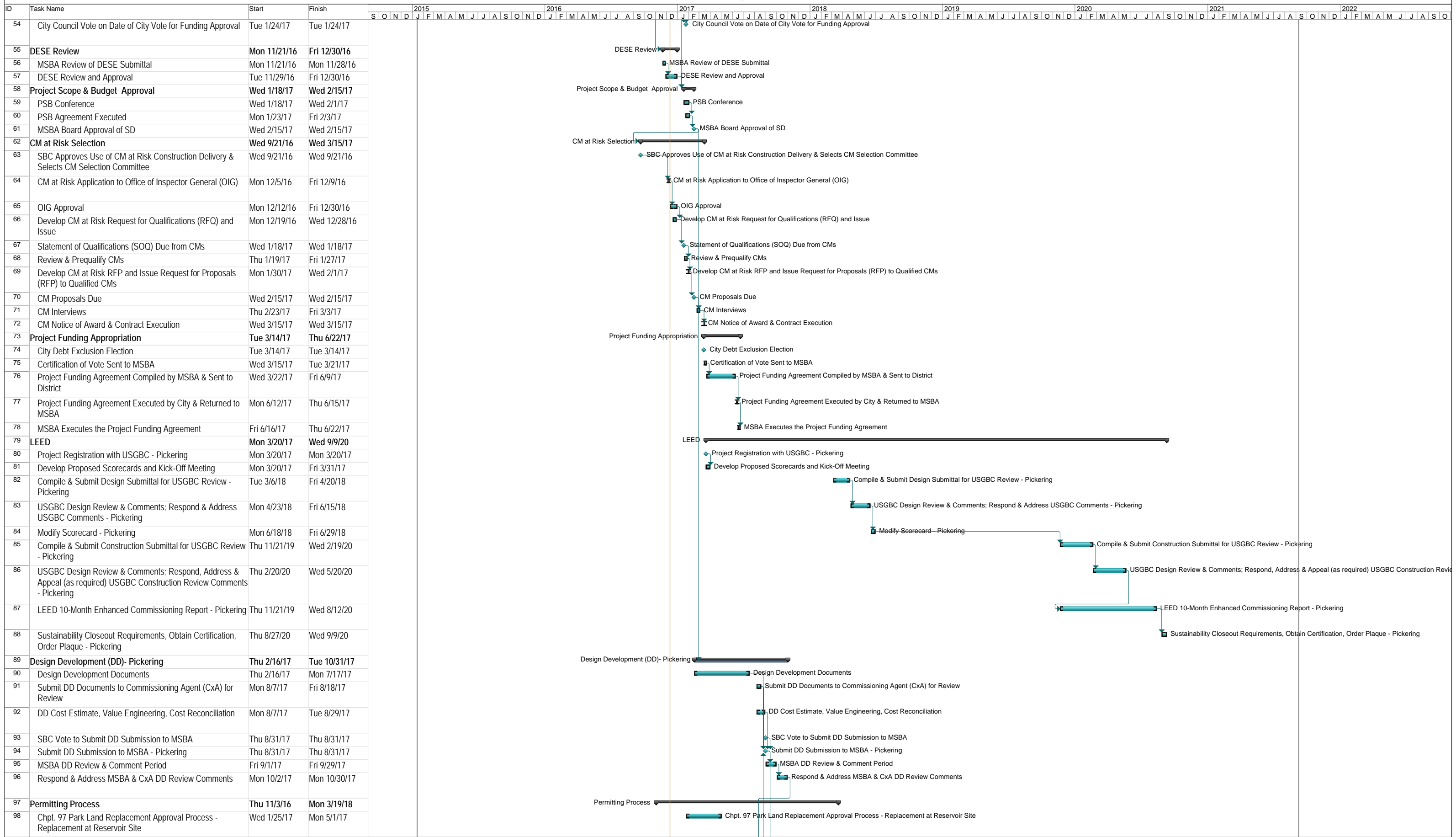
- 12/08/16 School Committee to Vote to Request the Lynn Park Commission and the Conservation Commission to Vote to Convert Park Land at McManus Field and to Replace Park Land at the Reservoir Site, Article 97 Approval Process
- 12/09/16 Site Consultant to Prepare Surveys and Land Descriptions of the Park Land to be Converted for the New West Lynn School and the Replacement Parkland at the Reservoir Site
- 12/19/16 Site Consultant to File an Environmental Notification Form with EOEEA's MEPA Unit on Behalf of the City
- 12/27/16 Lynn Law Department to Prepare the Special Act Legislation and Vote Language for the Senate and House of Representatives to Enact
- 01/09/17 Park Commission Meeting to Vote Land as Surplus to Needs and on Special Act to for Parkland Conversion/Replacement (Majority Vote Required)
- 01/12/17 School Committee to Vote to Request Mayor's Approval and Lynn City Council to Vote on a Special Act to Convert Park Land at McManus field and to Replace Park Land at the Reservoir Site, Article 97 Approval Process
- 01/17/17 Conservation Commission Meeting to Vote Land as Surplus to Needs and on Special Act to for Parkland Conversion/Replacement (Majority Vote Required)
- 01/24/17 Lynn City Council Meeting to Vote Remove Land from Protected Status and on the Special Act on Parkland Conversion/ Replacement (A 2/3 Vote of City Council Required)
- 01/25/17 Lynn Law Department to Prepare Mayor's Petition to Senate and House of Representative and Select Petitioner for Bill
- 01/30/17 Submit to Massachusetts Legislation (Senate and House) for Vote
- 04/28/17 Anticipated Date by which Bill will be Passed by the State Senate and House of Representatives (A 2/3 Roll Call Vote of Both Houses of the State Legislature)
- 05/01/17 Bill Signed by Governor



Project: Pickering MS Preliminary Date: Sun 12/11/16

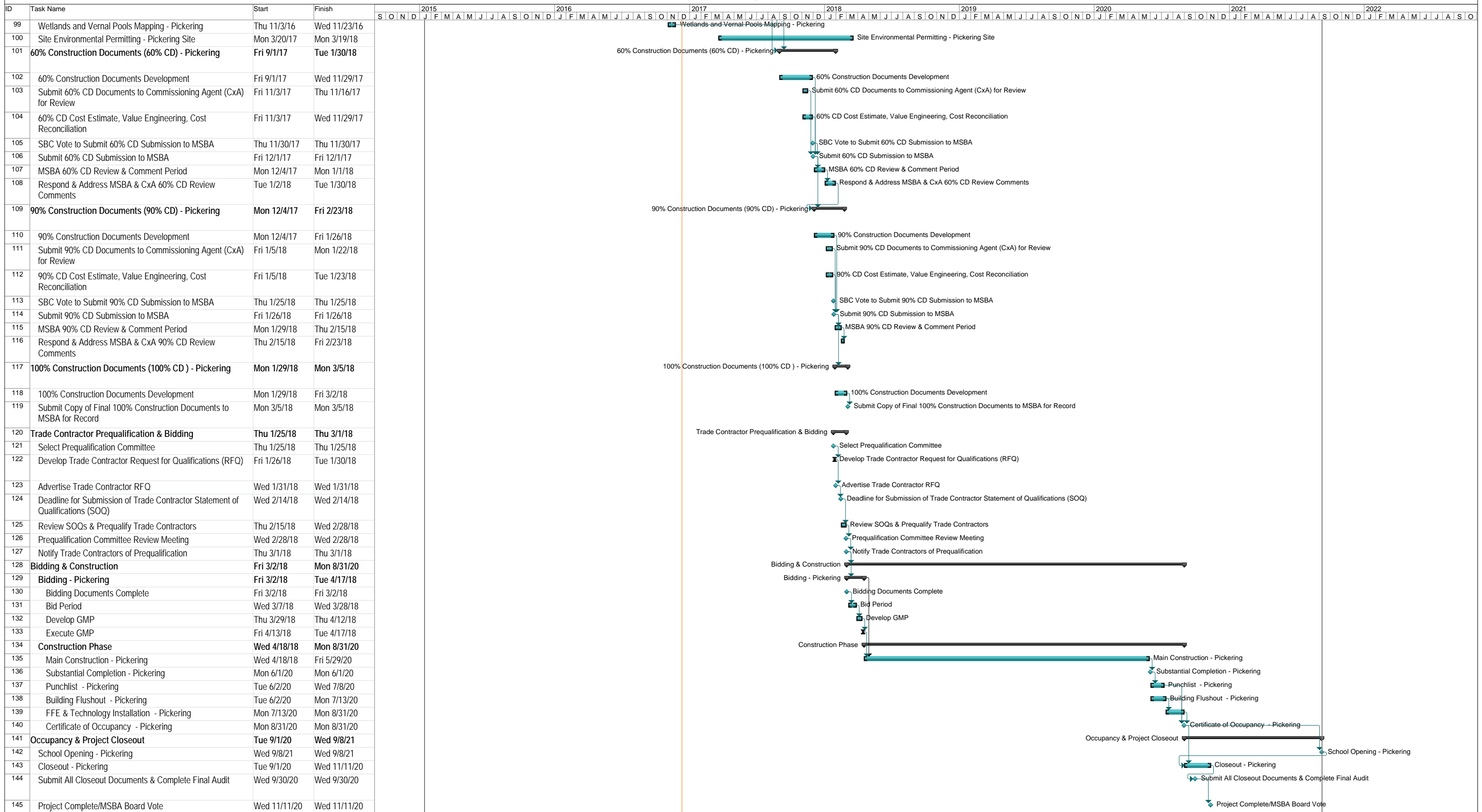
Task	Milestone	Project Summary	External Milestone	Inactive Milestone	Manual Task	Manual Summary Rollup	Start-only	Deadline
Split	Summary	External Tasks	Inactive Task	Inactive Summary	Duration-only	Manual Summary	Finish-only	Progress

**1660-STUDENT NEW PICKERING MIDDLE SCHOOL
PRELIMINARY PROJECT SCHEDULE
November 30, 2016**



Project: Pickering MS Preliminary Date: Sun 12/11/16

Task	Milestone	Project Summary	External Milestone	Inactive Milestone	Manual Task	Manual Summary Rollup	Start-only	Deadline
Split	Summary	External Tasks	Inactive Task	Inactive Summary	Duration-only	Manual Summary	Finish-only	Progress



Project: Pickering MS Preliminary Date: Sun 12/11/16	Task	Milestone	Project Summary	External Milestone	Inactive Milestone	Manual Task	Manual Summary Rollup	Start-only	Deadline
	Split	Summary	External Tasks	Inactive Task	Inactive Summary	Duration-only	Manual Summary	Finish-only	Progress

Pickering Middle School - Lynn, MA **November 30, 2016**
Total Project Budget Status Report

ProPay Code	Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend	Comments
FEASIBILITY STUDY AGREEMENT										
0001-0000	OPM Feasibility Study/Schematic Design	\$ 225,000		\$ 225,000	\$ 225,000	100%	\$ 155,600	69%	\$ 69,400	
0002-0000	A/E Feasibility Study/Schematic Design	\$ 450,000	\$ 20,900	\$ 470,900	\$ 470,900	100%	\$ 354,000	75%	\$ 116,900	*1
0003-0000	Environmental & Site	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	
0004-0000	Other	\$ 75,000	\$ (20,900)	\$ 54,100	\$ 4,369	8%	\$ 10,909	20%	\$ 43,191	*1
	FEASIBILITY STUDY AGREEMENT SUB-TOTAL	\$ 750,000	\$ -	\$ 750,000	\$ 700,269	93%	\$ 520,509	69%	\$ 229,491	
	TOTAL PROJECT BUDGET <i>(sum of all sub-totals above)</i>	\$ 750,000	\$ -	\$ 750,000	\$ 700,269	93%	\$ 520,509	69%	\$ 229,491	

FUNDING SOURCES		Total Project Budget	Exclusions	Basis of Total Facilities Grant	Reimbursement Rate	MSBA Share
State Share	\$ 596,850	\$ 750,000	\$ -	\$ 596,850	79.58%	\$ 596,850
Local Share	\$ 153,150					
SUB-TOTAL	\$ 750,000					

CONSTRUCTION COST ESTIMATES		Amount	SF	Cost Per SF
Date				

Feasibility Study Agreement Budget Transfers:
 FSA BRR 01 10/19/2013 Transfer \$20,900 from Other to Environmental & Site to Traffic Study at Reservoir Site. Circulating for Signatures