

PICKERING MIDDLE SCHOOL – Lynn, MA		MEETING MINUTES
SCHOOL BUILDING COMMITTEE MEETING NO. 13		October 25, 2016
Location:		City Hall, Room 402
Time:		2:30 PM

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
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@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
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	Jim Lamanna	Attorney	jlamanna@lynnma.gov
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 2:36 PM.

I. Approval of Meeting Minutes

Approval of October 7, 2016 Meeting Minutes

- The following motion and vote were made:

MOTION: E. Calnan moved, seconded by C. Latham, that the School Building Committee approve the October 7, 2016 SBC Meeting Minutes.

Discussion: None.

**The PMS School Building Committee voted to approve the October 7, 2016 SBC Meeting Minutes.
For: 14 - Opposed: 0 – Abstained: 0**

II. Preferred Schematic Report (PSR) Submission

Update on PSR, FAS, Opposition Letters on Reservoir Site

2. The MSBA Facilities Assessment Subcommittee Meeting went well. The comments received will be addressed in the Schematic design phase.
3. L. Stapleton noted that the comments on the PSR were received from MSBA yesterday. They have agreed to participate in the funding of the additional square footage for the two schools option. They will not participate in funding Community Health and requested additional information prior to determining participation in the additional gym space. MSBA has requested a separate schedule for each school to determine the impact of a staggered start of the two schools and the impact on a PFA for both schools.
4. LeftField and RDA will respond to the PSR Comments prior to the MSBA Board Meeting on 11/9.
5. MSBA indicated they will respond to the letters received from abutters opposing the selection of The Reservoir site and will indicate in their response that the dispute is the City's to resolve.

Debt Exclusion

6. The Debt Exclusion Process was reviewed. There will need to be a request from the School Committee to the City Council to schedule an Election to vote for funding the Project. J. Lamanna noted that a 2/3 City Council vote in favor would be required for the Debt Exclusion Election to move forward to be voted on by the City residents. M. Donovan noted it is important that accurate costs for the project are derived prior to requesting the School Committee sponsor a Debt Exclusion Election. G. Raymond stated this information would be in-hand prior to the Schematic Design (SD) Submission to MSBA on 1/4/17. The following dates were proposed for the process: School Committee Meeting on 1/12/17, City Council Meeting on 1/24/17 and a Debt Exclusion Election on or about 3/14/17.
7. It was noted that a vote would be needed from the City residents to spend over \$4 million on a project. This vote would need to be first and the cost of the project would not need to be set for this vote. A not to exceed number could potentially be used.

Parkland Replacement

8. The process for approval of parkland replacement by the City Council and the State Legislature was discussed. The following is required:
 - 1) Municipal Conservation Commission must vote that the land is surplus to its needs (need to confirm this is required for our project)
 - 2) Municipal Park Commission must vote the same for the parkland (a majority vote of the board in charge)
 - 3) City Council must also vote to remove the land from protected status (a 2/3 vote of City Council)
 - 4) Municipality must file an Environmental Notification Form with EOEEA's MEPA Unit
 - 5) The disposition request must pass by a two-thirds vote of the Massachusetts Legislature and be signed by the Governor. (a 2/3 roll call vote of both Houses of the State Legislature)
9. G. Raymond noted that the area being used at McManus Field is approximately 8 acres. RDA will need to prepare a surveyed plan showing the parkland to be used and the replacement land. A. Hall asked if ballfields be used would need to be replaced in kind. J. Lamanna indicated that 100 acres at Lynn Woods was being designated through the Secretary of Environmental Affairs and that there was a potential to designate some of this property for the parkland replacement.

10. It was noted that 12 acres of the 44 acres at the reservoir site would need to be used for the school and access drives. There is the potential to designate some of the reservoir site as parkland if needed.
11. J. Ridley indicated that the ballfields at McManus Field need to be replaced within walking distance of Lynn Tech for the Athletic programs. The Commons and the GE 1 site off Bennett Street were discussed for possible land for ballfields within walking distance of Lynn Tech.
12. J. Ford recommended a Subcommittee be formed to meet with the City Council and the Local and State Legislation to review the parkland replacement and seek approval. The following motion and vote were made:

Discussion: Volunteers were requested for this Subcommittee, with the following agreeing to serve: J. Ford, M. Donovan, J. Cerulli, C. Latham, K. Rittershaus.

MOTION: C. Latham moved, seconded by D. Coppola, to form a Subcommittee of J. Ford, J. Cerulli, C. Latham and K. Rittershaus to research and sponsor the Parkland Replacement request to the City Park Commission, City Council and State Legislature.

The PMS Building Committee voted to form a Subcommittee of J. Ford, J. Cerulli, C. Latham and K. Rittershaus to research and sponsor the Parkland Replacement request to the City Park Commission, City Council and State Legislature.

For: 14 – Opposed: 0 – Abstained: 0

Eminent Domain Costs

13. L. Stapleton noted that the timing for any property takings is very tight and the PFA cannot occur without this being resolved. G. Raymond reviewed a plan that indicated various site access drive options to the Reservoir site from Parkland Ave. and Lynnfield St. He further noted that a traffic study was underway and will be completed by November 12 which will inform which access options are best. This will help in confirm if the property takings are required.
14. The entrance to the Reservoir site from Parkland Ave. at Richardson St. requires two property takings. The access points from Shoemaker and Severance Streets requires two to three property takings.

III. Schematic Design

15. G. Raymond presented a revised design for the Pickering School for a 3-story building to minimize the building footprint on the site and allow more of the buildable area to be used for parking. The plan also addressed all of the PSR and FAS comments received. The revised plan also maintains the balanced cut/fill on the site. Gene reviewed the program layout, vertical wayfinding, front entrance and parking configurations and the resulting views of the reservoir. It was noted that there would be one wing per grade. All space relationships remain as previously discussed.
16. The SPED Submission to DESE is required by November 14th.

Environmental Requirements

17. At the Reservoir site, it will be necessary over the next two weeks to conduct either borings or excavate test pits. Access for the drill-rig or excavator will be reviewed at the City Departments Meeting on 10/27. This is required for the geotechnical and geo-environmental reports required of the Schematic Design.
18. Notification to abutters of the boring/test pit program was discussed. It should be noted at the 11/2 Public Forum.

Traffic Study

19. The draft Traffic Study will be available for the next SBC Meeting for review and final decisions on access.

IV. Process for Procurement of Construction Manager

20. It was discussed and agreed that the Construction Manager at-Risk selection process should be delayed until after Schematic Design Submission because there is not enough time or FSA budget to hire a Construction Manger prior to the Schematic Design Submission on 1/4/17. The only reason to hire the CM prior to Schematic Design would be to have the CM provide a SD estimate but without the time to provide an estimate, the selection of the CM should be postponed.

V. Public Forum No. 3

21. It was decided that the Pickering School would be the only school discussed at Public Forum No. 3.

22. The Public Forum will now be at the Pickering Middle School Auditorium on November 2nd at 7:00 PM instead of at Lynn Woods Elementary School. The flyer was reviewed and will be posted and sent out to students.

VI. Schedule Update

Review Schedule

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

VII. Budget Update

Review Project Budget

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

VIII. Other Business/Discussions

25. No other business or discussions were noted.

IX. Next Meetings

26. The next PMSBC meeting will be scheduled for November 15, 2016 at 3:00 PM in Room 402. LeftField will send out the meeting packet in advance of the meeting.

X. Adjournment

27. The following motion and vote were made:

MOTION: A. Hall moved, seconded by P. Caron, that the School Building Committee vote to adjourn the meeting at 4:15 PM.

The PMS School Building Committee voted unanimously to adjourn the meeting at 4:15 PM.

For: 14 - 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,
Paul Gransaul/Lynn Stapleton
LeftField Project Management, Inc.

Pickering Middle School - Lynn, MA

November 15, 2016

Projected Meeting and Milestone Schedule

Meeting Date & Time			Room	Resp./Attendees	
✓	Mon	01/18/16		Send Draft Designer RFS for Review to SBC	LF
✓	Thurs	01/21/16	2:00 PM	PMS Building Committee Meeting No. 1 OPM Introductions, Establish Working Groups/Sub-Committees, Review Designer RFS, DSP Process	Room 402 City Hall SBC/LF
✓	Fri	01/22/16		Submit Draft Designer RFS to MSBA for Review	LF
✓	Tues	02/09/16		Designer RFS Approval from MSBA	MSBA
✓	Tues	02/02/16	By 4:00 PM	Submit to Central Register	LF
✓	Wed	02/03/16	By 12:00PM	Submit to Local Newspaper	LF
✓	Wed	02/10/16		Ad Appears in Central Register/ Newspaper	LF
✓	Tues	02/16/16	3:00 PM	Designer RFS Briefing and Tour of Existing Building	Pickering Middle School LF/PMS, City, SBC Reps
✓	Wed	02/24/16	2:00 PM	Designer RFS Due	LeftField's Office LF
✓	Thurs	02/25/16		Distribute Proposals to City	LF
✓	Thurs	02/25/16	2:00 PM	PMS Building Committee Meeting No. 2 Review RFS status and DSP member selection	Room 107 City Hall SBC/ LF
✓	Wed	03/02/16		Submit Designer Proposal/DSP Packages to MSBA	LF
✓	Thurs	03/03/16		MSBA to Submit to the DSP	MSBA
✓	Tues	03/15/16	1:00 PM	Process Meeting w/Local DSP Reps Explanation of DSP Selection Process	100 Bennett St. LF/Local DSP Reps
✓	Tues	03/22/16	8:30 AM	MSBA DSP Meeting	MSBA MSBA/DSP, Local DSP Reps, LF
✓	Thurs	03/31/16	2:30 PM	PMS Building Committee Meeting No. 3 Designer Kick-off Meeting; Preliminary Design Program Commences	Room 107 City Hall SBC/ LF, RDA
✓	Wed	04/06/16	8:00 AM - 12:00PM	Educational Visioning Session No. 1 (Educational Program Sub-Committee)	100 Bennett Street New Vista Design/ Sub-Committee, Staff, LF, RDA
✓	Mon	04/11/16	10:00 AM	Site Selection Meeting No. 1 - (Site Selection Sub-Committee)	Room 107 City Hall Sub-Committee/ LF, RDA
✓	Wed	04/13/16	2:00 PM	Educational Visioning Session No. 2 (Education Program Sub-Committee)	100 Bennett Street New Vista Design/ Sub-Committee, Staff, LF, RDA

Pickering Middle School - Lynn, MA

November 15, 2016

Projected Meeting and Milestone Schedule

Meeting Date & Time					Room	Resp./Attendees
✓	Wed	04/20/16	2:00 PM	MSBA Kick-Off Meeting	PMS Office	MSBA/District, City, LF, RDA
✓	Thru	04/21/16	2:30 PM	PMS Building Committee Meeting No. 4 Feasibility Study Process, Project Goals Update	Room 107 City Hall	SBC/ LF, RDA
✓	Mon	05/02/16	10:00 AM	Site Selection Meeting No. 2 (Site Selection Sub-Committee)	Room 107 City Hall	Sub-Committee/ LF, RDA
✓	Fri	05/06/16	11:30 AM	MSBA Conference Call Meeting Project Update	Conference Call	LF/ MSBA, District, City, LF, RDA
✓	Tues	05/10/16	1:00 PM	Site Selection Meeting No. 3 (Site Selection Sub-Committee)	Room 107 City Hall	Sub-Committee/ LF, RDA
✓	Wed	05/11/16	12:00 PM	Traffic Impact Meeting	Room 107 City Hall	Partial Working Group/ LF, RDA
✓	Tues	05/17/16	8:00 AM	Security Meeting	100 Bennett Street	Partial Working Group/ LF, RDA
✓	Tues	05/17/16	11:00 AM	Demographics Meeting	100 Bennett Street	Partial Working Group/ LF, RDA
✓	Tues	05/17/16	2:30 PM	PMS Building Committee Meeting No.5 Feasibility Study Process, Project Goals Update	Room 107 City Hall	SBC/ LF, RDA
✓	Wed	05/18/16	7:00 PM	Public Forum No. 1 - Project Educational Goals & Site Alternatives,	Pickering Cafeteria	SBC/ Public, RDA, LF
✓	Fri	05/20/16	11:30 AM	MSBA Conference Call Meeting Project Update	Conference Call	LF/ MSBA, District, City, LF, RDA
✓	Wed	06/01/16	2:00 PM	Educational Program Meeting No. 1 (Educational Program Sub-Committee)	100 Bennett Street	Sub-Committee/ City, LF, RDA
✓	Wed	06/08/16	11:00 AM	PMS Building Committee Meeting No. 6 Feasibility Study Process, Project Goals Update	Room 402 City Hall	SBC/ LF, RDA
✓	Wed	06/15/16	11:00 AM	Finance Meeting City Funding Capacity	City Hall ISD Conf Rm	LF/City, SBC Reps, RDA
✓	Thurs	06/23/16	2:00 PM	MSBA Conference Call Meeting Project Update, Additional SF Discussion	Conference Call	LF/MSBA, District, City, LF, RDA
✓	Tues	06/28/16	11:00 AM	PMS Building Committee Meeting No. 7 Review PDP Submission Issues	Room 402, City Hall	SBC/ LF, RDA
✓	Thurs	06/30/16	11:00 AM	Educational Program Meeting No. 2 (Educational Program Sub-Committee)	100 Bennett Street	Sub-Committee/ City, LF, RDA
✓	Fri	07/08/16	12:00 PM	Finance Meeting Project Costs/Funding Capacity with Mayor and City Council President	Mayor's Office	SBC Reps/ City, LF, RDA
✓	Thurs	07/14/16	11:00 AM	PMS Building Committee Meeting No. 8 Review Educational Program & Finance Meetings	Room 402 City Hall	SBC/ LF, RDA

Pickering Middle School - Lynn, MA

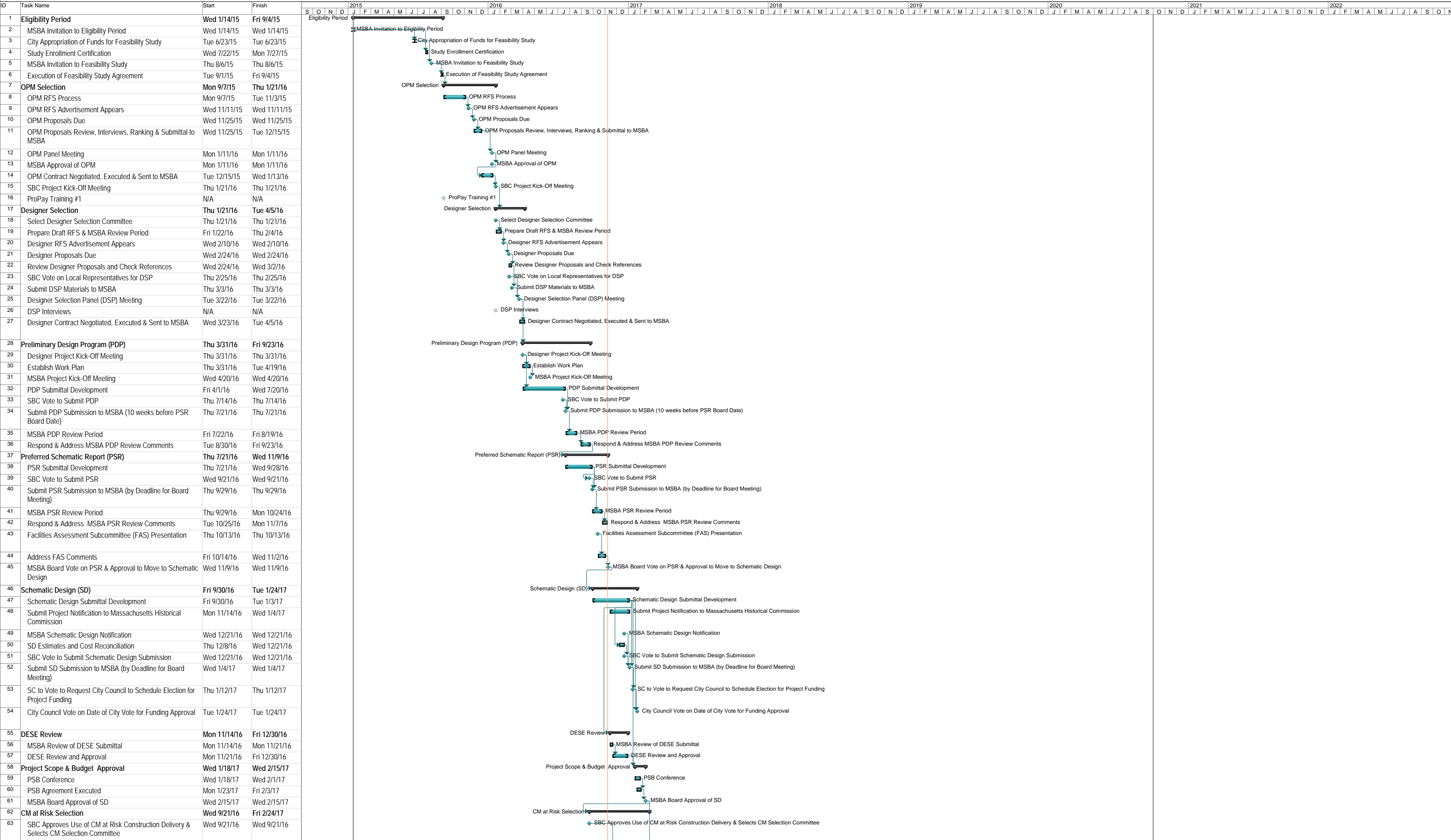
November 15, 2016

Projected Meeting and Milestone Schedule

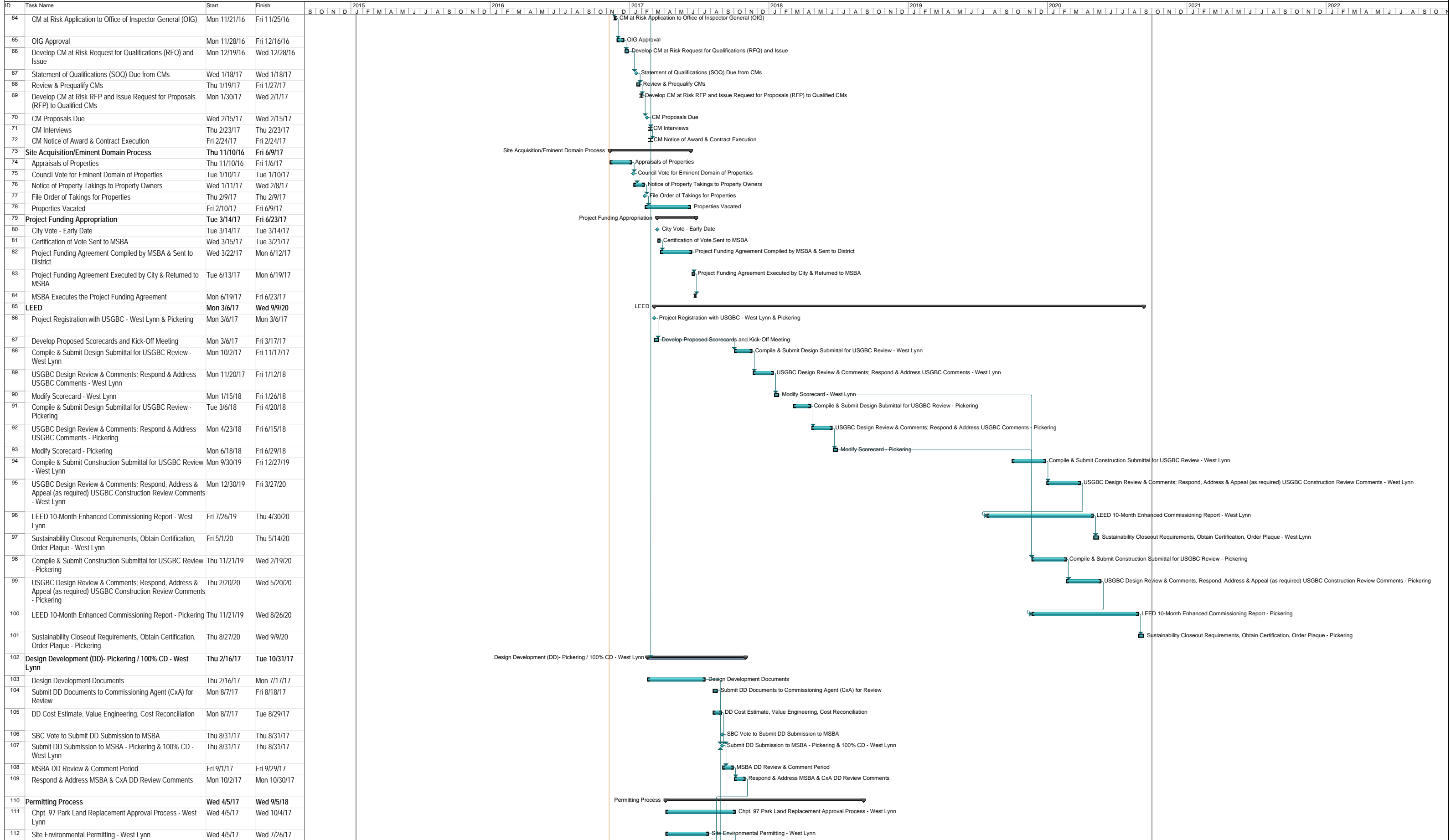
Meeting Date & Time			Room	Resp./Attendees
✓	Thurs	07/21/16		Submit Preliminary Design Program to MSBA (PDP) MSBA LF/ SBC, City, RDA
✓	Thru	08/04/16	11:00AM	PMS Building Committee Meeting No. 9 Review PSR and Deliverables Room 402 City Hall SBC/ LF, RDA
✓	Tues	08/30/16	11:00AM	PMS Building Committee Meeting No.10 Vote PSR Options and Public Forum Review Room 107 City Hall SBC/ LF, RDA
✓	Wed	09/07/16	3:00 PM	Educational Program Meeting No. 3 (Educational Program Sub-Committee) 100 Bennett Street Sub-Committee/ City, LF, RDA
✓	Wed	09/07/16	7:00 PM	School Committee Meeting Project Update and Vote on Preferred Schematic & Options 100 Bennett Street SBC Reps/ SC, LF, RDA
✓	Fri	09/09/16	1:00 PM	Educational Program Meeting No. 4 (Educational Program Sub-Committee) Conference Call Sub-Committee/ City, LF, RDA
✓	Wed	09/14/16	7:00 PM	Public Forum No. 2 - Preferred Schematic, Options, Redistricting TMMS Cafetorium SBC/ Public, City, LF, RDA
✓	Wed	09/21/16	2:30 PM	PMS Building Committee Meeting No.11 Review Public Forum Reaction; PSR Votes and Deliverables, CM@R Vote Room 402 City Hall SBC/ LF, RDA
✓	Thurs	09/30/16		Submit PSR to MSBA MSBA LF/ SBC, City, RDA
✓	Fri	10/07/16	10:00 AM	PMS Building Committee Meeting No.12 Review Public Forum Reaction; PSR Votes and Deliverables, CM@R Vote Room 402 City Hall SBC/ LF, RDA
✓		10/11/16	2:30 PM	Pre- Facilities Assessment Subcommittee Meeting Conference Call MSBA MSBA/SBC Reps, LF, RDA
✓		10/13/16	9:40 AM	Facilities Assessment Subcommittee Meeting MSBA MSBA/SBC Reps, LF, RDA
✓		10/19/16	1:30 PM	Preferred Schematic Conference Call MSBA MSBA/SBC Reps, LF, RDA
✓	Tues	10/25/16	2:30 PM	PMS Building Committee Meeting No.13 Review of CMR Process, Project Update Room 402 City Hall SBC/ LF, RDA
✓	Wed	11/02/16	7:00 PM	Public Forum No. 3 - Preferred Schematic, Building Layouts Lynn Woods School Gym SBC/ Public, City, LF, RDA
✓	Wed	11/09/16		MSBA Board Meeting for Approval of the Preferred Schematic MSBA MSBA/ SBC Reps, LF, RDA
	Tues	11/15/16	2:30 PM	Parkland Replacement Meeting Process Outline and Responsibilities Room 402 City Hall Sub-Com/ LF, RDA
	Tues	11/15/16	3:00 PM	PMS Building Committee Meeting No.14 Review of Schematic Design Deliverables Room 402 City Hall SBC/ LF, RDA
				MILESTONES SCHEDULE

Projected Meeting and Milestone Schedule

Meeting Date & Time		Room	Resp./Attendees
	Mar 2016 - Nov 2016		Feasibility Study Phase
	11/09/16		MSBA Board Meeting Approve Preferred Schematic & Proceed to
	11/10/16 - 2/15/2017		Schematic Design Phase
	11/10/16		Schematic Design Commences
	11/14/16		DESE Review Submission
	12/21/16		Schematic Design Notification to MSBA
	01/04/17		Submit Schematic Design Project Scope & Budget to MSBA
	1/18/17 or 2/1/16		Facilities Assessment Subcommittee Meeting
	02/15/17		MSBA Board Meeting Approval of Schematic Design/Project Scope & Budget
	03/14/17		City Approval / Debt Exclusion Vote
	2/16/17 - 8/31/2017		Design Development (5 months)
	8/31/17 - 3/2/2018		Construction Documents (6 months)
	9/1/2017 - 12/31/2019		Bidding / Construction
	09/04/19		New School Opens to Students - West Lynn (McManus Field)
	01/02/20		New School Opens to Students - Pickering (Reservoir Site)



**PICKERING MIDDLE SCHOOL
PRELIMINARY PROJECT SCHEDULE**
October 31, 2016

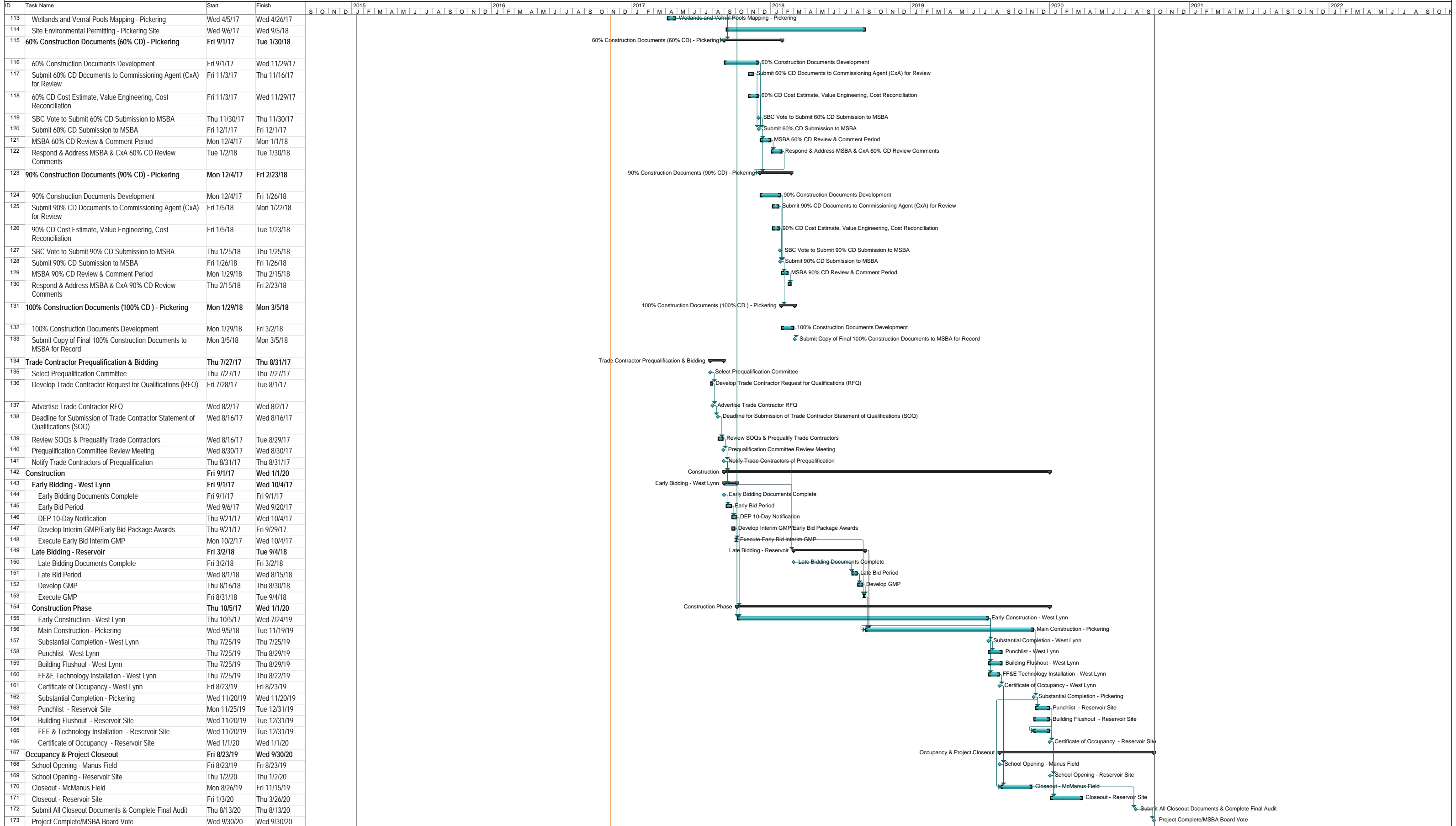


Project: Pickering MS Preliminary
Date: Tue 11/8/16

Task: Milestone: Project Summary: External Milestone: Inactive Milestone: Manual Task: Manual Summary Rollup: Start-only: Deadline: Progress:

Split: Summary: External Tasks: Inactive Task: Inactive Summary: Duration-only: Manual Summary: Finish-only:

**PICKERING MIDDLE SCHOOL
PRELIMINARY PROJECT SCHEDULE**
October 31, 2016



Pickering Middle School - Lynn, MA **October 31, 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%	\$ 134,400	60%	\$ 90,600	
0002-0000	A/E Feasibility Study/Schematic Design	\$ 450,000	\$ 20,900	\$ 470,900	\$ 470,900	100%	\$ 279,700	59%	\$ 191,200	*1
0003-0000	Environmental & Site	\$ -		\$ -	\$ -	0%	\$ -	0%	\$ -	
0004-0000	Other	\$ 75,000	\$ (20,900)	\$ 54,100	\$ 490	1%	\$ 490	1%	\$ 53,610	*1
	FEASIBILITY STUDY AGREEMENT SUB-TOTAL	\$ 750,000	\$ -	\$ 750,000	\$ 696,390	93%	\$ 414,590	55%	\$ 335,410	
	TOTAL PROJECT BUDGET <i>(sum of all sub-totals above)</i>	\$ 750,000	\$ -	\$ 750,000	\$ 696,390	93%	\$ 414,590	55%	\$ 335,410	

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