

## PICKERING MIDDLE SCHOOL – Lynn, MA

### SCHOOL BUILDING COMMITTEE KICK-OFF MEETING NO. 1

Thursday, January 21, 2016

City Hall, 3 City Hall Square, Room 402

2:00 PM

## Agenda

1. Introductions
  - School Building Committee
  - LeftField Project Management
2. Communications
  - Building Committee/Team Members Contact Information
  - List of Those to be Copied on Correspondence
3. RFS Designer Services Process
  - Status of Request for services (RFS) Draft/Advertisement Draft
  - Designer Selection Sub-Committee
  - Proposed Schedule Options
4. MSBA Designer Selection Panel (DSP)
  - DSP Process
  - Designation of the Three Local Representatives for the MSBA DSP/Vote Required
5. PMS Building Committee Meeting Schedule
  - Frequency of Meetings, Preferred Date and Time
  - Next Meeting
6. Targeted Overall Project Schedule
  - Schedule Review
7. Other Business/Discussions

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<b>PICKERING MIDDLE SCHOOL – Lynn, MA</b>		<b>MEETING MINUTES</b>
<b>SCHOOL BUILDING COMMITTEE KICK-OFF MEETING NO. 1</b>		<b>January 21, 2016</b>
Location:		City Hall, Room 402
Time:		2:00 PM

**Attendees:**

<b>Attended</b>	<b>Name</b>	<b>Association</b>	<b>Email</b>
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	DChakoutis@lynnma.gov
Y	Kathleen Collins	ISD Administrator	KCollins@lynnma.gov
N	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
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
N	Patrick Tutwiler	Deputy Superintendent of Schools; SBC	TutwilerP@lynnschools.org
Y	Paul Gransauil	LeftField Project Management	PGransauil@leftfieldpm.com
Y	Jim Rogers	LeftField Project Management	JRogers@leftfieldpm.com
Y	Lynn Stapleton	LeftField Project Management	LStapleton@leftfieldpm.com

A School Building Committee Meeting was held to kick-off the Pickering Middle School Project. A quorum of the School Building Committee was present. J. Cerulli, SBC Chair, called the meeting to order at 2:03 PM. The following was noted:

**I. Introductions**

1. Introductions were made by all in attendance. It was noted that there are 16 voting members of the School Building Committee (SBC) and that 9 members must be in attendance to have a quorum for any necessary motions/votes.
2. The LeftField Project Management Team was introduced. Lynn Stapleton will be the day-to-day contact with support and involvement from Jim Rogers and Paul Gransauil.
3. J. Cerulli will be the SBC Chair. All correspondence and Project communications will go to her.

## **II. Communications**

4. A Sign-In Sheet was circulated for all School Building Committee/Team Member to provide contact information.
5. All School Building Committee members will be copied on all correspondence.
6. LeftField is to also copy Kathy Collins, ISD Administrator, on all paperwork and communications.

## **III. RFS Designer Services Process**

7. The Request for Designer Services was circulated for review in advance of sending to the MSBA for their review. Comments were received and LeftField will make revisions and submit to the MSBA for review on January 22, 2016. The MSBA has a 10-day review period.
8. There was discussion about increasing the MSBA's standard liability insurance limits. It was decided that for the Feasibility Study/Schematic Design Phase that an increase was not necessary.
9. It was noted that there is a set amount available for Designer Services for the Feasibility Study/Schematic Design Phase which is \$450,000. The Designer RFS should note this fee amount.
10. LeftField will provide an advertisement/legal notice and work with ISD to advertise the Designer RFS in the Central Register and the Lynn Daily Item newspaper. The Project will appear in both on February 10, 2016.
11. The RFS Schedule was reviewed. Two dates for the MSBA Designer Section Panel (DSP) were discussed, March 22, 2016 and April 5, 2016, along with the associated milestone dates. The School Building Committee decided to go with the March 22, 2016 DSP date. The following vote was taken:

**MOTION:** M. Donovan moved, seconded by J. Smart, to schedule the MSBA Designer Selection Panel date of March 22, 2016 and to meet all milestone dates in advance of that date.

**The PMS School Building Committee voted unanimously to schedule the MSBA Designer Selection Panel date of March 22, 2016 and to meet all milestone dates in advance of that date.**

## **IV. MSBA Designer Selection Panel (DSP)**

12. The MSBA Designer Selection Panel and the DSP process was discussed. It was noted that the DSP Procedures are included in the Designer RFS.
13. A Designer Selection Sub-Committee is needed to represent the Pickering Middle School Building Committee. The following volunteered to serve on the Sub-Committee: Catherine Latham, Michael Donovan, Edward Calnan, Kevin Rittershaus and Jaime Cerulli. The following vote was taken:

**MOTION:** M. Donovan moved, seconded by E. Calnan, to approve Catherine Latham, Michael Donovan, Edward Calnan, Kevin Rittershaus and Jaime Cerulli to serve on the Designer Selection Sub-Committee and represent the PMS School Building Committee.

**The PMS School Building Committee voted unanimously to approve to approve Catherine Latham, Michael Donovan, Edward Calnan, Kevin Rittershaus and Jaime Cerulli to serve on the Designer Selection Sub-Committee and represent the PMS School Building Committee.**

**V. PMS Building Committee Meeting Schedule**

14. For the duration of the Feasibility Study/Schematic Design Phase, it was decided that the School Building Committee would meet once a month. The monthly meeting date will be the last Thursday of the month and will be confirmed at the preceding SBC Meeting. The time will be 2:00 PM and the location will be at City Hall.

**VI. Targeted Overall Schedule**

15. A Project Schedule was handed out and discussed. The schedule provided target milestone dates to for each phase of the project. The Project Schedule will be confirmed and updated monthly.

**VII. Other Business/Discussions**

16. No other business or discussions ensued.

**VIII. Adjournment:**

J. Cerulli called for adjournment of the meeting.

**MOTION:** M. Donovan made the motion to adjourn the SBC Meeting at 2:30 PM, seconded by J. Kennedy.

**The School Building Committee voted unanimously to adjourn the meeting at 2:30 PM.**

*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.