



Kevin J. Murphy  
City Manager  
Michael McGovern  
Assistant City Manager

## School Building Committee MSBA Meeting

### *Meeting Minutes*

Date: October 6, 2016

Time: 10:00AM

Location: Mayor's Reception Room, Lowell City Hall

#### **1. - Attendance**

Attendees: Kevin Murphy, Mike McGovern, Conor Baldwin, Robert Healy, Mike Vaughn, James Cook, Brian Martin, Steve Gendron, Gary Frisch, Richard Underwood, Lisa DeMeo, Jay Mason, David Beati.

Also in attendance: Rodney Conley.

From Skanska: Mary Ann Williams and Jim Dowd

From Perkins Eastman: Joseph Drown, Dawn Guarriello, and Robert Bell

#### **2. - Preliminary Design Program Update**

##### **2.1 Educational Program**

Meetings for the educational program are currently ongoing. The educational program is the center piece of the entire design, it is important to have at this time and in the future. The educational leadership team will update the educational narrative. The visioning process includes half day visioning sessions that walks through what happens now and what the schools want and can do. R. Mason asked about updating the educational plan based on the visioning program. The design team stated that this was with best practices from the MSBA. R. Bell mentioned that the visioning phase would end mid-November, allowing the school department to incorporate the findings into the educational document. M. Williams stated that the opportunity presented with the existing option will be available early November to the SBC and will be able to review at the next meeting. J. Drown noted that the costs may not be calculated by the next meeting. J. Mason asked if the design team and OPM would provide data prior to the meeting allowing the members to develop questions.

##### **2.2 Evaluation of Existing Conditions**

M. Williams discussed the existing conditions of the school buildings. The consultants have toured the facilities and assessed the repair option. They will compose a document that will entail the scope of work, address and assess issues, compliance regulations and the basis for the repair option. The base repair will then be used as a benchmark to help assess the financial impact of

repairs and construction. It is important to note that the base repair option does not take into account hopes and desires of faculty, staff, students and the community; it assesses the maintenance aspect only.

M. Vaughn asked about the science labs, if they are not compliant with regulations will this be included in the costs. The design team replied that they will be repaired as are or as needed to be.

### **2.3 Preliminary Evaluation of Alternatives**

A new option, part of the feasibility design program, is a requirement by the MSBA. The design team confirmed with the City September 30<sup>th</sup>, which locations meet the acreage requirement of 16-17 acres. Educational goals include square footage based on the number of students following MSBA guidelines. Other goals include parking, fields and traffic circulation. Three sites will be selected as part of due diligence. They will be assessed based on utilities currently available, drainage and access roads. There is an 8% cap for the site cost of \$8M. The design team will create a list of pros and cons for each location to assess the options an maximum reimbursement from the state. The matrix that will be handed out to the SBC will assist visually in highlighting the most attractive options.

J. Drown touched on the subject of transportation, comparing the existing location with the new. A remote site will create a reoccurring cost. S. Gendron asked if there will be five options and the time frame that they will be made available to the SBC. The Preliminary Design Phase (PDP) will be submitted January 20<sup>th</sup> to the MSBA. The PDP will be presented publically and approved by the committee by December. The School Committee and other stakeholders also need to be informed and kept up to date.

A website will be created to post information directly for stakeholders. Local approval by the community can be discovered via surveys and multiple opportunities to understand the project and process.

D. Beati asked if there are already three sites that stand out. M. McGovern stated that there are six different locations that are owned by the City or are privately owned. DPD is currently compiling a list of the alternative locations and assessing the opportunities. There is also an opportunity to increase the number of stories to the existing building depending on business zoning in the area. The design team will ensure that the SBC can make well informed decisions based on clear understanding of the possible options.

B. Martin stressed how important the website will be to the project. The site will enable the community to understand how the project will be managed and developed. M. McGovern stated that the City is currently in the process of updating the City's webpage. There will be a button



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designated for the school project on the City's site that will directly link users to the school project website. The website is an opportunity to post documents, studies and information. It can be used as a public flier from the beginning to the end of the process. The site will visually allow users to get an overview of the project dashboard.

G. Frisch noted that there is 80,000 square feet of space at the existing location. J. Drown replied that this information will be included in the existing analysis report. S. Gendron inquired about the acreage at Cawley, which will also be included in the report from the design team.

### **3 - Community Outreach**

The community outreach has started with preliminary discussions during neighborhood meetings. M. Williams noted that they would try to put together information to help reach into communities and groups close by. McGovern stated that M. Demaras has recommended a few dates to combine neighborhood meetings over the next few weeks. M. Williams stated that the outreach will begin with the neighborhood meetings and will then extend to public venues, perhaps at the high school. S. Gendron stated that it would be important for the public to meet and inquired to the time frame of this and other joint meetings. M. McGovern added it would be a good idea to get as much input as possible from the outreach program. M. Williams stated it may be beneficial to record presentations as it can be considered far reaching.

### **4 - Review and Approval of Invoices**

J. Dowd discussed the invoices for Skanska (\$9,000) and Perkins Eastman (\$60,000). The invoices include an inline cash flow with progress of project presented to the City Manager's Office for review. C. Baldwin noted that the invoices were sent to the SBC for review, he and R. Conley met with Skanska prior to this meeting. He suggested that the SBC approve the invoices as it will be recorded in the meeting minutes. The coversheet of the invoices includes a running tally of all invoices for every contractor. R. Healy asked if it is a requirement by the MSBA that the SBC approve invoices or if it would be sufficient that the OPM and City Manager sign off on the invoices. Based on the approval structure of the city, the City Manager has authorization to approve invoices. R. Healy expressed that reviewing each invoice may not be the best use of the SBC time once there are more contractors added to the inline cash flow. G. Frisch noted that the overview and summary report would help keep members informed.

B. Martin motioned to approve R. Healy's recommendation that the SBC need not review each individual invoice, that the proper checks and balances are in place with the Plan E form of Government. Seconded by C. Baldwin. The SBC also added that the summary sheet be included in the monthly meeting to keep members informed. All in favor, so voted.

M. Williams stated that she would provide the information. J. Dowd raised the topic of Perkins Eastman amendment to include Hazmat and Site review options. A formal vote by the SBC is needed to exercise option for the architect's contract. Motion to approve amendment to architect's contract by R. Healy. Seconded by B. Martin . All in favor, so voted.

**5. - Next Steps**

The next meeting is November 3<sup>rd</sup>; the first Thursday in November. If additional meetings are needed, they will be made in advance. Next steps include conclusion on available sites as the visioning process and community meetings continue. The project is moving along schedule at the moment, which will help limit cost of prolonging it.

R. Healy motioned to adjourn, seconded by M. Vaughn.



*Heather Varney*  
 **HEATHER VARNEY**  
Notary Public  
Commonwealth of Massachusetts  
My Commission Expires Oct. 2, 2020