



Kevin J. Murphy  
City Manager  
Michael McGovern  
Assistant City Manager

## School Building Committee MSBA Meeting

### *Meeting Minutes*

Date: November 3, 2016

Time: 10:00AM

Location: Head of School Conference Room, Lowell High School

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

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

Also in attendance: Rodney Conley.

From Skanska: Mary Ann Williams

From Perkins Eastman: Alicia Caritano, Robert Bell

#### **2. - Vote to Approve October Meeting Minutes**

R. Healy motioned to approve the meeting minutes from the October meeting, seconded by J. Cook. All in favor, so voted.

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

##### **3.1 Visioning**

R. Bell mentioned that the Visioning process is going well, that two of the three sessions have been completed with great success. The design team is hearing a consensus of goals and objectives as well as hearing many solutions. R. Bell commented on the welcoming environment with the businesses, partnerships and relationships with students. He discussed goals such as flexible and adaptive teaching as well as the importance of safety and security. The census is looking for a high performance environment including thermal, lighting and acoustics. R. Bell stated that the design team will share a packet regarding goals and objectives with the SBC on November 23, 2016.

Regarding the educational programming, they have been able to find every student during every period, which does not always happen. The current enrollment at the school is 3,128, while the MSBA estimated 3,520 students. R. Bell mentioned that they can prorate where students may be to increase culinary or technical classes. The class size is currently in the thirties, while the average for MSBA requirements is around 28 students per class. R. Bell mentioned discussing the target class size with the Head of Schools, B. Martin.

R. Bell continued, that the team will meet with all user groups including teachers and staff on November 15 and 16<sup>th</sup>. The third visioning session will be held on November 17<sup>th</sup>, in which the goals and objectives will be shared with the community. November 18<sup>th</sup>, there will be a tour of Essex Tech in Danvers and Winchester High School for SBC members who are interested. M. William will provide a list to the schools, so if anyone is interested please let her know.

B. Martin shared that there is an early release in December, he was hoping that the design team would present their findings to the teachers at 12:00 PM.

M. Williams noted that once the visioning is concluded, the educational plan and goals will be incorporated to create the guiding design principles.

### **3.2 Evaluation of Existing Conditions**

A. Caritano stated that the designer has been working since August on accumulating an existing conditions report. She expressed the team's gratitude to everyone including B. Martin, R. Underwood and their staff for all of their cooperation. The team was able to find some existing plans that need to be updated but additional research on structural information. This information is needed to calculate the base repair costs to ensure that the structure would last for the next fifty years. A. Caritano informed the SBC that a draft number for existing structure will be provided to the committee around November 21, 2016. This number will not entail the visioning or educational plan, it would only include bringing the buildings up to code.

R. Bell noted that the assessment and cost requirement by the MSBA will be met with the existing evaluation document. The document will not meet the educational plan or building and handicap codes.

M. Williams inquired about a date for the presentation of existing conditions to the committee. A. Caritano stated that they will review with J. Drown and give at least an update if not a presentation for the next meeting. The presentation will take at least two hours. M. McGovern stated that to stay on tract, the presentation will need to be in December since the PDP must be submitted to the MSBA by the end of January. R. Bell responded that there are a lot of items on the agenda already for the December meeting. The December 1, 2016 meeting would include site analysis including a list of the range of options with diagrams. M. Williams added that there may be a challenge in figuring out the swing space needed for a phased renovation. She continued that they may take one location off line and utilize temporary sites, modular class rooms, or shift the 9<sup>th</sup> graders to the middle schools. M. Williams informed the committee that if anyone has ideas to please provide feedback to either M. McGovern or R. Conley. R. Bell noted that an executive summary will be provided prior to Thanksgiving.



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### **3.3 Analysis of Sites**

M. Williams commented on the cooperation from DPD in the meeting to discuss selection criteria. Selection criteria include size, public transportation, parking, utilities as well as the particular location's limited use. The design team has analyzed land use restrictions such as areas located in the wetlands. The team is working on finalizing a formal report to the committee that will include pros and cons in a matrix format to compare possible locations. K. Murphy inquired when the preferred location needs to be selected by. M. William responded that Module 3 is a two step process; first three locations will be selected in December and one final location will be chosen in March. The SBC will vote on the top three locations at the December 1, 2016 meeting. G. Frisch asked when the committee will need to select one location from the three. The PDP will be submitted January 20<sup>th</sup>, which will include 3-5 options. April 1<sup>st</sup>, the one location will need to be submitted and presented to the MSBA in May. J. Cook asked if the committee should rank the top three locations, to which M. Williams responded that the MSBA does not want them to do so. The PDP will look into the three locations in more depth. G. Frisch inquired about vetting the Freshman Academy. R. Bell stated that from November 23 to January, the team will go through the packet and consider alternatives for swing space. M. Williams stated that the educational program will be finalized after the visioning, there will need to be a formal approval from the School Committee. B. Martin stated that this will be the first or second week in December, after the education program is revised.

#### **4. - Community Outreach**

M. William announced that the first community outreach meeting occurred a few weeks ago in which the OPM and designer presented a PowerPoint presentation of the overall process. She stressed the point that the City is in a partnership with the MSBA. Topics of discussion included the role of the feasibility study in the project, high level project time lines, decisions and mile stones. The presentation addressed the visioning process that includes engaging participants as well as existing conditions of the building and community.

#### **5. - Website**

As a part of community outreach, the City is working on creating a new website for the project. This will entail posting presentations, recorded meetings, meeting minutes as well as other documents for public view. The website will also allow community members to offer feedback on the project.

#### **6. - Next Steps**

The next community outreach meeting will be December 8<sup>th</sup> at 6:30 PM. M. Williams mentioned that the presence of the Head of Schools B. Martin and School Committee Member R. Gignac have been present at the community meetings has been a great help.

December 1<sup>st</sup> meeting will be lengthy, approximately 3 hours. An update will be provided for the district education plan and approval. G. Frisch stated he would work with B. Martin and Superintendent of Schools to make sure that the revised educational plan is approved by the School Committee in the beginning of December. Preliminary site analysis will be provided to the SBC members prior to the December 1<sup>st</sup> meeting. December 7<sup>th</sup> there will be a presentation to the teachers, and the 8<sup>th</sup> there will be a presentation to the public. This ensures that the requirement by the MSBA is satisfied that the community is engaged in presentations.

R. Healy motioned to adjourn, seconded by J.Cook. All in favor.



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