



Kevin J. Murphy  
City Manager  
Michael McGovern  
Assistant City Manager

## School Building Committee MSBA Meeting

### *Meeting Minutes*

Date: April 14, 2016  
Time: 11:00AM  
Location: Mayor's Conference Room

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

Attendees: Kevin Murphy, Mike McGovern, Mike Vaughn, Robert Healy, Conor Baldwin, William Samaras, Steve Gendron, James Cook, and David Beati

Also in attendance: Gary Frisch (representing Superintendent Khelfaoui), Richard Underwood, Rodney Conley and Celine Gettings (representing Mayor Kennedy). From Skanska: Jim Dowd, Mary Ann Williams and Dale Caldwell.

#### **2. - Recap and Overview to Date**

City Manager, K. Murphy, presiding.

The City Manager noted the attendance of G. Frisch and R. Underwood. It was determined that with Jay Lang and Brian Curley no longer in the district that both G. Frisch, as School Business Administrator, and R. Underwood, as interim Facilities Manager, would be added to the School Building Committee. The Committee was asked to vote on accepting both Frisch and Underwood as members, motioned by R. Healy and seconded by J. Cook. So voted.

The City Manager noted the joint City Council and School Committee meeting that took place on April 12<sup>th</sup>, 2016. At the meeting Skanska, the OPM team for the Lowell High School project, presented an introduction and overview to the Council and Committee members.

The Manager also noted his disappointment with the MSBA telephone conference. He then highlighted the next item in the project for the School Building Committee members, selecting a designer for the feasibility study.

#### **3. - Designer Selection Timeline- Module II, Feasibility Study**

J. Dowd addressed the timeline for the next steps in the current phase for selecting a designer.

This meeting was to discuss: 1) DSP process and form a “Designer Application Review Committee” (DARS) to review and evaluate Designer applications, recommend sub-committee of 4-6 members. Identify three individuals to represent the School District at the MSBA Designer Selection Panel (DSP) meeting.

### **3.1 Designer Application Review Subcommittee**

M. Vaughn raised the question if the three individuals on the DSP are to be separate from those of the DARS members. D. Caldwell answered that the DSP members need to meet certain requirements from the MSBA but they can be on the DARS subcommittee.

R. Healy noted that the DARS volunteers need to understand that it is an intense schedule and to expect to spend a lot of time on the applications since it is an important function for the committee. He also shared his anticipation in receiving a lot of interest in the project in response to the RFS. M. Williams from Skanska noted that the OPM has a matrix that will be used to provide a snap shot of the designer applications making it easier to compare them on certain characteristics.

The City Manager reminded the committee that R. Healy, B. Martin, W. Samaras and B. Curley were on the subcommittee for OPM selection.

### **3.2 Vote to select DARS**

R. Healy, B. Martin, M. Vaughn and W. Samaras volunteered to be on the subcommittee. The City Manager motioned to appoint the four volunteers to the DARS, seconded by S. Gendron. None objected, so voted.

### **3.3 Designer Selection Panel**

According to MSBA requirements, the selection panel requires: Superintendent of Schools or a designee, Mayor or City Manager, and a representative designated by the School Committee. G. Frisch volunteered to be Superintendent Khelfaoui’s designee. The City Manager will participate as executive for the City of Lowell. S. Gendron volunteered to be the School Committee’s designee. The representative designated by the School Committee needs to be selected through a vote at one of their next meetings in May. The Manager noted that they would reach out to the MSBA in regards to the language needed for the vote.

The City Manager, G. Frisch (as representative for Superintendent) and a School Committee Representative (to be selected at a later date) will serve on the Selection Panel.



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### 3.4 Designer RFS

City Manager motioned to vote on submitting a draft of the RFS, seconded by R. Healy. All in favor, so voted.

D. Caldwell, Skanska, informed the committee that the MSBA website now includes an education plan that will be a key element of the feasibility study. He noted that he would send education plan to G. Frisch to complete at the earliest convenience.

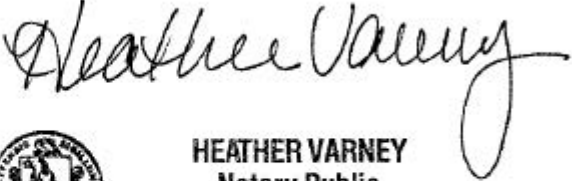

### 4. - Looking Forward

M. McGovern commented on the quick turnaround from the joint City Council and School Committee meeting. He recommended the committee should meet regularly to ensure progress continues. M. McGovern proposed the committee formalize a schedule on the first Thursday of every month at 10:00am. Skanska will make a recommendation in regards to the day of the formalized schedule based on the project timeline and get back to the committee.

The City Manager noted that although Skanska is the OPM, the committee is in charge of the High School project. It is up to the committee to ensure that Lowell has the best top notch high school ever constructed. He also wanted to thank everyone for their commitment, dedication and hard work. He expressed his appreciation of all the time dedicated to the project.

The Manager motioned to adjourn the meeting, R. Healy and S. Gendron seconded. So voted.



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