

School Building Committee
Town Hall Room A, 25 Green Street
January 14, 2016 – 7:00 p.m.

Acronyms used within:

MSBA: Massachusetts School Building Authority

OPM: Owner's Project Manager

DSP: Designer Selection Panel

PDP: Preliminary Design Program

PSR: Preferred Schematic Report

SD: Schematic Design

FSA: Feasibility Study Agreement

PFA: Project Funding Agreement

1. Call to Order

7:08 p.m.

Attendees: Jeff Anderson, Robin Crosbie, Jonathan Elder, Dr. William Hart, Barry Hopping, Richard Howard, Mitchell Lowe, Sheila McAdams, Nishan Mootafian, Kevin Murphy, Sarah Player, Steve Salomon, Chub Whitten

Also Attending: Kevin Nigro and Paul Queeney of PMA Consultants, Owner's Project Manager; Robert Bell and Daniel Colli of Perkins Eastman, Project Architect

Not Attending: Joanne Cuff, Bill Hodge

2. Announcements

There were no announcements.

3. Review Meeting Minutes

The minutes for the 12/9/15 Building Committee Meeting were approved by the Committee.

4. Introduction of Perkins Eastman and Discussion of Design Process

On December 15, 2015 Design Partnership of Cambridge was selected by the Designer Selection Panel (DSP). The acquisition of Design Partnership by Perkins Eastman became effective and going forward the architect for the project will be referred to as Perkins Eastman; however, the same Design Partnership personnel who were proposed for the Ipswich Winthrop ES project team will be assigned to the project as Perkins Eastman employees. Robert Bell and Daniel Colli of Perkins Eastman introduced themselves to the Committee and began to review the first and next steps in the design process.

Daniel Colli indicated that the design process begins with information gathering, educational programming, site investigations, analyses of existing conditions, and the development of options with the process including meetings with educational working groups, an educational leadership team, and the community. The architect and the Committee agreed that there must be careful planning and coordination to assure that the developing schedule of design and community meetings does not conflict with established Town and School Department schedules and special events.

The first submittal to the MSBA will be the Preliminary Design Program (PDP) to be delivered on 6/9/16. The second important submittal to the MSBA will be the Preferred Schematic Report (PSR) to be delivered on 9/29/16. A third important submittal to the

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MSBA will be the Schematic Design (SD) in February of 2017. The February 2017 SD submittal would allow for MSBA approval at the March 2017 MSBA Board meeting and would possibly allow the Town to address project funding at the May 2017 Town Meeting.

5. Establishment of Working-Level Subcommittee

A working-level subcommittee, consisting of Sheila McAdams, William Hart, Robin Crosbie, Kevin Murphy, and Richard Howard, was established to collaborate with the architect and assist with the planning and scheduling of meetings and the development of public outreach and involvement.

6. Discussion of Architect's Fee Proposal

The architect provided a fee proposal on 1/6/16. The fee proposal was distributed to individual Committee members for review and comment. Questions, requests for clarification, and comments were compiled and delivered to Perkins Eastman. On 1/13/16, Perkins Eastman delivered written responses. Robert Bell and Dan Colli of Perkins Eastman reviewed and discussed the Perkins Eastman written responses with the Committee. Perkins Eastman agreed to provide a revised proposal to incorporate changes deemed necessary during the discussions. The revised fee proposal will establish the cost of the site survey, clarify the scope and pricing of the traffic study and report, and will include budget estimates for geotechnical related costs that are likely to be incurred but were not expressed in the initial proposal (things such as additional geotechnical exploration, subsurface site exploration, and soil testing). The Building Committee Chairman offered to develop a spreadsheet to support the review of the forthcoming revised proposal. The revised proposal will be reviewed by the Chairman, PMA, and volunteer committee members and will be presented to the Committee for approval at the meeting on 1/28/16. [Post-Meeting Note: the date of the next Committee meeting was rescheduled to 1/27/16.]

7. Discussion of Enrollment Options

During the discussions of the design fee and the scope of the design efforts, the matter of enrollment options was discussed. The Feasibility Study Agreement (FSA) with the MSBA requires the consideration of the following 4 enrollment options:

1. District-wide Grades K-5 at Winthrop Elementary School: 775 students
2. District-wide Grades K-2 at Winthrop Elementary School: 355 students
3. District-wide Grades K-3 at Winthrop Elementary School: 490 students
4. Two District K-5 elementary schools, one being the Winthrop Elementary School: 420 Students

The Committee Chairman indicated that the 2nd option is not attractive because would result in 420 students at the Doyon School, exceeding the established goal of 355 for Doyon.

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8. Public Comments

Hugh O'Flynn, a member of the Ipswich School Committee, proposed "flipping" the second enrollment option: changing it from a K-2 at Winthrop with 355 students (and 3-5 at Doyon with 420 students) to 3-5 at Winthrop with 420 students (and K-2 at Doyon with 355 students). The "flipped" option-2 is deemed preferable to the original option-2 since it would maintain the Doyon School at the target enrollment of 355 students. The OPM and the Architect were asked to contact the MSBA to inquire as to the potential for changing the second enrollment option that is articulated in the FSA.

Edmund Traverso, a past member of the School Committee, asked when the public will have an opportunity to provide their input into the design of the Winthrop School. The Chairman indicated that there will be several community meetings held in the coming months and that the Building Committee meetings will remain open to the public with the meetings to be held either once or twice per month.

Carl Nylen, the Chairman of the School Committee, reported that the School Committee views any changes to grade configuration to be significant and important matters and he asked the architect about the level of input and guidance that will be provided by the architect's educational consultant ("What can we expect? How can we prepare?").

Robert Bell reported that the educational consultant won't tell the school district what it should do, instead, the consultant will first seek to understand the school district's goals and objectives and then will guide the district through a process that typically leads to good results. Mr. Nylen reported that the School committee has developed questions for the educational consultant. Mr. Bell responded that such questions were an excellent starting point in the process.

9. Recognition of 3 Town Members of Designer Selection Panel (DSP)

As discussed at earlier School Building Committee meetings, the 3 Town members of the Designer Selection Panel (DSP) met with the rest of the DSP at meetings at the MSBA on 12/1/15 and 12/15/15. The first meeting selected the 3 finalist design firms and the second meeting selected the designer. At both DSP meetings, DSP members and MSBA staff remarked on the impressive preparations and effective efforts of the 3 Town DSP members. As a result of this high regard for the performance of the 3 Town DSP members, the MSBA invited Robin Crosbie and Barry Hopping to assist the MSBA with a course that the MSBA was offering in Lexington to instruct interested municipalities about the MSBA's designer selection process.

10. Maintenance Incentive Points

The Chairman reported on the OPM's conversation with the MSBA where it was learned that the MSBA has provisionally awarded 1.31 incentive points for routine and capital maintenance (1.31% to be added to the base reimbursement rate of 45.74%). The 1.31 value is based upon the MSBA's review of the online submittal made by the Town during the eligibility period. The Chairman recognized Committee member Joanne Cuff for her leadership in developing the submittal materials that were provided to the MSBA

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during the eligibility period. Possible incentive points that can be assigned in this category range from 0 to 2 and the 1.31 result is above average (below 1.0 is considered bad and more than 1.0 is considered good). The points are described as provisional because only the base reimbursement rate is part of the FSA, incentive points will not be official until the execution of the Project Funding Agreement (PFA) after the completion of the Schematic Design (SD).

11. New Business

Possible alternative sites for the Winthrop School were discussed, options include Bialek Park, Mile Lane ballfields, and the fields at the site of the Town Hall. The Mile Lane ballfields were viewed to be undesirable due to their proximity to the Doyon School.

12. Next Meeting

The next meeting of the Building Committee was scheduled for 1/28/16 at 7:00 p.m. in room A or C of the Town Hall. [Post-Meeting Note: day, time, and location for the next meeting of the School Building Committee will be Wednesday 1/27/16 at 7:00 p.m. in room A of the Town Hall.]

13. Adjournment

The meeting adjourned at 9:05 p.m.

Respectfully submitted,

Paul Queeney
PMA Consultants LLC
Owner's Project Manager