

School Building Committee  
Town Hall Room A, 25 Green Street  
October 26, 2016 – 7:00 p.m.

Acronyms used within:

**OPM:** Owner's Project Manager

**SBC:** School Building Committee

**MSBA:** Massachusetts School Building Authority

**SD:** Schematic Design

**PSR:** Preferred Schematic Report

**ELT:** Educational Leadership Team

**1. Call to Order**

7:05 p.m.

Attendees: Jeff Anderson, Jonathan Elder, Dr. William Hart, Barry Hopping, Richard Howard, Sheila McAdams, Nishan Mootafian, Kevin Murphy, Sarah Player, Steve Solomon, and Chub Whitten.

Also Attending: Kevin Nigro of PMA Consultants, Owner's Project Manager. Robert Bell and Dan Colli of Perkins Eastman, Project Architect.

Not Attending: Robin Crosbie, Joanne Cuff, Bill Hodge, and Mitchell Lowe.

**2. Review and Approval of Meeting Minutes**

None.

**3. Update: SBC Chair, OPM, P&E**

KM, SBC Chair, welcomed back members and provided an update of last few months' activities and decisions made to verify the proposed site for the new Winthrop School will be at the current Winthrop School site. KM reviewed the steps for "re-engaging" the architect's team and the path forward to the next submission to the MSBA (the Preferred Schematic Report, PSR). The SBC will proceed with the K-5 school for 775 students, as approved previously by the School Committee and now confirmed through recent actions. Discussion included comments from Building Committee members concerning future buy-in from Tri-Board and other town boards. The Winthrop School Principal has remained active in advancing the work of the Educational Leadership Team (ELT).

- PMA schedule review/update: KN provided the SBC with an update on the process and schedule. PQ from PMA has been in constant contact with MSBA and has been providing the MSBA's PM, Karl Brown, with updates on progress/status and the actions on sites, grade configuration, and enrollment by the various Town Boards.
- Schedule highlights: 1/4/17 PSR to MSBA, 1/8/17-2/1/17 MSBA review period, 2/15/17 MSBA PSR Board Vote, 1/16/17 Begin Schematic Design (SD), 5/18/17 submit SD to MSBA, 6/28/17 MSBA Board vote on SD and Project Scope & Budget, 10/24/17 Town Meeting, and 11/14/17 town Vote
- PE updated the SBC on the design and upcoming MSBA deliverables. PE kicked off the process by attending ELT meeting yesterday. Highlights of tasks: meet with town departments, begin massing diagrams, discuss staffing with school administration, develop an alternative site plan and massing configurations, develop the LEED scorecard, MEP narratives, Tri-Board meetings, and public

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outreach. Also emphasized were the importance of community outreach and the need to certify the SBC meeting minutes that will authorize the submittal of the PSR to the MSBA.

#### **4. Public Comments**

Throughout the meeting, citizens were invited to ask questions and provide comments, the following matters of concern were discussed:

- Additional points for traffic counts were proposed.
- The importance of incorporating traffic mitigation measures into design was mentioned as was the need for the traffic study to accurately forecast and account for conditions that will be experienced after the opening of the new school.
- Physical bike lanes were suggested (rather than painted lines in roads).
- Coordination with the Safe Routes to School program was encouraged.
- The need for off-site parking was mentioned and the importance of avoiding negative impacts to commerce was emphasized.
- A suggestion was made for the state to conduct an automated month-long traffic count in the area of the Winthrop School.
- It was suggested that some of the future meetings be held in performing arts center and at the schools. Holding meetings at the schools will help to highlight the existing conditions of the facilities and need to address deficiencies.
- It was noted that the meetings thus far and those to come reflect ongoing discussion of issues and refinement of the means of addressing issues – there are no “one-and-done” meetings. Public participation and input remains necessary and is earnestly encouraged.

#### **5. New Business**

- Traffic Study: The SBC reviewed and analyzed the recent traffic study proposal from VHB. The scope/extent of the study were discussed, including the streets to include, the locations where traffic would be counted, and the cost. The Ipswich Police Department provided input on what streets to include in the traffic study. Additional locations for traffic counts were suggested. The SBC asked PE to revise and resubmit the traffic study proposal to clarify the scope and provide added detail on deliverables, meeting attendance, and cost.
- A motion was made to allow PE to proceed with traffic counts at a value not to exceed \$20,000; the motion was seconded and unanimously approved.
- A motion was made to pay PE invoice #8 (\$28,322) and #9 (\$8,848.38) and PMA invoice #4 (\$16,088 Aug/Sept). The motion was seconded and unanimously

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approved. PMA will resubmit its invoice #3 for June/July in the amount of \$14,608.

- A motion was made for the Building Committee to authorize PE to continue with designing a K-5 school for 775 students at the current Winthrop site. The motion was seconded and was unanimously approved. It was noted that PMA and PE continued to support the Town during its deliberations from 8/15/16 to 10/6/16.
- A motion was made for the Building Committee to endorse the School Committee's 10/6/16 decision directing the design of a K-5 school for 775 students at current Winthrop site. The motion was seconded and unanimously approved.
- KN introduced PMA's proposal for extension of services as the work on the PSR has been extended for up to 4 months. KM has not reviewed the proposal with the Town Manager; this will be addressed at the next meeting.
- The following schedule of meetings was established (with strong encouragement for public participation at the meetings):
  - 11/2/16, site analysis work-level meeting
  - 11/7/16, faculty and staff work-level meeting
  - 11/15/16, Building Committee meeting with community forum and alternatives review.
  - 11/30/16 Building Committee meeting with community forum and alternatives review.
  - 12/8/16, abutters meeting at Winthrop School
  - 12/14/16, School Building Committee meeting, review of design alternatives
  - 12/29/16, School building Committee meeting, confirm preferred schematic report to be delivered to MSBA

**6. Next Meeting**

The next meeting of the School Building Committee was scheduled for 11/15/16 at 7:00 p.m. at the 6<sup>th</sup> grade pod of the Middle School on High Street. This meeting will include a community forum where multiple design options will be presented and discussed.

**7. Adjournment**

The meeting adjourned at 9:50 p.m.

Respectfully submitted,  
Kevin Nigro  
PMA Consultants LLC  
Owner's Project Manager