

**Tyngsborough Middle School Building Committee Meeting Minutes**

**February 3, 2021**

**Web-based Virtual Meeting - 6:30 PM**

Zoom Meeting Link

<https://zoom.us/j/94494268731>

**Building Committee Members Present/Absent** *[8 voting members required for a quorum]*

<b>Committee Member</b>	<b>Present</b>	<b>Absent</b>	<b>Late [time arrived]</b>
Justin Sultzbach	✓		
Hillari Wennerstrom	✓		
Matthew Hanson	✓		
Rebecca Stanton		✓	
Anthony Tinnirella	✓		
Michael Flanagan	✓		
Dominic Sementelli	✓		
Chris Pollet	✓		
Mark Branco	✓		
Burt Buchman		✓	
Amy Pozerski	✓		
Paul Mitchell	✓		
Todd Goodrich		✓	
Karen Cavanagh	✓		
Joseph Messina	✓		

**Guests:** David Saindon [Leftfield], Hamdi Cobanoglu [Leftfield], Brian Dakin [Leftfield], James LaPosta [JC], Douglas Roberts [JC], Lauren Braren [JC]

**1. Call to order**

Ms. Wennerstrom called the Building Committee [BC] meeting to order at 6:32 PM.

Ms. Wennerstrom reminded the protocol regarding the remote video conference meeting. Mr. Saindon mentioned that the meeting was a Zoom webinar meeting and

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it was being recorded. The committee members and the project team joined the meeting as panelists, and there were no participants from the public. Mr. Saindon presented the meeting agenda to the committee.

**2. Approval of Meeting Minutes from January 20<sup>th</sup>**

Leftfield prepared the meeting minutes from January 20, 2021 Building Committee Meetings and shared them with the committee on February 1, 2021. No comments were received regarding the meeting minutes.

**MOTION**

Mr. Tinnirella made a motion to approve the meeting minutes dated 1/20/2021 as issued. The motion was seconded by Ms. Pozerski and approved 11-0-3-1 (yes-no-absent-abstained) via roll call vote:

<b>Committee Member</b>	<b>In Favor</b>	<b>Opposed</b>	<b>Absent</b>	<b>Abstained</b>
Justin Sultzbach	✓			
Hillari Wennerstrom	✓			
Matthew Hanson	✓			
Rebecca Stanton			✓	
Anthony Tinnirella	✓			
Michael Flanagan	✓			
Dominic Sementelli	✓			
Chris Pollet	✓			
Mark Branco	✓			
Burt Buchman			✓	
Amy Pozerski	✓			
Paul Mitchell	✓			
Todd Goodrich			✓	
Karen Cavanagh				✓
Joseph Messina	✓			

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**3. Review project budget, approve invoices & commitments**

Mr. Saindon presented the updated project budget and the monthly invoice summary log to the committee. The invoice log included one Leftfield invoice for the OPM services in January and one JCJ invoice for the feasibility study design services in January. JCJ invoice included also a reimbursable services invoice for the project LEED registration.

Ms. Cavanagh asked a question regarding the reimbursable portion of the JCJ invoice. She thought that only \$1,200 of the JCJ invoice was reimbursable from the MSBA. Mr. Saindon clarified that the MSBA reimbursable rate is 54.36% and this rate is also applied to the JCJ invoices. JCJ has a contract with Tyngsborough that includes a feasibility study and schematic design services (\$495,000) and a reimbursable fee (\$80,000) for its sub-consultants. \$33,500 was billed against the feasibility study and \$1,200 was billed against the reimbursable fee which was used for the project LEED registration.

**MOTION**

Mr. Saindon stated a motion to approve the invoices as presented on the invoice log for a total value of \$47,963.00. The motion was moved by Mr. Tinnirella and seconded by Ms. Cavanagh and approved 12-0-3-0 (yes-no-absent-abstained) via roll call vote:

<b>Committee Member</b>	<b>In Favor</b>	<b>Opposed</b>	<b>Absent</b>	<b>Abstained</b>
Justin Sultzbach	✓			
Hillari Wennerstrom	✓			
Matthew Hanson	✓			
Rebecca Stanton			✓	
Anthony Tinnirella	✓			
Michael Flanagan	✓			
Dominic Sementelli	✓			

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Chris Pollet	✓			
Mark Branco	✓			
Burt Buchman			✓	
Amy Pozerski	✓			
Paul Mitchell	✓			
Todd Goodrich			✓	
Karen Cavanagh	✓			
Joseph Messina	✓			

**4. Designer/OPM Update**

Mr. Saindon presented the project feasibility study schedule which was also presented by JCJ in the below agenda items.

Mr. Saindon repeated what he presented at the last building committee meeting regarding the probable project comparison cost between an on-site project and an off-site project. There is an approximately 3 million dollars cost difference between the two options and the district is better off keeping the project on the middle school high school campus. Ms. Cavanagh asked why the flooring abatement is an ineligible cost. Mr. Saindon responded that the MSBA sees the flooring abatement as a school maintenance item and this should already have been taken care of as part of the maintenance plan. The flooring abatement is categorically an ineligible cost by the MSBA for every district.

**i. Site survey update**

Mr. Roberts updated the committee with the status of the site survey. Samiotes Consultants survey team was on site on January 28<sup>th</sup>, 29<sup>th</sup>, and February 1<sup>st</sup>. They collected data from the site and they will translate the data into an AutoCAD file for the design team's use. The wetland scientist will also be visiting the site and determining the wetland border by inspecting the plants and testing the soil. This can be done

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after snow melts and the wetland is visible. The determination of the wetland border and detailed accurate site survey is very important to define the availability of the building pad site.

**ii. Educational planning update**

Mr. Roberts updated the committee with the educational visioning workshops led by New Vista Design. The team met with the educational leadership team and defined the working group and participants. 23 participants representing faculty, staff, parents, and students worked with the project team. Three visioning workshops were held on January 26<sup>th</sup>, 28<sup>th</sup>, and February 2<sup>nd</sup>, and one faculty visioning workshop was held on February 3<sup>rd</sup>. The educational, architectural, community priorities, and 21<sup>st</sup>-century teaching and learning practices were discussed during the workshops. SCOG (Strength, Challenges, Opportunities, and Goals) analysis, design patterns, guiding principles, and blue sky ideas were explained and practiced in the small groups to identify the priorities of the educational program. The workshops were a hands-on, interactive process and used tools to solicit feedback from the participants in real-time.

**iii. Space summary update**

No update for this meeting. More updates will be available towards the end of the educational visioning sessions.

**iv. Initial/conceptual design options**

Ms. Braren presented the updates with the initial/conceptual design options. JCJ has been meeting with the civil engineers and the landscape architects weekly and working on the options. The educational program will also play an important role in the design options. Once the site survey is available, the team will start working on the site access

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and the building print location. She also reminded the committee about the different site options within the high school middle school campus that JCJ presented at the last meeting. These site options including the renovation only and the addition/renovation options will be studied and compared in the MSBA site evaluation matrix. Some of the criteria are building and site facts, cost and schedule, educational, community, building, and site. Those criteria will differentiate between the options and the team will focus on the preferred option at the end of the preliminary design program [PDP] phase. Mr. Saindon showed the committee an example of a scorecard from another MSBA project in another district. A similar scorecard will be utilized for this project and the scores from the committee members will be collected to specify the preferred option.

Mr. Roberts presented also the work plan. The team is working on the existing facility assessment, geotechnical study, traffic study. Further discussion about the educational planning exercise will be done and the space summary template will be prepared. The team is also working on the conceptual site plans and the first community meeting will be held on February 11<sup>th</sup>. The PDP deliverables will be ready at the end of March 2020.

Mr. Mitchell asked whether the project team prepared the cost estimates to compare the options presented above. He added that if the Town of Tyngsborough's share for this project is about 40 million dollars, this cost would be about a five percent tax increase on a twenty-year loan. Considering the effective reimbursement rate that was presented at the last meeting, the total project budget would be around 60 million dollars range. Mr. Mitchell added that the project team and the committee are discussing the educational planning, but it will come down to the people in Tyngsborough what they can afford. Mr. Roberts responded that the cost estimator is involved in the project and they are working on the high-level order of magnitude estimate. The line-item cost estimate is not feasible at this point. Mr. LaPosta commented that the educational programming will define the size of the space that

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the teachers need, and the size of the building will be the biggest driver for the project cost. The team prioritizes the affordability of the project and focuses on the project cost besides the educational program needs.

Mr. Branco commented that the educational visioning workshops are helping the district to determine what exactly the needs are for the educational program and how the learning/teaching spaces can be set and used efficiently. Although the team was not talking about the funding, they are well aware of the Town’s fiscal responsibilities and they are very cautious about it.

Ms. Wennerstrom agreed with Mr. Mitchell’s comment about affordability. The Town of Tyngsborough experienced this before with the construction of the new elementary school. The team needs to be very cautious with what is needed and what is affordable.

**5. Communication / Outreach**

No update for this meeting. The educational visioning team will meet with the Tyngsborough community on February 11<sup>th</sup>.

**6. Public Comment**

None.

**7. Adjourn**

MOTION

Mr. Tinnirella made a motion to adjourn the meeting. The motion was seconded by Mr. Mitchell and approved 12-0-3-0 (in favor-opposed-absent-abstained) via roll call vote at 7:22 PM:

<b>Committee Member</b>	<b>In Favor</b>	<b>Opposed</b>	<b>Absent</b>	<b>Abstained</b>
Justin Sultzbach	✓			
Hillari Wennerstrom	✓			
Matthew Hanson	✓			

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Rebecca Stanton			✓	
Anthony Tinnirella	✓			
Michael Flanagan	✓			
Dominic Sementelli	✓			
Chris Pollet	✓			
Mark Branco	✓			
Burt Buchman			✓	
Amy Pozerski	✓			
Paul Mitchell	✓			
Todd Goodrich			✓	
Karen Cavanagh	✓			
Joseph Messina	✓			