

Tyngsborough Middle School Building Committee Meeting Minutes

March 17, 2021

Web-based Virtual Meeting - 6:30 PM

Zoom Meeting Link

<https://zoom.us/j/94059650931>

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

Committee Member	Present	Absent	Late [time arrived]
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], James LaPosta [JC], Douglas Roberts [JC], Lauren Braren [JC]

1. Call to order

Mr. Tinnirella called the Building Committee [BC] meeting to order at 6:30 PM. Mr. Tinnirella reminded the protocol regarding the remote video conference meeting. He also mentioned that the meeting was a Zoom webinar meeting, and it was being recorded. The committee members and the project team joined the meeting as

Tyngsborough Middle School Building Committee Meeting Minutes

March 17, 2021

Web-based Virtual Meeting - 6:30 PM

panelists, and there were no participants from the public. Mr. Saindon presented the meeting agenda to the committee.

2. Approval of Meeting Minutes from March 3rd

The meeting minutes from March 3, 2021, Building Committee Meeting was prepared and shared with the committee on March 15, 2021. No comments were received regarding the meeting minutes. Mr. Saindon asked for a motion for the approval of the meeting minutes.

MOTION

Dr. Flanagan made a motion to approve the meeting minutes dated 3/3/2021 as issued. The motion was seconded by Mr. Pollet and approved 12-0-3-0 (yes-no-absent-abstained) via roll call vote:

Committee Member	In Favor	Opposed	Absent	Abstained
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	✓			

Tyngsborough Middle School Building Committee Meeting Minutes

March 17, 2021

Web-based Virtual Meeting - 6:30 PM

Joseph Messina	✓			
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3. Review project budget, approve invoices & commitments

The updated project budget and invoices were presented to the committee on March 3, 2021, at the last building committee meeting. There were no new invoices for this meeting. Mr. Saindon updated the committee with the MSBA Pro-Pay Reimbursement. Thus far, Leftfield submitted five payment requests on behalf of the district. The total submitted amount is \$126,876 and the total eligible grant is \$68,510. Mr. Hanson confirmed that the town had received the payments from the MSBA.

4. Designer/OPM Update

Mr. Saindon presented the project calendar schedule to the committee. He highlighted that the PDP would be delivered to the MSBA by the end of March 2021. Once the PDP is ready, the team will provide a copy of the PDP to the committee.

i. Existing facility assessment update

Mr. Roberts provided updates regarding the existing facility assessment. The team had a follow-up meeting with the Tyngsborough Police Department. The police department recommended a clear line of sight regarding the positioning of the building. They already have issues with the middle school high school campus. The perimeter of the campus is covered with trees. During the PSR (Preferred Schematic Report) phase, the site and building security will be studied in detail. In addition, the hazardous materials consultant visited the site and toured the buildings with the facilities director Mr. Sementelli. They completed the preliminary survey for the hazardous materials, and the report will be included in the PDP submission. A more detailed study, including the sampling and testing of the suspect materials, will be done in the PSR

Tyngsborough Middle School Building Committee Meeting Minutes

March 17, 2021

Web-based Virtual Meeting - 6:30 PM

phase of the project. The other project consultants who already visited the site prepared their draft narratives and submitted them to JCJ for review. They will be included in the PDP submission.

ii. Educational planning update

Mr. Roberts provided updates regarding the educational planning. The team met with the district and reviewed the educational planning. Comments were provided to the district for the final refinement of the educational program. Once it is completed, it will be included in the PDP submission package. The educational program was also compared with the space summary template. Mr. Branco confirmed that he received the comments, and he was working on the updates. The educational program would be ready to review with the team on the fourth week of March.

iii. Space summary update

Ms. Braren presented the proposed space summary template to the committee. JCJ had prepared space summaries for the code upgrade, addition/renovation, and new construction options. They also prepared the square footage for the existing spaces and compared the proposed space summary with the MSBA guidelines. The template shows the different room types. They are categorized as core academic, special education, art & music, vocational & technology, health & physical education, media center, dining & food service, medical, administration & guidance, custodial & maintenance, and others. The MSBA guidelines column in the template showed 89,077 gross square feet, and the proposed one showed 103,718 gross square feet. Ms. Braren explained the variations of the spaces from the MSBA guidelines. The MSBA guidelines don't include the district offices, but the proposed space summary has to include spaces for the district

Tyngsborough Middle School Building Committee Meeting Minutes

March 17, 2021

Web-based Virtual Meeting - 6:30 PM

offices. The other variations are related to the spaces for core academic, special education, art & music, health & physical education, etc. Ms. Cavanagh asked if the additional space under the category of “IT staff” is for the office space for one person. Dr. Flanagan answered that currently, five IT staff do not have a separate office in the district offices, and they use a classroom in the middle school. They will be included in the district offices with the new design. Mr. Saindon added that the spaces for the district offices are not reimbursed by the MSBA. As part of the PDP, the team will get feedback from the MSBA regarding the proposed space template. Ms. Cavanagh asked if they would have a discussion regarding the ineligible spaces. The committee might not include the ineligible spaces in the program. Mr. Saindon answered that typically they review it after the PSR phase is completed. He also shared his opinion with the committee. If the spaces are essential for the educational program, then they should be included in the design whether they are eligible or not.

iv. Review of the design options ranking

Mr. Saindon presented the results of the scoring for the options. Option D.2 (new construction-softball field) received the highest score. Option B.1 (addition/renovation-gymnasium building) received the second-highest score. Option D.1 (new construction-parking lot) received the third-highest score. However, per the MSBA requirement, at a minimum, a code upgrade option, an addition/renovation option, and a new construction option needs to be studied further in the PSR (preferred schematic report) phase. Mr. Saindon also presented a percentage analysis regarding the ranking of the options. 67% of the committee members scored option D.2 (new construction-softball field) as the top-placed option, and from a “location” standpoint, 87%

Tyngsborough Middle School Building Committee Meeting Minutes

March 17, 2021

Web-based Virtual Meeting - 6:30 PM

percent of the committee members scored the softball field (D.2 and B.1) as the top-placed location on site.

v. Shortlist of the options for PDP

Mr. Saindon asked the committee to shortlist the options. At a minimum, one code upgrade, one addition/renovation, and one new construction option need to be studied further in the PSR phase of the project. Therefore, option A (code upgrade-existing building), option B.1 (addition/renovation-gymnasium building), and option D.2 (new construction-softball field) need to be carried to the PSR phase. If the committee prefers, option D.1 (new construction-parking lot) can also be carried to the PSR phase to study further. Mr. Tinnirella noted that the team should continue with one option for each category (code upgrade, addition/renovation, new construction). Ms. Cavanagh asked about the cost difference between option D.1 (new construction-parking lot) and D.2 (new construction-softball field). Mr. Saindon showed the comparative district's shares for D.1 and D.2 and noted that at this level, they are cost-neutral. Ms. Cavanagh also asked that as per the comparative project cost and district share, the reimbursement rate looks less than the town's reimbursement rate of 54%. Mr. Saindon noted that he presented the calculation of the effective reimbursement rate to the committee at one of the earlier committee meetings. It is calculated based on the MSBA ineligible costs. The effective reimbursement rate for the town could be in the high 30s.

Mr. Mitchell asked if there is a savings for Leftfield and JCJ's fees if the committee shortlists three options instead of four. Mr. Saindon answered that there is no cost difference for the project team. It is part of the process. Mr. Saindon also shared his personal opinion that option A (code upgrade-existing building) and option D.1 (new construction-parking lot) would most likely turn out to not be favorable during the

Tyngsborough Middle School Building Committee Meeting Minutes

March 17, 2021

Web-based Virtual Meeting - 6:30 PM

PSR phase because option A does not meet the educational program requirements and option D.1 has issues with security, site approach, pedestrian and vehicular traffic. Mr. Roberts added that D.1 would also have an impact on operations during construction. Active parking, bus queuing, parent drop off, and pick up would be impacted during construction, and even a swing space may be needed. Mr. Mitchell added that the other options might also have issues, and he prefers to continue with four options since it will not cost more to the town. Ms. Saindon noted that the project team could focus more on studying three options instead of spreading the time with other options which may not rise to the surface. Dr. Flanagan noted that he participated in the meetings with the police and fire departments, and they expressed concerns with the D.1 parking lot option. He also expressed his concern with the bus loop proposed in the middle of both schools. In addition, the parking lot option may be disturbing for the abutters. The classrooms will look into the backyard of the abutters at Norris Road. 80% of the committee supported the softball field for the middle school building location, and he prefers to continue with three options. Mr. Branco agreed with all the comments about option D.1 (parking lot) and supported option D.2 (softball field). Mr. Hanson commented that some of the issues could be mitigated by extending the parking lot to the softball field if the team prefers to move forward with option D.1. The good thing with option D.2. is that the fire and police can see the front of the building immediately when they enter the campus. He supports option D.2 (softball field) and recommends moving forward with three options. Mr. Buchmann noted that D.2 (softball field) is his most favorite option, and he is in favor of studying three options.

MOTION

Tyngsborough Middle School Building Committee Meeting Minutes

March 17, 2021

Web-based Virtual Meeting - 6:30 PM

Mr. Hanson made a motion to study option A (code upgrade-existing building), B.1 (addition/renovation-gymnasium building), and D.2 (new construction-softball field) further in the project PSR phase. The motion was seconded by Mr. Buchman and approved 12-0-3-0 (yes-no-absent-abstained) via roll call vote:

Committee Member	In Favor	Opposed	Absent	Abstained
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	✓			

vi. Table of contents for PDP

Mr. Roberts presented the PDP table of contents to the committee. The team is working on the refinements of the PDP. The only change in the table of contents is that the visioning workshop summaries are included in the appendix of the educational program. Most of the documents, including deeds, design enrollment certification letter, capital budget statement, etc., were received from the district. Mr.

Tyngsborough Middle School Building Committee Meeting Minutes

March 17, 2021

Web-based Virtual Meeting - 6:30 PM

Saindon noted that the team had received everything from the district and the town. Leftfield and JCJ will put everything together and submit the PDP to the MSBA by the end of March 2021. The most important sections of the PDP are the preliminary evaluation of the alternatives and the initial space summary. They will be revised in the next phases of the project. The proposed space for this phase is roughly 104,000 sf, and it may get bigger or smaller with further study. Mr. LaPosta noted that the size of the building drives the cost, and likely the proposed space will get smaller. The team will design an efficient building to control the cost.

vii. Vote to authorize JCJ and Leftfield to submit the PDP

Ms. Saindon asked the committee for a motion to authorize Leftfield and JCJ to submit the PDP on behalf of the district to the MSBA. Mr. Mitchell noted that they should include the superintendent as the representative of the town. Ms. Cavanagh added that the committee needs to vote on that. Mr. Mitchell added that the committee could give the authority to the superintendent. Dr. Flanagan commented that he has been meeting with Leftfield and JCJ every Monday, and he is not qualified to validate every page of the PDP document. Further discussion ensued and it is understood by the Committee that Dr. Flanagan would review the PDP, on behalf of the Committee; however, the review should not be construed as a comprehensive page-by-page review, but more of a cursory review of the document. Based on this understanding, Mr. Flanagan indicated he would be happy to provide said review.

MOTION

Ms. Cavanagh made a motion to authorize Leftfield and JCJ to submit the PDP on behalf of the district to the MSBA with the understanding

Tyngsborough Middle School Building Committee Meeting Minutes
March 17, 2021
Web-based Virtual Meeting - 6:30 PM

that Dr. Flanagan has been authorized by the committee to be the final reviewer of the PDP. The motion was seconded by Mr. Buchman and approved 12-0-3-0 (yes-no-absent-abstained) via roll call vote:

Committee Member	In Favor	Opposed	Absent	Abstained
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	✓			

5. Communication / Outreach

The second community outreach meeting will be organized in the coming weeks. The summary of the PDP phase will be explained to the community. The project team will utilize the project website, and other social media [approved by the committee] to inform the community about the meeting date. Dr. Flanagan will also utilize the social media accounts of the district.

Tyngsborough Middle School Building Committee Meeting Minutes

March 17, 2021

Web-based Virtual Meeting - 6:30 PM

6. Public Comment

None.

7. Adjourn

Before adjourning the meeting, the project team and the committee discussed the meeting location for the next building committee meeting, which is scheduled for April 7, 2021. The committee expressed the desire to return to in-person meetings. Dr. Flanagan noted that the elementary school would be the ideal location in terms of physical spacing between the participants. However, it does not have the ability to do a live broadcast of the meeting. The meeting can be videotaped and posted on the town website later. Mr. Saindon added that it could be a hybrid meeting. Ms. Cavanagh noted that as per the Governor's order, the committee could not do a hybrid meeting. It needs to be either online or in-person, and even noted that if one person does not want to meet in-person, then the meeting has to be an online meeting. Mr. Buchmann confirmed that statement. Mr. Saindon said that he would look through the Governor's order. Mr. Tinnirella noted that Tyngsborough Public Schools went back to full in-person classes. He recommended holding the school building meetings in-person. Mr. Hanson mentioned the difficulties of the hybrid option. It is easier to record meetings either all through Zoom or all through community room cameras. When you make it hybrid, it is difficult to capture everything properly. If ninety percent of the committee wants to meet in person, he also supports meeting in person, but there might be people in the committee not feeling comfortable meeting in person. They should be sensitive to their choices.

MOTION

Mr. Tinnirella made a motion to go back in-person meeting for the next building committee meeting with the understanding that anyone can still participate in the meeting remotely. The motion was seconded by Dr. Flanagan and approved 12-0-3-0 (yes-no-absent-abstained) via roll call vote:

Tyngsborough Middle School Building Committee Meeting Minutes

March 17, 2021

Web-based Virtual Meeting - 6:30 PM

Committee Member	In Favor	Opposed	Absent	Abstained
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	✓			

MOTION

Mr. Mitchell made a motion to adjourn the meeting. The motion was seconded by Dr. Flanagan and approved 12-0-3-0 (in favor-opposed-absent-abstained) via roll call vote at 8:15 PM:

Committee Member	In Favor	Opposed	Absent	Abstained
Justin Sultzbach			✓	
Hillari Wennerstrom			✓	
Matthew Hanson	✓			
Rebecca Stanton	✓			
Anthony Tinnirella	✓			
Michael Flanagan	✓			

Tyngsborough Middle School Building Committee Meeting Minutes
March 17, 2021
Web-based Virtual Meeting - 6:30 PM

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