

**Tyngsborough Middle School Building Committee Meeting Minutes**  
**June 2, 2021**  
**Tyngsborough Elementary School Cafeteria**  
**205 Westford Rd, Tyngsborough, MA 01879**

**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>
Colin Loiselle	✓		
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], Douglas Roberts [JC], James LaPosta [JC]

**1. Call to order**

Ms. Wennerstrom called the Building Committee [BC] meeting to order at 6:32 PM. Ms. Wennerstrom indicated to the committee that the meeting was being audio and video recorded. Mr. Saindon presented the meeting agenda to the committee.

**Tyngsborough Middle School Building Committee Meeting Minutes**  
**June 2, 2021**  
**Tyngsborough Elementary School Café - 205 Westford Rd, Tyngsborough, MA 01879**

**2. Approval of Meeting Minutes from May 19<sup>th</sup>**

The meeting minutes from May 19, 2021, Building Committee Meeting was prepared and shared with the committee on June 1, 2021. No comments were received regarding the meeting minutes before the meeting.

**MOTION**

Mr. Mitchell made a motion to approve the meeting minutes dated 5/19/2021. The motion was seconded by Ms. Cavanagh and approved 13-0-2-0 (yes-no-absent-abstained) unanimously by those present.

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

Mr. Saindon presented the updated budget and monthly invoices for the period ending April 30, 2021. There was one Leftfield invoice for the OPM services and one JCJ invoice for the feasibility study design services. The total of the invoices presented was \$46,763.00.

**MOTION**

Mr. Buchman made a motion to approve the project invoices for the period ending April 30, 2021, as presented. The motion was seconded by Mr. Messina and approved 13-0-2-0 (yes-no-absent-abstained) unanimously by those present.

**4. Designer/OPM Update**

Mr. Saindon presented the calendar schedule for the PSR phase. The design options, selection criteria, option phasing, and schedule will be covered at the June 2<sup>nd</sup> and June 16<sup>th</sup> meetings. The cost estimates for each option will be presented to the committee at the June 16<sup>th</sup> meeting, and the committee may select the preferred option at the June 16<sup>th</sup> or June 23<sup>rd</sup> meeting.

**i. Preferred Schematic Report (PSR) Updates**

Mr. Roberts presented the PSR submission table of contents and updated the committee with the PSR submission dates to the MSBA.

## **Tyngsborough Middle School Building Committee Meeting Minutes**

**June 2, 2021**

**Tyngsborough Elementary School Café - 205 Westford Rd, Tyngsborough, MA 01879**

MSBA will review 10-12 projects for the August 25, 2021, Board Meeting, and Leftfield and JCJ agreed to submit the PSR in two parts to assist the MSBA. The team committed to submit 90 percent of the package on June 25<sup>th</sup> and the remaining 10 percent on July 6<sup>th</sup>. However, because of the 4<sup>th</sup> of July holiday weekend, the team decided to accelerate the submission of the remaining 10 percent from July 6<sup>th</sup> to July 2<sup>nd</sup>.

### **ii. Existing Facility Assessment Update (Geotechnical, HazMat, Traffic study)**

Mr. Roberts updated the committee with the existing facility assessment activities. MEP Consultant Architectural Engineers scheduled a hydrant flow test with the Dracut Water Supply District for June 9<sup>th</sup> at 1:30 PM to test the pressure of the water. Water pressure is an important factor in the design of the fire suppression system. Depending on the water pressure, the fire suppression system may require a fire pump, and this affects the cost of the project. Ms. Wennerstrom asked the reason for the hydrant flow test. Is it required because of the size of the proposed building? Mr. Roberts responded that the existing building is not sprinkled and by code, the selected option needs to have a fire suppression system. The hydrant flow test is required to identify the water pressure. Mr. Saindon added that the MSBA requires another hydrant flow test at the design development phase of the project. Mr. Mitchell added that there might be an upgrade at the waterline and the pressure. Mr. Roberts noted that the design consultant Architectural Engineers would check it with the water department as part of the flow test.

The geotechnical preliminary foundation engineering report was issued on May 27<sup>th</sup>. The site is appropriate for conventional, shallow spread footing foundations, and it is a balanced site meaning the

## **Tyngsborough Middle School Building Committee Meeting Minutes**

**June 2, 2021**

**Tyngsborough Elementary School Café - 205 Westford Rd, Tyngsborough, MA 01879**

excavated materials will be used on-site as fill material. However, ground improvement will be required before using the existing material on site. The ground improvement will increase the density of the fill material, which supports the foundations. This information was also shared with the estimator, and it will be taken into account when estimating the construction cost for each option. Once the preferred option is selected, the geotechnical consultant will review the geotechnical data considering the building footprint, and they may require additional borings at the schematic and design development phase.

The geo-environmental report will be received on or about June 18<sup>th</sup>.

The hazardous material consultant collected 300 samples from the existing middle school to identify the materials containing asbestos. The report will be ready and issued to the team on or about June 18<sup>th</sup>. Additional samples will be collected at the schematic design phase of the project.

The preliminary traffic study is completed, and the findings are removal/relocation of the pedestrian crossing signage at Frost Road/Norris Road intersection and replacing/properly locating MUTCD compliant school zone flashers on Norris Road. The findings are not on the project site, but they are recommended by the traffic consultant. The traffic study report will be issued on or about June 18<sup>th</sup>. Ms. Cavanagh asked if the findings are only recommendations or do they need to be implemented as part of the project. Mr. Roberts noted that it is a safety issue, and yes, they need to be implemented as part of the project.

### **iii. Design Options Update (Conceptual Site and Building Layouts)**

Mr. LaPosta started the presentation by reminding the guiding principles of the Tyngsborough Middle School. He then continued the

## **Tyngsborough Middle School Building Committee Meeting Minutes**

**June 2, 2021**

**Tyngsborough Elementary School Café - 205 Westford Rd, Tyngsborough, MA 01879**

presentation by showing a sample from another school project in Manchester by the Sea, MA. He showed the preferred schematic design and schematic design of the building. It shows that the building design is not complete at the PSR phase, and it may still evolve during the schematic design phase. However, the building footprint is almost the same, and the committee will be asked to select the preferred option in the coming weeks. Ms. Cavanagh asked when the committee would see the cost estimates for each option. Mr. LaPosta responded that the cost estimates are in process, and the committee would see the comparable estimates for each option in the next committee meeting. Mr. Saindon added that the cost estimate numbers are not the budget numbers. They are comparative-probable numbers, and there will be another estimate at the end of the schematic design phase, which will be prepared by two different cost estimators.

Mr. Roberts presented the existing site plan and proposed upgrades for the code upgrade option. This plan was prepared together with the site civil engineer and landscape architect and reviewed with the design working group. The code upgrade option has minimal impacts on the site. It includes accessible parking stalls, repaved parking area for slope conformance, accessible curb ramps, and crosswalk striping.

Mr. LaPosta continued the presentation with the building plan of the code upgrade option. The solar orientation for this option is not good, and the educational program goals will not be achieved with this option. The spaces will stay the same, but the building will be accessible, and the systems will be brought up to the building code.

The site plan for the B.1 additional/renovation option was presented to the committee. The bus circulation will remain the same, and some modifications will be done to the existing drive aisles to create new parking spaces. The parking lot, garage building, and generator will be removed to enhance the entrance to the site. A new softball field will be

## **Tyngsborough Middle School Building Committee Meeting Minutes**

**June 2, 2021**

**Tyngsborough Elementary School Café - 205 Westford Rd, Tyngsborough, MA 01879**

built on the existing middle school parking area. The service access path and the loading dock of the middle school will be located on the east side of the building. The truck access path to the High School loading dock will also be improved. Dr. Flanagan asked whether the generator next to the garage building can be re-utilized in the project since it was purchased recently through the capital asset. Mr. Roberts responded that its capacity would be reviewed by the electrical engineer, but most probably, it can be incorporated into the new design. The floor plan of the gym renovation option was presented to the committee. The building is organized around the heart of the school. It has an outdoor learning area between the two classroom wings. The building is a two-story building. The first floor of the existing gym building has a low ceiling and can be renovated as a locker room and storage. It is not ideal for the office space. The gym is located on the second floor. The stacking diagram and the massing study of the B.1 renovation/addition option were presented to the committee.

Mr. LaPosta continued the presentation with the site layout of the D.2.1.1 option, which is a three-story classroom wing building. This option has a smaller building footprint, and the traffic circulation is a bit different than the other options. The high school bus lane bows into the Tiger Plaza, and the middle school parent drop-off lane is closer to the building. The service access path required some paved areas at the north of the building, and the outdoor learning area is located at the east close to the wetland area. The heart of the school, cafeteria, and gym is centrally located, and the district and administrative offices stay close to the high school. Mr. Saindon noted that this option was reviewed with the Fire Chief and the fire department indicated that they could serve a three-story building, but it is not a preferred option. Option D.2.1.2 new construction option, was presented to the committee. This option requires site works at the north of the building

## **Tyngsborough Middle School Building Committee Meeting Minutes**

**June 2, 2021**

**Tyngsborough Elementary School Café - 205 Westford Rd, Tyngsborough, MA 01879**

for the trucks to access the loading dock. It will be located right at the end of the stadium track and will require a paved area and a retaining wall. This option has multiple small outdoor spaces around the building instead of a big outdoor learning common area. The building is a 2-story building, and one of the classrooms wings will face the site entrance, and the other will face to the north.

Option D.2.1.3 new construction option, was presented to the committee. The building footprint and the floor plans of this option are similar to the renovation option, but it is new construction. The service area and the loading dock located at the east corner of the building are not at the front of the building. The outdoor learning courtyard is located between the classroom wings and easily accessible to all the classrooms. The main entrance is between the administrative offices and the district offices. The heart of the school opens to the cafeteria and the outdoor learning area. The classrooms wings have two stories, and the cafeteria, stage, and gym are double-height rooms.

Mr. LaPosta continued the presentation with the last design option D.2.1.4, which is a new construction and has an "L" shape building footprint. Because of the building layout, this option will require a complete access road engineering at the back of the middle school and high school. A significant site work cost will be added to the project if this option is selected. The outdoor learning area is between the classroom wings on the east side of the building. The main entrance is close to the Tiger Plaza and located between the main entrance and the gymnasium. The building footprint is tighter to the high school, and the pedestrian between the middle and high school is challenging due to the mechanical spaces behind the high school.

Mr. Mitchell asked a question regarding the adaptability of the building. Will the classroom wings have a clear span without any load-bearing structural elements in the middle of the building? Mr. LaPosta indicated

## **Tyngsborough Middle School Building Committee Meeting Minutes**

**June 2, 2021**

**Tyngsborough Elementary School Café - 205 Westford Rd, Tyngsborough, MA 01879**

that the structural steel framing would be used for the structural system, and a single line of columns will be located at one side of the classroom hallways. There won't be any load-bearing concrete walls in the middle of the building. This structural frame system will give enough flexibility for any changes/renovations in the future. Mr. Roberts noted that some of the columns would be diagonally braced, but the bracings will not be located between every column, and they will still allow putting door openings in the partition walls. Designing the building without any diagonal bracings would not be feasible and cost-effective.

#### **iv. Building Systems Update**

Mr. Roberts updated the committee with the building systems design. The preliminary consultant narratives are being prepared and will be shared with the cost estimator. The foundation design will be conventional, shallow spread footing foundations. The superstructure will be designed as a lightweight concrete composite metal deck on braced steel framing. The exterior closure is proposed as masonry veneer over cold-formed metal framing. HVAC system design will include full cooling and mechanical ventilation. Heating will be done through water-source variable refrigerant flow (VRF) condensing units with gas-fire condensing boilers, and cooling will be done through water-source variable refrigerant flow (VRF) condensing units. Variable air volume (VAV) terminal boxes will be distributed for each space, and MERV8 prefilters and MERV14 final filters will be used to capture small particles.

#### **v. Sustainability Update**

## Tyngsborough Middle School Building Committee Meeting Minutes

June 2, 2021

Tyngsborough Elementary School Café - 205 Westford Rd, Tyngsborough, MA 01879

There are no changes with the project LEED goal, which requires points between 40 and 49, and the team has already identified 47 points. It will be studied further during the schematic phase of the project.

### **vi. Option Phasing and Schedule Review**

Mr. Saindon presented the phasing schedule and cost for the code upgrade option. The existing middle school building can be divided into six building zones, and each zone can be renovated separately. The students, teachers, and staff will use modular buildings during the renovation. The modular building would consist of 8 classrooms, one IT/MEP room, and one general office room. The rental cost of the modular building during the renovation of the existing middle school would be around \$2.2 million. The construction schedule for this code upgrade option would be from July 2023 to July 2026, including the building envelope improvement and site restoration. The construction schedule for all the other options would be the same, starting in April 2023 and finishing (school occupied) in April 2025. Ms. Wennerstrom asked if the school move-in date could be changed, so it is not a mid-school year move. Any delay during the mid-school year move may affect the school schedule. Mr. Saindon noted that the move would take only 1-2 days since the new school will have all the furniture and technology. It is just moving the personal belongings. Extending the construction schedule to have a summer move would cost more to the project since the district will pay fees to the project team. Ms. Cavanagh commented that the April move would work better for the school. The teachers and the staff can check the spaces and identify the items that need to be fixed. Then the repair works can be done during summer when the students are not in the building. Dr. Flanagan said that he would check with other superintendents to see how the mid-year move worked in other districts. Mr. Mitchell asked what the expected student

## Tyngsborough Middle School Building Committee Meeting Minutes

June 2, 2021

Tyngsborough Elementary School Café - 205 Westford Rd, Tyngsborough, MA 01879

enrollment number for the 2025 school year is. Mr. Roberts answered that according to the student enrollment plan submitted to the MSBA, 412 students would be expected for the 2025 school year.

### **vii. Review of Selection Criteria for Options**

Mr. Saindon presented the draft PSR selection criteria to the committee. At the beginning of the meeting, the draft selection criteria handouts were distributed to the committee members, so they take notes during the presentation considering each option. Most of the items are similar to what was presented at the PDP phase. Mr. Saindon asked the committee to send their comments related to the selection criteria items. The committee may remove some of the items or add additional items to the criteria. The updated final version of the selection criteria will be sent to the committee before the next committee meeting.

### **5. Look-ahead project schedule/work plan for the Preferred Schematic Report [PSR] phase**

Mr. Saindon presented the calendar schedule for the PSR phase. The committee will receive the final selection criteria spreadsheet and the project cost estimates for each option. The preferred option will be selected at the June 23<sup>rd</sup> meeting, and the PSR submission to the MSBA will be made on June 25<sup>th</sup> and July 2<sup>nd</sup>.

### **6. Communication/outreach update**

None.

### **7. Public Comment**

None.

### **8. Adjourn**

**Tyngsborough Middle School Building Committee Meeting Minutes**

**June 2, 2021**

**Tyngsborough Elementary School Café - 205 Westford Rd, Tyngsborough, MA 01879**

MOTION

Mr. Mitchell made a motion to adjourn the meeting. The motion was seconded by Dr. Flanagan and approved 13-0-2-0 (yes-no-absent-abstained) unanimously by those present at 8:07 PM.