

Tyngsborough Middle School Building Committee Meeting Minutes
July 21, 2021
Tyngsborough High School PDC (Professional Development Center)
36 Norris Road, Tyngsborough, MA 01879

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

Committee Member	Present	Absent	Late [time arrived]
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]

1. Call to order

Ms. Wennerstrom called the Building Committee [BC] meeting to order at 6:30 PM. The meeting was held at Tyngsborough High School Professional Development Center. Ms. Wennerstrom requested everyone to introduce themselves. She also indicated that the meeting was being audio and video recorded. Everyone introduced themselves.

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2. Approval of Meeting Minutes from June 16th

The meeting minutes from June 16, 2021, Building Committee Meeting was prepared and shared with the committee on June 30, 2021. No comments were received regarding the meeting minutes before the meeting.

MOTION

Mr. Tinnirella made a motion to approve the meeting minutes dated 6/16/2021. The motion was seconded by Mr. Pollet and approved 11-0-4-0 (yes-no-absent-abstained) unanimously by those present.

Mr. Saindon said that the attest letter for the approved meeting minutes dated June 16, 2021, would be sent to Dr. Flanagan for signature. The signed copy of the attest letter would be sent to the MSBA as the last remaining component of the PSR deliverables.

3. Review project budget, approve invoices & commitments

Mr. Saindon presented the updated budget and monthly invoices for the period ending June 30, 2021. There was one Leftfield invoice for the OPM services and one JCJ invoice for the feasibility study design services. JCJ invoice also included the consultant invoices for the services such as site survey, wetland flagging, geotechnical, geo-environmental, hazardous materials survey. The total of the invoices presented was \$100,078.00.

MOTION

Mr. Buchman made a motion to approve the project invoices for the period ending June 30, 2021, as presented. The motion was seconded by Mr. Tinnirella and approved 11-0-4-0 (yes-no-absent-abstained) unanimously by those present.

4. Designer/OPM Update

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Mr. Saindon presented the meeting agenda and the PSR schedule to the committee. He noted that the project team and the district participated in the Facilities Assessment Subcommittee Meeting on July 21, 2021. The team will follow up with the MSBA regarding the comments of the FAS members.

Mr. Saindon showed the updated scorecard for the design options to the committee. He noted that the scores received by the committee members at the June 16th meeting had a minor math error. The scores for each option were calculated again, and the updated scorecard was presented to the committee. The ranking of the options did not change, but the updated version of the scorecard was shared with the MSBA as part of the PSR submission.

i. MSBA Facilities Assessment Subcommittee Update

MSBA invited the district and the project team to the FAS Meeting scheduled for July 21, 2021. They informed the team about the expectations from the project presentation. The team prepared a 15-slide deck presentation as requested by the MSBA. Dr. Flanagan started the presentation with the introduction of the team, project location, and the project goals. He also gave information about the educational program and community outreach. JCJ presented the space summary, classroom neighborhood floor plan, existing site plan, proposed site plan, traffic circulation, indoor/outdoor connections, interior adjacencies, and sustainability goals. Leftfield presented the summary of the preliminary design pricing. The building committee had already seen the presentation materials at earlier building committee meetings.

The comments from the FAS members were shared with the building committee, and the official comments are expected to be received in the coming days.

ii. MSBA Board Meeting Update

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Mr. Saindon explained the next steps before the MSBA Board Meeting. The team will submit a supplemental project information to the FAS, and the responses to the MSBA PSR review comments will be submitted to the MSBA as soon as the team receives the official MSBA review comments. The MSBA Board Meeting is scheduled for August 25, 2021.

Mr. Roberts explained the next step for the Schematic Design Phase. JCJ will prepare a detailed design work plan, and they will meet with the faculty and the staff for the detailed room by room design. He also explained the room data sheet that JCJ will utilize for the schematic design phase.

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 PSR submission to the MSBA was made on June 25th, and the FAS meeting was held on July 21, 2021. The MSBA review comments were expected to be received in the coming days. The district would have 14 days to return the response letter to the MSBA. The next Building Committee Meeting will be held on August 18, 2021, and the MSBA Board Meeting will be held on August 25, 2021.

6. Communication/outreach update

Mr. Saindon said that another community outreach meeting/forum will be held in October. The exact date will be coordinated with the district. Mr. Mitchell did a financial analysis regarding Tyngsborough's share of the project cost and shared it with the committee. The analysis was also shared with the Town Administrator Matt Hanson, and he will review/confirm the interest rate and borrowing term. The analysis showed Tyngsborough's share for each option, and the committee outreach would play an important role in funding Tyngsborough's share of the project cost.

7. Public Comment

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None.

8. Adjourn

MOTION

Mr. Tinnirella made a motion to adjourn the meeting. The motion was seconded by Mr. Mitchell and approved 11-0-4-0 (yes-no-absent-abstained) unanimously by those present at 6:55 PM.