

LOCAL ACTIONS AND APPROVALS

SECTION 3.3.5

(PAGE LEFT INTENTIONALLY BLANK)

**TYNGSBOROUGH MIDDLE SCHOOL BUILDING COMMITTEE
50 NORRIS ROAD, TYNGSBOROUGH, MA 01879**

June 25, 2021

Ms. Mary Pichetti
Director of Capital Planning
40 Broad Street
Boston, Massachusetts 02109

Re: Tyngsborough Middle School Feasibility Study
Module 3 – Preferred Schematic Report Local Actions and Approval Certification

Dear Ms. Pichetti:

The Tyngsborough Middle School Building Committee (“SBC”) has completed its review of the Feasibility Study – Preferred Schematic Report (PSR) for the Tyngsborough Middle School Project (the “Project”), and on June 16, 2021, the SBC voted to approve and authorize the Designer and the Owner’s Project Manager to submit the Feasibility Study related PSR materials to the MSBA for its review and consideration. A certified copy of the SBC meeting minutes from April 7, 2021 through June 2, 2021 is attached for record along with a draft copy of the June 16, 2021 meeting minutes which includes the specific language of the vote and the number of votes in favor, opposed, and abstained regarding the submission of the PSR to the MSBA. A certified copy of the SBC June 16, 2021 meeting minutes will be forwarded following approval at the next scheduled SBC meeting.

Since the MSBA’s Board of Directors invited the District to conduct a Feasibility Study on February 13, 2020, the SBC has held 23 meetings regarding the proposed project, in compliance with the state Open Meeting Law. Summaries, agendas and minutes for the first 16 of these meetings (April 8, 2020 through March 17, 2021) were submitted to the MSBA with the Preliminary Design Program (“PDP”) Local Action Certification earlier this year.

The following is a summary of the subsequent 6 Building Committee meetings held to discuss and/or present to the public material related to the PSR. Where no action was required or taken, or where discussion is noted, please refer to the attached meeting minutes for additional detail. Notice for each meeting was posted at the Tyngsborough School Department office and on the Town’s public meeting calendar website.

04/07/2021 6:30pm Tyngsborough Middle School Building Committee Meeting -
In-Person Meeting at the Tyngsborough Elementary School
Cafeteria

Call to Order	No action required/taken.
Approval of Minutes from 03/17/2021	Motion taken/Minutes approved.
Approval of Project Invoices	Motion taken/Leftfield and JCJ invoices approved.

**TYNGSBOROUGH MIDDLE SCHOOL BUILDING COMMITTEE
50 NORRIS ROAD, TYNGSBOROUGH, MA 01879**

Preliminary Design Program (PDP) Report Update	No action required/taken.
Preferred Schematic Report (PSR) Overview (Deliverables / Schedule)	No action required/taken.
Existing Facility Assessment Update	No action required/taken.
Option Analysis/Selection (Code Upgrade, Option B.1 and Option D.2)	No action required/taken.
Design Update (Site Plans, Adjacencies)	No action required/taken.
Program Data Sheets	No action required/taken.
Sustainability	No action required/taken.
Project Look-Ahead Schedule	No action required/taken.
Public Comment	None.
New Business	None.

04/21/2021 6:30pm Tyngsborough Middle School Building Committee Meeting -
In-Person Meeting at the Tyngsborough Elementary School
Cafeteria

Call to Order	No action required/taken.
Approval of Minutes from 04/07/2021	Motion taken/ Minutes approved.
Approval of JCJ Contract Amendment #1	Motion taken/JCJ Contract Amendment #1 approved.
Approval of Leftfield Contract Amendment #1	Motion taken/Leftfield Contract Amendment #1 approved.
Approval of BRR #2	Motion taken/BRR #2 approved.
Space Summary Update	No action required/taken.
Preliminary Design Program (PDP) Report Update	No action required/taken.
Preferred Schematic Report (PSR) Overview (Deliverables / Schedule)	No action required/taken.
Existing Facility Assessment Update	No action required/taken.
Option Analysis/Selection (Code Upgrade, Option B.1 and Option D.2)	No action required/taken.
Design Update (Site Plans, Adjacencies)	No action required/taken.
Sustainability	No action required/taken.
Project Look-Ahead Schedule	No action required/ taken.
Public Comment	None.
New Business	None.

05/05/2021 6:30pm Tyngsborough Middle School Building Committee Meeting -
In-Person Meeting at the Tyngsborough Elementary School
Cafeteria

Call to Order	No action required/taken.
Approval of Minutes from 04/07/2021	Motion taken/Minutes approved.
Approval of Project Invoices	Motion taken/Leftfield and JCJ invoices approved.
Preliminary Design Program (PDP) Report Update	No action required/taken.
Existing Facility Assessment Update	No action required/taken.
Design Update (Conceptual Layouts)	No action required/taken.

**TYNGSBOROUGH MIDDLE SCHOOL BUILDING COMMITTEE
50 NORRIS ROAD, TYNGSBOROUGH, MA 01879**

Sustainability	No action required/taken.
Construction Procurement Methodologies	
Design-Bid-Build (c. 149) vs. CM-R (c. 149A)	No action required/taken.
Project Look-Ahead Schedule	No action required/taken.
Public Comment	None.
New Business	None.

05/19/2021 6:30pm Tyngsborough Middle School Building Committee Meeting -
In-Person Meeting at the Tyngsborough Elementary School Cafeteria

Call to Order	No action required/taken.
Approval of Minutes from 05/05/2021	Motion taken/Minutes approved.
Preliminary Design Program (PDP) Submission and Preferred Schematic Report (PSR) Updates	No action required/taken.
Existing Facility Assessment Update	No action required/taken.
Design Update (Conceptual Layouts)	No action required/taken.
Sustainability	No action required/taken.
Building HVAC Systems	No action required/taken.
Construction Procurement Methodologies	
Design-Bid-Build (c. 149) vs. CM-R (c. 149A)	Motion taken/CM-R (c. 149A) approved.
Project Look-Ahead Schedule	No action required/taken.
Public Comment	None.
New Business	None.

06/02/2021 6:30pm Tyngsborough Middle School Building Committee Meeting -
In-Person Meeting at the Tyngsborough Elementary School Cafeteria

Call to Order	No action required/taken.
Approval of Minutes from 05/19/2021	Motion taken/Minutes approved.
Approval of Project Invoices	Motion taken/Leftfield and JCJ invoices approved.
Preferred Schematic Report (PSR) Updates	No action required/taken.
Existing Facility Assessment Update	No action required/taken.
Design Options Update (Conceptual Site and Building Layouts)	No action required/taken.
Sustainability	No action required/taken.
Building Systems Update	No action required/taken.
Option Phasing and Schedule Review	No action required/taken.
Review of Selection Criteria for Options	No action required/taken.
Project Look-Ahead Schedule	No action required/taken.
Public Comment	None.
New Business	None.

06/16/2021 6:30pm Tyngsborough Middle School Building Committee Meeting -
In-Person Meeting at the Tyngsborough High School Professional Development Center

**TYNGSBOROUGH MIDDLE SCHOOL BUILDING COMMITTEE
50 NORRIS ROAD, TYNGSBOROUGH, MA 01879**

Approval of Minutes from 06/02/2021	Motion taken/Minutes approved.
Preferred Schematic Report (PSR) Updates	No action required/taken.
Existing Facility Assessment Update	No action required/taken.
PSR Design Options Update	No action required/taken.
Gymnasium Analysis	No action required/taken.
Review PSR Probable Construction and Total Project Cost	No action required/taken.
Select Preferred Schematic Option	Motion taken/Committee voted for the preferred option. Option D.2.1.3 new construction option approved.
Authorize PSR Submittal to the MSBA	Motion taken/Leftfield and JCJ were authorized to submit the PSR to the MSBA.
Project Look-Ahead Schedule	No action required/taken.
Public Comment	None.
New Business	None.

In addition to the SBC meetings listed above, the District held one community meeting, at which the Project was discussed. Formal meeting notes were not kept for this community meeting.

Tyngsborough Middle School Feasibility Study -Community Forum
*Open meetings w/ brief informational presentation followed by public comment.
No formal meeting notes were taken.*

05/12/2021	6:30pm	Tyngsborough Middle School - Community Forum - In-Person Meeting at the Tyngsborough Elementary School Cafeteria
TMS Community Forum		Session was led by JCJ & Leftfield

Agenda's, meeting minutes, and presentation materials for each of the above listed meetings are available for public viewing electronically via the following links:

For SBC information: <https://tyngsboroughmiddleschoolproject.com/agendas--minutes--reports>

To the best of my knowledge and belief, each of the meetings listed above complied with the requirements of the Open Meeting Law, M.G.L. c. 30A, §§ 18-25 and 940 CMR 29 *et seq.*

If you have any questions or require any additional information, please contact Hamdi Cobanoglu via e-mail at hcobanoglu@leftfieldpm.com

**TYNGSBOROUGH MIDDLE SCHOOL BUILDING COMMITTEE
50 NORRIS ROAD, TYNGSBOROUGH, MA 01879**

By signing this Local Action and Approval Certification, I hereby certify that, to the best of my knowledge and belief, the information supplied by the District in this Certification is true, complete, and accurate.



By: Ronald Keohane

Title: Chief Executive Officer

Date: 06/25/2021

By signing this Local Action and Approval Certification, I hereby certify that, to the best of my knowledge and belief, the information supplied by the District in this Certification is true, complete, and accurate.



By: Dr. Michael Flanagan

Title: Superintendent of Schools

Date: 06/25/2021

By signing this Local Action and Approval Certification, I hereby certify that, to the best of my knowledge and belief, the information supplied by the District in this Certification is true, complete, and accurate.



By: Ryan McMahon

Title: Chair of the School Committee

Date: 06/25/2021

(PAGE LEFT INTENTIONALLY BLANK)