

# LOCAL ACTIONS AND APPROVALS

SECTION 3.1.7

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**Town of Tyngsborough - Tyngsborough School District  
Tyngsborough Middle School Building Committee**

March 31, 2021

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

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

Dear Ms. Pichetti:

The Tyngsborough Middle School Building Committee (“SBC”) has completed its review of the Feasibility Study – Preliminary Design Program for the Tyngsborough Middle School Project (the “Project”), and on March 17, 2021, the SBC voted to approve and authorize the Designer and the Owner’s Project Manager to submit the Feasibility Study related materials to the MSBA for its consideration. A certified copy of the SBC meeting minutes from April 8, 2020 through March 3, 2021 is attached for record along with a draft copy of the March 17, 2021 meeting minutes which includes the specific language of the vote and the number of votes in favor, opposed, and abstained. A certified copy of the SBC March 17, 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 16 meetings regarding the proposed project, in compliance with the state Open Meeting Law.

The following is a summary of Tyngsborough Middle SBC meetings held to discuss and/or present to the public material related to the Project since the Committee’s inception. 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.

04/08/2020 6:30pm Tyngsborough Middle School Building Committee Meeting -  
Online Zoom Meeting

Call to Order	No action required/taken.
Approval of minutes (October 16, 2019)	Motion taken/Minutes approved.
Visitors’ Comments and Questions	None.
Introduction of TPS Facilities Director	No action required/taken.
MSBA Update and Timeline	No action required/taken.
New Business – Approval of OPM RFS	Motion taken/approved.

05/06/2020 6:30pm Tyngsborough Middle School Building Committee Meeting -  
Online Zoom Meeting

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Call to Order	No action required/taken.
Visitors' Comments and Questions	None.
Approval of minutes (April 8, 2020)	Motion taken/Minutes approved.
OPM Selection Process	No action required/taken.
Formation of OPM Selection Sub Committee	Motion taken/Sub Committee approved.

05/29/2020 12:00pm Tyngsborough Middle School Building Committee Meeting -  
Online Zoom Meeting

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Call to Order	No action required/taken.
Visitors' Comments and Questions	None.
Review of OPM Score Sheets	No action required/taken.
Identify Short List Candidates	No action required/taken.
Distribution of Short List Candidates	
Reference Call Assignments	No action required/taken.
Review and Finalize Questions for Reference Calls	No action required/taken.

06/03/2020 5:00pm Tyngsborough Middle School Building Committee Meeting -  
Online Zoom Meeting

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Call to Order	No action required/taken.
Interview Short Listed OPM Candidates	No action required/taken.
Authorize the Town Administrator and Superintendent to begin contract negotiations with Leftfield	Motion taken/approved.
New Business	None.

07/08/2020 6:30pm Tyngsborough Middle School Building Committee Meeting -  
Online Zoom Meeting

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Call to Order	No action required/taken.
Approval of Minutes from 05/29 and 06/03/2020	Motion taken/Minutes approved.
Review of MSBA Process	No action required/taken.
Designer Procurement Process – Committee Point Person (superintendent) to work with Leftfield	Motion taken/Superintendent approved.
Review of Project Look-Ahead Schedule	No action required/taken.
Community Outreach - Project Website	Motion taken/Mr. Branco appointed to work with Leftfield.
Public Comment	None.
New Business	None.

09/30/2020 6:30pm Tyngsborough Middle School Building Committee Meeting -  
Online Zoom Meeting

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Call to Order	No action required/taken.
Approval of Minutes from 6/08/2020	Motion taken/Minutes approved.
Review Budget and Approve Invoices	Motion taken/Leftfield invoice approved.
Designer Procurement Process Update	No action required/taken.
Approve Point Person for Designer Contract	Motion taken/Superintendent approved.
Review Website and Approval to launch Project Look-Ahead Schedule	Motion taken/approved.
Public Comment	No action required/taken.
New Business	None.

11/12/2020 6:30pm Tyngsborough Middle School Building Committee Meeting -  
Online Zoom Meeting

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Call to Order	No action required/taken.
Approval of Minutes from 9/30/2020	Motion taken/ Minutes approved.
Review Budget and Approve Invoices	Motion taken/Leftfield invoice approved.
Designer Procurement Process Update	No action required/taken.
Approve Point Person for Designer Contract	Motion taken/Superintendent approved.
Review Website and Approval to launch Project Look-Ahead Schedule	Motion taken/approved.
Public Comment	No action required/taken.
New Business	None.

12/02/2020 6:30pm Tyngsborough Middle School Building Committee Meeting -  
Online Zoom Meeting

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Call to Order	No action required/taken.
Approval of Minutes from 11/12/2020	Motion taken/ Minutes approved.
Review Budget and Approve Invoices	Motion taken/Leftfield invoice approved.
Approval of OPM Contract	Motion taken/OPM contract approved.
JCJ Architecture Introduction and Presentation	No action required/taken.
Preliminary Design Program (PDP) Review	No action required/taken.
Project Look-Ahead Schedule	No action required/taken.
Public Comment	None.
New Business	None.

12/16/2020 6:30pm Tyngsborough Middle School Building Committee Meeting -  
Online Zoom Meeting

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Call to Order	No action required/taken.
Approval of Minutes from 12/02/2020	Motion taken/ Minutes approved.
Review of Work Plan and Milestone Schedule	No action required/ taken.
Review of Town-Owned Parcels	No action required/ taken.
Project Goal Setting Discussion	No action required/ taken.
Public Comment	None.
New Business	None.

01/06/2021 6:30pm Tyngsborough Middle School Building Committee Meeting -  
Online Zoom Meeting

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Call to Order	No action required/taken.
Approval of Minutes from 12/16/2020	Motion taken/ Minutes approved.
Review of Town-Owned Parcels	No action required/ taken.
Project Goal Setting Discussion	No action required/ taken.
Facility Site Visit Update	No action required/ taken.
Educational Planning Update	No action required/ taken.
Review of Draft Space Summary Template	No action required/ taken.
Public Comment	None.
New Business	None.

01/20/2021 6:30pm Tyngsborough Middle School Building Committee Meeting -  
Online Zoom Meeting

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Call to Order	No action required/taken.
Approval of Minutes from 01/06/2021	Motion taken/ Minutes approved.
Review Budget and Approve Invoices	Motion taken/Leftfield and JCJ invoices approved.
Review of Town-Owned Parcels	No action required/taken.
Facility Site Visit Update	No action required/taken.
Educational Planning Update	No action required/taken.
Initial/Conceptual Design Options	No action required/taken.
MSBA Reimbursement Presentation	No action required/taken.
Public Comment	None.
New Business	None.

02/03/2021 6:30pm Tyngsborough Middle School Building Committee Meeting -  
Online Zoom Meeting

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Call to Order	No action required/taken.
Approval of Minutes from 1/20/2021	Motion taken/ Minutes approved.
Review Budget and Approve Invoices	Motion taken/Leftfield and JCJ invoices approved.
Site Survey Update	No action required/taken.
Educational Planning Update	No action required/taken.

Initial/Conceptual Design Options	No action required/taken.
Public Comment	None.
New Business	None.
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02/17/2021 6:30pm	Tyngsborough Middle School Building Committee Meeting - Online Zoom Meeting
Call to Order	No action required/taken.
Site Survey Update	No action required/taken.
Educational Planning Update	No action required/taken.
Space Summary Update	No action required/taken.
Initial/Conceptual Design Options	No action required/taken.
Project Look-Ahead Schedule	No action required/taken.
Public Comment	None.
New Business	None.
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03/03/2021 6:30pm	Tyngsborough Middle School Building Committee Meeting - Online Zoom Meeting
Call to Order	No action required/taken.
Approval of Minutes from 02/03 and 02/17/2021	Motion taken/Minutes approved.
Review Budget and Approve Invoices	Motion taken/Leftfield and JCJ invoices approved.
Existing Facility Assessment Update	No action required/taken.
Educational Planning Update	No action required/taken.
Space Summary Update	No action required/taken.
Initial/Conceptual Design Options	No action required/taken.
Comparative-Probable Cost and Reimbursement Analysis	No action required/taken.
Review of Table of Contents for PDP	No action required/taken.
Project Look-Ahead Schedule	No action required/ taken.
Public Comment	None.
New Business	None.
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03/17/2021 6:30pm	Tyngsborough Middle School Building Committee Meeting - Online Zoom Meeting
Call to Order	No action required/taken.
Approval of Minutes from 03/03/2021	Motion taken/ Minutes approved.
Existing Facility Assessment Update	No action required/taken.
Educational Planning Update	No action required/taken.
Space Summary Update	No action required/taken.
Review of the Design Options Ranking	No action required/taken.
Shortlist of the Options for PDP	Motion taken/approved.
Review of Table of Contents for PDP	No action required/taken.
Authorize JCJ and Leftfield to submit PDP (Superintendent to review PDP submission)	Motion taken/approved.
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 and the Educational Visioning were discussed. Formal meeting notes were not kept for this community meeting.

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

02/11/2021	6:00pm	Tyngsborough Middle School - Community Meeting Online Zoom Meeting
TMS Educational Visioning Session		Session was led by JCJ & New Vista Design

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](mailto:hcobanoglu@leftfieldpm.com)

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: David R. Robson**

**Title: Chief Executive Officer**

**Date: 03/31/2021**

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: 03/31/2021**

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: 03/31/2021**