

## **MEETING MINUTES: LINCOLN SCHOOL BUILDING COMMITTEE**

**Meeting No.: 5 Date / Location: 02/22/18 @ 6:30 p.m. / Lincoln High**

**School Project: Lincoln High School Prepared by: Charlie Roberts**

**Distribution: Attendees List, Project File**

### **Attendees:**

<b>Present Name</b>	<b>Representing</b>	<b>E-mail Address</b>
Arthur Russo	Co-Chair, Town Councilman	asrlawyer@aol.com
Julie Zito	Co-Chair, School Committee Member	Jzitoschool@aol.com
T. Joseph Almond	Town Administrator	jalmond@lincolnri.org
Bruce Ogni	Town Councilman	bruceogni@gmail.com
Georgia Fortunato	Superintendent of Schools	GFortunato@lincolnps.org
Kristine Donabedian	Chair, School Committee	kdonabed@verizon.net
Mary Anne Roll	Vice-Chair, School Committee	maroll0321@gmail.com
John LaFleur	School Committee Member	john@awtire.necoxmail.com
Lori Miller	District Business Manager	millerl@lincolnps.org
Armand Milazzo	Director of Buildings & Grounds	milazzoa@lincolnps.org
Kevin McNamara	Principal, Lincoln High School	mcnamarak@lincolnps.org
Michael Gagnon	Public Works Director	mgagnon@lincolnri.org
Albert Ranaldi, Jr.	Town Planner	aranaldi@lincolnri.org
John Ward	Finance Director	jward@lincolnri.org
Michael Babbitt	Budget Board Member	mbabbitt@dimeo.com
Michael O'Connell	Budget Board Member	mikejoconnell@yahoo.com
Laurie Cullen	Lincoln Town Resident	knip71665@hotmail.com
Jayson Schofield	Lincoln Teachers Association	schofieldd@lincolnps.org
Joel Seeley	SMMA	jseeley@smma.com
Jennifer Howe	SMMA	jhowe@smma.com

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;Ô Derek Osterman Colliers Derek.Osterman@colliers.com Dan Daisy  
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Charles.Roberts@colliers.com

**Minutes for: Lincoln School Building Committee Project: Lincoln High  
School Meeting Date: 02/22/18 Meeting No.: 5**

**# Discussion Status Due Date Action by;K 5.1 Co-Chair A. Russo  
called the meeting to order at 6:30 p.m. Record 5.2 APPROVAL of  
MEETING MINUTES At the request of Co-Chair J. Zito, a motion was  
made, seconded and approved by the Committee to accept the  
Minutes of the December 21, 2017, January 11, 2018 and January 25,  
2018 meetings as submitted. Record Closed 5.3 OWNER PROJECT  
MANAGER;S REPORT: a. UPDATE ON CONSTRUCTION MANAGER  
RFQ/P PROCESS Colliers reported that six (6) construction  
management firms had downloaded copies of the RFQ/P and five (5)  
had attended this afternoon;S walk-through of the High School.  
Attending the latter were representatives from Agostini Bacon  
Construction, Bond Brothers, Dimeo Construction Co., Gilbane  
Building Co., and Shawmut Design and Construction. The due date  
for the RFQ/P remains unchanged at March 14, 2018. Through  
handouts, Colliers provided directions which showed how School  
Building Committee members could access the Joseph Merritt &**

Company electronic plan room to track activity and/or review documents and future addenda in greater detail. Open 03/14/18

**b. ESTABLISHMENT of CM QUALIFICATIONS REVIEW COMMITTEE**

Colliers recommended the establishment of a CM qualifications committee for the purpose of triaging, checking references and grading the RFQs that will be received on March 14th. The committee would be chaired by John Ward, include representatives from SMMA, Colliers and any SBC members who would like to participate. The first meeting would be scheduled for the afternoon of March 14th with a follow-up meeting(s) the next week with the goal of reporting back to the full committee at its March 22nd meeting. Several members indicated a willingness to participate. This topic will be discussed further and finalized at the March 8th meeting. Open 03/08/18

**c. PROJECT WEBSITE** Following the project website discussion at the February 8th meeting, Superintendent Fortunato asked IT Specialist Mark Gadbois to review. The domain lhsaddreno.com can be purchased to host the website and the District's data manager can handle day-to-day postings. An example of another project's dashboard format was included as a handout. Open

**On-going 5.4 ARCHITECT'S REPORT**

**a. RIDE SCHEMATIC DESIGN REVIEW MEETING** SMMA explained that while the Schematic Design package was submitted on January 26th, it met on February 9th with representatives from RIDE's School Construction Program to provide an overview of the submission and address any questions. Please reference the attached Minutes from the meeting for further details. Record Closed

**b. REVIEW SITE CONSULTANT STATUS** The

respective site consultants are concluding the hazardous materials and geotechnical reports along with the site survey. Winter weather had initially impacted the investigations but it is anticipated that all three reports will be issued prior to the next meeting. Open 03/06/18

**SMMA c. REVIEW UPDATED SITE PLANS** SMMA distributed and reviewed copies of revised site plans which were developed in response to RIDE's comments about the original bus stacking area along the rear of the building. The revised plans Record Closed showed morning and afternoon traffic flow and/or parking patterns for buses, staff and student parking, parent drop-off and pick-up. A new dedicated parking area at the front, parallel to Old River Road, will allow buses to angle park when discharging or pick-up students. A second parking area near the northwest corner of the 1996 wing will be used primarily for afternoon pick-ups and allow buses to leave along the rear of the building using the new connector to reach Crest Drive and Rte. 116. The new plan was reviewed with, and approved by, RIDE at a meeting yesterday.

**d. REVIEW UPDATED FLOOR PLANS, EXTERIOR ELEVATIONS, EXTERIOR BUILDING MATERIALS AND CONSTRUCTION PHASING** SMMA utilized an extensive PowerPoint presentation to update the Committee on the above topics. A series of detailed educational programming meetings have been held with all departments over the past two weeks. As a result, the floor plans continue to be refined as the project moves further into the Design Development stage. Some of the more significant revisions were highlighted as part of the presentation. Similarly, the exterior elevations now show greater levels of detail. Exterior

materials which are being considered were presented along with explanations for how, why and where they are being proposed. 5.5 NATIONAL GRID ENERGY CHARRETTE A charrette with National Grid representatives has been scheduled for 02/28/18 at which time potential energy incentives will be reviewed along with other related energy usage topics.

**Open SMMA / Facilities / Colliers**

**02/28/18**

**5.6 PUBLIC COMMENT** No public comments requests were submitted for this meeting. **Record 5.7 Adjournment** There being no further business to discuss, a motion was made and seconded to adjourn the meeting at approximately 8:15 p.m. **Closed**

**Meeting Handouts:** „h 02/22/18 ¡V Directions on how to access Joseph Merritt Co. electronic plan room, LHS Project. „h 02/22/18 ¡V Sample project website ¡§dashboard¡¨ page, Cape Cod Technical High School. „h 02/09/18 ¡V Minutes of RIDE Schematic Design Review Meeting. „h 02/20/18 ¡V FIG-1 Proposed AM Circulation. „h 02/20/18 ¡V FIG-2 Proposed PM Circulation. „h 02/22/18 ¡V First Floor and Lower Level Plans. „h 02/22/18 ¡V Second Floor Plan.

These minutes are intended to reflect the important issues and action items as discussed at the meeting on the referenced date. If there are any discrepancies, please respond by email to [Charles.Roberts@colliers.com](mailto:Charles.Roberts@colliers.com) within one week of the publication