

MINUTES OF THE LINCOLN SCHOOL COMMITTEE
Monday, July 11, 2011
Hartwell Building, Lincoln, MA
OPEN SESSION

Present: Jennifer Glass (Chair), Tom Sander (Vice Chair), Al Schmertzler, Jen James, Joe Connell (Hanscom Representative). Also present: Mickey Brandmeyer (Superintendent), Buckner Creel (Administrator for Business and Finance).

Absent: Tim Christenfeld, Debbie John (Boston Representative), Deb Leister (Hanscom Representative).
School Building Committee [SBC] Present: Gary Taylor (Co-Chair), Al Schmertzler (Co-Chair), David Bau, Peter Braun, Andrew Glass, Laura Regrut, John Snell, Sheila Webber, Stephen McKenna, Mickey Brandmeyer, Buckner Creel, Michael Haines

SBC Absent: Owen Beenhouwer

Other Attendees:

Office of Michael Rosenfeld, Inc. [OMR]—Jeanne Roberts, Chuck Koehler

I. Greetings and Call to Order

Ms. Glass, Chair, called the meeting to order at 7:05 pm. She welcomed all to the Massachusetts School Building Authority's [MSBA] multiple step process with its rigid deadlines and said that the School Committee would be voting on whether to confirm the School Building Committee's [SBC] recommendation. She reported that an affirmative vote approves the concept that will be submitted to the MSBA. Tonight's vote does not bind the Town to the project; the Annual Town Meeting in March is the time that registered voters will vote on the project. The project will also be discussed at the annual State of the Town meeting on October 29, 2011. There are many chances for community input.

Ms. Glass noted that the project requires thorough examination. There is also a group comprised of Mr. Creel, Selectman Noah Eckhouse, and Marshall Clemens that is examining fixing the systems used in the current school buildings. She thanked the SBC, the School Committee, and all of those who have been involved. She knows there is a diversity of opinion on this project and whether it should go forward.

Ms. Glass turned the meeting over to Gary Taylor, Co-Chair of the SBC, to explain how the SBC came to its recommendation.

II. Chairperson's and Members' Reports

None.

III. Public Comments

None.

IV. Consent Agenda

None.

V. Time Scheduled Appointments

A. Lincoln School Building Project

Documents: 1) Document entitled, "Lincoln Public School—Lincoln, MA, School Committee Meeting, July 11, 2011," by OMR Architects; 2) Document entitled, "K-8 Building Project, Cost Range and Projected MSBA Reimbursement," undated; 3) Document entitled, "K-8 Building Project, Financing Assumptions," undated; 4) Document entitled, "K-8 Building Project, Projected Tax Impact—School Project Only," undated; 5) Document entitled, "K-8 Building Project, Potential Cost Mitigation Strategies," undated; 6) Document entitled, "K-8 Building Project, Reasons for Changes in Combined Tax Impact," undated; 7) Document entitled, "K-8 Building Project, Projected Tax Impact Including Reductions in Other Debt Service," undated; 8) Document entitled, "K-8 Building Project, Debt Service as a % of General Fund Expenditures," undated; 9) Document entitled, "K-8 Building Project, Annual Debt Service," undated; 10) Document entitled, "K-8 Building Project, Debt Capacity Forecast," undated

Mr. Taylor explained the effort began as the Town's Capital Planning Committee [CPC] wanted an assessment of all Town buildings. The schools submitted a Statement of Interest to the MSBA, and the MSBA invited the Lincoln Public Schools to enter into the feasibility study process. The Town, at the Annual Town Meeting and at the ballot box, voted to enter into the feasibility study process. The SBC was formed to choose and to work with the Owner's Project Manager [Skanska, Dan Tavares] and the architectural firm [OMR Architects]. OMR developed eleven approaches to address the school site

and the educational needs of students, which were presented at a Town-wide forum on May 15. The SBC and the School Committee voted on three of those eleven options and sent them to the MSBA for their approval. The SBC is waiting to hear from the MSBA.

Mr. Taylor explained that the three approaches that were submitted to the MSBA included more details with cost-benefit analysis, and in that process, one approach became a clear frontrunner. If the School Committee votes to accept the SBC's recommendation, it will be sent to the MSBA for approval. Once it is approved by the MSBA, the schematic design phase would begin. He indicated that there will remain plenty of opportunities for input.

They are also thinking about redevelopment options for portions of the school site that would possibly be open for other Town uses, but these are not related to the MSBA. There will be a thorough discussion of these issues at the fall State of the Town meeting.

Mr. Taylor turned the meeting over to Jeanne Roberts of OMR to describe preferred option 5B, a two-story addition with a more compact design. Students will not need to be housed in trailers, and they would phase construction. The newer building means a tighter envelope that saves energy costs. Their choice was between 3B and 5B, and alternative 5B scored higher on their numerical evaluation matrix of goals. The building will have a displacement ventilation system with air conditioning that is quiet and dehumidifies the air when needed, and the MSBA awards reimbursement points for it. Mr. Creel noted that in Concord teachers and students used fewer sick days after using this climate system.

The new cafeteria is included as the District is part of the School Lunch Program. Students currently eat in the gymnasiums that need to be set up and taken down each day. When the gymnasiums are used for lunch, physical education classes cannot be held. They also cannot store much food as there is no room. The current kitchen does not have a dishwasher. One suggested that students eat in their homerooms because a new cafeteria would require additional staff to cook and to staff the cafeteria.

Questions included what the MSBA's reimbursement rate would be, and Mr. Creel noted the base rate starts at 35.5%. Mr. Brandmeyer said the fair estimate for the reimbursement rate on eligible project costs to be 44-45%, and the exact rate will be known a month before the Town Meeting vote and varies by town and by project. The project could receive more money from the MSBA if it meets certain targets, such as meeting MA CHPS for reducing energy costs. Another way the district can earn points toward reimbursement is to use the construction manager at risk practice which Lincoln is. The MSBA does not reimburse towns for temporary classrooms and trailers to house students during project construction. It makes more sense to spend money that would be used for trailers on the permanent project, concluded Mr. Brandmeyer. He noted that the costs of a new auditorium would likely not be reimbursed.

Dan Pereira of the Recreation Department was concerned about the potential loss of a playing field in the option 5B, especially if the Smith School is ultimately repurposed for another town building.

Those assembled expressed frustration with the speed of the process and the potential project's costs. Lucretia Giese of the Historical Commission said the campus has historical value, and there is adaptive use for these buildings instead of demolishing them.

Selectman Peter Braun said that understanding the impact on future capital projects would help, such as the Hanscom privatization for nonmilitary students, the high school, and land acquisition. Mr. Brandmeyer noted that these items will be discussed at the State of the Town meeting in October.

Mr. Brandmeyer noted that if the Town votes down the option presented, the MSBA allows the Town to come back with another plan. Tonight's decision cannot be delayed because if they miss the MSBA timelines, there will be a domino effect.

Ms. Glass welcomed Finance Director Ms. Colleen Wilkins, who reviewed the financial documents. Lincoln has an AAA credit rating. The Town's total debt as percent of the operating budget would be below 15%, even with the Town Hall renovation and the potential school project. Her chart used the middle range of the MSBA reimbursement rates. The Town would bond the net project cost. She suggested that Community Preservation Act [CPA] funds might also be used as the school is located on an historic site. Even if the project brought the debt up to 15% of the operating budget, the Town would not lose its good credit rating, which enables it to borrow money at reduced cost.

Mr. Schmertzler moved, and Ms. James seconded, the motion that the School Committee approve the School Building Committee's recommendation of option 5B as the preferred option for the repair and renovation of the Lincoln School and that the SBC continue its efforts with OMR Architects

and Skanska to complete the Feasibility Study in collaboration with MSBA. The School Committee voted unanimously to approve the SBC's recommendation of option 5B.

Ms. Glass and Mr. Sander thanked people for coming and thanked the SBC for their countless hours of work. They appreciate all of the effort that has been put into the process.

B. Hanscom Playground

Documents: 1) Memorandum from Buckner Creel to School Committee and Mickey Brandmeyer, dated July 3, 2011, Subject: Hanscom Primary School—Proposed Playground Replacement; 2) Statement of Work: Playground Improvements, DoDEA/DDESS Hanscom AFB, Lincoln MA, Hanscom Elementary School, undated

Mr. Creel reviewed his memorandum. The DoDEA team visited this winter to examine the current play structure, which produces splinters. The project is outside of the military construction project, and there is no guarantee that the money will materialize, but they hope it will be built with maintenance money. The new playground will be a structure built for 100-125 students. They will ask whether there is an opportunity for student and parent input on the design.

C. Proposal to Add Parking for Town Hall Move

Documents: 1) Letter from Anita Scheipers, Assistant Town Administrator, to Michael Brandmeyer, dated July 7, 2011, Re: Parking Modifications Associated with Temporary Town Offices; 2) Site Plan and Detail Sheet, "Proposed Parking Lincoln School Complex," prepared by Hayner/Swanson, Inc., dated 16 June 2011

Mr. Creel reviewed Ms. Scheipers' memorandum as she could not attend the meeting. The Town's engineers designed a parking plan for a total of 16 new spaces, six parallel spaces in front of the Hartwell complex that replace the sidewalk and ten angled spaces on the south edge of the playing field. These spots would be reserved for people doing business at the relocated Town Hall. The Hartwell lot will be reserved for school personnel and handicapped parking; Town Hall staff will park behind Brooks School. They need to pave these 16 spaces for safety and maintenance reasons, but as the spaces are close to the tributary to a public water supply, they will use permeable pavement with an aggregate mix that is acceptable to the Conservation Commission.

Ms. Glass asked that they reconsider the part of the plan that placed ten parking spaces at the base of the soccer field. They would like the ten spaces to be moved west and possibly to be parallel instead of angled. Mr. Brandmeyer said they will defer the vote on the parking plan until they have more information, and they can call a special meeting to approve the plan in time to have it accomplished before the beginning of the school year.

VI. Superintendent's Report

A. June 30, 2010 End-of-Year Financial Report

Document: Town of Lincoln, Massachusetts Agreed Upon Procedures Report on the End of Year Financial Report, June 30, 2010, by Giusti, Hingston and Company, Certified Public Accountants, Georgetown, MA 01833

Mr. Brandmeyer said that the end-of-year annual review for the fiscal year ending on June 30, 2010 determined that the Business Office operations are well managed and verified that the money was spent as stated. They also documented the procedures used to spend the money and followed their procedures. Mr. Brandmeyer stated that the financial house was in order and thanked Mr. Creel for his great work. No action was required.

Ms. Glass thanked them both for their work.

VII. Curriculum

None.

VIII. Policy

A. Acceptable Use Policies: Second Reading and Vote

Documents: 1) Draft, Student Use of Information and Communications Technologies, File IJNDC, undated; 2) Draft, Employee Use of Information and Communications Technologies, File GBEE, undated

Mr. Brandmeyer said they included the edits requested at the first reading of these policies. He acknowledged the work of Mark McDonough and Cindy Matthes for the two policies and thanked them. He explained that it is complicated to have a blanket policy about teachers "friending" students

on Facebook and other social media sites as counsel said they would be treading on First Amendment rights. They can prohibit it on school equipment but cannot do anything about teachers' personal electronic devices. They will recommend that teachers not "friend" students and will raise the issue during contract negotiations.

Ms. Glass moved, and Mr. Sander seconded, the motion to approve the Student Use of Information and Communications Technologies (IJNDC) and the Employee Use of Information and Communication Technologies (GBEE) policies as submitted and to delete the existing policies (Student Computer and Internet Use and Employee Computer and Internet Use) by replacement. The Committee voted unanimously to approve the policies.

IX. Facilities and Financial

A. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrants totaling \$1,187,845.94 and the accounts payable warrants totaling \$504,503.52 for a total of \$1,692,349.46. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Ms. Glass moved to approve the warrants, with Mr. Sander seconding the motion. The Committee voted unanimously to approve the warrants.

B. Designer Contract Amendment: Award for Geotechnical Services

Documents: 1) Memorandum from Buckner Creel to School Committee and Mickey Brandmeyer, dated July 3, 2011, Subject: Lincoln School—Budget and Contract Matters; 2) Contract for Designer Services, Amendment No. 4, dated June 29, 2011; 3) Proposal Request #4 from Martin A. Kretsch, OMR Architects, dated June 30, 2011; 4) Letter from Kurtis Amidon and Kurt Jelinek of Nobis Engineering to Jeanne Roberts of OMR Architects, dated June 23, 2011, RE: Proposal for Preliminary Geotechnical Engineering Services, Lincoln Public Schools, Lincoln, MA

Mr. Creel presented the budget and contract matters for the feasibility study with OMR. He recommends that the Committee vote to amend the OMR contract for an additional \$10,890 to pay for preliminary geotechnical engineering that will be done by Nobis Engineering, the subcontractor that submitted the lowest bid for the work. The School Building Committee voted for the amendment.

Mr. Sander moved, and Mr. Schmertzler seconded, the motion to amend the OMR contract to secure the testing as presented for a total of \$10,890. The Committee voted unanimously to amend the OMR contract.

Ms. Glass thanked Mr. Creel for his work.

X. Old Business

None.

XI. New Business

Document: None.

The Committee will tentatively meet on August 9 at 8 am to vote on the parking plans for the temporary relocation of Town Hall.

XII. Approval of Minutes

Document: Draft of School Committee Minutes for April 26, 2011

Ms. Glass moved, and Ms. James seconded, the motion to approve the minutes for the meeting of April 26, 2011. The Committee voted unanimously to approve the minutes. They will be posted on the web site.

XIII. Information Enclosures

Documents: 1) Note from Brenda Hedden to School Committee, dated June 2011; 2) Letter from Karen Sheppard, 5-8 Music Teacher to Mr. Brandmeyer and School Committee, dated June 17, 2011

These items are included for the Committee's information. There was no discussion on them.

XIV. Adjournment

On motion by Mr. Sander, seconded by Ms. James, the Committee voted unanimously to adjourn at 10:37 pm.

Respectfully submitted,

Sarah G. Marcotte

Recording Secretary