

MINUTES OF THE LINCOLN SCHOOL COMMITTEE  
Monday, August 15, 2011  
Hartwell Building, Lincoln, MA  
OPEN SESSION

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

Absent: Tom Sander (Vice Chair), Tim Christenfeld, Debbie John (Boston Representative).

I. Greetings and Call to Order

Ms. Glass, Chair, called the meeting to order at 6:35 pm.

Ia. Chairperson's and Members' Reports

Ms. James said her children loved Math Camp. Mr. Connell said there is a two-week reading refresher course from 8-12 each day at Hanscom for the next two weeks. Mr. Connell and Ms. Leister indicated that they would like to continue their work with the Committee and will be here next year.

II. Enrollment Request

The request for nonresident students to remain at the Lincoln School was withdrawn.

III. Proposed Parking Lot Upgrade

Documents: Memorandum from Anita Scheipers to Michael Brandmeyer, dated July 26, 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

Ms. Scheipers presented the parking lot upgrade with Richard Thuma, Project Director for Bargmann, Hendrie and Archetype, Inc., and owner's project manager for renovation of Town Offices. They need 16 new public parking spaces at the temporarily relocated Town Hall at the Hartwell Buildings. Six spaces will be constructed on the east side of the playing fields, near the Hartwell Building. The previous plan called for ten diagonal spaces on the south side of the playing fields, which the Recreation Department did not like. The revised plan has a combination of diagonal and parallel spaces on the south side of the playing fields. She reported that Mr. Pereira said the new plan is satisfactory. Peter von Mertens of the Conservation Commission said they wholeheartedly support the long-term solution of the permeable pavement, and the new plan was approved by the Conservation Commission at its August 3 meeting. Mr. Thuma said they would construct seven spaces at the top of the plan, and if three more are necessary, they would return in the spring to construct those. The spaces cost \$21,500, and they will bring the equipment on Saturday and start work on Monday if approved.

Mr. Creel indicated that they will need to educate Town employees to park near the Reed Field House. School buses will have to be staged differently, but they can do that. Mr. Brandmeyer said they will have information for parents about where to park. The Hartwell lot is reserved for school activities during the school day.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the addition of 16 parking spaces as presented. The Committee voted unanimously to approve the parking spaces.

IV. METCO Transportation Contract

Documents: 1) Memorandum to School Committee and Mickey Brandmeyer from Buckner Creel, dated July 28, 2011, Subject: Agreement with METCO, Inc for Bus transportation; 2) Agreement with METCO, Inc

Mr. Creel reviewed his memorandum about the bus transportation for METCO students. It will cost \$5 less per bus than it did last year, and Eastern Bus was the low bidder. The agreement that the School Committee Chair will sign is with METCO, Inc, but the Committee reserves the right to approve their procurement.

Mr. Brandmeyer noted that in the agreement, page two, item five, they cannot pay on a quarterly basis. Mr. Creel noted that the subcontract does not include a fuel adjustment. He will make the necessary changes before the contract is signed.

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to enter into an agreement with METCO, Inc for the provision of bus services for transporting our students from Boston, and to concur in their award of a contract to Eastern Bus Company for services for the period 2011-2014, contingent upon the changes. The Committee voted unanimously to enter into the agreement with METCO, Inc.

#### V. Warrant Approval

Document: None.

Mr. Creel presented the payroll warrants totaling \$1,025,095.14 and the accounts payable warrants totaling \$355,946.32 for a total of \$1,381,041.46. Mr. Schmertzler reviewed the warrants and recommended that they be approved. Ms. Glass moved to approve the warrants, with Mr. Schmertzler seconding the motion. The Committee voted unanimously to approve the warrants.

#### VI. Approval of Minutes

Document: Draft of School Committee Minutes for May 12, 2011

Ms. Glass moved, and Mr. Schmertzler seconded, the motion to approve the minutes for the meeting of May 12, 2011. The Committee voted unanimously to approve the minutes. They will be posted on the web site.

#### VII. Superintendent's Report

Document: None.

Mr. Brandmeyer reported that Hanscom had successful Title I Math, Science, and English Language Arts programs in July for 30 students.

He reported on their exciting week on the new Hanscom Middle School with designer Ewing Cole, which resulted in the concept and sketch of the new school. 15 to 18 Hanscom teachers kicked off the design charrette. The federal government is focusing on 21<sup>st</sup> century design and will have a fully green project. Today he received a binder with a final report on the design charrette. They expect to work with Ewing Cole in September. He announced that they will keep the gym and demolish the rest of the building so that no phasing is needed. There will be portable classrooms for grades 5-8, and grade 4 will move to the Primary School. The furniture subcontract will go to the District to decide what to spend. The new building will house a larger kitchen and is being designed for 310 students. It will connect to the new Primary School. The new building will be 85,000 square feet at a cost of \$39 million.

#### VIII. Adjournment

On motion by Ms. Glass, seconded by Ms. James, the School Committee voted unanimously to adjourn at 7:15 pm.

### MINUTES OF THE LINCOLN SCHOOL COMMITTEE AND SCHOOL BUILDING COMMITTEE

Monday, August 15, 2011

Hartwell Building, Ballfield Road, Lincoln, MA 01773

OPEN SESSION

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

Absent: Tom Sander (Vice Chair), Tim Christenfeld, Debbie John (Boston Representative).

School Building Committee [SBC] Present: Gary Taylor (Co-Chair), Al Schmertzler (Co-Chair), David Bau, Andrew Glass, Eric Harris, John Snell, Sheila Webber, Stephen McKenna, Mickey Brandmeyer, Buckner Creel, Michael Haines

SBC Absent: Owen Beenhouwer, Peter Braun, Laura Regrut

Other Attendees:

Office of Michael Rosenfeld, Inc. [OMR]—Jeanne Roberts, Chuck Koehler, Jeremy Hauch  
Skanska, Inc. [Owner's Project Manager]—Dan Tavares

Ms. Glass called the meeting to order at 7:37 pm and welcomed everyone. She turned the meeting over to Gary Taylor, Co-Chair of the School Building Committee.

### 1. Report on continued discussion with MSBA

Documents: 1) Letter from Massachusetts School Building Authority to Mickey Brandmeyer, dated August 4, 2011; 2) Exhibit C, Extended Timetable for Completing Feasibility Study; 3) Document entitled, "Lincoln Public School—Lincoln, MA, School Committee Meeting, July 11, 2011," by OMR Architects

#### A. Project scope, schedule for Feasibility Study completion, progress meeting: September 1

Mr. Taylor explained that their primary business this evening was to discuss the schedule, given the MSBA's letter that raised many issues with the current design of the Lincoln Schools' renovation. The MSBA asked for modifications and a more precise space report to the plan submitted to them by OMR; the MSBA's feedback was a surprise as the space report was presented to the MSBA at the May meeting and was discussed in detail then without any objections. The MSBA gave an August 19 deadline for those modifications in order to remain on the timeline that had originally been planned to submit the project for approval at the Annual Town Meeting in March 2012, but it is not possible to meet the August 19 deadline. The MSBA indicated that they would be more in favor of a larger renovation to new construction ratio.

Mr. Taylor proposed that more time was needed for the feasibility study process and to move the Town's decision from the March 2012 deadline to October or November 2012. The MSBA board meeting will be held in January 2012, giving them a chance to submit the PSR for the January 2012 MSBA Board meeting, and extending the timeline for the completion of the feasibility study to June 2012. The MSBA Board of Directors meets again in July 2012 project, scope, budget meeting, and if the Board approves the SBC proposal, the Town would vote on the project at a Special Town Meeting and Election in October or November 2012. If the proposal for more time is approved, the SBC will send a letter to the MSBA and agree to the extended schedule.

On September 1, OMR, Skanska, Mr. Taylor, Mr. Brandmeyer, Ms. Glass, and Mr. Creel will meet with the MSBA to discuss specifics and to present an update on the space summary.

Given feedback from residents that the school building process has been too fast, many members felt more time would help but were concerned about the cost of extending the feasibility study and how to pay for it. In extending the feasibility study phase, the focus would be on the current preferred option and preparation of the PSR, and not on designing additional options. Mr. Brandmeyer and Mr. Creel were asked to look at options for funding the additional time and having a discussion with the Finance Committee. OMR, Skanska, Mr. Creel, and Mr. Brandmeyer need to present a dollar figure for the extra time to the School Committee and the Finance Committee.

If the Finance Committee approves additional monies, OMR would need to look at the existing building again as the current plan showed parts of it being demolished. They also need to prepare a life cycle cost analysis of the revised scheme. While OMR is positioned well for the MSBA September 1 meeting, they will take direction from the MSBA at that meeting. The SBC has to confirm MSBA approval for more time for the feasibility study and will do so at the September 1 meeting.

### 2. Discussion regarding proposed amendment to Feasibility Study schedule

#### A. Recommendation from the School Building Committee

Mr. Harris moved, and Mr. Schmertzler seconded, the motion to approach the MSBA with the modification of exhibit C, to meet with the Finance Committee regarding funding after receiving feedback at the September 1 meeting, and to decide how to proceed after the September 1 meeting with the MSBA.

The School Building Committee voted unanimously to recommend the motion to the School Committee.

#### B. School Committee action

Mr. Schmertzler moved, and Ms. James seconded, the motion to ask the School Building Committee to proceed to discuss modifications on September 1 to seek an extension of time on the feasibility study and on exhibit C. The School Committee voted unanimously to ask the SBC to seek an extension of time on the feasibility study and on exhibit C.

### 3. Designer update

Document: PowerPoint presentation on options 5D and 5E from OMR Architects  
OMR Architect Mr. Koehler presented designs 5B and 5C last week, and Ms. Roberts will show designs 5D and 5E tonight.

A. Update on Space Summary

Ms. Roberts noted there are gross square footage changes in both options. They are looking at sharing more spaces. They reduced the plans by 16,000 square feet, a ten percent change. These new options save more renovated space instead of new construction. She noted that the net square footage is the actual room size; the gross square footage, a 1.5 factor more than the net square footage, includes the thickness of walls, hallways, etc. 5D and 5E have 136,000 gross square feet. [The current school buildings total 142,000 square feet.] 5E is a one-story scheme with 22 classrooms at a potential estimated cost of \$52.4 million, which will most likely decrease. The phasing will be more complicated. 5E is different from the scheme the MSBA saw in May. Ms. Roberts suggested that they not squeeze the schemes' square-footage wise before showing them to the MSBA, and noted that this will be part of the continuing conversation with the MSBA.

B. Design developments and modifications to preferred options

OMR eliminated preschool classrooms altogether from these options. They reduced the media center (library) from 7,500 square feet to 4,000 square feet. 5E builds a third gym teaching space and cafeteria. Mr. Brandmeyer noted that they do not want to share a gym space with a cafeteria because they do it now and want to stop that. The students take physical education twice a week, and the school needs three teaching stations for physical education. He said they would be willing to have three seatings in the cafeteria to cut some space there.

Mr. Brandmeyer noted the one-story school saves space on the elevator and staircases and stairwells. In September they will talk to users to get their feedback.

C. Next steps

Mr. Brandmeyer and Ms. Roberts will respond to the MSBA's August 4 letter and indicate where space cuts have been made. Mr. Taylor suggested that they send questions they would like the MSBA to address. OMR will not reduce option 5E's square footage until after they bring option 5E to the MSBA at the September 1 meeting. OMR will update the space summary to match 5E for the September 1 meeting.

D. Steering Committee meeting dates

Mr. Brandmeyer suggested the next Steering Committee dates and times: August 25 at 10 am, 2 pm, or 2:30 pm; August 22 at 10 am. They will discuss how to cut more spaces out of the plan.

4. Adjourn

Mr. Taylor moved, and Mr. Schmertzler seconded, the motion to adjourn the meeting at 10:45 pm. The School Building Committee voted unanimously to adjourn the meeting.

Respectfully submitted,  
Sarah G. Marcotte  
Recording Secretary