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MEETING MINUTES

Project: Randolph Lyons School	Meeting Date: May 20, 2020
Time: 11:10 AM	Meeting Location: Zoom
Meeting: School Building Committee	Report By: Richard Marks
Attending: Andrea Nixon (AN)* Thea Stovell (TS)* Steve Nesterak (SN)* Mike Rossini (MR)* Carlos Colley (CC)* Lisa Millwood (LM)* Pam Davis (PD)* Ben Rogers (BR)** Judy Littlejohn *	Adam Smith Ryszard Szczypek/TSKP Randall Luther/TSKP Yugon Kim/TSKP Josh Soares/Nitsch Tieshia Walton/Daedalus Alicia Monks/Daedalus Christina Opper/Daedalus Richard Marks/Daedalus (RM)
* Building Committee Member ** Representing Cindy Lopez	
Absent: Jim Burgess (JB)* Kevin Donovan (KD)* Casey Haley (CH)*	Brian Howard (BH)* Cindy Lopez (CL)* Duong Nguyen (DN)*

Item	Action
1) The meeting was called to order by Committee Chair Andrea Nixon at 11:10	
2) TSKP Architects was introduced. Randall Luther, Principal of TSKP and lead architect reviewed TSKP's history. They are a firm of 30 people located in Hartford, CT with a Boston office. They have a varied portfolio of work, with an emphasis on public schools.	
3) Yugon Kim of TSKP reviewed the existing conditions studies that TSKP has undertaken. The current Lyons School is about 38,000 sf. It is in fair to good condition. The overall structure is in good condition and there are ways to transform the existing school into a "21st century" school with shared spaces and collaborative education. The gym and cafeteria could be re-purposed as shared spaces, for example.	
4) TSKP has conducted preliminary studies at five sites: Existing Lyons School, Devine School, Tower Hill School, the McNeil site and a town owned property on Grove Street (currently used as a DPW transfer facility and dog park).	
5) All of the sites have some wetlands. A matrix was developed by TSKP (see attached slides). After evaluation, the team recommends focusing on the Devine and current Lyons sites as the most suitable for development.	
6) The design team has contracted with a redistricting specialist to study the current enrollments of the school for potential reallocation of students in the future to better balance the available classrooms and students across the district.	
7) Richard Marks of Daedalus reviewed the MSBA process for design and construction (see slides). The project is currently in "Module 3" of the MSBA process, which is the Feasibility	

- Commented [NS1]: Committee Chair, Andrea Nix
- Commented [NS2]: Randall Luther, Principal of TSKP and lead Project Architect
- Commented [NS3]: With Boston Office

Study. The team will be assessing alternatives, developing the educational program and incorporating the community and staff input from the recent virtual visioning sessions conducted by the team.

8) Three invoices were presented to the Committee for approval:

- A) TSKP (Architect): \$47,680
- B) Daedalus (OPM): \$4,500
- C) Daedalus (OPM): \$7,000

On a motion by AN, seconded by CC, the Committee voted unanimously to approve payment of the three invoices. A rollcall vote was taken and the motion unanimously passed.

- 9) After discussion, a finance sub-committee of AN, SN and CC was appointed to review and approve recommend invoices in the future with report to the full committee at regularly scheduled meetings. AN made a motion, seconded by LM to approve the above sub-committee. A rollcall vote was taken and the motion unanimously passed.
- 10) Community engagement was discussed and the necessity for town support. There will be a project website available in the coming weeks. Upcoming presentations will include the Community as well as Town Council and the School Committee. Funding is always a concern. 80% reimbursement for eligible costs from the MSBA is rare and the messaging to the taxpayers should include the value being offered from the MSBA.
- 11) An ad-hoc Communication Group was discussed. This group will be key to the process and success of the project. Volunteers will be sought.
- 12) No public comments were received.

The meeting was adjourned at 12: 26 PM

Next meeting: To be scheduled for the second week of June.

Attached: Slide presentation dated May20, 2020

Commented [NS4]: We should note invoice date for each. Denote OPM and Architect and attach/reference the project cost summary that was provided with invoices

Commented [NS5]: Finance sub-committee

Commented [NS6]: And approve invoices

Commented [NS7]: With report to full committee at regularly scheduled meetings

Commented [NS8]: Did we call for any public questions or comments? If so, we should add that there were none.