

City of Woburn
Massachusetts

City Hall
10 Common Street
Woburn, MA 01801

Tel: 781-897-5901
www.cityofwoburn.com

Scott D. Galvin
Mayor

March 10, 2015

Ms. Diane Sullivan
Senior Capital Program Manager
40 Broad Street, Suite 500
Boston, Massachusetts 02109

Dear Ms. Sullivan:

The City of Woburn School Building Committee ("SBC") has completed review of the Schematic Design Submittal for the Wyman-Hurld Elementary school project and voted to approve and authorize the OPM to submit the Schematic Design related submittals to the MSBA for consideration on February 5, 2015. A certified copy of the SBC meeting minutes, which includes the specific language of the vote and the number of votes in favor, opposed and abstained, are attached.

The SBC held two meetings regarding the Wyman-Hurld Elementary school project since the MSBA Board of Directors approved the District to proceed into Schematic Design on November 19, 2014.

Meeting #	Date/Time	Location	Presenters	Issues Discussed
1	January 22, 2015 / 4:00 PM	Woburn City Hall	DiNisco, MBC	<i>Presentation of progress on building design and site design, review of site approval process, review of budget, review of process for submissions</i>
2	February 5, 2015 / 4:00 PM	Woburn City Hall	DiNisco, MBC	<i>Presentation of progress on building design and site design, review of site approval process, reviewed (2) estimates, review of budget, review of SD submission materials, vote of approval to submit SD to MSBA</i>

In addition to the SBC meetings listed above, the District held three public meetings, which were posted in compliance with the Open Meeting Law, at which the Wyman-Hurld Elementary school project was discussed.

Meeting #	Date/Time	Location/ Body	Presenters	Issues Discussed / Materials Provided
1	November 18, 2014 / 3:00 PM	Woburn City Hall / City Department Heads	Designers	<i>Review of site plan design progress, review procedure for approvals through departments</i>

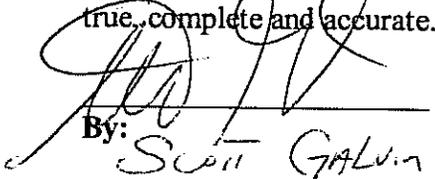
2	December 2, 2015 / 3:00 PM	Woburn City Hall / City Department Heads	Designers	Review of site plan design progress, review procedure for approvals through departments
3	December 4, 2015 / 6:00 PM	Woburn City Hall / Conservation Commission	Designers	Approval of ANRAD

The meeting presentation materials, meeting minutes and summary materials as they relate to the Wyman-Hurld Elementary school project are available locally for public review at Woburn City Hall and on the City's website.

To the best of my knowledge the meetings listed above comply with the requirements of the Open Meeting Law, M.G.L. c. 30A, §§18-25 and 940 CMR 29.00: Open Meetings.

The District has named Mayor Scott Galvin as the local point of contact to receive questions.

By signing this Local Action Certification, I hereby certify that, to the best of my knowledge and belief, that the information supplied by the District is true, complete and accurate.

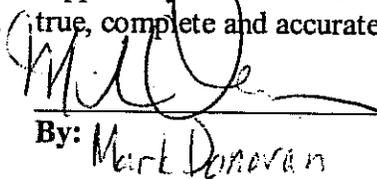


By: Scott Galvin

Title: Chief Executive Officer Mayor

Date: 3-10-2015

By signing this Local Action Certification, I hereby certify that, to the best of my knowledge and belief, that the information supplied by the District is true, complete and accurate.

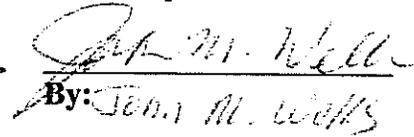


By: Mark Donovan

Title: Superintendent of Schools

Date: 3/10/15

By signing this Local Action Certification, I hereby certify that, to the best of my knowledge and belief, that the information supplied by the District is true, complete and accurate.

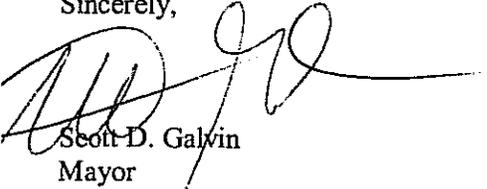


By: John M. Wells

Title: Chair of the School Committee

Date: 3/12/15

Sincerely,



Scott D. Galvin
Mayor
SDG/dm

Meeting Minutes

Woburn Wyman-Hurld Building Committee Meeting

February 5, 2015 – 4:00 PM – Engineers Conference Room
Woburn City Hall

Roll call –

Present –Galvin, Donovan, Corey, Quinn, DiNizio, Elia, Surette, Gauthier

Not Present- Mills, Mulrenan, Ahearn

Approval of Minutes from last meeting – Motion by Corey, second by Quinn, all present voted approval

Designers Presentation:

- Ken DiNisco presented a presentation that indicated progress on the project to date
- Indicated progress since last meeting
- Reviewed reconciled estimate process and finalized budget number (greater details in MBC presentation)
- Site plan review – no changes since last month
 - o Reviewed (3) bus queuing options available to the school department
 - o Reviewed changes around existing farm stand that assists in storm water management
 - o Reviewed addition of “patio” around farm stand
 - o Reviewed areas that will remain as “lawn” or agricultural areas that will be available for planting
 - o Review proposed raised planting beds
- Reviewed room data sheets
 - o Outlines discussions with school department and staff of the two schools
 - o Outlines equipment and furnishings discussed
 - o Comment from Superintendent Donovan that the entire school department feels DiNisco has listened extremely well to the staffs comments and is very appreciative

MBC presentation:

- MBC presented budget report package that included:
 - o Original email to MSBA of 2013 that indicated budget should be between 35-45 million
 - o Summary memo of what budget includes
 - o Revised proposed budget indicating that the designers are requesting the line item for the FFE be increased by \$93,000 over the MSBA allowable figure. DDP feels that the historical data shows that a new school cannot be fitted up at the MSBA value. MBC and DDP pointed out that the \$93,000 would not be reimbursable.

Questions from committee and public:

- DDP was asked to review the agricultural portions of the site that would be remaining after the construction

- Elia asked if it would be possible to make sure that the telephone, security and building automation systems that the school department can be used in this building as well. MBC and DDP indicated that the state discourages using proprietary products and if the City wanted to use specific vendors a vote would be required. DDP indicated that they believe they will be able to specify products that will be acceptable to the school department
- Quinn asked if the team felt if the printing costs might be too high with the recent use of electronic bid documents. MBC and DDP felt the budget figure was appropriate.

A motion was made by Elia to authorize DiNisco and Municipal to make the Schematic Design Submission as presented at the building committee meetings at the total project budget of \$33,705,396.00 as presented today. The motion was seconded by Corey. All present voted approval.

Motion to adjourn by Corey and seconded by Elia.

Pursuant to Open Meeting Law G.L. 39 sec. 23B the approval of these minutes by the Committee constitutes a certification of the date, time and place of the meeting, the members present and absent and actions taken at meeting. Any other description of statements made by any person, or summary of discussion, is for purpose of content only, no certification is made by the committee as to the completeness or accuracy of statements made.