



Eileen Donoghue
City Manager

Kara Keefe Mullin
Assistant City Manager

MEMORANDUM

TO: Mayor Samaras and Members of the City Council

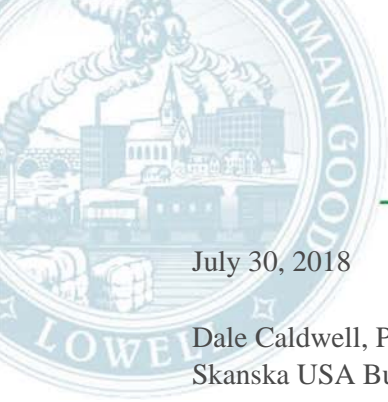
FROM: Eileen Donoghue, City Manager *EMD*

DATE: August 7th, 2018

SUBJECT: MOTION RESPONSE C. Kennedy - *Req. City Mgr. Assemble A Three Man Subcommittee Consisting Of Construction Professionals Who Currently Sit On The Lowell High School Building Committee For The Purpose Of Acting As A Liaison Between Lowell High School Building Committee And The Lowell High School Building Consultants.*

See the attached letter which describes the working group and lists the appointed members.

Please let me know if you have any further questions regarding this matter.



July 30, 2018

Dale Caldwell, Project Executive
Skanska USA Building Inc.
101 Seaport Boulevard, Suite 200
Boston, MA 02210

Joe Drown, Principal
Perkins Eastman DPC
20 Ashburton Place, Floor 8
Boston, MA 02108

Eileen M. Donoghue
City Manager
Kara Keefe Mullin
Assistant City Manager

Re: Establishing a Working Group for LHS Project

Dear Mr. Caldwell and Mr. Drown,

As per the recommendation of Perkins Eastman, the city is establishing a working group that will assist with moving the Lowell High School project forward before bringing issues to the School Building Committee and City Council. The group will meet on average of one to two times per month, informally to discuss and narrow down ideas and approaches prior to formal presentations to the SBC and City Council.

The members of this working group understand the commitment and agree to participate in discussions as they evolve. This working group shall be comprised of individuals that represent the various stakeholder groups within the community including the SBC, City Manager's Office, Lowell High School, and various subject matter experts from city departments as listed below.

Member Name	Title
Kara Keefe Mullin	Assistant City Manager
Diane Tradd	Assistant City Manager / Director of Planning and Development
David Cunningham	School Building Committee Member
Jay Mason	School Building Committee Member
Mary Payne	Acting Superintendent Student Support Services Lowell Public Schools
Marianne Busteed	Head of Schools
Christine Clancy	City Engineer
Sarah Brown	Environmental Officer
Roxane Howe	Discipline and Operations Specialist Lowell Public Schools
Richard Underwood	Director of Maintenance and Facilities Lowell Public Schools

Please let me know if you have any questions.

Sincerely,

A handwritten signature in cursive script, reading "Eileen M. Donoghue", enclosed in a thin black rectangular border.

Eileen Donoghue
City Manager

Cc: Kara Keefe Mullin, Assistant City Manager
Diane Tradd, Assistant City Manager / Director of Planning and Development
David Cunningham, School Building Committee Member
Jay Mason, School Building Committee Member
Mary Payne, Acting Superintendent Student Support Services Lowell Public Schools
Marianne Busted, Head of Schools
Christine Clancy, City Engineer
Sarah Brown, Environmental Officer
Roxane Howe, Discipline and Operations Specialist Lowell Public Schools
Richard Underwood, Director of Maintenance and Facilities Lowell Public Schools