

## Meeting Minutes

September 16, 2013 School Building Committee  
Paul Revere Room, Minuteman High School 5:00 PM

Attendees: Ford Spalding, Jack Weis, Dana Ham, Don Lowe, Simon Bunyard, Bill Blake, David Frizzell, Franklin Cannon, Marianne Cooley, Peter Sugar, Tony Lionetta, Carmin Reiss, Ernie Houle, Alice DeLuca, Carrie Flood, Judy Taylor, Larry Trim, Brian Solywoda, Mary Ann Williams

### 1. Call to Order

The School Building Committee was called to order by Committee Chair, Ford Spalding, at 5:05 PM.

### 2. Approval of Past Minutes

The past meeting minutes, dated August 26, 2013 were approved unanimously by the Committee.

### 3. Approval of Invoices

Skanska Invoice No. 9 was unanimously approved.

KBA Invoice No. 5 was unanimously approved.

### 4. Design Team Presentation: Plan Design Options and Estimated Costs

Mr. Solywoda of Kaestle Boos Associates, Inc. ("KBA") presented four concepts that addressed renovation and new for both the 435 student population and the 800 student population, as requested by MSBA. Mr. Solywoda explained that the plans had been further refined and colored to match the space needs diagrams that had been produced by Dr. Locker previously.

Mr. Solywoda presented the order-of-magnitude cost provided by Daedalus Projects, Inc. ("Daedalus"), to show the relative value of one concept to another for comparison purposes. A more detailed estimate will be provided once the consultants have had an opportunity to become familiar with the concepts, and have been able to provide narratives of their design approach. Daedalus will use the narratives, as well as the concept drawings, to provide a more detailed estimate.

Mr. Solywoda and Ms. Williams discussed the schedule for completion of the Preliminary Development Program ("PDP"). Mr. Spaulding explained that some meetings had to be scheduled for approvals of various components of the PDP, in order that the Project Team meet the MSBA deadlines. The Design Team explained that timing was tight, but that the team would work diligently to meet the schedule. The following meetings will be scheduled.

September 30, 2013 – School Building Committee votes on Educational Plan.

October 8, 2013 – School Committee votes on Educational Plan.

October 21, 2013 – School Building Committee votes on the Preliminary Development Program (PDP).

October 24, 2013 – Community Meeting to present the concepts and get feedback. This meeting will be scheduled at the Minuteman High School.

Mr. Spalding asked the School Building Committee begin to think about their preference for the student population, based on all the material, including the Ed Plan, the concept drawings, the estimates, and previous discussions about the viability and usefulness of each concept.

Mr. Spalding stated Governor Deval Patrick visited Minuteman High School and participated in a presentation by the Biotechnology Department. The Governor was engaged and worked really well with the students. Mr. Spalding was able to hand deliver a letter to the Governor expressing some of the issues and differences between the need of a conventional high school versus a career and technical high school, as well as differences in how funding is addressed. Other members of the Minuteman High School community were able to show the Governor examples of some of the physical problems plaguing the school.

Ms. Williams Skanska explained that she had shared at PDP submission responsibility checklist with the Project Team. The checklist will be used as a management tool to manage the completion of the PDP package, and shall be filled out within the next five weeks.

Questions and Comments:

Question: How do we get natural light into the inboard classrooms and spaces?

Answer: Inboard classrooms and spaces are not ideal, but are shown due to the limits of the existing building configuration. Skylights and light wells will provide natural light into inboard rooms.

Question: Is the demolished portion of the building available for future construction to expand the building?

Answer: Yes, the building can be expanded as described. Any mothballed portions of the buildings would still need to be safe, in that new roofing systems and fire suppression systems, as well as other necessary utility infrastructure, will need to be installed in mothballed sections of the building.

Question: Do the estimates take swing space into account?

Answer: No, these estimates do not take swing space or phasing of the project into account.

Question: Does MSBA pay for portable classrooms?

Answer: No, MSBA will not reimburse for the costs of portable classrooms.

Comment: There is no need for additional swing space in new construction. The students stay in the existing facility until the new construction is completed, then move into the new construction.

Question: Did the Design team meet with any officials in the Town of Lincoln regarding constructing the new school on the land located at the Western end of the property?

Answer: Yes, the Design team met with the Planner, Building Inspector and the Conservation Officer for the Town of Lincoln, MA. In addition, the Design Team, including Dr. Bouquillon and Ms. Williams, met with representative of the National Park Service to discuss standards, issues, as well as the positives and negatives of construction on that portion of the site. While there are some obstacles, the meetings did not turn up any major issues that could not be addressed in some manner by the Project Team.

Comment: The Design Team must be able to clarify what the benefits are of doing any of the options, versus just doing the repair. The explanations must contain examples of what it means to meet the

Educational Specifications of the School and detail what items would be missing from a repair that would make it difficult to teach per the Ed Specs.

Comment: The Design must lay out the costs of phased construction.

Question: Are there any accreditation issues that can only be remedied by new or renovation construction project?

Answer: No, even the repair would take the Minuteman High School off the warning list.

Question: Who owns the property that the renovated or new construction would be built on?

Answer: The Minuteman School District owns the property.

Question: What is the percentage of reimbursement for repair, versus renovation or new?

Answer: The Design Team will review this question and come back with a response to the School Building Committee.

Question: Where did the number of 40 students per program come from?

Answer: Dr. Bouquillon explained that the number was derived from the maximum number of students that one teacher can teach in a one-week on and one-week off schedule.

## 5. Adjournment

The meeting was adjourned at approximately 6:00 PM.