

School Building Committee Meeting Minutes
May 20, 2013 5:00 pm
Paul Revere Room, Minuteman High School

Attendees: Alice Deluca, Dana Ham, Peter Sugar, Simon Bunyard, Carmin Reiss, Jack Weis, Tony Lionetta, Mary Ann Williams (Skanska), Gregory Joynt, Joe Milani, Brian Solywoda, Larry Trim (Kaestle Boos), David Frizzell, Ed Bouquillon

The minutes of 4.22.13 were approved, with a correction made by Peter Sugar regarding the last sentence in paragraph one, it should indicate 150%, not 15%.

Invoices for both Skanska and Kaestle Boos were presented for approval. Unanimous approval with one question on each invoice from Jack Weis: Are we on track with spending and is it consistent with the project pace. Both Skanska and Kaestle Boos indicated that the invoice is consistent with the track of the project.

Mary Ann updated the group on the proposed schedule outcome from the April 11th MSBA kick-off meeting. Specific milestones dates are as follows, however Mary Ann indicated that the MSBA has not published their 2014 calendar so these dates could change or other factors influencing schedule:

MSBA Board Approval to move to Schematic Design: April 4, 2014

Completion of Feasibility Study including Schematic Design/Final Program: August 8, 2014

Project Scope and Budget Conference/Execution of Project Scope and Budget Agreement: September 16, 2014

Projected MSBA Board Approval: October 2, 2014

Projected Member Town Vote for Project Scope and Budget Agreement: September 16, 2014 – January 16, 2015

Jack asked Maryann if towns could vote on the project prior to the MSBA Board Approval, Maryann responded that it may be a requirement of the town vote that there be MSBA Board Approval of the project before the vote. Some Districts may have a reason to do it sooner because of Town Election Schedules and the Project Scope and Budget Agreement is understood prior to the MSBA Board Approval.

Jack asked for an explanation of line 3010 of the schedule (enrollment data to designer). It was explained by both Maryann and Kaestle Boos that this data refers to the two enrollment numbers (435 Member Districts/800 Member and Non-Member Districts) agreed to in the Executed Feasibility Study Agreement with the MSBA and was also advertised this way in the Designer's RFS and that the team will be studying both of them. Additionally Kaestle Boos indicated that a different enrollment number may be indicated at a later date based on what is happening with the Regionalization and Feasibility Study.

Kaestle Boos and Skanska updated the group on Module 3 Feasibility Study progress and process.

During the Feasibility Study, the District and its team generate an initial space summary, document existing conditions, establish design parameters, develop and evaluate alternatives, and recommend the most cost effective and educationally appropriate solution. Currently the project team is conducting planning and program meetings with Minuteman Executive Team members and Superintendent.

Space use needs are documented as a baseline (visual was presented by Kaestle Boos). This document will be prepared for renovations and new construction scenarios based on the student enrollment numbers for 435 and 800 students.

Additionally, it was explained that all consultants have been through the building and a draft study will be complete by the next SBC meeting. Then there will be a baseline for probable costs to repair the building developed. The programmer is working with the district and the formulation of the educational plan and the Six Indicators will inform the space summary.

Kaestle Boos indicated that they did not find any surprises in the building and the building has good bones. Jack asked if the prior analysis of the building, Life safety items, and ADA are taken into consideration. Kaestle Boos responded that all of this would be in the report. Kaestle Boos stated that at the next meeting we will review the Existing Conditions report and will have some recommendations for this group to consider.

Anthony stated that he wants to be more involved, he can't speak for the whole committee but that's how he feels. Kaestle Boos indicated that he could be involved if his schedule permitted, and that they will be meeting 2-3 times during the next week if he would like to attend.

Anthony asked if there are meeting minutes from these meetings and he was advised that these are working meetings. Anthony said that he does not want to just be made aware of decisions; he wants to be involved in the process. Peter suggested that the draft study be included with the meeting minutes when they are sent out by email for review. All agreed that this would be a good idea.

Alice asked about interactions with the DESE regarding Chapter 74 programs. Ed responded that the District would be interacting with the DESE on this, as needed.

Motion to adjourn by Dave Frizzell, seconded by Peter Sugar at 5:55pm.

The next meeting is scheduled for June 17, 2013 at 5:00.

Dana Ham, Recorder