



## SCHOOL BUILDING COMMITTEE MEETING

Monday August 31, 2015 5:00 PM

Paul Revere Room, Minuteman High School

### AGENDA

1. Call to Order
2. Approval of Minutes (August 10, 2015)
3. Approval of Skanska Invoice #29 (July 19, 2015 for \$1,662.50)
4. Design Team Review & Discussion of Module 4 (Define Goals & Committee Decision Making Process)
5. Appoint Minuteman Building Committee Module 4 Subcommittee
6. CM at Risk Discussion and Vote
7. Minuteman Student Recruitment Film
8. Future Meeting Schedule (all Mondays, 5:00 PM)
  - September 14
  - October 19
  - November 9
  - November 23
  - December 7
9. Adjournment

## Draft Minutes

### Minuteman School Building Committee Meeting

Monday August 10, 2015 5:00 PM Paul Revere Room, Minuteman High School

#### Present:

Ford Spalding, Ed Bouquillon, Kevin Mahoney, Steve Sharek, Mary Ann Williams, Larry Trim, Peter Sugar, Don Lowe, Bill Blake, Simon Bunyard, David Frizzell, Frank Cannon, Alice DeLuca, Mike Majors, Marianne Cooley, Carmin Reis, Jack Weis, Dana Ham

#### **1. Call to Order:**

The meeting was called to order at 5:00 PM.

#### **2. Approval of Invoice:**

The May, 2015 KBA Invoice was approved.

#### **3. Release of Report:**

Ford announced that the Preferred Schematic Report, submitted on June 11, 2015, is now on the School Building Committee section of the Minuteman.org website.

#### **4. Report on August 6, 2015 MSBA Board Meeting**

Ford reported on the MSBA Board Meeting, and announced that the MSBA passed the PSR Submission, putting the District now in Module 4. Ed described details of the meeting, highlighting the amount of time that Minuteman's project has been in process. Mary Ann noted that the Board talked about the Education Program Plan as being comprehensive and aligned with the future employment opportunities in the area. Ed also gave an update on the State Treasurer's visit on August 5. Ford noted MSBA's position that they would not support a school under 600 students. In response to Jack Weis' inquiry about why they had suggested a 435 number earlier on, he was referred to the July 21, 2015 memo prepared by Mary Pichetti that summarized the status of the Minuteman project, and that was included in the MSBA correspondence addressing concerns expressed by some member towns.

#### **5. Design Team Report: Where We Go Next**

The updated Skanska Project Flow Chart, Module 2-5, dated 8.10.15, was distributed. Mary Ann Williams noted that Modules 2 and 3 are complete, and called attention to action items listed on Module 4: Schematic Design. She noted that a robust Schematic Design will be developed in order to establish the scope, budget, and schedule. This Schematic Design will be submitted by December 1, 2015. The MSBA Board will review on January 27, 2016. She affirmed that the Design Team can meet the deadline, and summarized opportunities for additional reimbursement rates.

Jack Weis inquired about the School Building Committee's role in the design process, specifically with regard to materials. Mary Ann explained that the Design Team is committed to focusing on materials that are LEED approved for additional points. She also noted that the School Building Committee will be looking at alternatives and trade-offs in order to bring in the most cost-effective budget, in light of what is most important for the institution. Peter Sugar suggested a "basis of design" to assist in the School Building Committee's decision-making process. Alice DeLuca suggested a smaller working group be established to work with the Design Team. It was decided that Larry Trim and MaryAnn Williams will

discuss and recommend a process for this subcommittee at the next meeting on August 31. Ford asked for emails expressing interest in serving on this subcommittee.

#### **6. Review of School Committee Options for Authorizing Debt**

Ford explained the two options that the School Committee is considering for authorizing debt (16 (d) and 16 (n)), and emphasized that no decision has been made at this point.

#### **7. Schedule of Meetings**

Ford called attention to the list of meetings scheduled through early December.

#### **8. Adjournment**

The meeting was adjourned at 5:57 PM.

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Kevin Mahoney, Recorder

#### **Materials noted for review** (on School Building Section of website: [www.minuteman.org](http://www.minuteman.org))

1. Preferred Schematic Report, submitted on June 11, 2015 (Latest Updates)
2. MSBA's July 22, 2015 correspondence addressing member town concerns (Latest Updates)
3. Skanska Project Flow Chart, Module 2-5, dated 8.10.15 (Documents and Resources)

**INVOICE**



TO: Kevin Mahoney  
 Minuteman High School  
 758 Marrett Road  
 Lexington, MA 02421

Project No. 1312826  
 Invoice # 1312826-000-12483-29  
 Issue Date: 08/07/15

Ref.: **Minuteman High School**  
 FOR: Services thru July 19, 2015

PERSONNEL EXPENSES:

Name	Current Hours	Prior hours Billed	Hours Project To Date	Rate	Billed This Period	Billed Prior Periods	Total Billed To Date
Caldwell, D	0	66	66	\$180.00	\$0.00	\$11,880.00	\$11,880.00
Garcia, W	0	8	8	\$60.00	\$0.00	\$480.00	\$480.00
Williams, M	9.5	929.5	939	\$175.00	\$1,662.50	\$162,662.50	\$164,325.00
<b>TOTAL DIRECT PERSONNEL EXPENSES:</b>					<b>\$1,662.50</b>	<b>\$175,022.50</b>	<b>\$176,685.00</b>
<b>REIMBURSABLE EXPENSES</b>					<b>\$0.00</b>	<b>\$40.00</b>	<b>\$40.00</b>
<b>TOTAL AMOUNT DUE</b>					<b>\$1,662.50</b>	<b>\$175,062.50</b>	<b>\$176,725.00</b>

**PLEASE PAY THIS AMOUNT  
 AND REFERENCE THE INVOICE NUMBER ON CHECK  
 Invoice # 1312826-000-12483-29**

**PLEASE REMIT TO:**  
 Skanska USA Building Inc.  
 14776 Collections Center Dr.  
 Chicago, IL 60693

12483

From To 07/31/2015

2744720 MINUTEMAN HIGH SCHOOL Job # 1312826-000 Contract No. 57298 Minuteman High School

Date	Description	Cost Type	Reference	Control	Hours	Type	Rate	Amount
	PROJECT EXECUTIV	01111000						
07/05/2015	WILLIAMS, MARY ANN	5010	2158346	LA 14575395	8.00	Regular	175.00	1,400.00
				Regular Hours	8.00		Regular Amount	1,400.00
Total For 07/05/2015								
07/19/2015	WILLIAMS, MARY ANN	5010	2158346	LA 14575400	1.50	Regular	175.00	262.50
				Regular Hours	1.50		Regular Amount	262.50
Total For 07/19/2015								
<b>Total For 01111000 PROJECT EXECUTIVE</b>								
	Subtotal	1312826-000			9.50		Regular Amount	1,662.50
								<u>1,662.50</u>

From To 07/31/2015

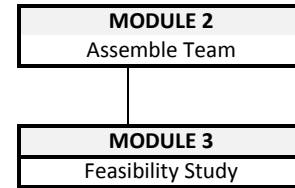
Category Summary Amount	Business Unit	Hours	Amount
1312826-000			
5010	1312826-000	9.50	1,662.50
1312826-000	1312826-000	9.50	1,662.50
Grand Total(\$)	1312826-000	9.50	1,662.50

From To 07/31/2015

Distribution Summary Amount	Business Unit	From	To	Gross Amount	Retainage	Total Amount
1312826-000						
01111000	1312826-000			1,662.50		1,662.50
				1,662.50		1,662.50
				1,662.50		1,662.50
				1,662.50		1,662.50

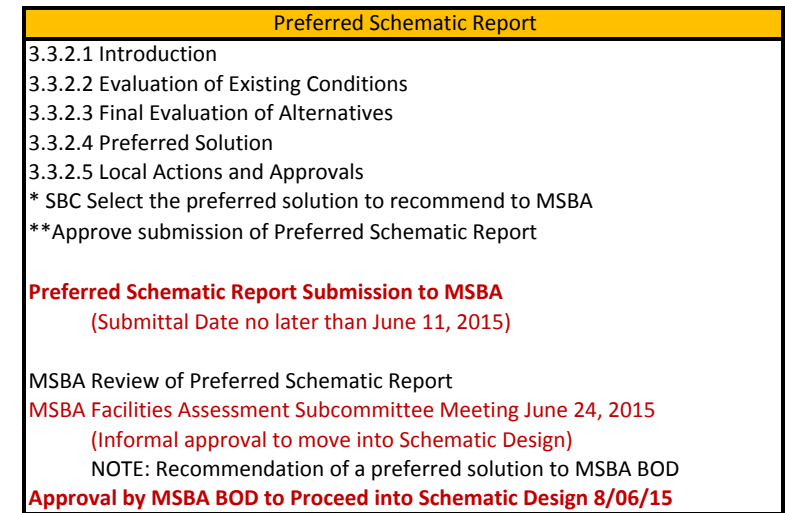
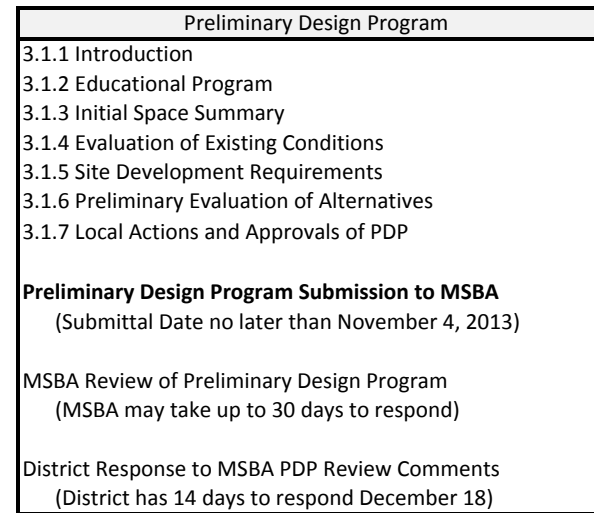
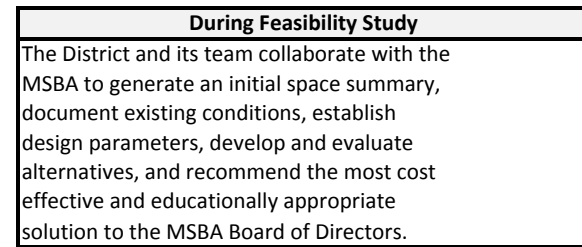
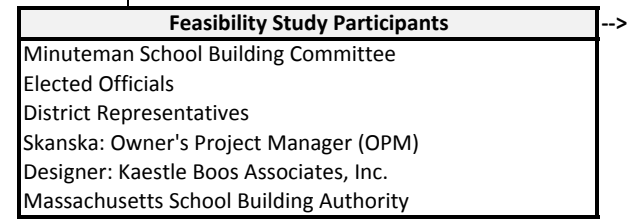
PROJECT EXECUTIVE

Schedule Date: August 10, 2015



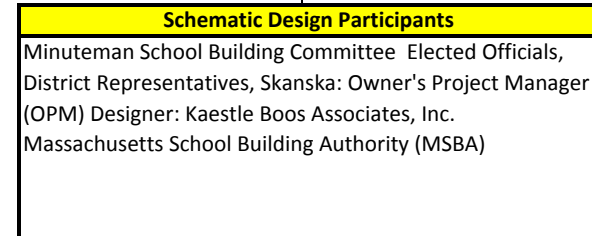
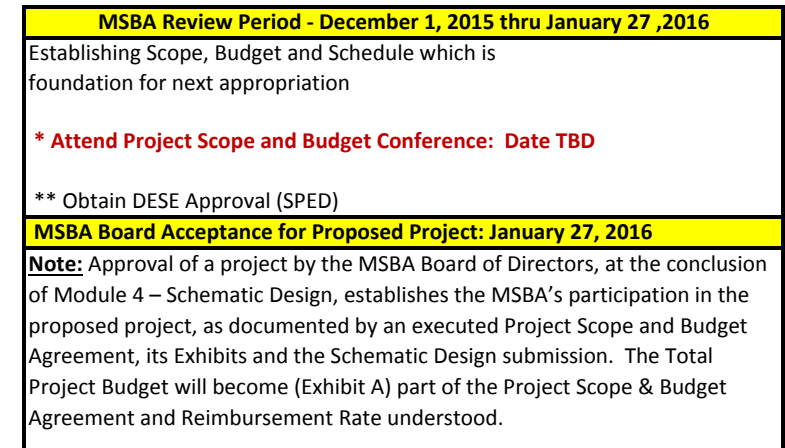
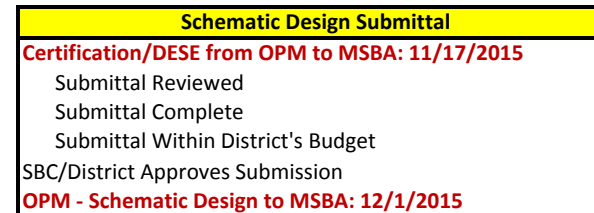
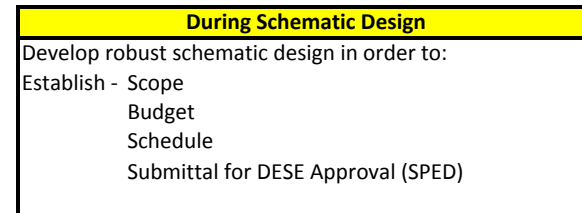
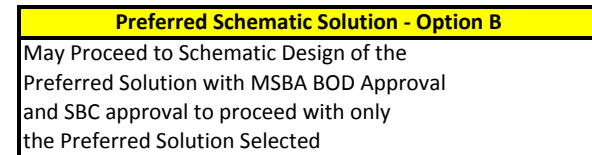
Schedule: April 8, 2013 - December 19, 2013

Schedule: December 19, 2013 - July 29, 2015

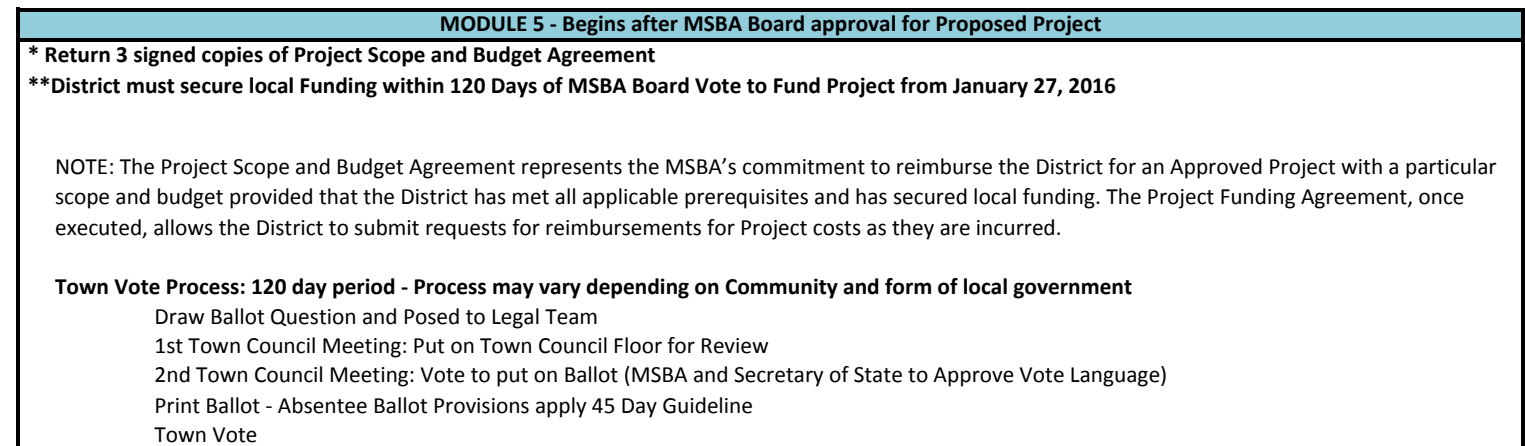
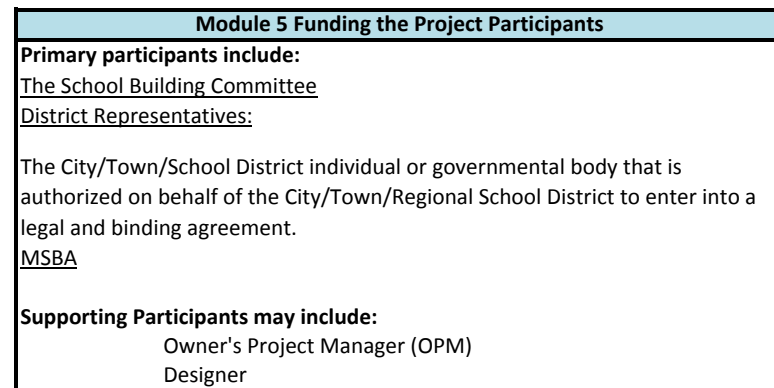


**MODULE 4**

Schedule: July 30 - December 2015



**MODULE 5**  
Funding the Project



Towns Vote Approval

District submits certified copies of Towns votes

**\*\*\* MSBA and District enter into Project Funding Agreement**