

Minutes

Minuteman School Building Committee Meeting

Monday January 11, 2016 5:00 PM Paul Revere Room, Minuteman High School

Present: Ford Spalding, Ed Bouquillon, Kevin Mahoney, Steve Sharek, Simon Bunyard, David Frizzell, Frank Cannon, Carmin Reiss, Peter Sugar, Bill Blake, Mary Ann Williams, Sue Mullaney (Needham parent), Don Lowe, Mike Major

1. Call to Order

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

2. Approval of Past Minutes (12.7.15)

The following vote was taken:

Moved (Bunyard) and seconded (Frizzell)

To approve the past minutes of 12.7.15

Vote: Unanimous

3. Approval of Invoices (Skanska #33 and KBA #17)

The following vote was taken:

Moved (Bunyard) and seconded (Frizzell)

To approve Skanska Invoice #33 and KBA Invoice #17

Voted: Unanimous

4. Report on discussions with MSBA

MaryAnn Williams updated the School Building Committee on the recent meeting with MSBA, which included a review of the project Scope and Budget and MSBA's response to the Module 4 Schematic Design submission. Their Project Team indicated that they will be recommending approval of the project. They noted the reimbursement rate for eligible costs at **44.75%**, resulting in \$1M more of reimbursement than originally estimated, due to additional space needs required by a vocational technical school vs. a traditional school. The effective eligible reimbursement will be about **31.2 %**, for a total dollar amount of **\$45.3M** reimbursement. The MSBA Board meeting is scheduled for 1.27.16, and Minuteman will be considered for approval. There was a discussion about the inadequacy of the FF & E budget, and Minuteman is submitting a complete list of needs. Ed Bouquillon gave examples of questions MSBA has on the Schematic Design submission.

5. Appointment of CM Selection Subcommittee

Following up from previous discussions, the following vote was taken:

Moved (Reiss) and seconded (Lowe)

To appoint a CM Selection Subcommittee, comprised of:

Dana Ham

Frank Cannon

Peter Sugar

David Frizzell

Simon Bunyard

Ed Bouquillon

Kevin Mahoney

Vote: Unanimous

MaryAnn Williams distributed two charts (14 b and 14D) illustrating the CM at Risk Delivery Method. She explained that all Subcommittee members will need to submit their resumes to demonstrate supervision of construction and design process experience. She also explained that the Inspector General will give authorization to move forward. The Subcommittee will send out a Request for Qualifications with selection criteria to qualified construction managers. After firms are determined for eligibility, a Request for Proposal will be issued. The following vote was taken:

Moved (Lowe) and seconded (Reis)

To authorize the OPM to submit the CM at Risk application to the Inspector General's Office

Vote: Unanimous

6. Report on School Committee and District Actions

Ford reported that the 16 town selectmen have agreed on proposed amendments to the Regional Agreement, and requested that the School Committee separate the Regional Agreement Amendment vote from the building project bonding vote. The School Committee voted on the Regional Agreement Amendments, and as part of the vote, requested that all towns schedule a Special Town Meetings before March 1. All towns have done so. He also noted that seven towns are considering withdrawal from the District. Ed added that he will ask the School Committee on 1.19.16 to discuss strategy for funding the project, and anticipates a vote by the School Committee on 2.23.16. MSBA has a 120 day approval process from their approval on 1.27.16 (May), and the statute for bond approval once voted by the School Committee requires non-approval from towns within 60 days (April).

Carmin asked for operating and capital assessment models based on 524 in-district and 104 non-resident students. She also noted that Concord will be seeking a debt exclusion override to fund the project.

7. District Communications Plans

Steve Sharek discussed the two documents (Narrative Summary prepared by Dan Matthews, and Side-by-Side Comparison of elements in the Regional Agreement, prepared by Carrie Flood). Once reviewed by Dan and Carrie, they will be posted on the website. He noted that a Power Point will also be developed for each Special Town Meeting, as will an FAQ sheet, addressing the many questions that have been received. He also noted that a Breakfast Meeting with Town Officials has been scheduled for Thursday 1.21.16 at 7:30 AM in the Paul Revere Room. Ed offered to help get the word out about the Special Town Meetings to encourage attendance for a quorum, and Carmin cautioned that no position can be taken. Carmin noted that she would like status updates as necessary between now and the next meeting. Carmin also wondered at what point the School Building Committee appoints a Finance Subcommittee or a Construction Oversight Subcommittee. Ford noted that he will report back.

8. Future Meeting Dates

The following meeting dates were set for 5:00 PM in the Paul Revere Room:

2.29.16

3.14.16

9. Adjournment

The meeting was adjourned at 6:00 PM.