

## Minutes

Minuteman School Building Committee Meeting

Monday August 31, 2015 5:00 PM Paul Revere Room, Minuteman High School

Present: Ford Spalding, Ed Bouquillon, Larry Trim, Brian Solywoda, Kristen Smith, Mary Ann Williams, Alice DeLuca, Don Lowe, Bill Blake, Simon Bunyard, David Frizzell, Dana Ham, Frank Cannon, Peter Sugar, Jack Weis, Mike Majors, Jerome Lerman, Kevin Mahoney, MaryAnn Cooley

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

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

### **2. Approval of August 10, 2015 Minutes**

On a motion made (Bunyard) and seconded (Cannon), the minutes of the August 10, 2015 meeting were approved.

### **3. Approval of Skanska invoice July 19, 2015 for \$1,662.50**

On a motion made (Bunyard) and seconded (DeLuca), the July 19, 2015 Skanska invoice for \$1,662.50 was approved.

### **4. Design Team Review and Discussion of Module 4 (Define Goals and Committee Decision Making Process)**

Three handouts were distributed (noted below). Mary Ann Williams discussed the process of the MSBA Module 4 and the process of developing the Schematic Design to send to two cost estimators. She explained that the costs are reconciled to determine a reliable budget. She also reviewed the deadlines for submitting the Schematic Design by December 1, 2015 to MSBA. Ford indicated that there will be three informational meetings at Minuteman, with additional meetings throughout the District by request.

### **5. Appoint an Informal Module 4 Working Group**

Rather than establishing a formal subcommittee, Ford asked a group consisting of Dana Ham, Frank Cannon, Peter Sugar, David Frizzell, and Simon Bunyard to participate with him on the design process and to report back to the School Building Committee on the process. This will be an informal group. If members can attend, they should notify Ford 24 hours in advance. The volunteers thought this was workable.

### **6. CM at Risk Discussion and Vote**

Mary Ann Williams made a presentation on CM at Risk vs. the Design, Bid, Build model. A motion was made (Lowe) and seconded (Ham) to elect to proceed under the CM at Risk, and this passed unanimously.

At the request of Jack Weis, Larry Trim briefly reviewed the Basis of Design document. It was

agreed that questions should be emailed to Ford Spalding. Questions and answers will be provided at the next meeting.

### **7. Minuteman Student Recruitment Video**

The School Building Committee reviewed the recruitment video that was recently completed.

### **8. Meeting Schedule**

It was pointed out that Mary Ann's execution schedule included a special joint meeting for the School Committee and the School Building Committee in November (date to be confirmed). This meeting agenda would include:

- Presentation of Schematic Design,
- Estimates and Budget Review, and
- Vote to approve and authorize the OPM to submit the Schematic Design related submittals to the MSBA by December 1, 2015.

September 14 (all Mondays at 5:00 pm)

October 19

November 9

November 23

December 7

### **9. Adjournment**

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Kevin Mahoney, Recorder

### **Materials distributed**

1. Skanska Project Flow Chart, Module 2-5, dated 8.10.15
2. Module 4 Execution Schedule 8.31.15
3. Basis of Design 8.31.15