

## Minutes

Minuteman School Building Committee Meeting

Monday December 7, 2015 5:00 PM Paul Revere Room, Minuteman High School

Present: Ford Spalding, Ed Bouquillon, Kevin Mahoney, Dana Ham, Peter Sugar, Jack Weis, Carmin Reiss, Frank Cannon, Bill Blake, Jack Dillon, Don Lowe, Alice DeLuca, Simon Bunyard, Mike Majors, Dale Caldwell of Skanska

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

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

### **2. Approval of Invoices (Skanska #32 and KBA #16)**

The following votes were taken:

On a motion made (DeLuca) and seconded (Ham), Skanska Invoice #32 was approved.

On a motion made (DeLuca) and seconded (Ham), KBA Invoice #16 was approved.

### **3. Design Team Update on December 1 submission to MSBA**

It was explained that the submission was made on time and received by MSBA. They asked for clarification and additional information, which is not out of the ordinary. A meeting with the MSBA Facilities Assessment Subcommittee is scheduled for 12/16/15. MSBA will send a letter specifying open items within a week; the letter will be distributed to the School Building Committee when received.

### **4. CM Selection Subcommittee Discussion**

Dale Caldwell, Skanska, explained the requirements that must be met to procure a Construction Manager under the CM at Risk plan. At our January 11, 2016 meeting we will appoint a CM selection subcommittee. Ford Spalding requested that volunteers contact him directly if interested.

### **5. District Communications and School Committee Meeting Updates**

Ed Bouquillon provided an overview of the upcoming School Committee meeting scheduled for 12.15.15. He noted that this meeting will include a discussion and vote on revisions to the Regional Agreement, and discussion and vote to authorize bonding under 16 (d).

He also noted that at a future School Building Committee meeting, he will present information on the Education Program Plan.

### **6. Town of Lincoln Consideration Requests**

There was a brief discussion on the Town of Lincoln. Ford Spalding distributed the Committee's letter of November 10, 2015, and Lincoln's response of November 17, 2015. It was agreed that Lincoln did not answer our letter. Ford will follow up with Tim Higgins, Lincoln's Town Administrator. He pointed out that the proposed amendments to the Regional Agreement

includes an annual payment of \$138,000, but he did have any information as to what that number represented.

**7. Schedule Future Meeting Dates**

The next meeting will be Monday, January 11, 2016 at 5pm.

**8. Adjournment**

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Kevin Mahoney, Recorder