



SCHOOL BUILDING COMMITTEE MEETING

Monday April 24, 2017 5:00 PM Paul Revere Room, Minuteman High School

AGENDA

1. Call to Order: Open Session
2. Approval of Draft Minutes 3.27.17
3. Team Invoices (Skanska #40; KBA #6; Gilbane #3)  
VOTE: To approve these invoices for the School Committee's Finance Subcommittee Warrant
4. Design Update
5. Permitting Update
6. Schedule Design / Construction Update
7. Next Meeting May 8, 2017
8. Adjournment

DRAFT

## Minutes

School Building Committee Meeting

Monday 3.27.17 5:00 PM Paul Revere Room, Minuteman High School

**Voting Members Present:** Ford Spalding, Kevin Mahoney, Ed Bouquillon, Dana Ham, Bill Blake, Mike Majors, Frank Cannon, Peter Sugar, Alice DeLuca, Nawwaf Kaba

**Others Present:** Skanska: MaryAnn Williams, Dale Caldwell, Gerry Albert; KBA: Larry Trim, Brian Solywoda, Nicole Green; Gilbane: Walt Kincaid, Tripp McElroy; Matt McLean, Elizabeth Rozan

**Absent:** David Frizzell, Don Lowe, Alice Kaufman, Simon Bunyard, Marianne Cooley

### 1. Call to Order: Open Session

Ford Spalding called the meeting to order at 5:00 PM.

### 2. Approval of Past Minutes 3.13.17

The following vote was taken on the minutes:

Moved (Bouquillon) and seconded (Ham)

To approve the past minutes of 3.13.17

Vote: Unanimous

### 3. Team Invoices (Skanska #39; KBA #5; Gilbane #2)

Ford suggested that all invoices be approved under one vote. The following vote was taken:

Moved (Bouquillon) and seconded (Cannon)

To approve Team Invoices as presented (Skanska #39 for \$38,900; KBA #5 for \$624,273.74;

Gilbane #2 for \$25,000) for the School Committee's Finance Subcommittee Warrant

Vote: Unanimous

Kevin Mahoney noted that \$7,900 was also paid to Lexington for the Conservation Commission's Peer Review.

### 4. Update: Lincoln Permit Process

Larry Trim reported on recent meetings with the Conservation Commissions in both Lincoln and Lexington, and the Lincoln Planning Board, noting that the team is meeting again with the Planning Board on 3.28.17 to respond to peer review comments. Ed Bouquillon added that the Dover amendments rights letter, approved by the SBC last meeting, is in final stages of revision. He emphasized that he is making it clear that there are 3 areas for consideration under this option: overall height, height of the fly loft specifically, and lighting, and that each requires a different strategy to make the case. Larry added that both Lincoln and Lexington will share the peer review consultant, and that nothing unusual has arisen. Ford added that meetings with both towns are going well, and that the goal remains the timeframe to begin work.

## **5. Update: MSBA 100% Design Development Submission**

Dale Caldwell (Skanska) introduced Gerry Albert as the Skanska Field Rep, and Ford welcomed him to the team. Referring to a large 2 volume 3 ring binder set of drawings and specs, Larry Trim gave an update on the 100% submittal process to MSBA. He noted that this is to ensure no bottlenecks in the process, the health of the product, the OPM deliverables, and the schedules, as indicated on the 3011 form, as well as the architect drawings. Ford noted that the decision was made, because of the architect drawings and security, not to put this on the website, but rather to make it available in the Superintendent's Office for review. Mary Ann Williams added that MSBA's 1<sup>st</sup> glance reported a complete submission, but they have 21 days to review, after which the team has 14 days to respond.

## **6. Gilbane CM Report**

Tripp McElroy reviewed the Submittal and Request for Information (RFI) Processes, articulating detail outlined in guide sheets used by team members. He noted that these sheets are used as a roadmap throughout the project. Walt Kinkaid reported on activity this period and key dates/upcoming activities on the horizon. He noted that the goal is to have the site packages in place by April, the Lincoln permits in place by May 22, and to be on site in early June. He noted that the dates are still fluid.

## **7. Update: Dashboard of Budget and Schedules**

In response to the request for a "Dashboard" of budget and schedules made last time, Mary Ann distributed and referenced 4 documents, which serve as a baseline: Skanska's 3011 schedule (2.15.17), Gilbane's Draft Preliminary Schedule (1.13.17), Total Project Budget (5.4.14), and the 2 page Miyakoda Consulting comparison sheets (3.9.17). She noted that these will be revised as the project moves along. Ford added that everyone is comfortable with the numbers, and that the project is on schedule, on budget, and on target.

## **8. Update: Structural Peer Review Contract**

Mary Ann summarized the competitive process for the Structural Peer Review Consultant, and noted that 3 firms were considered, and that the recommendation is to award the contract to RVS. The following vote was taken:

Moved (Spalding) and seconded (Cannon)

To approve the OPM's recommendation to award the Structural Peer Review Consultant Contract to RVS

Vote: Unanimous

## **9. Update: Materials Testing Contract**

Mary Ann gave an update on this competitive process, noting that 5 firms were considered, 2 of them were close, and that the recommendation is to award the contract to Briggs. The following vote was taken:

Moved (Spalding) and seconded (Cannon)

To approve the OPM's recommendation to award the Materials Testing Consultant Contract to Briggs

Vote: Unanimous

## **10. Next Meeting**

Ford noted that there is no need for the scheduled April 10 School Building Committee, so the next one will be held on Monday April 24, 2017 at 5:00 PM. He does anticipate that meetings will be held as

needed, but at least once/month. A notice will be sent to all. He also referenced his most recent "Pathways" document, showing meetings through 3.31.17.

**11. Adjournment**

There being no further business, the meeting was adjourned at 5:25 pm.

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Elizabeth Rozan, Recorder