

**Minutes**

**Minuteman School Building Committee Meeting**

Monday, September 17, 2018 at 5:30 p.m.

Minuteman High School - Paul Revere Room

**Voting members present:**

Dr. Edward Bouquillon, David Frizzell, Mike Majors, Frank Cannon, Bill Blake, Don Lowe, Matt MacLean, Dana Ham, Jack Dillon and Kevin Mahoney

**Others Present:** Skanska: Maryanne Williams, Sy Nguyen; Gilbane: Tripp McElroy and Walter Kincaid; KBA: Gregory Joynt and Julia Pisegna

**Absent:** Ford Spalding, Alice Kaufman, Nawwaf Kaba, Maryanne Cooley, Alice DeLuca and Orlando Pacheco

**1. Call to Order: Open Session**

Dr. Bouquillon, serving as Chair, called the meeting to order at 5:30 p.m.

**2. Approval of Draft Minutes of August 13, 2018**

The vote to approve the draft minutes of August 13, 2018 was taken as follows:

Moved (Frizzell) and seconded (Majors)

To approve the draft minutes of August 13, 2018, as presented,

**VOTE:** Unanimous

**3. Approval of Team Invoices**

Mr. Mahoney reviewed the details of the invoices identified below, and the following vote was taken:

Moved (Majors) and seconded (Frizzell)

To approve the invoices for the School Committee's Finance Subcommittee Warrant, as presented,

<b>Category</b>	<b>Firm</b>	<b>Invoice Number</b>	<b>Dated</b>	<b>Amount</b>
a. OPM	Skanska	No. 57	September 7, 2018	\$ 158,160.00
b. Architect	KBA	No. 22	August 31, 2018	\$ 90,925.35
c. CM for Construction Services	Gilbane Pay Requisition	No. 13	September 10, 2018	\$ 4,918,637.38
d. Miscellaneous Project Costs	Briggs	No. 87	August 25, 2018	\$ 17,049.00

**VOTE:** Unanimous

#### **4. Updates:**

##### **a. Budget Update:**

Sy Nguyen reviewed the Budget and confirmed that the project remains on budget.

##### **b. Project/Schedule Update:**

Mr. Tripp McElroy (Gilbane) presented the slide presentation, as shown in Attachment A, and provided an update on the Project/Schedule during the period of August 13, 2018 – September 17, 2018.

Mr. McElroy reviewed the progress in various areas of the building and highlighted the interior rough-in of OH MEPs and interior CMU construction in progress, masonry veneer work in the north and west elevation, soffit framing in progress, upper level insulation work, excavation and subgrade preparation for the water infiltration system, exterior framing and sheathing of the canopy roof, temp weather protection at skylights progress, gymnasium interior CMU in progress, installation of underground plumbing for kitchen, formwork of the cafeteria stairs and student break-out area.

Mr. McElroy then reviewed the September construction schedule and noted the need to get the area weather tight.

Mr. McElroy and Mr. Kincaid (Gilbane) shared that National Grid unionized gas workers remain on strike, and that the company and unions have still not reached a contract agreement. The strike affects the project's plan to utilize National Grid as fuel for heat in the building during the winter.

The team has been in contact with National Grid and there is no real new information from them, and alternative fuel sources have been looked at for the winter work. The team continues working hard to weather tight the building, put in windows, and close the large openings, and will update the Committee on any new developments.

Discussion ensued.

#### **5. Approval of KBA's Amendment 2 for the Schematic Design and Design Development Phases Design Services for the Athletic Fields Complex**

Dr. Bouquillon updated the Committee on the need for approval of KBA's amendment 2 for the schematic design and design development phases design services for the athletic fields complex.

Dr. Bouquillon and Kevin Mahoney have met with Lexington about being partners but noted that at this point, we have to move forward with the design work and that this amendment is to initiate the design work.

Dr. Bouquillon shared that Lexington also has a new Town Manager beginning in October. There is not enough field space in Lexington, and people are very motivated to have this pass, with the understanding that Minuteman comes first. Dr. Bouquillon and Mr. Mahoney have also been working with the UMass Donahue Institute in this regard.

Mr. Ham noted that he has heard a lot of interest in a pool.

Discussion ensued.

Moved (Lowe) and seconded (Ham)

To approve execution of KBA's amendment 2 for the schematic design and design development phases design services for the athletic fields complex, as presented,

**VOTE:** Unanimous

**6. Approval of KBA Photo Voltaic Delegated Design Fee Proposal**

Dr. Bouquillon updated the Committee that at this point in the project, there is need for more design work for the photo voltaic work.

Discussion ensued.

Moved (Frizzell) and seconded (Majors)

To approve execution of KBA's photo voltaic delegated design fee proposal, as presented,

**VOTE:** Unanimous

**7. Approval of STV/DPM Contract for Move Management Consultant Services**

Dr. Bouquillon updated the Committee that there were two qualified bidders for the move management consultant services company. They will be the company to come in and take the lead on the move. Dr. Bouquillon also noted the importance of selecting the right people for this job.

Discussion ensued.

Moved (Majors) and seconded (Ham)

To approve STV/DPM contract for the move management consultant services, as presented,

**VOTE:** Unanimous

Discussion ensued relative to teachers packing their classrooms.

Dr. Bouquillon shared that he has met with staff and set those expectations, and that there is another meeting with staff scheduled for tomorrow.

**8. Approval of Gilbane's ATP #98 for Additional Devices for the Shooter Detection System**

Dr. Bouquillon recommended approval of Gilbane's ATP #98 for additional devices for the shooter detection system and that this is a company that Gilbane has previously worked with.

Discussion ensued.

Moved (Majors) and seconded (Ham)

To approve Gilbane's ATP #98 for additional devices for the shooter detection system, as presented,

**VOTE:** Unanimous

**9. Next Meeting:**

Dr. Bouquillon noted that the next meeting is scheduled for Monday, October 15, 2018 at 5:30 p.m.

**10. Adjournment:**

There being no further business, the following vote was taken:

Moved (Frizzell) and seconded (Majors)

To adjourn the meeting at 6:20 p.m.

**VOTE:** Unanimous

---

Julia Pisegna, Recorder

Attachments

A. Gilbane Progress Report August, 2018—September, 2018