

Minutes

Minuteman School Building Committee Meeting

Monday, July 15, 2019 at 5:30 p.m.

Minuteman High School - Paul Revere Room

Voting members present:

Ford Spalding, Dr. Edward Bouquillon, Alice DeLuca, Mike Majors, Frank Cannon, Don Lowe, Bill Blake, Alice Kaufman, Maryanne Cooley, Nawwaf Kaba, Rich Ikonen, Bob Gerardi, and Kevin Mahoney

Others Present: Skanska: Sy Nguyen; Gilbane: Walt Kincaid and Tripp McElroy; KBA: Gregory Joynt, and Julia Pisegna

Absent: Dana Ham, Orlando Pacheco

1. Call to Order: Open Session

Chair, Ford Spalding, called the meeting to order at 5:32 p.m.

Group introductions were made.

2. Approval of Draft Minutes of June 17, 2019

The vote to approve the draft minutes of June 17, 2019 was taken as follows:

Moved (Kaba) and seconded (Blake)

To approve the draft minutes of June 17, 2019, as presented,

VOTE: Motion passed.

3. Approval of Team Invoices

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

Category	Firm	Invoice Number	Dated	Amount
a. OPM	Skanska	No. 67	July 15, 2019	\$ 115,000.00
b. Architect	KBA	No. 32 and No. 7	July 15, 2019	\$ 89,256.03
c. CM for Construction Services	Gilbane Pay Requisition	No. 24	July 15, 2019	\$ 3,303,520.11
d. Miscellaneous Project Costs	Briggs			
e. STV # 10	Move Management Services	No. 10	July 15, 2019	\$ 9,005.73

Moved (Cannon) and seconded (Lowe)

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

VOTE: Unanimous

4. Updates:

a. Budget Update:

Ms. Nguyen reviewed the budget and reported that we remain on time, on budget, and we are 89% complete and noted Change Order No. 10 in the amount of \$122,797.00.

b. Project/Schedule Update:

Mr. McElroy (Gilbane) presented the slide presentation, as shown in Attachment A, and provided an update on the Project/Schedule during the period of June 17th – July 15th, 2019.

Mr. McElroy reviewed the progress in various areas of the building and highlighted the following:

- Area A, B and D – Upper Level – Classrooms floor protection has been removed. Washing and waxing completed for furniture;
- Area A and B – Lower Level – Electrical lab space has been cleaned and concrete floors sealed;
- Area D – Lower Level – Ceiling grid and MEP devices complete, epoxy flooring system complete;
- Area D – Gymnasium – Bleacher construction in progress; wall pad installation to follow;
- Area E – Upper Level – Media center carpet complete; millwork desk substantially complete;
- Area E – Lower Level – Main entrance corridor, ceramic floors tile setting and grouting in progress;
- Area E and F – Cafeteria - Ceramic wall tile complete; vinyl floor tile complete and protected – furniture staging area;
- Area F – Lower Level - Millwork installation substantially complete; plumbing fixtures installation complete; vinyl floor tile installed and protected; final connections of kitchen equipment in progress in both kitchens;
- Area C – Theater-Audience Side – Lighting, electrical power and audio visual rough-in complete at the tension grid;
- Area C – Theater-Stage Side – Installation of counter weight rigging complete, stage right; rigging cables being run for connection of battens;
- Area E – Courtyard – Landscape pavers complete; plantings substantially complete; pre-case wall cap installation in progress;
- Area E – Main entrance - Landscape pavers and granite bollards complete;
- Faculty Parking Lot – Landscape pavers in progress; prepping and placing on concrete speed tables in progress; and
- Student Parking Lot – Subgrade prep substantially complete; rain garden drainage assemblies excavated and prepared for system.

He then reviewed the July construction schedule and highlighted the progress completed on the outside landscaping, the beginning of the work on the patio framing outside of the restaurant, the next big project for Area C millwork, and the next paving date of July 22nd.

For the project turn-over schedule, Mc. McElroy noted that the electrical inspector has signed off and shared that he was very thorough and checked every outlet.

Discussion ensued relative to the acoustics in the theater versus the more isolated areas, such as the cafeteria and gym. Mr. McElroy noted that the acoustics in the theater are adjustable and they are making sure that everything is installed and in place.

Mr. McElroy also reported all documents relative to the building will be provided relative to maintenance, maintenance schedules, warranties, contact information, hyperlinks, drawings, structural software, and that is a very important component that the team is putting together for the school.

Mr. Spalding thanked the team for their work, noting that they were exceptional to work with and Minuteman is very lucky to have had such a talented group. He also reminded the group that the Ribbon Cutting Ceremony is scheduled for Friday, October 4th at 10:00 a.m.

5. Approval of Change Order No. 10

Mr. McElroy presented to the Committee Gilbane Change Order No. 10 in the amount of \$122,797.00 and highlighted the following items: additional door in D118 per the electrical inspector; revisions to the restaurant patio walls and foundation, and the additional electrical power to the eleven theater light fixtures that were not originally included. He also noted that there were some additional smaller items which were a requirement from the Department of Elementary and Secondary Education, such as the energy power off buttons on the eyewash.

Moved (Cannon) and seconded (Majors)
To approve Change Order No. 10, as presented,
VOTE: Unanimous

6. Next Meeting:

Mr. Spalding noted that the next meeting is scheduled for Monday, August 19th, 2019 at 5:30 p.m.

7. Adjournment:

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

Moved (Lowe) and seconded (Majors)
To adjourn the meeting at 6:02 p.m.
VOTE: Unanimous

Julia Pisegna, Recorder

Attachments

A. Gilbane Progress Report June 17th – July 15th, 2019