

## Minutes

### Minuteman School Building Committee Meeting

Monday, June 17, 2019 at 5:30 p.m.

Minuteman High School - Paul Revere Room

#### Voting members present:

Ford Spalding, Dr. Edward Bouquillon, David Frizzell, Alice DeLuca, Mike Majors, Frank Cannon, Don Lowe, Bill Blake, Maryanne Cooley, Nawwaf Kaba, Jack Dillon, Matt MacLean and Kevin Mahoney

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

**Absent:** Alice Kaufman, Dana Ham, Orlando Pacheco

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

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

#### 2. Approval of Draft Minutes of May 20, 2019

The vote to approve the draft minutes of May 20, 2019 was taken as follows:

Moved (Lowe) and seconded (Majors)

To approve the draft minutes of May 20, 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. 66	June 17, 2019	\$ 111,320.00
b. Architect	KBA	No. 31 and No. 6	June 17, 2019	\$ 107,213.29
c. CM for Construction Services	Gilbane Pay Requisition	No. 23	May 31, 2019	\$ 4,840,598.41
d. Miscellaneous Project Costs	Briggs	No. 22	June 17, 2019	\$ 3,695.00
e. STV # 9	Move Management Services	No. 9	June 19, 2019	\$ 8,424.00

Moved (Cannon) and seconded (Frizzell)

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 are 78.4% completed, with 96.3% committed and noted Change Order No. 9 in the amount of \$175,851.00.

##### **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 May 20<sup>th</sup> – June 17<sup>th</sup>, 2019.

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

- Upper level Area A and B – bathroom finishes substantially complete; toilet partitions, accessories and fixtures;
- Lower level – Area A and B – flooring materials substantially complete, testing and balancing of mechanical equipment in progress;
- Area G – exterior – both greenhouses in progress with exterior wall and roof glass installation;
- Upper level – Area D – typical classroom on floor substantially complete;
- Lower level – Area D - ceramic wall tile substantially complete, ceiling grid in progress;
- Area D – Gymnasium – wood gym floor court tiles and logos complete, final coats of sealer in progress;
- Upper level – Area E – skylight openings complete and painted;
- Upper level – Area E – ceiling tile installation in Media Center complete; VCT flooring in classrooms and offices complete;
- Area E and F – Cafeteria - painting substantially complete; ceiling tile installation in progress, ceramic wall tile in progress;
- Lower level – Area F – millwork installation in progress; plumbing fixtures installation in progress; epoxy floor in kitchen complete, setting of kitchen equipment in progress;
- Area C – Theater – installation of fire curtain system complete; counterweight rigging system in progress;
- Area C – Band and chorus – millwork and casework installation complete; VCT flooring installation in progress;
- Area A and B – west roadway – loam and seed of drainage swale complete; perimeter roadway asphalt binder complete;
- Faculty parking lot – south – asphalt binder complete; setting of curb and concrete sidewalk placement in progress;
- Faculty parking lot – North – asphalt binder complete; setting of curb and concrete sidewalk placement in progress;

Mr. McElroy also noted that the greenhouse site manager from the Netherlands is working on site, along with the big milestone of the completion of the media center ceiling. The team is getting ready for punch list items. He also reported that the work on the gym has really progressed, and that the cafeteria ceiling is the last high activity work to be completed.

He then reviewed the June construction and project turn-over schedule and noted the end of June and July will include a big focus on testing and balances, heavy theatre work, and the exterior work will include the faculty parking lots.

Mr. McElroy also reported that the gas has been turned on, National Grid has completed their work, and we are now fully active, as well as work beginning on the fields once day camp at Summers Edge ends on August 19<sup>th</sup>.

Dr. Bouquillon shared that one proposal had been submitted for the field, and that he has authorized a second round of Request for Proposals to go out which will be published nationwide and noted that while he believes the original process was disappointing, this is a good opportunity to find partners.

Mr. Spalding shared that the Ribbon Cutting Ceremony is scheduled for Friday, October 4<sup>th</sup> at 10:00 a.m.

**5. Approval of Change Order No. 9**

Ms. Nguyen presented to the Committee Gilbane Change Order No. 9 in the amount of \$175,851.00 and highlighted the following items: additional security cameras in warehouse, fitness and restaurant; alternative utilities route at bridges; four additional light fixtures in gym; power and associated accessories for telecom rack addition and revisions; and additional ductwork for the dust collector in carpentry.

Moved (Cannon) and seconded (Majors)  
To approve Change Order No. 9, as presented,  
**VOTE: Unanimous**

**6. Next Meeting:**

Mr. Spalding noted that the next meeting is scheduled for Monday, July 15<sup>th</sup>, 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 6:04 p.m.  
**VOTE: Unanimous**

---

Julia Pisegna, Recorder

Attachments

A. Gilbane Progress Report May 20<sup>th</sup> – June 17<sup>th</sup>, 2019