

**Minutes**

**Minuteman School Building Committee Meeting**

Monday, October 15, 2018 at 5:30 p.m.

Minuteman High School - Paul Revere Room

**Voting members present:**

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

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

**Absent:** Dana Ham, Nawwaf Kaba, Maryanne Cooley and Orlando Pacheco

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

Chair, Ford Spalding, called the meeting to order at 5:36 p.m.

**2. Approval of Draft Minutes of September 17, 2018**

The vote to approve the draft minutes of September 17, 2018 was taken as follows:

Moved (Lowe) and seconded (Frizzell)

To approve the draft minutes of September 17, 2018, as presented,

Abstaining: Spalding (Dover) DeLuca (Stow)

**VOTE:** Motion passed.

**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 (Lowe)

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. 58	October 5, 2018	\$ 112,230.00
b. Architect	KBA	No. 23	October 11, 2018	\$ 79,256.00
c. CM for Construction Services	Gilbane Pay Requisition	No. 14	October 9, 2018	\$ 51,105.00
d. Miscellaneous Project Costs	Briggs	No. 14	October 11, 2018	\$ 6,196,124.35

**VOTE:** Unanimous

#### 4. Updates:

##### a. Budget Update:

Ms. Nguyen reviewed the budget and confirmed that the project remains on budget with 44% completed, and noted the change order in the amount of \$51,105.00 which comes out of the owner's construction contingency.

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

Mr. Kincaid (Gilbane) presented the slide presentation, as shown in Attachment A, and provided an update on the Project/Schedule during the period of September 17, 2018 to October 15, 2018.

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

- installation of curtain wall and glazing in Area A and B – east elevation;
- window frames and glazing complete, metal panel framing and insulation in Area and B – east elevation;
- installation of metal panel in Area A and B – north elevation;
- installation of in-wall blocking to support drywall activities in Area A and B – upper level;
- upper level window frames and glazing complete, and lower level masonry veneer in Area G – north elevation;
- upper level window frames and glazing complete, lower level masonry veneer in Area G – north elevation;
- installation of curtain wall framing in Area E – courtyard;
- courtyard exterior framing and sheathing in Area E – courtyard;
- installation of curtain wall framing in Area E – courtyard;
- exterior framing and sheathing in Area E - courtyard;
- installation of bituminous roofing assembly in Area E – north roof level;
- rough-in of overhead MEP's in mechanical room in Area D – lower level;
- masonry veneer activities in Area D – west elevation;
- slab on grade placement for cafeteria and kitchen in Area E and F – lower level;
- underground utilities and backfill activities in culinary kitchen – Area F- lower level; and
- exterior AMU wall in Area C-west elevation and Area C - east elevation.

Mr. Kincaid then reviewed the October construction schedule and noted the need to get the area weather tight, and reported that temp heating will begin on November 1<sup>st</sup>.

Discussion ensued.

*(Mr. Lowe left the meeting at 5:53 p.m.)*

Mr. Spalding presented the Andrew Mudge film and invited those interested in a tour of the new building to contact him.

**5. Approval of Change Order No. 1**

Ms. Nguyen presented to the Committee Gilbane Change Order No. 1 in the amount of \$51,105.00.

Discussion ensued relative to Change Order No. 1.

Moved (Lowe) and seconded (Kaufman)  
To approve Change Order No. 1, as presented,  
**VOTE:** Unanimous

Mr. Joynt explained the change order, which is part of the GMP allowance, for the shooter detection system listed as part of the package in the amount of \$187,000.00

Discussion ensued.

Moved (Spalding) and seconded (Majors)  
To approve Change Order for the Shooter Detection System, as presented,  
**VOTE:** Unanimous

**6. Next Meeting:**

Mr. Spalding noted that the next meeting is scheduled for Monday, November 19, 2018 at 5:30 p.m.

**7. Adjournment:**

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

Moved (Frizzell) and seconded (Majors)  
To adjourn the meeting at 6:00 p.m.  
**VOTE:** Unanimous

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Julia Pisegna, Recorder

Attachments

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