

Minutes

Minuteman School Building Committee Meeting

Monday, October 27, 2020 at 5:32 p.m.

Via Remote Participation

Voting members present:

Edward Bouquillon, Ford Spalding, Frank Cannon, Mike Majors, David Frizzell, Alice Kaufman, Alice DeLuca, Bill Blake and Nawwaf Kaba

Others Present: Greg Joynt, Sy Nguyen, Maryanne Williams, Luke McCoy, Kevin Mahoney, Rick Ikonen, Bob Gerardi and Julia Pisegna

Absent: Marianne Cooley, Don Lowe, Dana Ham, and Orlando Pacheco

1. Call to Order: Open Session

Mr. Spalding called the meeting to order at 5:32 p.m. and noted that this meeting will follow the guidelines as set forth by Governor Baker with regards to remote participation.

2. Adoption of Remote Participation

VOTE: To adopt remote participation by all members of this Minuteman School Building Committee pursuant to and in accordance with Sections (2) and (3) of the Executive Order Suspending Certain Provisions of the Open Meeting Law made by the Governor of Massachusetts on March 12, 2020, such adoption to be effective until said Executive Order is rescinded or the Commonwealth's State of Emergency as referenced in said Executive Order, is terminated, whichever happens first.

Moved (Frizzell) and seconded (Kaufman)
To approve the adoption of remote participation
VOTE: Motion passed.

Roll Call:

Dr. Edward Bouquillon (Yes)	Ford Spalding (Yes)
Frank Cannon (Yes)	David Frizzell (Yes)
Alice Kaufman (Yes)	Alice DeLuca (Yes)
Bill Blake (Yes)	Nawwaf Kaba (Yes)

3. Approval of Draft Minutes of October 19, 2020

The vote to approve the draft minutes of October 19, 2020 was taken as follows:

Moved (Frizzell) and seconded (Kaba)
To approve the draft minutes of October 19, 2020, as presented,
VOTE: Motion passed.

Roll Call:

Dr. Edward Bouquillon (Yes)	Ford Spalding (Yes)
Frank Cannon (Yes)	David Frizzell (Yes)
Alice Kaufman (Yes)	Alice DeLuca (Yes)
Bill Blake (Yes)	Nawwaf Kaba (Yes)

4. Approval to Award Heimlich Landscaping and Construction Corporation for the amount of \$4,444,000:

- a. Anticipated Project Construction Schedule
- b. Contract Process and Milestones

Athletic Fields Project Budget

- c. Minuteman Finance Committee Recommendations
- d. Minuteman Town Managers Outlook
- e. Minuteman Administration Funding Recommendation

Dr. Bouquillon noted that the School Building Committee's endorsement of this project is critical before presenting it to the School Committee. He shared the PowerPoint presentation on the athletic complex project Phase 1 update and highlighted the master plan (full build) overview. He noted that the full build was approved by the Planning Boards of both Lincoln and Lexington. He reviewed the project scope reduction, design considerations, project base bid scope, and project bid alternate scope of alternates numbers 1 through 6.

(Mr. Majors joined the meeting at 5:38 p.m.)

Dr. Bouquillon shared that eight bids were received. The two lowest bidders, Heimlich Construction and Quirk Construction, were interviewed by representatives of Skanska, KBA, and the School Building Committee. He highlighted the difference in range from the low bid of \$6.4M to the high bid of \$9.4M and provided an analysis of the low bid received by Heimlich Construction, whose offices are based out of Woburn.

He noted that none of these amounts include soft costs, fees or contingencies. He continued the presentation and discussed the proposed funding plan indicating the source of funds, surplus of funds from the MSBA project, facilities revolving account, and the stabilization account and the difference of approximately \$213,000.

The presentation slide on the lowest qualified bidder, including the alternates, was reviewed, as well as the base bid, soft costs and the industry standard of 10% contingencies, the Skanska OPM fees of \$315,000 and KBA (architects) fees of \$155,000, costs/fees from the Town of Lincoln and the Town of Lexington, consulting fees, inspections, and other services fees for an estimated amount of \$141,000 for a total project cost of \$5.5M. He noted the approved amount of \$5.7M and the plus side of \$2.3M, and the cost for the total of alternate numbers 1-6 for an additional \$2M. He shared that he met with all Town Managers last week to discuss this, and they are all very supportive of the project, and some shared the bond rates that they have been receiving in this very favorable time of borrowing.

The financial benefits of phase 1 athletic fields slide highlighted the annual fields rental revenue from phase 1 complete in the amount of \$340,000 for year 1 (FY22) and \$450,000 for year 2 (FY23) onward, based on the Ballard & King report for lighting and athletic fields. Dr. Bouquillon noted that the revolving account rentals has been dormant for the past few years due to construction, the move into the new building and COVID-19, and that the District has avoided costs of approximately \$75,000-\$100,000 in rental fees and transportation costs for the Minuteman athletic program due to fall sports being cancelled, and the real possibility of winter sports being cancelled as well.

Dr. Bouquillon reviewed the overview of the budgeted annual debt and revenue and noted that the MSBA project capital cost to the member towns, the ESCO Lease payments from the 16 original towns which comes off the books at the end of FY25, and then reviewed the cost if the District were to borrow \$2M at 1.7% interest rate and principal for just over \$200,000 per year for ten years, and a projection for the facilities revolving account funds with the intent of putting aside \$168,000 per year from the capital reserve account so funds are available when the synthetic fields need replacement.

Dr. Bouquillon then reviewed the anticipated project construction schedule, beginning with the project award date, submittals, mobilization dates, a winter shut down period, and a completion date of October 2021.

Ms. Kaufman inquired about the ability to negotiate the estimated costs and fees of \$140,000 relative to permits, and noted that in her experience in Concord, they have given reductions for public entities. Dr. Bouquillon shared that it may be possible on the Lexington side, but less than possible on the Lincoln side. Mr. McCoy noted that fees will come from both Lincoln and Lexington and include such things as inspection costs, and at this point, the amount of \$140,000 is being used as a placeholder for costs and fees and is the maximum not-to-exceed amount that is foreseen.

Mr. Cannon inquired about the lighting. Dr. Bouquillon confirmed that the lighting for the fields is alternate no. 2, and the lighting for another field is alternate no. 3, but additional funding is needed to do the lights. Mr. Spalding noted the economic issue factor in having lights installed.

Mr. Kaba asked about the infrastructure for the lighting, and Dr. Bouquillon confirmed that the infrastructure will be completed. Mr. Kaba also inquired about the status of the fees for Lincoln. Dr. Bouquillon stated that they are waiting for receipt of the final Certificate of Occupancy before they move forward with that item but noted that the amount of work which has been tracked on a daily basis is not reflective of the services received.

Mr. Spalding confirmed for Mr. Blake that the bid before the Committee is for the base project only, and none of the alternates at this time. Dr. Bouquillon stated that this will get the project going, and that the bidder has agreed to hold the prices for the alternates until January. He explained that the borrowing process takes 60-75 days. The School Committee will take a vote in November to borrow the funds, and then the nine towns have 60 days to call a Town Meeting to disapprove the borrowing. If they do not call a Town Meeting, then the borrowing would be approved.

Dr. Bouquillon reiterated that the Town Managers were fairly supportive of the borrowing because of the current fiscal environment, and shared that if it is not done now, it will only get more expensive at a later date, and he noted that additional meetings will be held in each of the member towns.

Mr. Spalding noted a concern about the timing, citing the current the interest rates and uncertainty of what the federal government will do. He suggested that if the School Committee votes on it now, the better chance there is of getting those great interest rates.

Mr. Frizzell endorsed Heimlich and shared that they are his neighbors.

Mr. Kaba asked about the money, and Dr. Bouquillon confirmed that the money is for the School Committee to vote on, but added that if the sense of the School Building Committee is to encourage the School Committee to consider the alternates, then a motion could be made expressing that.

Mr. Blake asked about the timing of the lights installation, and Mr. McCoy stated that assuming the funding is there and the lighting portion of the project is approved, then the lighting would be installed along with the rest of the project with an anticipated opening of October 2021.

Ms. Williams added that the contractor will put together a calendar of the deadline dates, but that these decisions are time sensitive and need to be made by January to maintain the anticipated opening date of October 2021.

Mr. Majors shared that the lighting in the fields in Acton pay for themselves and encouraged members to make the lighting a priority as it enhances the revenue potential for the athletic fields.

Moved (Frizzell) and seconded (Kaufman)

To approve the award to Heimlich Landscaping and Construction Corporation for the amount of \$4,444,000, as presented,

VOTE: To approve the award of the contract to Heimlich Construction for the construction of Phase 1 of the Athletic Fields Project in the amount of \$4,444,000.

Roll Call:

Dr. Edward Bouquillon (Yes)	Ford Spalding (Yes)
Frank Cannon (Yes)	Michael Majors (Yes)
David Frizzell (Yes)	Alice Kaufman (Yes)
Alice DeLuca (Yes)	Bill Blake (Yes)
Nawwaf Kaba (Yes)	

Mr. Blake added the following motion:

Moved (Blake) and seconded (Frizzell)

To approve that the School Building Committee is in favor of including, as soon as possible, all add alternates numbers 1-6 in our financing plan, as presented,

VOTE: Motion passed.

Roll Call:

Dr. Edward Bouquillon (Yes)	Ford Spalding (Yes)
Frank Cannon (Yes)	Michael Majors (Yes)
David Frizzell (Yes)	Alice Kaufman (Yes)
Alice DeLuca (Yes)	Bill Blake (Yes)
Nawwaf Kaba (Yes)	

5. Minuteman Member Town Enrollment Trends and Issues

Dr. Bouquillon updated Committee members that Minuteman enrollment is trending up for next year and he is looking at ways to increase the capacity of the school. He shared that things are going very well, even in the current COVID-19 environment, and that there is presently a waitlist. He expressed the importance of the need to serve students with access to high quality career technical education. He will continue discussions with Committee members regarding increasing the capacity of the school in the future.

Mr. Frizzell shared that the latest video on the website is spectacular!

6. Next Meeting:

Mr. Spalding noted that the next meeting is scheduled for November 16, 2020.

7. Adjournment:

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

Moved (Bouquillon) and seconded (Frizzell)
To adjourn the meeting at 6:11 p.m.
VOTE: Unanimous

Roll Call:

Dr. Edward Bouquillon (Yes)	Ford Spalding (Yes)
Frank Cannon (Yes)	Michael Majors (Yes)
David Frizzell (Yes)	Alice Kaufman (Yes)
Alice DeLuca (Yes)	Bill Blake (Yes)
Nawwaf Kaba (Yes)	

Julia Pisegna, Recorder.