

**Minutes**

**Minuteman School Building Committee Meeting**

Monday, November 16, 2020 at 5:30 p.m.

Via Remote Participation

**Voting members present:**

Dr. Edward Bouquillon, Mike Majors, Frank Cannon, David Frizzell, Alice Kaufman, Alice DeLuca, Nawwaf Kaba, and Marianne Cooley

**Others Present:** Gilbane: Henry McElroy, Marianne Williams; Skanska, Kevin Mahoney; Rick Ikonen, Bob Gerardi and Julia Pisegna

**Absent:** Ford Spalding, Don Lowe, Dana Ham, Orlando Pacheco

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

Dr. Bouquillon called the meeting to order at 5:31 p.m.

**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made by the Governor of Massachusetts on March 12, 2020, such adoption to be effective until said Executive Order is rescinded or the Commonwealth's State of Emergency as referenced in said Executive Order, is terminated, whichever happens first.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 (Cannon) and seconded (Frizzell)

To approve the adoption of remote participation, as presented

**VOTE:** Unanimous

Roll Call:

Dr. Edward Bouquillon (Yes)

Michael Majors (Yes)

Frank Cannon (Yes)

David Frizzell (Yes)

Nawwaf Kaba (Yes)

Alice Kaufman (Yes)

Alice DeLuca (Yes)

Marianne Cooley (Yes)

**3. Approval of Minutes from October 27, 2020**

Moved (Cannon) and seconded (Frizzell)  
To approve the draft Minutes of October 27, 2020, as presented,

**VOTE:** Unanimous

Roll Call:

Dr. Edward Bouquillon (Yes)	Nawwaf Kaba (Yes)
Michael Majors (Yes)	Alice Kaufman (Yes)
Frank Cannon (Yes)	Alice DeLuca (Yes)
David Frizzell (Yes)	Marianne Cooley (Yes)

**4. Approval of Team Invoices**

Dr. Bouquillon reviewed the details of the invoices identified below, and the following vote was taken:

Category	Firm	Invoice Number	Amount
a. OPM	Skanska	No. 83	\$ 9,000.00
b. Architect	KBA	No. 12	\$ 65,000.00
c. Architect	KBA	No. 48	\$ 74,709.88
c. CM for Construction Services	Gilbane Pay Requisition	No. 39	\$ 308,984.34

Moved (Cannon) and seconded (Cooley)  
To approve the invoices for the School Committee’s Finance Subcommittee Warrant, as presented,

**VOTE:** Unanimous

Roll Call:

Dr. Edward Bouquillon (Yes)	Nawwaf Kaba (Yes)
Michael Majors (Yes)	Alice Kaufman (Yes)
Frank Cannon (Yes)	Alice DeLuca (Yes)
David Frizzell (Yes)	Marianne Cooley (Yes)

**4. Updates:**

**a. Budget Update:**

Ms. Nguyen reviewed the budget update and reported the projection of \$3.857M in remaining funds to use for the fields. She noted that there are no Change Orders for approval at this meeting but stated that there will be three Change Orders at the next scheduled meeting.

Mr. Joynt explained the next three Change Orders listed under potential cost summary on the budget update sheet have been submitted, but to date have not yet been approved, in the amount of

approximately \$358,000 is a combination of three all-encompassing closeout Change Orders being worked through.

Ms. DeLuca asked for confirmation that the projected final balance remaining, that is projected to be the final balance remaining after everything is settled, and Ms. Nguyen confirmed that is correct.

**b. Athletic Field Project Update**

Dr. Bouquillon updated Committee members that he has met with almost every Town and feedback has been very positive. He noted that Arlington, Needham, Lexington, Stow, Bolton, Concord, Dover have all been supportive of the project. Two Towns, Lancaster and Acton, meetings are scheduled for the upcoming week. He reported that the item is on the agenda for the School Committee to vote on tomorrow evening.

Mr. Joynt confirmed that the contract has been signed with the contractor. They will begin mobilizing in the next few weeks, followed by construction beginning in the middle of December, and we will be on schedule for the October 2021 opening for fall sports. Dr. Bouquillon noted that this work is for the lighting for all three fields, track, related equipment and fencing around the perimeter of all three fields.

**5. Next Meeting:**

Dr. Bouquillon noted that the next meeting is scheduled for Monday, December 14<sup>th</sup>, 2020 at 5:30 p.m.

**6. Adjournment:**

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

Moved (Frizzell) and seconded (Kaufman)

To adjourn the meeting at 6:04 p.m.

**VOTE:** Unanimous

Roll Call:

Dr. Edward Bouquillon (Yes)

Michael Majors (Yes)

Frank Cannon (Yes)

David Frizzell (Yes)

Maryanne Cooley (Yes)

Alice Kaufman (Yes)

Alice DeLuca (Yes)

Nawway Kaaba (Yes)

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Julia Pisegna, Recorder