

**Minutes**

**Minuteman School Building Committee Meeting**

Monday, October 19, 2020 at 5:30 p.m.

Via Remote Participation

**Voting members present:**

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

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

**Absent:** 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. Approval of Draft Minutes of August 24, 2020**

The vote to approve the draft minutes of August 24, 2020 was taken as follows:

Moved (Frizzell) and seconded (Majors)  
To approve the draft minutes of August 24, 2020, as presented,  
**VOTE:** Motion passed.

Roll Call:

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

**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 | Amount       |
|--------------|---------|----------------|--------------|
| a. Architect | KBA     | No. 46         | \$ 58,337.67 |
| b. Architect | KBA     | No. 47         | \$ 68,613.66 |
| c. OPM       | Skanska | No. 81         | \$ 7,200.00  |
| d. OPM       | Skanska | No. 82         | \$ 9,050.00  |

|                                 |                         |        |                 |
|---------------------------------|-------------------------|--------|-----------------|
| e. CM for Construction Services | Gilbane Pay Requisition | No. 38 | \$ 1,130,045.01 |
|---------------------------------|-------------------------|--------|-----------------|

Moved (Cannon) and seconded (Majors)  
To approve the invoices, as presented,

**VOTE:** Unanimous

Roll Call:

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

Ms. Nguyen confirmed for Ms. DeLuca that Change Order 25 is not being presented for consideration this time.

**4. Updates:**

**a. Project/Schedule Update:**

Ms. Nguyen provided Committee members an update that the project is 98.9% complete. All invoices which are not construction or OPM have been paid, but she continues to clarify an invoice for furniture from Red Thread. Ms. Nguyen reported the final project balance is in the amount of \$3,857,485.00.

Mr. Spalding noted that the amount of \$3,857,485.00 is where we are at this point in time.

Ms. Nguyen reported the building project work is complete. They continue work on closing the project out with MSBA, and KBA, Gilbane and Skanska are working on the LEED documentation and finalization of the O&M manuals.

**5. Next Meeting:**

Mr. Spalding noted that the next meeting is scheduled for October 27<sup>th</sup>. He shared that this is a very important meeting to discuss the athletic field options, and will be followed by the School Committee meeting. The Finance Committee will meet the day before.

Mr. Cannon asked if we were current with all permits at this point, and Mr. Joynt shared that the final Certificate of Occupancy permit remains held by the Town of Lincoln for final closeout. The team continues to work on that.

Dr. Bouquillon reported to Committee members that the athletic fields bidding is complete. He noted that there was competitive bidding with eight bids being received. Interviews are underway, documentation is being vetted, and shared that he is very encouraged. Mr. Spalding shared that

they believe they will be able to get the base project and possibly a few add alternates, and that information will be confirmed within the next week.

**10. Adjournment:**

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

Moved (Cannon) and seconded (Frizzell)

To adjourn the meeting at 5:19 p.m.

**VOTE:** Unanimous

Roll Call:

Dr. Edward Bouquillon (Yes)

Michael Majors (Yes)

Alice Kaufman (Yes)

Bill Blake (Yes)

Marianne Cooley (Yes)

Frank Cannon (Yes)

David Frizzell (Yes)

Alice DeLuca (Yes)

Nawwaf Kaba (Yes)

Ford Spalding (Yes)

---

Julia Pisegna, Recorder.