



MINUTEMAN
A REVOLUTION IN LEARNING

Non-MSBA Project Subcommittee Meeting
October 20, 2014 4:00 PM Paul Revere Room Minuteman High School

AGENDA

1. Call to Order: Open Session
2. Kick-off meeting, ground rules, timelines
3. Review of existing documents
4. Establish ongoing meeting dates, times, agendas
5. Adjournment

Minutes

Non-MSBA Building Plan Subcommittee

Monday October 20, 2014 4:00 PM Paul Revere Room, Minuteman High School

Present: Peter Sugar, Dave Frizzell, Simon Bunyard, Frank Cannon, Dana Ham, Kevin Mahoney, Ford Spaulding, Ed Bouquillon

Chairman Ham called the meeting to order at 4pm. Must align with the existing conditions report as presented by MSBA and incorporate the new Educational Program Plan.

F Cannon used the small school estimate, did not incorporate the Ed Plan, with 4% inflation, the repair option would be about \$115M.

D Frizzell

Building needs to be AAD compliant.

F Spalding

The objective is to look at the cost to repair without MSBA help, and compare it with the cost of a renovation or new building with MSBA reimbursement.

S Bunyard

Issues and problems with repairs when trying to accommodate for swing space and temporary shop space.

EB

Cost of downsizing the school will increase of costs as we phase the enrollment down.

Questions we hear:

How much to:

fix roof

upgrade systems

upgrade utilities

Maybe the report should just focus on the big ticket items, then figure out the triggers that kick in ADA compliant issues

For next meeting:

Review Daedalus estimate.

Look at bullet points in the Executive Summary Focus on the cost components. Review all documents.

What are the priorities of the repair items? FF&E needs include phasing costs over term of project.

Assumes no MSBA participation. Ed will look at recommendations from Kaestle Boos and attach cost estimate. Try and come up with a range and include on the high end a risk factor.

F Spalding

Towns need to know that there is not a "no cost option".

Report due by January.

Maryanne Williams

Original cost estimates were based on a 1 year feasibility study, not 3 years.

Does not include Ed Program Plan.

Since the initial report, there have been other issues that have surfaced on the existing condition of the building.

Post documents on the website.

Maryanne recommends 6% escalation costs over a 5 year period.

Include 25% to 30% for soft costs.

Kevin Mahoney, Recorder



Non-MSBA Building Plan Subcommittee Meeting

Monday November 3, 2014 3:30 PM Paul Revere Room Minuteman High School

AGENDA

1. Call to Order: Open Session
2. Approval of Past Minutes 10.20.14
3. Working meeting, review of existing documents
4. Plan for the layout and preparation of subcommittee review of existing documents
 - Including repair options
 - Incorporating the approved educational plan
 - FFE (Furniture, Fixtures, and Equipment)
 - Phasing costs and issues
5. Adjournment

Minutes Non-MSBA Building Plan Subcommittee

Monday November 3, 2014 3:30 PM Paul Revere Room, Minuteman High School

Present: Frank Cannon, David Frizzell, Dana Ham, Ed Bouquillon, Kevin Mahoney, Ford Spalding, Peter Sugar, Larry Trim (KBA)

1. Call to Order

Chairman Ham called the meeting to order at 3:30 PM.

2. Approval of Past Minutes: 10.20.14 (Approved)

3. Working Meeting, review of existing documents

4. Plan for layout and preparation of subcommittee review of existing documents

Spreadsheet to produce costs for repairs

Use existing conditions report-executive summary

Daedelus cost estimate

Incorporate the new educational plan

Ask KBA to cost the moves associated with the Education Plan changes

Add cost from Feasibility Study or distribute costs; KBA: not within scope of Feasibility Study

Identify priority status

Can MSBA support some of this work?

Under the repairs options program

KBA will put together cost estimate on moving programs areas.

Dave F. will look at life-safety issues.

Fran C. will consider inflation rate.

PPE/student cost: \$2400/student (1,200 furniture/1,200 technology)

Did not consider vocational programs

5. Adjournment

The meeting was adjourned at 4:45 PM.

Kevin Mahoney, Recorder



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Non-MSBA Building Plan Subcommittee Meeting

Monday November 17, 2014 4:00 PM Paul Revere Room Minuteman High School

AGENDA

1. Call to Order: Open Session
2. Approval of Past Minutes 11.3.14
3. Review of Draft Document
4. Finalize Formatting of Draft
5. Adjournment

Minutes

Non- MSBA Building Plan Subcommittee

Monday November 17, 2014 4:00 PM Paul Revere Room Minuteman High School

In attendance: Dana Ham, Ed Bouquillon, Ford Spalding, Kevin Mahoney, Simon Bunyard, Larry Trim, Franklin Cannon, Peter Sugar, Brendan Dutch, Maryanne Williams

- Call to Order: 4:09
- Approval of Past Minutes: 11-3-2014
 - Unanimous, one abstention
- Review of Draft Document
 - Costs are based on the Daedalus estimate from 2013 or earlier.
 - Narrative summary also distributed.
 - Need an executive summary to go along with spreadsheet to identify documents used to make the determination
 - More documents need to be included in the website,
 - Spreadsheet doesn't incorporate any of the new Gale documents
 - In order to meet ADA requirements, the elevator needs to be expanded and the main level needs to be brought to street level
 - Revise document to use the priority method (1A, 1B, and 2)
 - Duration of construction would be extensive since it needs to be over summers
 - Scaled down version of the repair model
 - No dedicated spaces for PG programs
 - Committee should review the priorities and figure out the mechanics
 - Phasing analysis of the shops will need to be performed including costs
 - Is it possible to break out the cost of phasing from other projects to find a metric?
 - Costs associated with remediating issues in the seismic study could be the main cost driver of this project
 - Contingency for undisclosed and undiscovered structural defects?
- Finalize Formatting of Draft
- Next meeting: Dec. 1st 4 pm
- Adjournment: 5:04 pm

Brendan Dutch, Recorder



Non-MSBA Building Plan Subcommittee Meeting

Monday December 1, 2014 4:00 PM Paul Revere Room Minuteman High School

AGENDA

1. Call to Order: Open Session
2. Approval of Past Minutes 11.17.14
3. Update on Draft Document
4. Continue to Finalize Spreadsheet
5. Strategies Conversation on Executive Summary Document
6. Adjournment

Minutes

Non- MSBA Building Plan Subcommittee

Monday December 1, 2014 4:00 PM Paul Revere Room Minuteman High School

In attendance: Dana Ham, Ed Bouquillon, Kevin Mahoney, Simon Bunyard, Peter Sugar, David Frizzell, Maryanne Williams

1. Call to Order: Open Session

The meeting was called to order at 4:00 pm.

2. Approval of Past Minutes 11.17.14

The draft minutes of 11.17.14 were approved as presented.

3. Review of Draft Document/Finalize Spreadsheet

The recommendation was to abandon the draft spreadsheet, to use "Existing Facility Evaluation" by Kaestle Boos, to prepare the Executive Summary based on KB Report, and add in the Education Program Plan. Discussion involved the level of detail on information, assumptions to use in the analysis, and the need to provide a consistent presentation of all options.

4. Discussion of Strategies on Executive Summary Document

Discussion involved clarifying that the audience is Town Meeting; explaining that there is not a "do nothing" option; developing a contingency plan if the project does not pass, given that if there is no MSBA reimbursement, 100% is paid by the District, and that the project term is 1-10 years. Discussion also involved commitment to the Education Program Plan; commitment to health and safety through access to the building by all learners, users, and visitors; the financing impact, and that the "do nothing" base option, equivalent to the 800 reno model, will compromise some of the critical elements of the Education Program Plan.

Discussion on the theme of the summary involved indicating the District funded upgrade; meeting Education Program Plan at 40% level; adding longevity to physical plant; complying with regional code while keeping up with code changes; creating multiple project solutions involving separate approval, building, contractors, bonding, and warranties; and articulating the impact on student education.

5. The next meeting was set for 12.15.14 at 4:00 pm.

6. Adjournment

The meeting was adjourned at 5:00 pm.

Kevin Mahoney, Recorder



MINUTEMAN
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Non-MSBA Building Plan Subcommittee Meeting

Monday December 15, 2014 4:00 PM Paul Revere Room Minuteman High School

AGENDA

1. Call to Order: Open Session
2. Approval of Past Minutes 12.1.14
3. Continue Formatting of Draft Document
4. Adjournment

Minutes

Non- MSBA Building Plan Subcommittee

Monday December 15, 2014 4:00 PM Paul Revere Room Minuteman High School

In attendance: Dana Ham, Ed Bouquillon, Kevin Mahoney, Ford Spalding, Simon Bunyard, Frank Cannon, David Frizzell, Maryanne Williams

1. Call to Order: Open Session

The meeting was called to order at 4:00 pm.

2. Approval of Past Minutes 12.1.14

The draft minutes of 12.1.14 were approved as presented.

3. Continue Formatting of Draft Document

The Subcommittee reviewed the 3 options:

Base Repair (no Ed Plan)

MSBA funded (4-5 years occupied renovation; remove from analysis)

District funded Plan (repair option; 10 years occupied renovation; does not include Ed Plan;

KBA is working on cost estimate)

4. Draft Executive Summary

The Subcommittee reviewed the draft Executive Summary. Simon will revise, based on Subcommittee comments.

5. Cost Analysis Schedule

It was agreed to amend 2 columns of the cost analysis schedule, including base repair with no Education Plan, and base repair with Ed Plan, District funded. KBA is working on cost estimates.

5. Next Meeting

The next meeting was set for 1.5.15 at 4:00 pm.

6. Adjournment

The meeting was adjourned at 5:00 pm.

Kevin Mahoney, Recorder



MINUTEMAN
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Non-MSBA Building Plan Subcommittee Meeting

Monday January 5, 2015 4:00 PM Paul Revere Room Minuteman High School

AGENDA

1. Call to Order: Open Session
2. Approval of Past Minutes 12.15.14
3. Finalize Summary
4. Adjournment

DRAFT Minutes

Non- MSBA Building Plan Subcommittee

Monday January 5, 2015 4:00 PM Paul Revere Room Minuteman High School

In attendance: Dana Ham, Ed Bouquillon, Kevin Mahoney, Steve Sharek, Ford Spalding, Simon Bunyard, Frank Cannon, Peter Sugar, Maryann Williams, Larry Trim

1. Call to Order: Open Session

The meeting was called to order at 4:00 pm.

2. Approval of Past Minutes 12.15.14

A clarifying amendment was offered.

Moved (Bouquillon) and seconded (Cannon)

To approve as amended

Unanimous

3. Finalize Summary

It was determined that minor changes will be incorporated to reflect the longer duration of the project and disruption to the learning environment. The Project will also make Minuteman a less desirable option for students to attend. On the financial summary, remove 8M from the district funded option and footnote that site development costs under both options are not included. Financial summary will also be rounded to the nearest dollar amount. Adjust hazardous waste abatement line to \$1,120,000. Revisions will be sent to the School Committee/School Building Committee next week.

Moved (Bouquillon) and seconded (Spalding)

To approve the summary with these changes

Unanimous

4. Adjournment

The meeting was adjourned at 4:35 pm.

Kevin Mahoney, Recorder