



January 4, 2013

Dear Town Selectmen, Finance Committees, Moderators, Town Managers & Administrators:

We are pleased to report that the MSBA sent us a letter on December 5, 2012 (Attachment 1) naming Skanska USA Building, Inc. Minuteman's Owners Project Manager, which takes us 2/3s of the way through Module 2 of the MSBA & MMRSD Project Timeline (Attachment 2). Previous to that Minuteman met all the pre-requisite requirements of Module 1.

Under the direction of Mary Ann Williams, Project Executive, of Skanska USA Building, the Minuteman Building Committee will now complete the Designer Selection process and move on to Module 3 (Feasibility Study), and Module 4 (Schematic Design). This process is outlined below:

The District and its team will collaborate with the MSBA to:

- Document existing conditions, and clearly define existing building deficiencies
- Establish design parameters based on review of the District's Educational Program (Plan)
- Develop and evaluate options, and analyze problems and opportunities
- Recommend the most cost effective and educationally appropriate solution

The District, with the Design Consultant, will submit:

- A Preliminary Design Program (PDP), which requires MSBA approval. The preliminary Design Program must include the process of collaboration, outcomes and documentation of support among stakeholders. Each option should satisfy the educational program and MSBA Guidelines, including efficiency and cost effectiveness.
- A Preferred Schematic Report (PSR). The Purpose of the Feasibility Study is to explore potential solutions to recommend to the MSBA Board of Directors for their consideration and approval before approval to proceed with schematic design.

An invitation from the MSBA to collaborate on a Feasibility Study is not approval of a project. The MSBA Board voted to issue an invitation to conduct a Feasibility Study for a Statement of Interest to identify and study possible solutions and, through a collaborative process with the MSBA, to reach a mutually-agreed upon solution. The MSBA has not approved a Project and the results of this Feasibility Study may or may not result in a Project approved by the MSBA.

Each Feasibility Study varies due to specific requirements of scope, schedule, and cost. The State requires a Feasibility Study to look at range of options in order to qualify for reimbursement of funding from the MSBA. The MSBA has a rigid and prescriptive process, guidelines, time frame, and infrastructure.

Project objectives under consideration include:

- Provide learning environments designed for current and future educational programs with appropriate lighting, work space, noise controls, and ventilation.
- Provide sufficient teacher workspace, meeting space, special classroom space, and a cafeteria/kitchen to support school operations.
- Develop a design that is high in quality, energy efficient, cost-effective, and meets the needs of the educational program.

- Develop a design that conforms to the Massachusetts High Performance Green Schools Guidelines (MA-CHPS Guidelines) or LEED-Schools standards.
- Ensure that the School meets the Massachusetts Architectural Access Board requirements and ADA regulations.
- Develop accurate and complete cost estimates, including life cycle costs of operating the school as it relates to future operational and capital budgets.
- Identify community concerns that may impact study options, including septic disposal, conservation and environmental considerations.
- Determine the merits of whether to proceed with the CM-at-Risk Delivery Method.
- Update the documentation of existing conditions at the School.

These options may include, but are not limited to, the feasibility of a potential:

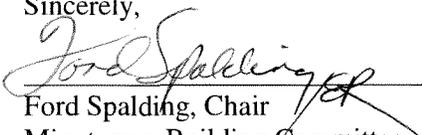
- 1) Renovation to the existing High School (An analysis of Repair Options for the High School)
- 2) Renovation/addition to the High School as appropriate for projected high school population needs going forward (Enrollment)
- 3) Analysis of building a new High School.

We understand the many concerns related to enrollment, out-of-district student issues related to capital costs, and cost to our 16 member towns. We are confident that the Building Committee and MSBA will complete their due diligence in designing various options to consider that will take into account the enrollment concerns. The success of this study will depend on each of the 16 member towns to become engaged and knowledgeable about and in the process. To that end, all communities were asked to be represented on the Building Committee. All communities will be provided continual written information through a dedicated Minuteman Building Committee website and additional correspondence as seen appropriate. All communities will be invited to project updates both at Minuteman and in your communities. We will solicit your thoughts on all options and all components of the options. We need to understand your concerns and passions for Minuteman. Its entire staff and students must be considered, as well as the financial impacts to your communities.

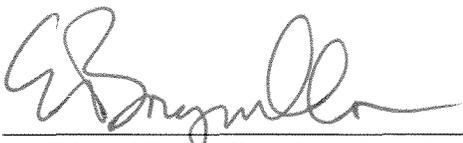
In the end the MSBA must approve the final recommended project and all 16 member community Town Meetings must approve the project.

We look forward to working closely with you.

Sincerely,



 Ford Spalding, Chair
 Minuteman Building Committee



 Dr. Edward Bouquillon, Superintendent
 Minuteman Career & Technical High School

CC:

Minuteman School Committee
 Minuteman Faculty Association
 Minuteman Parent Association
 Minuteman Staff and Administration
 Minuteman School Advisory Council
 Mary Ann Williams, Skanska

2 Attachments