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# M i n u t e m a n P r o j e c t M e e t i n g

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**MINUTEMAN REGIONAL VOCATIONAL  
TECHNICAL HIGH SCHOOL**  
Lexington, MA

Meeting Date: 1/3/2017  
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**PRESENT:**

- Dr. Ed Bouquillon, Superintendent – Minuteman [e.bouquillon@minuteman.org](mailto:e.bouquillon@minuteman.org) (video conference)
- Kevin Mahoney, Assist. Superintendent of Finance – Minuteman [kmahoney@minuteman.org](mailto:kmahoney@minuteman.org)
- Ford Spalding, Chair – School Building Committee – minuteman [fspalding@feltonberlin.com](mailto:fspalding@feltonberlin.com)
- Mary Ann Williams, Owner’s Project Manager – Skanska, [MaryAnn.Williams@skanska.com](mailto:MaryAnn.Williams@skanska.com)
- Dale Caldwell – Skanska [Dale.Caldwell@skanska.com](mailto:Dale.Caldwell@skanska.com)
- Joanna Kripp, CM – Gilbane Building Company (“GBC”) [jkripp@gilbaneco.com](mailto:jkripp@gilbaneco.com)
- Walter Kincaid CM – GBC [wkincaid@gilbaneco.com](mailto:wkincaid@gilbaneco.com)
- Rick Metcalf – BVH [rickm@bvhis.com](mailto:rickm@bvhis.com)
- Brian Solywoda – Kaestle Boos Associates, Inc. (“KBA”) [bsolywoda@kba-architects.com](mailto:bsolywoda@kba-architects.com)
- Seunghwan Lee – Kaestle Boos Associates, Inc. KBA – [slee@kba-architects.com](mailto:slee@kba-architects.com)
- Larry Trim – KBA [ltrim@kba-architects.com](mailto:ltrim@kba-architects.com)

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- Dr. Ed Bouquillon, Superintendent – Minuteman [e.bouquillon@minuteman.org](mailto:e.bouquillon@minuteman.org)
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**SUMMARY:**

An Owner’s weekly update meeting was held at the Minuteman RVTHS in Lexington, MA to update the Owner on development of the project, and to provide opportunity for the Project Team to expedite activities that help move decision making that could affect the project development timeline.

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## 1. General Information:

- 1.1. The Design Team will work with Mr. Joe Pitta of Minuteman to maximize student opportunities for learning during the design and construction phases of the project. (correction 12/13/16) Mr. Pitta coordinates co-ops, job shadow and field trip opportunities for Minuteman RVTHS. RECORD.
- 1.2. The Project team will review the order of the alternates to prioritize based on need, as well as sequencing of the construction. RECORD.
- 1.3. Dr. Bouquillon will be available until January via Skype, on as needed basis. The Team is to coordinate communication through Ms. Jackie Maglio. RECORD
- 1.4. MSBA Transition Meeting: MSBA would like to set up a transition meeting to meet MSBA team, go over process and protocols, organizing District to go into the next step and introduce new MSBA contacts. Subsequent to the Owner's meeting, the MSBA Transition meeting was scheduled for Tuesday January 17, 2017 at 10 AM. The meeting will take place at MSBA, 40 Broad Street, Boston. (1/3/17) For the sake of new members of the Project Team, Ms. Williams explained that the MSBA transition meeting is an opportunity to introduce new members of the MSBA management team to the Minuteman project team, go over protocols and procedures, and update MSBA to be updated on the Minuteman project schedule and development activities.

## 2. Schedule:

- 2.1. Archeological Survey (12/13/16) PAL was contacted by Skanska to provide cultural resource services for the Minuteman RVTHS project. PAL would do an initial review of the construction excavation areas to hopefully find any artifacts before construction begins. KBA would contract with PAL and provide the service. KBA will invoice the service as a reimbursable, with no additional percentage on top of the reimbursement. Minuteman is scheduling the National Park Service to a meeting scheduled with PAL to discuss the site review process further. (12/20/16) Ms. Herbster provided an update on the walkthrough that took place earlier. PAL will provide a proposal to KBA within the next two days. (1/3/17) PAL has submitted a proposal, which has been accepted by KBA. KBA is producing a Contract for review and approval by PAL. PAL also submitted an application to the State for an Archeologist's Permit for the project, dated 12/30/16. The State should receive the application by mail today. The archeological survey is comprised of 80 to 100, 2'-0" x 2'-0" pits, which will be screened for artifacts. The archeological survey should take approximately 3 to 4 weeks, once begun. In addition to the survey activities, PAL has agreed to provide monitoring services on an hourly basis during the additional test borings and test pits within the archeological evaluation area, until the archeological survey activities have been completed. Gilbane will review if hay bales on the archeological survey site will help protect the excavation areas during winter, so that excavation activities can begin in early spring.

## 3. Permitting:

- 3.1. The Permit Application to Lincoln, MA and Lexington, MA should reflect the Athletic Fields alternate, and not the full buildout of the athletic fields, as follows: (A) Multi-sport field must be synthetic turf; (B) Natural turf for all other fields; (C) No tennis courts; (D) No grandstand and related concession toilet room and team

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room building. (1/3/17) The Design Team must develop a narrative that describes the base site, alternative site, and full-buildout site.

3.2. Mr. Garvin provided an update on permitting that shows proposed meeting dates.

- A) 12/19/16 – Mandatory Preliminary Meeting with Lincoln and Lexington staff took place. The meeting, located in Lexington, MA, included the Lincoln Conservation Agent, the Lexington Conservation Agent, and the Lexington Town Engineer. (12/20/16) The OPM and the Owner reiterated that they must be made aware and given the opportunity to attend any and all meetings and gatherings regarding permitting for the project. Dr. Bouquillon reminded the Project Team that he knows all the parties and there are politics in the process that Minuteman can help navigate. (1/3/17) The preliminary meeting will be scheduled for January 17, 2017. Samiotes will confirm.
- B) (12/20/16) Ms. Williams has observed that some of the dates for permitting may not be realistic, given the proximity to the end-of-year holidays. Ms. Williams asked that the Design Team update the permitting milestones and submit them for review by the OPM for review and discussion. Subsequent to the Owner’s meeting, the Civil Engineer submitted a draft document that showed proposed revised dates for permitting milestones, dated 12/22/16. Below are excerpts from the document that shows the revised permitting milestones. (1/3/17) Samiotes is trying to confirm hearing dates with Lincoln, MA. More to come. Mr. Garvin explained that 3 to 4 checks will be required for permit application fees. Minuteman can cut checks within 24 hours, if required. Mr. Garvin will confirm the application fees. Samiotes will have a better feel for the hearing dates during the mandatory meeting.
- C) (1/3/17) Mr. Garvin will provide some names of Civil Engineering firms that can provide the peer review for Lincoln and Lexington.
- D) Early site activities were discussed, including clearing and grubbing, need to file with EPA. Storm Water and Erosion Plan (“SWEP”).

#### 4. Site Design:

- 4.1. Mr. McKinley went on a tour of the Lincoln Lab Technology Children’s Center, located on the Minuteman RVTHS campus with Kathleen Smith, instructor at Minuteman. Ms. Smith provided design ideas that she would like to see in the playground design. Mr. McKinley advised that the architects and interior designers visit the facility as well. Notes to follow. (12/20/16) KBA is to set up the tour through Jackie Maglio. (1/3/17) The site visit will be scheduled after the Design Development deadline.
- 4.2. Exterior Design Elements: Landscape Design needs information about sizes and configuration of the two out building, requested at previous meetings. The Design Team will show the locations on the next site plan:  
(A) Which buildings are to be constructed as a part of the project. (B) Which buildings will require design and construction of foundation only, on which students are to build future out buildings. (12/20/16) Mr. McKinley has developed a working plan for design purposes that shows exterior program development areas, including the following: (1) possible outbuilding development areas, (2) Scissor lift location for warehouse, (3) Bus wash station, (4) locations of stone walls on the site. (1/3/17) Dr. Bouquillon clarified out building sizes as follows, as an order of magnitude starting point. Minuteman needs (2) 24’-0” x 80’-0” out buildings.

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The outbuilding located north and east of the Automotive Shop will house some Minuteman vehicles, including some small busses and vans. The second building, located on the west side of the site, adjacent to Horticulture, will be used to house their vehicles, related to their program.

- 4.3. Brick Minuteman Location: The Design Team is reviewing locations for the brick Minuteman that was donated. (1/3/17) The Design Team located the brick Minuteman on the exterior face of the building, adjacent to the main entrance.
- 4.4. (12/20/16) Minuteman logo and Signage: The Design Team is to consider locations for the Minuteman logo. (1/3/17) Ongoing.
- 4.5. (1/3/16) Athletic Fields: In order to clarify what the base athletic field design is, versus the alternates and full buildout of the site, KBA was asked to provide descriptions of each scenario. *Subsequent to the meeting, the following draft was developed for discussion.*
  - A) Base Site Design includes the following: *Construction of all of the site amenities associated with the building, including outbuildings, parking lots (staff, visitors and students), parking lot lighting, drainage for all of the pavements and roofs, bridges, all curbing, plantings around the building and within the parking lots, flagpoles, site decorative signage, wetlands replication, and a full athletic lawn over the area where the current building is located. A playground, with a playscape, sandbox area, fencing, poured in place, synthetic grass and woodchip surfacing are included. No baseball, tennis, football, track, softball or field track events are included in the base bid.*
  - B) Alternate Site Design items include the following: *Green roof tray system, with plants, synthetic track and synthetic football field, natural turf baseball, softball and multipurpose fields, with sports lighting for all fields, field events, split rail fences, stone walls, portable aluminum bleachers, players benches, dugouts, goals, chain link backstops and fence around track and baseball and softball fields, irrigation for the turf fields, and utilities (water, gas, septic, and electric, and communications back to the main building) to a future concession stand- team room building.*
  - C) Future building out might include the following: *Synthetic turf fields for the softball and baseball (multipurpose fields), a 1,200-seat grandstand with pressbox (with elevator), 6 tennis courts (with lighting), and a concession stand, team rooms, toilets building to serve the complex.*
- 4.6. (1/3/17) Cut and Fill Analysis: Mr. Garvin of Samiotes proposed that that the building slab-on-grade elevation be raised 3'-0" to reduce the amount of cut. If agreed to, the cut on site would go from approximately 70 CY to 10,000 CY. This would yield approximately 50,000 CY of real cut. Once a report of findings is produced from the next round of borings, Samiotes will be able to complete a cut and fill analysis. Ms. Williams asked Samiotes to explain if compensatory storage would be an issue. Mr. Garvin explained that Samiotes doesn't expect this to be an issue, since compensatory storage as a factor in Lexington, and most of the cut is in Lincoln to accommodate drainage. Samiotes reported that they do not expect any apparent changes to view sheds. Gilbane Asked for a copy of the boring location map. KBA will forward. *Subsequent to the meeting, KBA confirmed the Geotechnical Engineer would be on site to drill the new*

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*borings. The borings are based on a map that was provided mid-December of 2016 (see handout). The proposed borings are not within the building footprint (see handout). Samiotes dug small test pits recently (see map and report, dated January 3, 2017), however, they too are not within the proposed building footprint. Mr. McKinley has suggested that larger test pits be dug.*

- 4.7. (1/3/17) Bridge Design: KBA was asked to find if it is possible to schedule installation of the proposed bridges to facilitate construction activities. *Subsequent to the meeting, Mr. McKinley spoke to Mr. Titus Edwards of York Bridges. He stated that it would 2 months for design. After the bridge is bought out, to go through a submittal process, fabricate, deliver and install the bridge, a minimum of 6 months is required, if expedited.*
- 4.8. (1/3/17) West Abutter to Site: The Design Team will need to review some design options to facilitate buffer between the west abutter and the school, including creating berms and adding trees.

## 5. Site Utilities:

- 5.1. Photo voltaics overlay district: *Beth Greenblatt - 617-469-2172 voice, 617-419-1163 eFax, 617-308-2172 mobile, and email: [bgreenblatt@beacon-llc.com](mailto:bgreenblatt@beacon-llc.com). (11/22/16) BVH will make contact with Ms. Greenblatt. (11/29/16) No change in status. (12/20/16) Mr. Achin stated that he had made contact with Ms. Greenblatt. There are several technical decisions that must be made. Ms. Greenblatt offered to develop a proposal with multiple options. Once an option is selected, it can be used to develop an infrastructure with which to support a PV project in the future. The group will seek information from Sudbury regarding their PV project. Mr. Spalding will also speak to those involved in the Dover PV project to seek advice as well. (1/3/17) a basis of design must be developed.*
- 5.2. (12/20/16) Site Lighting: A lighting coordination meeting will be held at KBA's Foxborough office at 9:00 AM on Friday January 6, 2017. The Design Team is working with Reflex Lighting to select appropriate types of fixtures. Friday's meeting will treat the site lighting as a priority to facilitate site design and permitting deadlines.
- 5.3. Utility Rebates: Not discussed.

## 6. Building Design:

- 6.1. (10/25/16) The Auditorium fly-loft must be less than 70'-0" above the "point of access" to the building. The main point of access needs to be further defined. (11/1/16) The district asked that KBA confirm that the foundation supporting the fly loft is designed to accommodate the 70'-0" Alternate. (11/15/16) KBA clarified that the high-rise designation is for any portion of the building that exceeds 70'-0" from the lowest accessible access point to the building. The Design Team needs to review opportunities in more detail. (11/22/16) Although the International Building Code uses 75'-0" height as a threshold for the high-rise designation, the Commonwealth has amended the IBC to keep 70'-0" as the threshold. The high-rise threshold is based on the access height for fighting fire. The mean elevation must be determined to properly calculate the threshold for this building. KBA can confirm that the More information to follow. (11/29/16) KBA is contracting with Jensen-Hughes to provide a team strategy to address the high-rise issue. (12/13/16)

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# Minuteman Project Meeting

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KBA has engaged Jensen-Hughes to provide guidance regarding the high-rise requirement. Jensen-Hughes will review the State Codes and put a strategy together for permitting the fly loft. Minuteman reminded the Design Team that, since the high-rise requirement is a State requirement, the Dover Amendment doesn't provide relief. The Dover Amendment affects only local codes and requirements. (12/20/16) Subsequent to the Owner's meeting, Mr. Watson of Jensen-Hughes informed KBA that their preliminary review was completed, and a memorandum is forthcoming. Jensen-Hughes has established the median elevation of the exterior of the building. Since the location of the auditorium is a building unto itself, and is separated by firewalls on three sides, only the grade along the West elevation of the auditorium building was used to establish the median elevation. The median elevation is equal to the elevation of the stage at 211 feet. (1/3/17) The Design Team confirmed with Jensen-Hughes that the median elevation is equal to the elevation at the stage. The Design Team has also confirmed that the full design of the stage can be accomplished within the 70'-0" threshold. A report is forthcoming from Jensen-Hughes.

- 6.2. (12/13/16) Skanska USA asked that KBA confirm Code issues regarding use of temporary erecting equipment (construction cranes, etc.). KBA confirmed that each piece of temporary equipment requires separate filing with the FAA. (12/20/16) The OPM asked that the Design Team and CM work together to make sure that the specifications and any supplemental conditions highlight this federal requirement, so that the timelines are incorporated into planning and construction schedules. (1/3/17) Gilbane will work with KBA to address the trades' recognition of the FAA requirements so that this issue doesn't result in unplanned delays.
- 6.3. Interior Design & Finishes: Minuteman will put a small group together, possibly including students, to review and make recommendations on proposed finishes. (12/13/16) Students met with the Interior Designer to discuss colors and finishes. Specs Design Group will come up with some guidelines, based on the groups input. Please see attached meeting notes, dated 12/13/16. (1/3/17) The Design Team will present the interior design concepts that were developed as a result of the Design and Finishes group.
- 6.4. (1/3/17) Atrium at Cafeteria Area: KBA will ask Jensen-Hughes to help find a way to avoid designating the cafeteria space as an atrium. Jensen-Hughes is also reviewing the code plans and will make recommendations about any possible improvements.

## 7. Building Utilities:

- 7.1. Update on utility infrastructure development. Coordination meetings are continuing. BVH now requires additional information regarding utility loads. This information will come from shop and building equipment, food service equipment, technology design and security requirements. The information needed is being developed by the Design Team.

## 8. Programming:

## 9. Furniture, Fixtures & Equipment:

- 9.1. Shop Equipment: (11/29/16) The Design Team will do a shop-by-shop review after the holidays. *Subsequent to the meeting, KBA received a number of shop equipment lists, and shared them with the Design Team.* Regarding shop equipment layout, Ed Bouquillon explained that Minuteman can get help from Gary Gomes

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from DESE to help with reviewing layouts. Mr. Gomes can provide layout comments after reviewing layout designs. After shop equipment installation, Mr. Gomes can make recommendations regarding safety striping layout. RECORD. (12/13/16) The group discussed identification of shop equipment that will be reused in the new school. KBA and BVH will review timeline for populating the shop equipment schedule. Meetings will be scheduled in each shop with instructors to go over equipment layout and identify and label existing shop equipment to be reused. This presents an opportunity for Minuteman to provide more detailed information on new shop equipment proposed for the new building. (12/20/16) The Design team will begin populating the equipment schedule starting in early January 2017. Dr. Bouquillon advised that the Design Team meet with the advisory groups to further maximize the design of each shop and related spaces. The Design team is to schedule meetings with the Advisory Groups through Ms. Roche by email. (1/3/17) Shop layouts are approximately 90% completed. The Design Team will forward electronic copies of the shop layouts packages by this Friday January 6, 2017. The hard copies will be delivered to Minuteman on Monday January 9, 2017. The shop layouts include the TOIL and PBL Labs. Dr. Bouquillon confirmed that he and Ms. Roche will review the packages and prepare for meeting with the Design Team and staff on Tuesday January 17, 2017.

- 9.2. **AV Equipment and Design:** Dr. Bouquillon would like to meet with Mr. Alexander Bagnall of Cavanagh-Tocci to discuss the AV requirements needed to support the Multi-Media Engineering program. (1/3/17) The Design Team must develop an AV package for review by Minuteman, followed by a meeting to be schedule on January 17, 2017.
- 9.3. **Furniture:** Minuteman will identify which furniture will be utilized in the new school. The Design Team will work with Minuteman to confirm that any furniture being relocated is serviceable and meets the program requirements for which it was considered. (11/29/16) Ms. Irish asked that Minuteman and the Team designate groups of rooms that will be new. For example, classrooms, cafeteria, etc. (1/3/17) Not discussed.

### 10. LEED:

- 10.1. **LEED Recap Meeting** will be schedule as soon as the Construction Manager is engaged so that they can be a part of the meeting. RECORD. (1/3/17) LEED Recap meeting will be scheduled for Tuesday January 24, 2016at 11:00 AM.

### Next Meetings:

- Date and time TBD.

### Attachments:

- None

End for Meeting Notes