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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: 1/17/2017  
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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)
- Matt MacLean, Facilities Coordinator – Minuteman [mmaclean@minuteman.org](mailto:mmaclean@minuteman.org)
- Mary Ann Williams, Owner’s Project Manager – Skanska, [MaryAnn.Williams@skanska.com](mailto:MaryAnn.Williams@skanska.com)
- Chuck Adam – Skanska [chuck.adam@skanska.com](mailto:chuck.adam@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)
- Tripp McElroy CM – GBC [tmcelroy@gilbaneco.com](mailto:tmcelroy@gilbaneco.com)
- Rick Metcalf, – BVH [rickm@bvhis.com](mailto:rickm@bvhis.com)
- Larry Trim – Kaestle Boos Associates, Inc. (“KBA”) [ltrim@kba-architects.com](mailto:ltrim@kba-architects.com)

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- Chuck Adam – Skanska [chuck.adam@skanska.com](mailto:chuck.adam@skanska.com)
- Ford Spalding, Chair – School Building Committee – minuteman [fspalding@feltonberlin.com](mailto:fspalding@feltonberlin.com)
- Dr. Ed Bouquillon, Superintendent – Minuteman [e.bouquillon@minuteman.org](mailto:e.bouquillon@minuteman.org)
- Kevin Mahoney, Assist. Superintendent of Finance – Minuteman [kmahoney@minuteman.org](mailto:kmahoney@minuteman.org)
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**SUMMARY:**

A Project Team meeting was held at the Minuteman RVTHS in Lexington, MA. This meeting is scheduled weekly 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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## **DISCUSSION:**

The following items were discussed, not necessarily in the order presented:

- KBA is to add Chuck Adam to the Owner's Meeting distribution list, SharePoint, and BIM 360.
- Archeological Survey: KBA is to contact Holly Herbster of PAL for a status on the State Archeologist's Permit, mailed to the State on 12/30/16.
- Lincoln, MA Pre-Planning meeting. Mr. McKinley provided an update before the Project Team Meeting. Representatives of the Project Team, including Mr. Mahoney, Mr. Garvin and Mr. McKinley, met with Paula Vaughn, Planning Administrator for the town of Lincoln, MA. Full meeting notes are to be provided in the near future. The purpose of the project was meeting was to go over the checklist and the application material and identify missing information.
  - The Lincoln, MA regulations were created to provide guidance for residential applications, and not necessarily large developments, such as Minuteman RVTHS.
  - Ms. Vaughn didn't understand that the project is phased, and includes an early site and structural packages.
  - Exterior elevations should show building elevations and show any lighting attached to the building elevations.
  - Provide phasing plan for the project. The Design team will schedule a site logistics/phasing meeting to discuss what the phasing materials should show. A GoToMeeting can be scheduled.
  - 
  - If any lighting is added to the building elevations, the photometrics plan must be adjusted.
  - Building setback lines should be shown on the site plans.
  - Mill St. residents are most concerned about the lighting associated with the athletic fields.
  - The planning and conservation review fees seem excessive. Subsequent to the meeting, a more detailed calculation of fees was provided by Samiotes.
    - Conservation Commission:
      - City/ Town Share of Filing NOI fee: \$3,437.50
      - State share of filing NOI fee: Fee exempt
      - Town of Lincoln Bylaw Fee: (\$750 plus \$1/10 sf of proposed permanent or temporary impact to the resource area or buffer zone resource area. We spoke with Conservation Commission, and this includes All area within this zone, even previously disturbed area, we are "re-disturbing") = \$29,808.60
    - Planning Board:
      - Site Plan Review: (\$100 per 1000 sf) = \$26,073.50
      - Calculated Gross Floor Area: 260,735 sqft
  - Requested application material and fees are due next week.
  - First Planning Board meeting is scheduled for February 14, 2017.
  - First Conservation Commission meeting is scheduled for February 15, 2017.

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- Public Meeting is scheduled for February 28, 2017.
- Conservation Commission meeting is scheduled for February 29, 2017.
- Meeting must be scheduled with Lincoln, MA Fire Chief and Police Chief and Building Inspector. The Lincoln, MA Police Chief, Fire Chief and Building Inspector should be included. This meeting should occur before the submission. Dave Frizzell, Fire Chief of Belmont and Minuteman Building Committee Member, must also be invited.
- A meeting must be scheduled with abutters. This meeting should occur before the submission. Samiotes can share the abutters list with Minuteman.
- For Planning Board meeting, the following individuals should be invited:
  - Holly Herbster of PAL.
  - The National Park Service.
- The Design Team must work on the permitting dates for Lexington, MA.
- Jackie Maglio will forward available dates for the Public Safety and Abutters meetings to the team.
- **Structural Peer Review:** Mr. Adam of Skanska, will reach out to Maguire to find out how the site permitting fees worked for the school they worked on in Lincoln, MA. Minuteman will seek legal opinion from Counsel.
- **Project Schedule:** Gilbane provided a draft project milestone matrix. Mr. Kincaid explained that the proposed milestone schedule is aggressive and shows some dates with early starts as much as 2 weeks less than the previous project development schedule. GBC will forward draft construction schedule to aid in providing the phasing. Here are some highlights.

	Original Drawing Release	Revised Drawing Release	Start Work	Finish	Comment
Site Enable Package		1-Mar-17	15-May-17		start work driven by approvals
Early Electric Site FSB		1-Mar-17	30-May-17	1-Sep-17	need to binder lots prior to winter
Concrete Package	31-May-17	15-May-17	15-Jul-17	15-Nov-17	FND done by winter
Steel Package	31-May-17	15-May-17	1-Oct-17	1-Mar-17	allow time for shop detailing
60% CD	16-Jun-17	1-Jun-17			
90% CD	24-Aug-17	10-Aug-17			
100% CD	11-Oct-17	1-Oct-17			
GMP/NTP Construction	22-Jan-17	15-Dec-17			tighten GMP, start roof & ext framing

Site Enable Scope: SWPPP, Clear, Rock Ex, approx FND Exc, ductbanks, parking lots bridges  
Early Electric Scope: New service ductbank, temp construction service, duct banks under lot to new field

- CM Proposed Substantial Date: June of 2019.
- GBC hopes to have access to 50% of shop equipment scheduled for relocation to the new building.
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- Next School Building Committee Meeting is scheduled for Monday January 23, 2017. Mr. Spalding asked KBA to provide a presentation on the site and building updates. He asked GBCt provide and go through draft schedule.
- What else should the Design Team present and update the SBC.
- **Bridge Design:** The process for designing the bridge is of concern to Skanska. Ms. Williams asked that KBA work with Mr. Adam to address.

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- Estimates: Both the CM and the Design Team will provide estimates. KBA is to schedule an estimate kick-off meeting before the drawings are submitted for ex=stimate. This will get the estimators to understand the building generally. The following is required to enable the estimate process to go smoothly.
  - KBA to send out dates for the pre-estimate.
  - KBA ro schedule estimate comparison meeting.
- Gilbane asked the Design team to share the following:
  - Module 4 package
  - Module 4 Design Narratives
  - Revit models.
- The team discussed the abutter. Ed referred to the house as Millie's house. He clarified that a well-liked cafeteria worker that is soon retiring is the abutter.
- Layouts are needed by site for the playground at Early Childhood, and the design of outdoor eating area, located south of the Restaurant, including seating, tables, flower planting opportunities, etc.
- Photovoltaics Overlay District: KBA and BVH to produce documentation for minuteman to send to Ms. Greenblatt. Mr. Mahoney will review on behalf of the District, prior to sending to Ms. Greenblatt.
- Utility Rebates: Mr. Adam and BVH will collaborate to look at rebates.
- Code Review: KBA is scheduling meeting with Jensen-Hughes to review fins=dings on either Friday this week, or Monday next week, to discuss the following:
  - High- rise designation.
  - General code review.
  - Atrium Designation.
- KBA to advance FAA filings for building height elevations with FAA. KBA will also look at crane requirements.
- More in-depth meetings will be scheduled to review color boards and finishes in CDs.
- FF&E: After DD, the Design team will work with Minuteman to identify furniture and equipment to be relocated into the new building.

**Next Meetings:**

- Date and time TBD.

**Attachments:**

- None

End for Meeting Notes