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

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

Meeting Date: 11/01/2016
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PRESENT:

- Ed Bouquillon, Superintendent – Minuteman e.bouquillon@minuteman.org
- Ford Spalding, Chair – School Building Committee – minuteman fspalding@feltonberlin.com
- Kevin Mahoney, Assist. Superintendent of Finance – Minuteman kmahoney@minuteman.org
- Mary Ann Williams, Owner’s Project Manager – Skanska, MaryAnn.Williams@skanska.com
- Rick Metcalf – BVH rickm@bvhis.com
- Dave McKinley – Kaestle Boos Associates, Inc. (“KBA”) dmckinley@kba-architects.com
- Seunghwan Lee – KBA slee@kba-architects.com
- Larry Trim – KBA ltrim@kba-architects.com

E-MAIL

COPIES:

- Mary Ann Williams, Owner’s Project Manager – Skanska, MaryAnn.Williams@skanska.com
- Dale Caldwell – Skanska Dale.Caldwell@skanska.com
- Ford Spalding, Chair – School Building Committee – minuteman fspalding@feltonberlin.com
- Dr. Ed Bouquillon, Superintendent – Minuteman e.bouquillon@minuteman.org
- Kevin Mahoney, Assist. Superintendent of Finance – Minuteman kmahoney@minuteman.org
- Jaculen Maglio, Admin Assistant to the Superintendent-Director – Minuteman j.maglio@minuteman.org
- Elizabeth Rozan, District Assistant – Minuteman e.rozan@minuteman.org
- Matt MacLean, Facilities Coordinator – Minuteman mmaclean@minuteman.org
- Tom Iskra – BVH Integrated Services (“BVH”) tomi@bvhis.com
- Rick Metcalf – BVH rickm@bvhis.com
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- Paul Dominov – KBA pdominov@kba-architects.com
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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 Owner's meetings will be scheduled for 2:00 PM weekly, at Minuteman RVTHS. RECORD
- 1.2. (10/25/16) BVH will extend some ACE Mentor opportunities to students. A program of workshops develops co-op related to the design and performance of the building could be developed for the students by the Project Team. (11/1/16) Ed Bouquillon asked that the Design Team coordinate with Joe Petta, who coordinates co-ops, job shadow and field trip opportunities for Minuteman. The Project Team will develop some programs and dates in conjunction with Mr. Petta.
- 1.3. (10/25/16) Alternate Nos. 10 and 11 need to be moved up to Nos. 3 and 4. (11/1/16) No change in status.
- 1.4. (11/1/16) Monday's Building Committee scheduled for 11/7/16 at 5:30 PM. Mr. Spalding asked that Skanska share the list of meetings and KBA show the presentation on the development of the plans.

2. Schedule:

- 2.1. (10/18/16) KBA will schedule a meeting with the Minute Man National Historic Park to discuss the new Minuteman RVTHS building. (10/25/16) Minute Man National Historic Park meeting is scheduled for Tuesday November 8, 2016 at 12:30 PM. The following information is being developed for the national Park Service Meeting. Dave McKinley will be developing a section/profile through the building and site. Seunghwan Lee will be providing the aesthetics of the North side of the building. (11/1/16) Meeting scheduled for tomorrow. Subsequent to the meeting, the Owner and the Design Team met with NPS on Tuesday November 8, 2016, including Nancy Nelson, Superintendent and Margie Coffin Brown, Resource Program Manager. Please see National Park Service meeting notes, dated November 7, 2016 attached.
- 2.2. Tour Schedule:
 - A) MIT/Lincoln Lab – TBD. Ed also believes that a revisit of MIT Lincoln Lab would be helpful to the team and the instructors to see the fabrication spaces and the TOIL Lab. (11/1/16) No change in status.
 - B) The Design Team would like to schedule a meeting with Minuteman to discuss feedback and comment from the tours and create a list of qualities from the facilities that the Design Team must incorporate into the Minuteman RVTHS project.
- 2.3. (10/25/16) Construction Manager Selection:
 - A) 11/29/16 – CM Proposal Packages available after 2:00 PM at Elizabeth Rozan's office.
 - B) 12/10/16 – CM Interviews, all day at Minuteman Paul Revere Room.

3. Permitting:

- 3.1. (10/25/16) Lincoln would like to schedule a Lincoln town staff site walkthrough during the month of November 2016.
 - A) Samiotes to delineate clearing area at the site in lieu of showing and sizing every tree. (1/10/16) The site walkthrough has not been schedule yet. *Subsequent to the Owner's meeting, Samiotes clarified that only wetland buffers within the building footprint need to be flagged.*
 - B) KBA to determine if Lincoln has a tree ordinance. (1/10/16) No change in status.

4. Site Design:

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- 4.1. (6/18/16) KBA asked that Minuteman create an athletics advisory group to work with KBA on fields. (10/25/16) Ed Bouquillon and Kevin Mahoney put a list of potential members if the site athletic fields group and confirmed member commitment. Ed Bouquillon sent an email to prospective members of the group. A list will be provided upon confirmation. (11/1/16) An athletics group meeting has been scheduled for Thursday November 10, 2016. The next meeting of the Athletics Advisory Group will be Tuesday November 22, 2016, in which KBA will present several athletic field layout options for discussion. Please see attached draft meeting notes from the Athletics Advisory Group meeting, dated November 10, 2016.
- 4.2. (10/25/16) Stephen Garvin of Samiotes and Dave McKinley of KBA will be visiting examples of bridges designed by York Bridge Concepts (www.ybc.com). (1/10/16) KBA and Samiotes visited some examples of bridges by York the week of November 1, 2016.
- 4.3. (10/25/16) Outdoor program areas need to be designed for majors, including the following. KBA will work with the District Admin to schedule meetings to address the outdoor related program spaces in the next few weeks.
 - A) Parking for Automotive.
 - B) Horticulture outdoor program spaces for loam, mulch, sand, etc.
 - C) Utility building for front loaders, mowers, etc. Could include foundation for future building.
 - D) More room in back for future, Northwest corner of site?
 - E) Service area for kitchen and culinary service areas, including compactor, dumpster, recycling, etc.
 - F) Specialty parking for Minuteman busses, etc.

5. Site Utilities:

- 5.1. (10/18/16) Electrical Utilities at Secondary Entrance: The project may need to install electrical utilities under the secondary access road into the site. It is ideal for the new electrical service to be brought in on the secondary access road. This will allow the existing electrical service to remain in place until the new building has been completed. The existing electrical service can be reused to supply power to the scoreboard, etc. A new transformer can be installed at the existing electrical service to accommodate the new functions. (10/25/16) Any new transformer related to the existing electrical service will be sized for future concession stand and public restrooms. (11/1/16) Kevin Mahoney will consult with Minuteman's attorney to investigate the description of the easement at the secondary access road. KBA has also ask Samiotes for a more detailed description of the easement.
- 5.2. (10/25/16) The team discussed the photo voltaics overlay district that is in the student parking area. The Team needs some additional guidance to confirm that the proper infrastructure support systems are in place to support future installation. (11/1/16) Kevin Mahoney will contact Minuteman consultant Beth Greenblatt from Beacon Integration LLC. She may be able to provide guidance or a knowledgeable resource on PV system prep of the site. *Subsequent to the meeting, Mr. Mahoney made contact with Ms. Greenblatt. She is willing to meet with the design team and understand what role and expertise the project will require. If the scope needed is not her area of expertise, she can provide industry referrals that the team can contact. The Design Team is planning to make contact soon.*

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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.
- 6.2. (10/25/16) Ed Bouquillon asked that KBA schedule a meeting with him the following week so that he can have a chance to discuss the results of the staff/instructor meetings and provide additional information that may not have come up at the meetings. This will also give the Design Team to get some clarification on some more detailed program requirements and concerns. (11/1/16) The meeting is scheduled for Friday November 4, 2016 at 2:00 PM.
- 6.3. Review updated Sketchup Model.
- 6.4. Review updated building floor plan.

7. Building Utilities:

- 7.1. No items

8. Programming:

- 8.1. (10/25/16) KBA to schedule technology meeting with Minuteman Technology department (Annamaria Schrimpf), BVH, EDvance and Good Harbor. Minuteman will provide as much standards information as possible prior to meeting, for review by the Design Team. The Technology meeting is scheduled for Friday November 4, 2016 at 10:00 AM. Meeting notes to follow.
- 8.2. (10/25/16) KBA to schedule a Culinary programming meeting. KBA is to coordinate with Minuteman to schedule Joanne Schiavone with staff and administration. (11/1/16) Culinary and Food Service kitchens are to have a synergy that the Design team needs to understand. That synergy needs to be reflected in how the various amenities and services are accessed by each kitchen. Culinary and Cafeteria programming meeting is scheduled for Wednesday November 16, 2016 at 2:00 PM.
- 8.3. Additional design meetings are to be schedule with Design & Visual Communication and Biotech.

9. Equipment:

- 9.1. (11/1/16) The budgeted value for equipment is less than what is truly needed to outfit the new Minuteman RVTHS with shop equipment. Ed Bouquillon clarified that Trust Agreements re needed to provide the additional funding.

10. LEED:

- A) The Minuteman RVTYHS is registered as a project with the B=Green Building Council.

Next Steps:

- (see meeting schedule above)

Next Meetings:

- Tuesday November 15, 2016 at 2:00 PM in the Superintendent's Conference Room.

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Attachments:

- Athletics Advisory Group meeting notes, dated November 10, 2016
- National Park Service meeting notes, dated November 7, 2016

End for Meeting Notes