
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: 11/15/2016
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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
- Matt MacLean, Facilities Coordinator – Minuteman mmaclean@minuteman.org
- Mary Ann Williams, Owner’s Project Manager – Skanska, MaryAnn.Williams@skanska.com
- Dale Caldwell – Skanska Dale.Caldwell@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

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COPIES:

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- 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
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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. The Design Team will work with Mr. Joe Petta of Minuteman to maximize student opportunities for learning during the design and construction phases of the project. Mr. Petta coordinates co-ops, job shadow and field trip opportunities for Minuteman RVTHS. RECORD.
- 1.3. The Project team will review the order of the alternates to prioritize based on need, as well as sequencing of the construction. RECORD.
- 1.4. (11/15/16) The next Building Committee meeting is scheduled for Monday December 8, 2016 at 5:00 PM. Mr. Spalding asked that KBA present an update on the design of the school.

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. (11/15/16) The group discussed Minuteman National Historic Park ("MNHP") meeting and the National Park Service's ("NPS") request that the construction should be sensitive to any artifacts found during construction. Dr. Bouquillon responded that he feels that Minuteman has a stewardship responsibility and that a protocol should be developed to address relics found during construction. Ms. Williams and Mr. Caldwell will research for a process that can be followed during construction, based on recent experience. Ms. Williams advised that upfront research is important in terms of being prepared. Ms. Williams further clarified that there are new technologies that are effective and quick in determining if there are objects of interest below grade (aerial sonar?).
- 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. (11/15/16) MIT/Lincoln Lab tour is scheduled for this Thursday November 17, 2016 at 2:00 PM. The address is 244 Wood St. Lexington, MA.
 - 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. (11/15/16)
- 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.

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- C) (11/15/16) Fontaine Brothers and Turner Construction have removed themselves from the CM selection pool. Fontaine Brothers cited the CM experience of the competing firms. Turner cited recent firm pricing exceeded that of the competing firms.

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.* (11/15/16) Samiotes is scheduling delineation.
- 3.2. (11/15/16) The Design Team recommended that the Site Design Development due date of November 30, 2016 be removed. KBA explained that the Design team will require at least one week after final design decisions are made regarding the fields to create a base plan for the Consultants to finalize engineering. Once the Consultants receive a final base plan, they will need two weeks to finalize the permitting documents. The permitting date of mid to late December 2016 can still be achieved.

4. Site Design:

- 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. (11/15/16) The Design team asked for advice from minuteman regarding the scope of the athletic fields. Minuteman clarified that the base athletic fields required by the district is to be represented in the alternate. The additional scope, including tennis courts and synthetic fields, will be considered separately, and will be subject to a funding agreement. There is a chance that these items could be funded and agreed to in time for the total athletic field buildout design to be permitted. Otherwise, permitting will consist of the south athletic fields currently under design by Gale Associates, as well as the fields that represent Minuteman's needs.
- 4.2. (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?

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- E) Service area for kitchen and culinary service areas, including compactor, dumpster, recycling, etc.
- F) Specialty parking for Minuteman busses, etc.

4.3. Dr. Bouquillon asked that the Design Team to work with Minuteman to refine the design of the service area on the outside of the school.

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. (11/15/16) Minuteman is still working with Eversource to see if the electrical service for the building can come in from Mill St. *Subsequent to the meeting, Kathy White of Eversource contacted Mr. Mahoney to explain that Eversource had decided to provide two electrical services to the ne Minuteman RVTHS; one service for Mill St. to service the building, and a second from the existing service location on the Eastern portion of the site. More information is to follow as Eversource received loading information, one-line diagrams and site plan information from the project.*

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.* (11/15/16) Mr. Mahoney will forward Ms. Beth Greenblatt's contact information to the team. The Design team will make contact with Ms. Greenblatt and schedule a discussion to take advantage of the overlay. *Subsequesnt to the meeting, Mr. Mahoney forwarded Ms. Greenblatt's contact information: Beth Greenblatt - 617-469-2172 voice, 617-419-1163 eFax, 617-308-2172 mobile, and email: bgreenblatt@beacon-llc.com.*

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

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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.

- 6.2. KBA presented updated design material and discussed areas of improvement with the group.
- A) District office location above the main entrance: Minuteman likes this idea and asked that the design team not call this area the Superintendent's Suite.
 - B) Minuteman asked that KBA review hazardous waste management, recycling collection, etc. with Minuteman and incorporate into the project design. This will require meeting with some of Minuteman's vendors.
 - C) Minuteman wants to include professional partners, such as Lex Media, in design meetings of the multi-media engineering spaces. There are a number of design requirements that must be updated, including remote soundboard locations, Multi-Media booth, ability to broadcast field events, as well as coordinate distance learning broadcasts, ability to become satellite site for professional partners, such as Lex Media. KBA is to work with Minuteman to schedule Martin Vinick, Minuteman partners, related Design Team members to further refine the theater, Multi-Media Engineering and broadcasting spaces.

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. (11/15/16) Subsequent to the Owner's meeting, the Food Service Consultant agreed to revise the design of the food service components to address program clarifications at Culinary Kitchen, restaurant, Cafeteria Kitchen and related interior and exterior service areas.
- 8.3. (11/1/16) Additional design meetings are to be schedule with Design & Visual Communication and Biotech. (11/15/16) TBD.

9. Furniture, Fixtures & Equipment:

9.1. General:

- A) (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.

9.2. Shop Equipment

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- A) The primary purpose of the equipment review is to ensure that the building is ready for specific equipment location, utility requirement and special requirements.
- B) Minuteman will provide an updated list of equipment by shop, with as much equipment information as possible, including manuals. The Design Team will need access to this information. Minuteman will further identify which pieces of equipment will be moving to the new school, and which ones will not be used in the new school.
- C) The Design Team will do a shop-by-shop review of the existing shop equipment and document each equipment and its requirements into an equipment schedule. The Design Team shall label each equipment with scan-able tags for tracking purposes. The schedule will document utility requirements, including power requirements, such as phase, voltage, etc. and other utility requirements, including vacuum air, compressed air, water, including types of water, gases, etc. The shop equipment schedule will contain information on both reused existing information and new equipment. The schedule shall further identify who is purchasing, installing new equipment, as well as who is relocating existing equipment, and any special requirements needed.
- D) Regarding shop equipment layout, Ed Bouquillon explained that Minuteman can get help from Gary Gomes 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.
- E) Shop floor finishes were discussed, including sealed concrete, polished concrete and epoxy paint finishes. The various possible finishes will be discussed with Specs Group.

9.3. Furniture:

- A) 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.

10. LEED:

- A) (11/1/16) The Minuteman RVTHS is registered as a project with the Green Building Council.
- B) (11/15/16) KBA is working to schedule the LEED review and will work with Minuteman to schedule. As agreed, KBA will work to invite those who participated previously.

Next Steps:

- (see meeting schedule above)

Next Meetings:

- TBD

Attachments:

- Copy of 11/15/16 Owner's Meeting Sign-in Sheet.

End for Meeting Notes

Owner's meeting

S I G N - I N

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KBA # 13001.02

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Representative Name	Company/Title/Email	Present
Mary Ann Williams	Owner's Project Manager – Skanska, MaryAnn.Williams@skanska.com	<input checked="" type="checkbox"/>
Dale Caldwell	KBA slee@kba-architects.com	<input type="checkbox"/>
Seunghwan Lee	Kaestle Boos Associates, Inc. ("KBA") slee@kba-architects.com	<input checked="" type="checkbox"/>
Ed Bouquillon	Superintendent – Minuteman e.bouquillon@minuteman.org	<input checked="" type="checkbox"/>
Tom Iskra	BVH Integrated Services ("BVH") tomi@bvhis.com	<input type="checkbox"/>
Kevin Mahoney	Assist. Superintendent of Finance – Minuteman kmahoney@minuteman.org	<input checked="" type="checkbox"/>
Rick Metcalf	BVH rickm@bvhis.com	<input checked="" type="checkbox"/>
Ford Spalding	Chair, Minuteman School Building Committee – Minuteman fspalding@feltonberlia.com	<input checked="" type="checkbox"/>
Brian Solywoda	KBA bsolywoda@kba-architects.com	<input type="checkbox"/>
Larry Trim	KBA ltrim@kba-architects.com	<input checked="" type="checkbox"/>
Dave McKinley	KBA dmckinley@kba-architects.com	<input type="checkbox"/>
Matt MacLean	Facilities Coordinator – Minuteman mmaclean@minuteman.org	<input checked="" type="checkbox"/>
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