
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: 11/22/2016
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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
- Stephen Garvin – Samiotes Consulting, Inc. SGarvin@Samiotes.com
- Tom Iskra – BVH Integrated Services ("BVH") tomi@bvhis.com
- Rick Metcalf – BVH rickm@bvhis.com
- Dave McKinley – Kaestle Boos Associates, Inc. ("KBA") dmckinley@kba-architects.com
- Luke McCoy – KBA lmccoy@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
- Ron Achin – BVH rona@bvhis.com
- Brian Solywoda – Kaestle Boos Associates, Inc. ("KBA") bsolywoda@kba-architects.com
- Seunghwan Lee – KBA slee@kba-architects.com
- Dave McKinley – KBA dmckinley@kba-architects.com
- Kristen Smith – KBA ksmith@kba-architects.com
- Luke McCoy – KBA lmccoy@kba-architects.com
- Paul Dominov – KBA pdominov@kba-architects.com
- Larry Trim – KBA ltrim@kba-architects.com

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. (11/22/16) The next Building Committee meeting is scheduled for Monday December 12, 2016 at 5:00 PM. Mr. Spalding asked that KBA present an update on the design of the school to the committee. The report shall contain an update site design as well.
- 1.5. (11/22/16) The next School Committee meeting is scheduled for Tuesday December 13, 2016 at 6:00 PM. Mr. Spalding asked that KBA present an update on the design of the school building to the committee.

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?). (11/22/16) Mr. Garvin clarified that the directions for what happens if relics are encountered during excavation would be in the earthwork specifications. Guidance could be sought from a special consultant, or perhaps from the Geotech Engineer. KBA will reach out to the Geotech Engineer and special consultants for previous projects for some direction. Skanska will still seek advice from previous excavation work in which artifacts were found. Samiotes will review how this was accomplished on previous projects.
- 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.

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(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. (11/22/16) MIT Lincoln labs will come to visit Minuteman RVTHS and discuss the Toil and Project Based Learning Labs with the team. KBA and Minuteman will work to schedule the meetings. Tentatively, the meeting attendees agreed that meetings could occur as soon as Tuesday November 29, 2016 at 9:00 AM.. *Subsequent to the meeting, a schedule was distributed and finalized for the following weeks. Please see attached Final Design Meetings Schedule, dated.*

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. RECORD
- B) 12/10/16 – CM Interviews, all day at Minuteman Paul Revere Room. RECORD
- C) (11/22/16) Suffolk has pulled out. They were selected for a large project and cannot commit to this project. Currently, Gilbane, Shawmt, Consigli, Dimeo and WT Rich/KBE are still actively pursuing this project.

3. Permitting:

3.1. (10/25/16) Lincoln would like to schedule a Lincoln town staff site walkthrough during the month of November 2016. (11/22/16) Walkthrough needs to be scheduled.

3.2. Mr. Garvin provided an update on permitting.

A) <Lincoln, MA Conservation Commission:

- 12/13/16 – Stamped and signed documents, checks and signed applications sent to Samiotes
- 12/15/16 – Targeted submission date
- 1/4/17 – Targeted initial hearing

B) Lincoln, MA Planning Board:

- 12/30/16 – Stamped and signed documents, checks and signed application sent to Samiotes
- 12/22/16 – Targeted submission date.
- 1/10/17 – Targeted Preliminary Hearing date.
- 1/24/17 – Targeted Public Hearing date.

C) Lexington, MA Conservation Commission:

- 1/5/17 – Targeted Submission date.
- 1/25/17 – Hearing date (every 3 weeks)

D) Lexington Planning Board:

- 12/27/16 – Review meeting at town offices
- 1/10/17 – Targeted submission date.
- 1/24/16 – Targeted Preliminary Hearing date.
- 2/14/17 – Targeted Public Hearing date.

4. Site Design:

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- 4.1. (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.
- 4.2. 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. (11/22/16) See note 2.2.A regarding Final Design Meetings Schedule 11/23/16. Out buildings may be needed for Automotive and Horticulture. Material storage requirements for Horticulture will be discussed at next week's meetings. Dust collection must be located outside, due to noise issues within carpentry shop.
- 4.3. (11/22/16) Carol Brown, Minuteman's Safety Officer, must be included in discussions regarding service area, due to hazardous waste collection and safety issues around the site. Clean Harbors has scheduled pickups of the hazardous waste generated by the shops.

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.* (11/22/16) Eversource has confirmed that it intends to allow two services for the Minuteman project;
- A) Building electrical service will come from Mill St.
 - B) Athletic fields electrical service will come from Rt. 2A
 - C) Both parking lots will be powered and controlled by the building electrical service, which will entail a small conduit crossing the stream. Samiotes confirmed that this is not a problem.

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- 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. *Subsequent 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.* (11/22/16) BVH will make contact with Ms. Greenblatt.
- 5.3. (11/22/16) Additional comments regarding electrical service:
- A) Athletic fields could be separately metered so that use of the fields could be billed separately.
 - B) Broadcasting capability needed at the athletics fields. This will require some infrastructure to connect to the editing studios within the building that are a part of the Multi-Media Engineering major.
 - C) Electrical service should be underground to control view shed from Mill St. and to protect electrical service. BVH to compare order-of-magnitude pricing.
 - D) Perhaps access easement from previous development approval could be used for utility easement.
 - E) Confirm Eversource clearing requirement. It may be 82'-0" wide for overhead electrical service primary.
 - F) Comcast and Verizon service requirements are needed. The Design Team is to contact Ms. Schrimpf to gather more information. Mr. Mahoney will forward additional information to the Design Team.

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.
- 6.2. TOIL and Project Based Learning Lab must have flexible power and data. Some of the distribution The Design Team is reviewing using overhead services. And floor services. Due to the high ceilings, a raised floor system could be used for maximum flexibility.

7. Building Utilities:

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7.1. A load letter was transmitted to Eversource by BVH. Please see attached.

8. Programming:

8.1. A series of meetings have been scheduled for the next few weeks. Please see attached schedule.

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 are needed to provide the additional funding.

9.2. Shop Equipment

- 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. (11/22/16) Minuteman sending requires for equipment list to staff this week. Mr. Mahoney is expecting to receive information from the staff by November 30, 2016.
- 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:

10.1. No new information.

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Next Meetings:

- See attached meeting schedule.

Attachments:

- Copy of 11/15/16 Owner's Meeting Sign-in Sheet.
- Electrical Load Letter by BVH, dated 11/22/16
- Final Design Meetings Schedule, dated 11/23/16

End for Meeting Notes

Tuesday, November 29th	
9:00 - 11:30	Multi Media
12:00 - 1:00	Toil Lab
1:00 - 1:30	Trades Hall (represented by Al St. George), Horticulture/Landscaping and Automotive Discuss Warehouse <u>Al St. George, Matt MacLean and Carol Brown are requested at this meeting</u>
2:00 - 4:00	Weekly Design/Planning

Thursday, December 1st	
9:00 -9:30	Environmental and Horticulture/Landscaping Greenhouse orientation, Environmental spaces & operations delineated
9:30 - 10:00	Biotechnology Review Lab spaces and discuss operational requirements of clean rooms, integration with science and Environmental etc.
10:00 - 10:30	Design & Visual Communication and Art
10:30 - 11:00	Art
11:00 - 11:30	Cosmetology
11:30 - 12:00	Early Education and Care Child Care Center operational questions
12:00 - 1:00	Engineering/Robotics and Metal Fabrication (Welding)
1:00 - 1:30	Automotive
1:30 - 2:00	Kitchen/ Culinary Art with Kitchen

Thursday, December 8th	
9:00 - 10:00	Environmental and Horticulture/Landscaping
11:00 - 12:00	Biotechnology
12:00 - 12:30	Automotive
12:30 - 1:00	<p>Trades Hall (represented by Al St. George), Horticulture/Landscaping and Automotive – to discuss the warehouse, storage space and out buildings.</p> <p><u>Al St. George, Matt MacLean and Carol Brown are requested at this meeting</u></p>
1:00 - 2:00	Toil Lab - depending on MIT LINC Availability
2:00 - 3:00	Multi Media - depending on Advisory Board Availability

Friday, December 9th	
9:00 - 10:00	Toil Lab - depending on MIT LINC Availability
10:00 - 11:00	Multi Media - depending on Advisory Board Availability



November 22, 2016

Civil

Kathleen White
Eversource
484 Willow Street
West Yarmouth, MA 02673

Structural

Re: Minuteman Regional Vocational Technical High School

Mechanical

Dear Kathy:

Electrical

This letter is to provide you with our current electrical demand load estimate for the new Minuteman Regional Vocational Technical High School. The project is in the Design Development Phase and as such these loads should be expected to fluctuate until design completion. We will however endeavor to keep you apprised of significant changes as they develop.

Technology

Commissioning

<u>Load</u>	<u>kVA</u>	<u>VA/SF @ 257,000 SF</u>
Lighting; interior & exterior	318	1.24
Receptacles	262	1.02
Equipment; undefined/allowance	130	0.51
Kitchen; natural gas	98	0.38
Mechanical cooling/heating; cooling largest	884	3.44
Elevators	32	0.12
Total	1724	6.71

Please note these projected demand loads are for the new school building only and do not include loads for the Athletic Fields which, as you had indicated, could be served from a separate utility source. We will address the field loads in the future as more information becomes available.

And we would find it helpful to know what the actual demand loads are for the existing school so would certainly appreciate if you could forward that information to us.

Sincerely,

BVH Integrated Services, P.C.

Ronald H. Achin, LEED AP BD+C
Senior Electrical Engineer

Cc: LTrim (KBA), Tiskra, RMetcalf

One Gateway Center
Suite 701
Newton, MA 02458
T: 617-658-9008
F: 617-244-3753
start@bvhis.com
www.bvhis.com

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11/22/16 MM Owners meeting.

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