
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: 12/13/2016
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PRESENT:

- Dr. Ed Bouquillon, Superintendent – Minuteman e.bouquillon@minuteman.org
- Kevin Mahoney, Assist. Superintendent of Finance – Minuteman kmahoney@minuteman.org
- Ford Spalding, Chair – School Building Committee – minuteman fspalding@feltonberlin.com
- Mary Ann Williams, Owner’s Project Manager – Skanska, MaryAnn.Williams@skanska.com
- Seunghwan Lee – Kaestle Boos Associates, Inc. (“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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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. (correction 12/13/16) **Mr. Pitta** 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. (12/13/16) Construction Manager selection. The CM selection committee is working to finalize selection of Construction Manager by reviewing material from each presentation.
- 1.5. Dr. Bouquillon will be available until January via Skype, on as as needed basis. The Team is to coordinate communication through Ms. Jackie Maglio.

2. Schedule:

- 2.1. (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.
- 2.2. Minuteman asked that Skanska investigate if overtime during construction is reimbursable. Skanska will review conditions under which a District can be reimbursed for construction related overtime.
- 2.3. Tour Schedule:
 - A) MIT/Lincoln Lab – Representatives from MIT/Lincoln Lab are scheduled to meet with instructors from Minuteman RVTHS this afternoon. The purpose of the meeting is for MIT/Lincoln Lab and Minuteman to discuss how the TOIL and Project Based Learning Lab will be run and to discuss the differences between how the TOIL and Project Based Learning Lab are outfitted and configured.

3. Permitting:

- 3.1. (12/13/16) Lincoln town staff site walkthrough is not scheduled currently.
- 3.2. 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 room building.
- 3.3. Mr. Garvin provided an update on permitting that shows confirmed meeting dates.
 - A) Lincoln, MA

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- 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.
- 1/5/17 – Targeted submission date for Lincoln Conservation Commission.
- 1/25/17 – Targeted hearing date for the Lincoln Conservation Commission.

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.
- 4.2. 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. The Design Team needs to know the following:
 - 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.
- 4.3. The Landscape designers are reviewing site design issues, including the following:
 - A) Scissor lift location for warehouse.
 - B) Bus wash station.
 - C) Landscape and Building designers are coordinating possible locations of stone walls on the site.

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.* (11/22/16) BVH will make contact with Ms. Greenblatt. (11/29/16) No change in status.
- 5.2. (12/13/16) Electrical service for building and site. The project team is working on electrical service for the building. Underground electrical service is preferred. The Design team is evaluating the criteria and conditions.

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

Minuteman Project Meeting

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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. (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) 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.

- 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.
- 6.3. Interior Design & Finishes:
- A) 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.

7. Building Utilities:

8. Programming:

9. Furniture, Fixtures & Equipment:

9.1. General:

- A) (11/29/16) Shop layouts

9.2. Shop Equipment:

- A) (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.*
- B) 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. 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.

9.3. Furniture:

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- 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. (11/29/16) Ms. Irish asked that Minuteman and the Team designate groups of rooms that will be new. For example, classrooms, cafeteria, etc.

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.

Next Meetings:

- Tuesday 12/20/16. Time TBD.

Attachments:

- Finishes Group Meeting Notes, dated 12/13/16

End for Meeting Notes

Results of Finish Presentation 12.13.16
Participants - Students and Staff of Minuteman RVTHS

FIRST IMPRESSION SHOULD BE: Welcoming | should showcase the students' Creativity & Innovation | WOW!!!

Key Descriptive Words: OPEN | WARM/NATURAL | MODERN

Summary from Questionnaire:

- 1. What do you LIKE about your current space's interior?**
The over whelming response to this question was that the current Café space, as well as any other spaces that were open and had access to natural lighting is well liked.
- 2. What do you DISLIKE about your current space's interior?**
The lack of natural light in classrooms and corridors, as well as the lack of color and personality to the current interior was the consensus on this question. A surprising result was that most students did not like the current 'open ceiling' concept within the existing building. Other concerns were that the bathrooms were not pleasing and that there is a lack of accessibility throughout the building.
- 3. Do you feel that the School's colors should be incorporated into the interior finishes?**
The Students felt that "Yes", it is important to incorporate the school's colors within the building. The teachers had mixed results to this question. Most requesting that the colors be incorporated thoughtfully in key areas with a variety of accents colors for added interest.
- 4. What Minuteman qualities and/or achievement do you want to be celebrated within the new school's interior?**
The overwhelming response was to showcase the school communities' achievements and also display current works in progress. Staff and Students are proud of the fact that their school is unique, and they want a way to communicate their uniqueness to visitors, as well as to reinforce that pride throughout their school community.
- 5. Should the historic location of the new school be reflected within the interior?**
Staff and Students all agree that the location of the school and its historical significance should be addressed, but with a subtle nod. We suggest this be achieved through the use of natural materials (wood and stone) both on the exterior and interior of the building.

Summery from 'Visual Listening' exercise:

(The following pages include the images that were most favorably received.)

Both students and staff are aligned as to their 'vision' for the new school's interior design. All images that showed flexible furniture, an abundance of visibility and natural light was reacted to favorably.

There was also a positive response to any images with natural wood tones either in the floor or ceiling.

Exposed and open ceiling images were generally not liked, but once a dropped ceiling 'cloud' was introduced to create an more intimate space the image was responded too in a positive manner.

Images of uncluttered spaces incorporating neutral or even stark background color pallets with added pops of several bright colors were all well liked. (There was the warning against the use of white due to the difficult upkeep.)

Large, innovative graphics were also liked. We suggest using graphics as a solution to signage and way finding, as well as a way to incorporate the school's culture and personality.



Liked the ceiling and floor treatment – felt colors too elementary



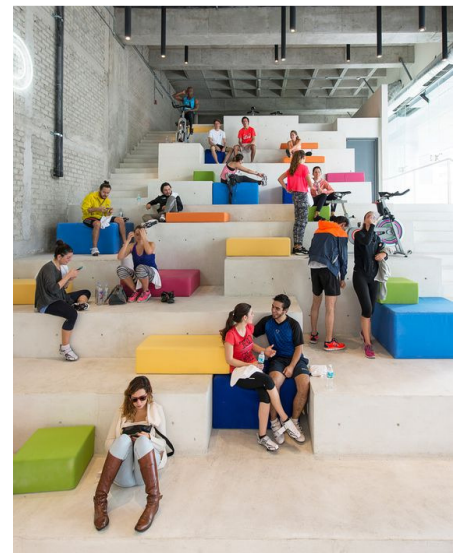
Liked the wood wall and the furniture



Loved by all! Color and continuation
Of ceiling treatment on to wall.



Loved the ceiling continuation to wall
The storage and wood flooring.



Liked that the levels created different nooks
Liked bright colors. Caution no accessibility



Liked the inverted 'L' shape. Dark color contrasting bright overall space. Like the intimate space that it created. Wood on seats



Liked the smaller scale and the casual furniture. Liked the Pendant light fixtures and wood. Liked the bright pop of red against The neutral background.



Loved this for Cafeteria – The ceiling treatment – clouds with exposed ceiling – liked the neutral background with bright pop of green. Liked Expansive windows.



Loved this inspirational and humorous graphic