
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: 12/20/2016
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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
- 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
- Holly Herbster – Public Archeology Laboratory (“PAL”) hherbster@palinc.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
- 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 Design Team will work with Mr. Joe Pitta 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.
- 1.2. The Project team will review the order of the alternates to prioritize based on need, as well as sequencing of the construction. RECORD.
- 1.3. Dr. Bouquillon will be available until January via Skype, on as needed basis. The Team is to coordinate communication through Ms. Jackie Maglio. RECORD
- 1.4. MSBA Transition Meeting: MSBA would like to set up a transition meeting to meet MSBA team, go over process and protocols, organizing District to go into the next step and introduce new MSBA contacts. Subsequent to the Owner's meeting, the MSBA Transition meeting was scheduled for Tuesday January 17, 2017 at 10 AM. The meeting will take place at MSBA, 40 Broad Street, Boston.

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. (12/20/16) Ms. Herbster provided an update on the walkthrough that took place earlier. PAL will provide a proposal to KBA within the next two days.
- 2.2. Tour Schedule: 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. (12/20/16) A group of instructors, designers and interested project team members visited with two instructors from MI/Lincoln Lab at the MIT Lincoln Lab TOIL space. The meeting centered around strategies for configuring the TOIL Lab, located at the Engineering, Construction and Trades Academy, versus the Project Based Learning Lab located at the Life Sciences and Services Academy, to reflect interdisciplinary collaboration.

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. (12/20/16) The OPM and the Owner reiterated that they must be made aware and given the opportunity to attend any and all meetings and gatherings regarding permitting for the project. Dr. Bouquillon reminded the Project Team that he knows all the parties and there are politics in the process that Minuteman can help navigate.
- B) (12/20/16) Ms. Williams has observed that some of the dates for permitting may not be realistic, given the proximity to the end-of-year holidays. Ms. Williams asked that the Design Team update the permitting milestones and submit them for review by the OPM for review and discussion. Subsequent to the Owner’s meeting, the Civil Engineer submitted a draft document that showed proposed revised dates for permitting milestones, dated 12/22/16 (please see attached). Below are excerpts from the document that shows the revised permitting milestones.

Conservation Commission: (Hearing Date(s) every 3 weeks)

| Proposed | Former | Notes |
|-------------------|-------------------|--|
| January 23, 2016 | December 23, 2016 | Final narratives, signed applications, and checks to be sent to SCI in word to be compiled into NOI narrative. |
| January 25, 2017 | January 3, 2017 | Final stamped (hard copy) plans to be sent to Samiotes Office (1 full, 4 half) |
| January 26, 2017 | January 5, 2017 | Targeted Submission Date (before noon) |
| February 15, 2017 | January 25, 2016 | Targeted Hearing Date |

Planning Board (Hearing Date(s) 2nd & 4th Tuesday)

| Proposed | Former | Notes |
|---|------------------------|---|
| <i>January 11, 2016 (Tentatively Suggested)</i> | <i>January 4, 2016</i> | Lincoln PB review meeting (at town offices) Note: Needs completed plans for review discussion |
| January 20, 2017 | January 6, 2017 | Final narratives, signed applications, and checks to be sent to SCI in word to be compiled into site plan review narrative. |
| January 23, 2017 | January 9, 2016 | Final stamped (hard copy) plans to be sent to Samiotes Office (2 full, 6 half) |
| January 24, 2017 | January 10, 2016 | Targeted Submission Date (before noon) |
| February 14, 2017 | January 24, 2017 | Targeted Preliminary Hearing Date |
| February 28, 2017 | February 14, 2017 | Targeted Public Hearing Date |

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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. (12/20/16) KBA is to set up the tour through Jackie Maglio. (see attached notes, dated 12/19/16).
- 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: (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. (12/20/16) Mr. McKinley has developed a working plan for design purposes that shows exterior program development areas, including the following: (1) possible outbuilding development areas, (2) Scissor lift location for warehouse, (3) Bus wash station, (4) locations of stone walls on the site (Please see attached drawing).
- 4.3. Brick Minuteman: The Design Team is reviewing locations for the brick Minuteman that was donated.
- 4.4. Minuteman logo and Signage: The Design Team is to consider locations for the Minuteman logo.

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. (12/20/16) Mr. Achin stated that he had made contact with Ms. Greenblatt. There are several technical decisions that must be made. Ms. Greenblatt offered to develop a proposal with multiple options. Once an option is selected, it can be used to develop an infrastructure with which to support a PV project in the future. The group will seek information from Sudbury regarding their PV project. Mr. Spalding will also speak to those involved in the Dover PV project to seek advice as well.
- 5.2. (12/20/16) A lighting coordination meeting will be held at KBA's Foxborough office at 9:00 AM on Friday January 6, 2017. The Design Team is working with Reflex Lighting to select appropriate types of fixtures. Friday's meeting will treat the site lighting as a priority to facilitate site design and permitting deadlines.

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

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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. (12/20/16) Subsequent to the Owner's meeting, Mr. Watson of Jenson-Hughes informed KBA that their preliminary review was completed, and a memorandum is forthcoming. Jensen-Hughes has established the median elevation of the exterior of the building. Since the location of the auditorium is a building unto itself, and is separated by firewalls on three sides, only the grade along the West elevation of the auditorium building was used to establish the median elevation. The median elevation is elevation is equal to the elevation of the stage at 211 feet.

- 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. (12/20/16) The OPM asked that the Design Team and CM work together to make sure that the specifications and any supplemental conditions highlight this federal requirement, so that the timelines are incorporated into planning and construction schedules.
- 6.3. Interior Design & Finishes: 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:

- 7.1. Update on utility infrastructure development. Coordination meetings are continuing. BVH now requires additional information regarding utility loads. This information will come from shop and building equipment, food service equipment, technology design and security requirements. The information needed is being developed by the Design Team.

8. Programming:

9. Furniture, Fixtures & Equipment:

- 9.1. General:
 - A) (11/29/16) Shop layouts are being developed. (12/20/16) Shop layouts are almost complete. The Design Team will be sending packages to Minuteman soon, so that more focused design meetings can take place with instructors within their shops.
- 9.2. Shop Equipment: (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.* 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

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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. (12/20/16) The Design team will begin populating the equipment schedule starting in early January 2017. Dr. Bouquillon advised that the Design Team meet with the advisory groups to further maximize the design of each shop and related spaces. The Design team is to schedule meetings with the Advisory Groups through Ms. Roche by email.

9.3. AV Equipment and Design: Dr. Bouquillon would like to meet with Mr. Alexander Bagnall of Cavanagh-Tocci to discuss the AV requirements needed to support the Multi-Media Engineering program.

9.4. Furniture: 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:

- Date and time TBD.

Attachments:

- Draft Updated permitting Schedule Overview by Samiotes, dated 12/22/16
- Lincoln Lab Technology Children's Center Tour Meeting Notes, dated 12/19/16
- Exterior Program Development Areas DRAFT, dated 12/20/16

End for Meeting Notes

MEMORANDUM



Re: Minuteman Vocational High School Permitting Schedule

SCI File #: 13048.00

To: Kaestle Boos Associates, Inc. Architects

From: Stephen Garvin, PE

December 22, 2016

This memorandum is an overview of the permitting schedule to the Town of Lincoln Conservation Commission & Planning Board. In order to meet the targeted hearing date(s) below, all final decisions on program, site materials, buildings (both main & out) and field(s) layout & elevations, etc. must be illustrated on base plans by January 2, 2017.

Schedule:

The following are the proposed Submission/ Hearing dates for Lincoln Con Com & Planning Board as well as the previously targeted Submission/ Hearing dates that was previously outlined in a draft memo dated December 02, 2016 and at the team meeting that day at MMVHS.

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The program design and decisions (such as patios, decking, Building FFEs, placement & number of outbuildings) have an impact on design and permitting calculations and fees. In order to meet the revised permitting schedule, it is imperative that all final program decisions be made by January 2, 2017 at the latest.

Based on the soil testing (conducted by Samiotes on 12/20/16) that revealed better soils than anticipated, we have run additional preliminary cut / fill estimates. Based on the preliminary test results, we feel that raising of the building finished floor elevations (FFE's) by one (1) foot could have tangible savings for the overall project from the original schematic estimate. It is important to note that additional borings (being scheduled by KBA with the geotech engineer) and a review of the results with the geotechnical engineer is necessary to confirm the true amount of savings to be anticipated.

Additionally, the soil testing revealed the estimated seasonal high groundwater elevations are slightly higher than published groundwater for the site, and thus will require redesign of some of the proposed stormwater management system.

It is our estimate that the above schedule will not have any effects on other project milestones such as the January 30, 2017 design development submission packet for cost estimate.

One of the items that cannot be controlled as part of the permitting process is the length of time before closing permitting. We feel a reasonable estimate for closing these hearings would still be in April. However, as we all know, the timing of the permitting process can be greatly affected by abutters. In addition, the peer review process timing cannot be controlled. The timing for the peer review process is affected by length of time to review project, time to respond satisfactorily to any/all comments in order to satisfy the boards. We do feel that spending the extra two weeks in preparing these documents and applications puts the team and the project in a better position for these review, and that meeting the earlier submission time frame (in our professional opinion) would actually result in a longer process.

Larry Trim

From: David McKinley <dmckinley@kba-architects.com>
Sent: Tuesday, December 20, 2016 4:52 PM
To: 'Smith, Kathleen'; 'Merrill, Anne-Marie'
Cc: 'Bouquillon, Ed'; 'Tharyn Nein-Large'; 'Larry Trim'; 'Seunghwan Lee'
Subject: Minuteman Playground notes and comments, Second Meeting

Kathleen and Anne-Marie,

As a follow up to our meeting on Monday, 12/19/2016, here are the notes that I took.

Playground comments

- A climbing wall, not attached to the fence, is requested. Additional padding should be installed at base.
- Two Diggers (shovels) are requested for the sandbox.
- A playhouse, on the colonial theme
- Bridges and maybe a tunnel of simulated wood construction.
- Chalk board is requested, can be attached to the fence.
- Dropshot (Landscape Structures) for basketball.
- Magnet wall that can be rolled inside and out (by KODO)
- No Hopscotch is required.
- Additional space is desired. This can be wood fibers for the ground plan or some grass area.
- Picnic tables shall be used rather than any benches. Plastic composite boards
- Trike Track can be both resinous wood fiber path and poured in place rubber.
- Either protect the planting area by the parking lot or pave the area.

Visit to MIT Lincoln labs Preschool program

- Request a ribbed walk off rug when coming in from the playground.
- Synthetic turf does not have any infill, just foam padding under rug.
- Shade structures for 25% of cover over playground
- Four ground covers, synthetic turf, resinous wood chips for paths, poured in place rubber, loose wood chips
- Wood fence has plexi-glass colored strips in lieu of some pickets.
- Some plants (birch and forsythia for example) were planted within the playground area.
- Look into the possibility of some grade change within the playground, rather than just having a flat area.
- I have recommended to the architects and our interior designers that they visit the Lincoln Labs school for layout and furniture ideas.

I left a Landscape Structures catalog with Kathleen so that she might go through the book and see if there are any structures that she would like to include in the main play structure or any stand-alone structures. We will follow up with a visit with the Playground company representative to go over what items should be included and if any custom items should be designed.

David G. McKinley
Landscape Architect
Kaestle Boos Associates
325 Foxborough Blvd. Suite 100
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