

SCHOOL BUILDING COMMITTEE MEETING

Monday August 31, 2015 5:00 PM Paul Revere Room, Minuteman High School

AGENDA

- 1. Call to Order
- 2. Approval of Minutes (August 10, 2015)
- 3. Approval of Skanska Invoice #29 (July 19, 2015 for \$1,662.50)
- 4. Design Team Review & Discussion of Module 4 (Define Goals & Committee Decision Making Process)
- 5. Appoint Minuteman Building Committee Module 4 Subcommittee
- 6. CM at Risk Discussion and Vote
- 7. Minuteman Student Recruitment Film
- 8. Future Meeting Schedule (all Mondays, 5:00 PM)

September 14

October 19

November 9

November 23

December 7

9. Adjournment

Draft Minutes

Minuteman School Building Committee Meeting

Monday August 10, 2015 5:00 PM Paul Revere Room, Minuteman High School

Present:

Ford Spalding, Ed Bouquillon, Kevin Mahoney, Steve Sharek, Mary Ann Williams, Larry Trim, Peter Sugar, Don Lowe, Bill Blake, Simon Bunyard, David Frizzell, Frank Cannon, Alice DeLuca, Mike Majors, Marianne Cooley, Carmin Reis, Jack Weis, Dana Ham

1. Call to Order:

The meeting was called to order at 5:00 PM.

2. Approval of Invoice:

The May, 2015 KBA Invoice was approved.

3. Release of Report:

Ford announced that the Preferred Schematic Report, submitted on June 11, 2015, is now on the School Building Committee section of the Minuteman.org website.

4. Report on August 6, 2015 MSBA Board Meeting

Ford reported on the MSBA Board Meeting, and announced that the MSBA passed the PSR Submission, putting the District now in Module 4. Ed described details of the meeting, highlighting the amount of time that Minuteman's project has been in process. Mary Ann noted that the Board talked about the Education Program Plan as being comprehensive and aligned with the future employment opportunities in the area. Ed also gave an update on the State Treasurer's visit on August 5. Ford noted MSBA's position that they would not support a school under 600 students. In response to Jack Weis' inquiry about why they had suggested a 435 number earlier on, he was referred to the July 21, 2015 memo prepared by Mary Pichetti that summarized the status of the Minuteman project, and that was included in the MSBA correspondence addressing concerns expressed by some member towns.

5. Design Team Report: Where We Go Next

The updated Skanska Project Flow Chart, Module 2-5, dated 8.10.15, was distributed. Mary Ann Williams noted that Modules 2 and 3 are complete, and called attention to action items listed on Module 4: Schematic Design. She noted that a robust Schematic Design will be developed in order to establish the scope, budget, and schedule. This Schematic Design will be submitted by December 1, 2015. The MSBA Board will review on January 27, 2016. She affirmed that the Design Team can meet the deadline, and summarized opportunities for additional reimbursement rates.

Jack Weis inquired about the School Building Committee's role in the design process, specifically with regard to materials. Mary Ann explained that the Design Team is committed to focusing on materials that are LEED approved for additional points. She also noted that the School Building Committee will be looking at alternatives and trade-offs in order to bring in the most cost-effective budget, in light of what is most important for the institution. Peter Sugar suggested a "basis of design" to assist in the School Building Committee's decision-making process. Alice DeLuca suggested a smaller working group be established to work with the Design Team. It was decided that Larry Trim and MaryAnn Williams will

discuss and recommend a process for this subcommittee at the next meeting on August 31. Ford asked for emails expressing interest in serving on this subcommittee.

6. Review of School Committee Options for Authorizing Debt

Ford explained the two options that the School Committee is considering for authorizing debt (16 (d) and 16 (n)), and emphasized that no decision has been made at this point.

7. Schedule of Meetings

Ford called attention to the list of meetings scheduled through early December.

8. Adjournment

Kevin Mahoney, Recorder	

The meeting was adjourned at 5:57 PM.

Materials noted for review (on School Building Section of website: www.minuteman.org)

- 1. Preferred Schematic Report, submitted on June 11, 2015 (Latest Updates)
- 2. MSBA's July 22, 2015 correspondence addressing member town concerns (Latest Updates)
- 3. Skanska Project Flow Chart, Module 2-5, dated 8.10.15 (Documents and Resources)

INVOICE

SKANSKA

TO:

Kevin Mahoney Minuteman High School 758 Marrett Road Lexington, MA 02421 Project No. 1312826

Invoice # 1312826-000-12483-29

Issue Date: 08/07/15

Ref.:

Minuteman High School

FOR:

Services thru July 19, 2015

PERSONNEL EXPENSES: Name	Current Hours	Prior hours Billed	Hours Project To Date	Rate	Billed This Period	Billed Prior Periods	Total Billed To Date
Caldwell, D	0	66	66	\$180.00	\$0.00	\$11,880.00	\$11,880.00
Garcia, W	0	8	8	\$60.00	\$0.00	\$480.00	\$480.00
Williams, M	9.5	929.5	939	\$175.00	\$1,662.50	\$162,662.50	\$164,325.00
TOTAL DIRECT PERSONNEL	EXPENSES:				\$1,662.50	\$175,022.50	\$176,685.00
REIMBURSABLE EXPENSES					\$0.00	\$40.00	\$40.00
TOTAL AMOUNT DUE					\$1,662.50	\$175,062.50	\$176,725.00

PLEASE PAY THIS AMOUNT
AND REFERENCE THE INVOICE NUMBER ON CHECK
Invoice # 1312826-000-12483-29

PLEASE REMIT TO:

Skanska USA Building Inc. 14776 Collections Center Dr. Chicago, IL. 60693

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				From	To 07/31/2015	115)	
2744720 MINUTEMAN HIGH SCHOOL	CHOOL		Job ‡	Job # 1312826-000	Contract No.	57298 Minuteman High School			
Date Description	Cost Type	Reference		Control	Hours	Type	Rate	Amount	
PROJECT EXECUTIV 07/05/2015 WILLIAMS, MARY ANN	01111000 5010	2158346	ΓA	14575395	8.00	Regular	175.00	1,400.00	
				Regular Hours	8.00		Regular Amount	1,400.00	
	Total For 07/05/2015				8.00			1,400.00	
07/19/2015 WILLIAMS, MARY ANN	5010	2158346	ΓA	14575400	1.50	Regular	175.00	262.50	
				Regular Hours	1.50		Regular Amount	262.50	
	Total For 07/19/2015				1.50			262.50	t
				Regular Hours	056		Regular Amount	1,662.50	
Total For	Total For 01111000 PROJECT EXECUTIVE	CUTIVE			9.50			1,662.50	
Subtotal	tal 1312826-000				9.50			1,662,50	

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Skanska USA Building T&M Proof Report

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From

07/31/2015 5

	Amount		1,662,50	1,662.50	1,662,50
	Hours		9.50	9.50	6.50
			Labor		
Business	Unit		1312826-000	1312826-000	1312826-000
Category Summary Amount		1312826-000	5010	1312826-000	Grand Total(s)

R564812TA1 JPD900 SKANSKA001

Distribution Summary Amount

1312826-000 01111000

Skanska USA Building T&M Proof Report

07/30/2015 15:08:10

Page -

From

07/31/2015 2

Total	Amount	1.662.50	1,662.50	1.662.50
Retainage				
Gross	Amount	1.662.50	1,662.50	1.662.50
	and the second s	PROJECT EXECUTIVE		
Business	Unit	1312826-000		



Feasibility Study Participants

Minuteman School Building Committee **Elected Officials**

District Representatives

Skanska: Owner's Project Manager (OPM)

Designer: Kaestle Boos Associates, Inc.

Massachusetts School Building Authority

During Feasibility Study

The District and its team collaborate with the MSBA to generate an initial space summary, document existing conditions, establish design parameters, develop and evaluate alternatives, and recommend the most cost effective and educationally appropriate solution to the MSBA Board of Directors

Schedule: April 8, 2013 - December 19, 2013

Preliminary Design Program

3.1.1 Introduction

- 3.1.2 Educational Program
- 3.1.3 Initial Space Summary
- 3.1.4 Evaluation of Existing Conditions
- 3.1.5 Site Development Requirements
- 3.1.6 Preliminary Evaluation of Alternatives
- 3.1.7 Local Actions and Approvals of PDP

Preliminary Design Program Submission to MSBA

(Submittal Date no later than November 4, 2013)

MSBA Review of Preliminary Design Program (MSBA may take up to 30 days to respond)

District Response to MSBA PDP Review Comments (District has 14 days to respond December 18)

Schedule: December 19, 2013 - July 29, 2015

SKANSKA

Preferred Schematic Report

3.3.2.1 Introduction

- 3.3.2.2 Evaluation of Existing Conditions
- 3.3.2.3 Final Evaluation of Alternatives
- 3.3.2.4 Preferred Solution
- 3.3.2.5 Local Actions and Approvals
- SBC Select the preferred solution to recommend to MSBA
- **Approve submission of Preferred Schematic Report

Preferred Schematic Report Submission to MSBA

(Submittal Date no later than June 11, 2015)

MSBA Review of Preferred Schematic Report

MSBA Facilities Assessment Subcommittee Meeting June 24, 2015 (Informal approval to move into Schematic Design)

NOTE: Recommendation of a preferred solution to MSBA BOD Approval by MSBA BOD to Proceed into Schematic Design 8/06/15

MODULE 4

Preferred Schematic Solution - Option B

May Proceed to Schematic Design of the Preferred Solution with MSBA BOD Approval and SBC approval to proceed with only the Preferred Solution Selected

Schematic Design Participants

Minuteman School Building Committee Elected Officials, District Representatives, Skanska: Owner's Project Manager (OPM) Designer: Kaestle Boos Associates, Inc. Massachusetts School Building Authority (MSBA)

Schedule: July 30 - December 2015

During Schematic Design Develop robust schematic design in order to:

Establish - Scope

Budget

Schedule

Submittal for DESE Approval (SPED)

Schematic Design Submittal

Certification/DESE from OPM to MSBA: 11/17/2015

Submittal Reviewed

Submittal Complete

Submittal Within District's Budget

SBC/District Approves Submission

OPM - Schematic Design to MSBA: 12/1/2015

MSBA Review Period - December 1, 2015 thru January 27, 2016

Establishing Scope, Budget and Schedule which is foundation for next appropriation

- * Attend Project Scope and Budget Conference: Date TBD
- ** Obtain DESE Approval (SPED)

MSBA Board Acceptance for Proposed Project: January 27, 2016

Note: Approval of a project by the MSBA Board of Directors, at the conclusion of Module 4 – Schematic Design, establishes the MSBA's participation in the proposed project, as documented by an executed Project Scope and Budget Agreement, its Exhibits and the Schematic Design submission. The Total Project Budget will become (Exhibit A) part of the Project Scope & Budget Agreement and Reimbursement Rate understood.

MODULE 5

Funding the Project

Module 5 Funding the Project Participants

Primary participants include:

The School Building Committee

District Representatives:

The City/Town/School District individual or governmental body that is authorized on behalf of the City/Town/Regional School District to enter into a legal and binding agreement. **MSBA**

Supporting Participants may include:

Owner's Project Manager (OPM)

Designer

MODULE 5 - Begins after MSBA Board approval for Proposed Project

- 'Return 3 signed copies of Project Scope and Budget Agreement
- **District must secure local Funding within 120 Days of MSBA Board Vote to Fund Project from January 27, 2016

NOTE: The Project Scope and Budget Agreement represents the MSBA's commitment to reimburse the District for an Approved Project with a particular scope and budget provided that the District has met all applicable prerequisites and has secured local funding. The Project Funding Agreement, once executed, allows the District to submit requests for reimbursements for Project costs as they are incurred.

Town Vote Process: 120 day period - Process may vary depending on Community and form of local government

Draw Ballot Question and Posed to Legal Team

1st Town Council Meeting: Put on Town Council Floor for Review

2nd Town Council Meeting: Vote to put on Ballot (MSBA and Secretary of State to Approve Vote Language)

Print Ballot - Absentee Ballot Provisions apply 45 Day Guideline

Town Vote

Towns Vote Approval

District submits certified copies of Towns votes

*** MSBA and District enter into Project Funding Agreement