

## Meeting Notes: Wellesley Hunnewell ES Project

**Meeting:** WHES Project Coordination Group Meeting # 11

**Date & Time:** January 8, 2019 at 1:30pm

**Location:** WFMD Office, Conf. Room

**Attendees:**

	Town of Wellesley		Wellesley School Bldg. Comm.		Compass Project Mgmt. (CPM)
√	Joe McDonough – Fac. Dir.	√	Sharon Gray – SBC, SC	√	Tim Bonfatti (TB) – Principal
√	Kevin Kennedy – FMD PM		Matt Kelley – SBC, SC	√	Jeff D’Amico (JD) – Sr. PM
√	Ellen Quirk, Principal HES	√	Thomas Ulfelder – SBC, BOS		Dylan McIntosh– APM
√	Dick Elliott	√	David Lussier, Superintendent		<b>SMMA</b>
		√	Steve Gagosian–FMD Arch, SBC	√	Alex Pitkin – Arch
	<b>Public</b>		Marjorie Freiman, SBC, BOS		Kristen Olsen – Arch PM
√	Jerry Nigro				Jason Detwiler

**Distribution:** Attendees (√); CPM File

Item	Topic/Discussion	Action For:	Due Date
1.1	<b><u>ADMINISTRATION:</u></b> 1/8/19: Invoices from CPM to be sent to School Building Committee for processing. The Group had no edits to the previous meeting minutes from 12/11/18.	FMD	1/9/19
1.2	<b><u>COMMUNICATION:</u></b> 10/30/18: The Communication Subgroup will meet on November 9 <sup>th</sup> from 1-2pm. 11/27/18: No update	SBC, CPM	11/9/18
1.4	<b><u>EXISTING CONDITION ANALYSIS:</u></b> 1/8/19: SMMA issued Existing conditions report to SBC. Remaining appendices (Geotech report, Haz Mat survey and traffic study) to be issued by SMMA to SBC.	SMMA	1/24/19
1.6	<b><u>SWING SPACE:</u></b> 1/8/19: Member of the public attended meeting and suggested use of shipping containers modified for use as classrooms in a temporary school and he distributed literature to the PCG for consideration. TB noted that we are still waiting to hear back from Village Church leadership on their interest level. CPM to send schedule to Village Church leadership showing the public process to lease space has very little float, so time is of the essence for all steps in the timeline. PCG discussed Sprague and Schofield elementary schools as potential locations showing test fit and modular trailer configuration options. DL confirmed that modular school needs to include Gym, Café, Sped, Nurse and other specialty space. Some program such as Art and Music may be able to be on a travel cart if space or cost becomes a barrier.	Info  CPM  SMMA,	  1/11/19  1/22/19

2.1	<b>SBC/Public Forum Prep:</b> <b>1/8/19: Reviewed agenda for upcoming 1/10/19 School Building Committee meeting. SMMA to send presentation slides to SBC in advance.</b>	info SMMA	1/9/19
2.2	<b>EDUCATIONAL PROGRAM – Tech Group:</b> <b>1/8/19: WPS intends to issue a draft of the Educational plan for team review and comments at the end of this week.</b>	WPS	1/14/19
2.4	<b>ARCHITECTURE – Tech Group:</b> 12/11/18: SMMA issued meeting minutes from WHC tour and architecture meeting. <b>1/8/19: No update, follow up meeting to be scheduled after shortlist.</b>	Info	
3.1	<b>TOURS:</b> 12/11/18: No Update, Newton tour will be held 12/12. <b>1/8/19: No future tours have been scheduled.</b>	Closed	
7.1	<b>DESIGN:</b> <b>1/8/19: SMMA presented refinements of the concept options based on feedback from the SBC members. This included modifications to 4 original options and two additional options. EQ noted educators preferred option 5 at the school staff review.</b>	Info	

These minutes are considered the record of the meeting and all decisions and actions reflected herein are deemed agreed by the participants unless notice of changes are provided to Compass Project Management within 48 hours of receipt. The next Project Coordination Group meeting will be 1/22/19 at 1:30pm in the FMD Conf. Room