

Meeting Notes: Wellesley Hunnewell ES Project

Meeting: WHES Project Coordination Group Meeting # 13

Date & Time: February 19, 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		SMMA
		√	Steve Gagosian–FMD Arch, SBC	√	Alex Pitkin – Arch
	Public		Marjorie Freiman, SBC, BOS	√	Kristen Olsen – Arch PM
					Jason Detwiler

Distribution: Attendees (√); CPM File

Item	Topic/Discussion	Action For:	Due Date
1.1	<u>ADMINISTRATION:</u> 1/22/18: SMMA to send invoice to SBC for processing. CPM’s invoice was approved 1/10/19. 2/19/19: SMMA sent invoices to SBC for processing.	FMD	1/29/19
1.2	<u>COMMUNICATION:</u> 1/22/18: No update		
1.4	<u>EXISTING CONDITION ANALYSIS:</u> 1/22/19: SMMA issued Geotech report for review by team. Haz Mat survey still pending. 2/19/19: Tentative date for arborist to do initial review of White Oak at Hunnewell set at 3/6 during the day.	SMMA INFO	1/25/19
1.6	<u>SWING SPACE:</u> 1/22/19: Team heard back from Village Church who noted they require the use of the 2 nd floor for their own program and can only offer the lower level for school usage. This reduced SF does not accommodate the schools program which will most likely make this option not viable without a duplicate half school option elsewhere in Town. Modular Swing space options were reviewed by the team to discuss fit, site traffic and flow. SMMA to develop site plans that show traffic circulation and parking capacity at Sprague and Schofield schools. 2/19/19: SMMA advanced swing space options. Team reviewed advanced modular layout, SMMA developed site plans with traffic circulation and parking capacity for discussion within the group. SMMA to take comments and update slides for swing space before the 2/27 SBC meeting.	SMMA, SMMA	1/29/19 2/27/19

2.1	SBC/Public Forum Prep: 2/19/19: Reviewed SMMA agenda for upcoming SBC meeting. SMMA to send presentation slides to SBC in advance	SMMA SMMA	1/29/19 2/19/19
2.2	EDUCATIONAL PROGRAM – Tech Group: 1/22/19: WPS issued a draft of the Educational plan for team review and discussion. 2/19/19: No Update	WPS, SMMA	1/28/19
2.4	ARCHITECTURE – Tech Group: 1/22/19: No update. SMMA & CPM to schedule follow up meeting after final shortlist. 2/19/19: Architecture Tech Group meeting to be held after todays meeting.	SMMA, CPM INFO	2/19/19 2/19/19
7.1	DESIGN: 2/19/19: SMMA presented refined shortlist concept options based off of the previous community outreach meetings, and subgroup meetings. Designs include refined Add/Reno option, refined New Construction options.	Info 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 3/05/19 at 1:30pm in the FMD Conf. Room