

Meeting Notes: Wellesley Hunnewell ES Project

Meeting: WHES Project Coordination Group Meeting # 14

Date & Time: March 5, 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> 2/19/19: SMMA sent invoices to SBC for processing. 3/5/19: Invoices processed by SBC	FMD info	1/29/19
1.2	<u>COMMUNICATION:</u> 1/22/18: No update. 3/5/19: Meeting w/ pertinent permitting staff to be scheduled after 3/18.	SMMA, CPM	3/20/19
1.4	<u>EXISTING CONDITION ANALYSIS:</u> 2/19/19: Tentative date for arborist to do initial review of White Oak at Hunnewell set at 3/6 during the day. 3/5/19: Arborist scheduled for a site visit, report to be distributed after complete.	SMMA INFO	1/25/19
1.6	<u>SWING SPACE:</u> 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. 3/5/19: SMMA advanced swing space options. Team reviewed advanced layouts, discussed updated and new Cameron street lot swing space option. SMMA and CPM to prepare soft cost numbers for Swing Space to discuss with the team. SMMA to take comments and update slides for swing space before 3/21 SBC meeting.	SMMA SMMA, CPM	2/27/19 3/19/19
2.1	<u>SBC/Public Forum Prep:</u> 2/19/19: Reviewed SMMA agenda for upcoming SBC meeting. SMMA to send presentation slides to SBC in advance	SMMA	2/19/19

	3/5/19: Team discussed upcoming Cameron street lot presentation for the board of selectmen. JM to send invite for 3/18 meeting.	FMD	3/10/19
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: 2/19/19: Architecture Tech Group meeting to be held after todays meeting. 3/5/19: Architecture Tech Group meeting held after previous meeting. No new meetings scheduled.	SMMA, CPM INFO	2/19/19
7.1	DESIGN: 2/19/19: SMMA presented refined shortlist concept options based off the previous community outreach meetings, and subgroup meetings. Designs include refined Add/Reno option, refined New Construction options. 3/5/19: SMMA presented refined shortlist concepts. SMMA to provide soft costs for design next week, to review and have hard costs in two weeks prior to SBC meeting.	Info SMMA	3/12/19

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 3/19/19 at 1:30pm in the FMD Conf. Room