

Meeting Notes: Wellesley Hunnewell ES Project

Meeting: WHES Project Coordination Group Meeting # 15

Date & Time: March 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	ADMINISTRATION: 3/5/19: Invoices processed by SBC 3/19/19: CPM has submitted an additional service amendment to FMD for review before SBC meeting.	Info FMD	3/21/19
1.2	COMMUNICATION: 3/5/19: Meeting w/ pertinent permitting staff to be scheduled after 3/18. 3/19/19: Meghan Jop to be invited to next FMD meeting to discuss permitting.	SMMA, CPM KK	3/20/19 3/26/19
1.4	EXISTING CONDITION ANALYSIS: 3/5/19: Arborist scheduled for a site visit, report to be distributed after complete. 3/19/19: Arborist report distributed before meeting, and reviewed in meeting for content.	INFO INFO	
1.6	SWING SPACE: 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. 3/19/19: Team had a long discussion outlining the numerous swing space options that have been studied to date. The discussion detailed the timeline, cost premium, educational impact, and schedule impact of each of the swing space options. SMMA and CPM to prepare graphic representations of each swing space models to present at the upcoming 3/21 SBC meeting.	SMMA, CPM SMMA, CPM	3/19/19 3/21/19
2.1	SBC/Public Forum Prep: 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

	3/19/19: Team discussed and prepped for upcoming swing space iteration presentation, along with design and schedule updates for the upcoming 3/21 SBC presentation.	INFO	
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: 3/5/19: Architecture Tech Group meeting held after previous meeting. No new meetings scheduled.	INFO	
7.1	DESIGN: 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. 3/19/19: SMMA presented refined shortlist concepts. SMMA provided soft costs at FMD meeting and Team reviewed.	SMMA SMMA	3/12/19 3/21/19

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 4/02/19 at 1:30pm in the FMD Conf. Room