

Meeting Notes: Wellesley Hunnewell ES Project

Meeting: WHES Project Coordination Group Meeting # 16

Date & Time: April 02, 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	<p><u>ADMINISTRATION:</u> 3/19/19: CPM has submitted an additional service amendment to FMD for review before SBC meeting. 4/02/19: CPM’s additional service amendment was approved at the 3/21 SBC meeting.</p>	<p>FMD</p> <p>INFO</p>	3/21/19
1.2	<p><u>COMMUNICATION:</u> 3/19/19: Meghan Jop to be invited to next FMD meeting to discuss permitting. 4/02/19: Meghan Jop attended last FMD meeting to discuss permitting with the group.</p>	<p>KK</p> <p>INFO</p>	3/26/19
1.4	<p><u>EXISTING CONDITION ANALYSIS:</u> 3/19/19: Arborist report distributed before meeting, and reviewed in meeting for content.</p>	INFO	
1.6	<p><u>SWING SPACE:</u> 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. 4/02/19: Team had an in-depth discussion outlining the numerous swing space options, and weighing them against the challenges that all swing space options will face with the project restrictions. SMMA and CPM to prepare slides detailing all addressed swing space options with their associated challenges.</p>	<p>SMMA, CPM</p> <p>SMMA, CPM</p>	<p>3/21/19</p> <p>4/16/19</p>

2.1	SBC/Public Forum Prep: 4/02/19: Team discussed and prepped for upcoming swing space iteration presentation, along with design and schedule updates for the upcoming SBC Presentation. Team also discussed the need to frame sustainability for the public.	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: 3/19/19: SMMA presented refined shortlist concepts. SMMA provided soft costs at FMD meeting and Team reviewed. 4/02/19: Team discussed Add/Reno design option. SMMA and CPM to review soft costs of design options.	SMMA SMMA, CPM	3/21/19 4/23/19

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 4/23/19 at 1:30pm in the FMD Conf. Room