

## Meeting Notes: Wellesley Hunnewell ES Project

**Meeting:** WHES Project Coordination Group Meeting # 17

**Date & Time:** May 07, 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
					Jason Detwiler

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

Item	Topic/Discussion	Action For:	Due Date
1.1	<b><u>ADMINISTRATION:</u></b> 4/02/19: CPM’s additional service amendment was approved at the 3/21 SBC meeting.	INFO	
1.2	<b><u>COMMUNICATION:</u></b> 4/02/19: Meghan Jop attended last FMD meeting to discuss permitting with the group. <b>5/07/19: Team discussed public forum and public communication and outreach.</b>	INFO  INFO	
1.4	<b><u>EXISTING CONDITION ANALYSIS:</u></b> <b>3/19/19: Arborist report distributed before meeting, and reviewed in meeting for content.</b>	INFO	
1.6	<b><u>SWING SPACE:</u></b> 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. <b>5/07/19: Team had a very in-depth discussion reviewing current swing space options and their status after last SBC meeting. Team overviewed concerns found in every swing space option. St. Pauls Church swing space model re-visited and discussed for viability. Alternate swing space models are being explored. Team discussed public forum prep and reviewing swing space constraints with each option.</b>	SMMA, CPM  SMMA, CPM	4/16/19  5/9/19
2.1	<b><u>SBC/Public Forum Prep:</u></b> 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	

	<b>5/7/19: Team discussed and prepped for upcoming public forum presentation. Team prepped to re-present the design options to the public, swing space options and their individual complications and implications to the overall project.</b>	<b>INFO</b>	
2.2	<b>EDUCATIONAL PROGRAM – Tech Group:</b> 1/22/19: WPS issued a draft of the Educational plan for team review and discussion. <b>2/19/19: No Update</b>	WPS, SMMA	1/28/19
2.4	<b>ARCHITECTURE – Tech Group:</b> <b>3/5/19: Architecture Tech Group meeting held after previous meeting. No new meetings scheduled.</b>	<b>INFO</b>	
7.1	<b>DESIGN:</b> 4/02/19: Team discussed Add/Reno design option. SMMA and CPM to review soft costs of design options. <b>5/7/19: Team reviewed comments on design following the SBC meeting held previously. EQ and DL reiterated that the new option is the best fir for education plan and site constraints. Team discussed updated parking design. The total amount of spaces needed is in question, SG inquiring about the amount of parking spaces that are currently at the other schools within the district. Team to peg down an exact number of spots needed to accommodate New Hunnewell’s projected needs.</b>	SMMA, CPM  SMMA, CPM	4/23/19  5/21/19

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 5/21/19 at 1:30pm in the FMD Conf. Room