

Meeting Notes: Wellesley Hunnewell ES Project

Meeting: WHES Project Coordination Group Meeting # 19

Date & Time: June 4, 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> 4/02/19: CPM’s additional service amendment was approved at the 3/21 SBC meeting. 5/21/19: JD reviewed traffic meeting. A new traffic study assuming 70 spaces and normal conditions. The study assumes the queuing area would be on Cameron street, 2 busses, 2 vans, and parent drop off.</p>	INFO	
1.2	<p><u>COMMUNICATION:</u> 5/07/19: Team discussed public forum and public communication and outreach. 5/21/19: Team Discussed meeting with Library Committee scheduled for 3:30 after todays meeting.</p>	INFO INFO	
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> 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. 5/21/19: JD reviewed hypothetical traffic patterns with different swing space models. FMD and CPM to review traffic patterns with internal swing space KK discussed remodeled internal swing space models and continue to rework model. KK to schedule meeting with SMMA, FMD, and Michael Grant to re-evaluate his study on St. Paul’s to evaluate feasibility.</p>	SMMA, CPM	5/9/19

2.1	<p>SBC/Public Forum Prep: 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. 5/21/19: An updated project schedule needs to be posted for the public, mapping out the next steps of the project so the public can be more involved. JD to make a cost estimating package for members of the SBC to review.</p>	INFO	
2.2	<p>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</p>	WPS, SMMA	1/28/19
2.4	<p>ARCHITECTURE – Tech Group: 3/5/19: Architecture Tech Group meeting held after previous meeting. No new meetings scheduled.</p>	INFO	
7.1	<p>DESIGN: 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 fit 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. 5/21/19: Team reviewed comments made about parking pertaining to the Hunnewell design. New parking tweaks discussed, and number of parking spots were discussed. SMMA to produce Executive Summary for team to review and comment.</p>	SMMA, CPM SMMA	5/21/19 5/28/19

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 6/18/19 at 1:30pm in the FMD Conf. Room