

Meeting Notes: Wellesley Hunnewell ES Project

Meeting: WHES Project Coordination Group Meeting # 21

Date & Time: July 9, 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> 6/18/19: Team discussed designer selection process for the Hardy/Upham MSBA project, and reviewed the next steps in the process. Executive Summary comments to be sent to SMMA. 7/09/19: Team discussed the content in the feasibility report. SMMA to continue to work on the draft report to send to TEAM for review.</p>	<p>INFO</p> <p>INFO</p>	
1.2	<p><u>COMMUNICATION:</u> 5/21/19: Team Discussed meeting with Library Committee scheduled for 3:30 after todays meeting.</p>	INFO	
1.6	<p><u>SWING SPACE:</u> 6/18/19: Amendments for SMMA discussed. Traffic reports from amendments to be sent and finalized by July 11th. Team discussed the need for added research on traffic patterns for the proposed swing space options. 7/09/19: SMMA to send in fee’s for previously discussed added traffic studies to TEAM for review before upcoming SBC meeting. Kien is working on fees to send to SMMA to formalize.</p>	<p>SMMA</p> <p>SMMA</p>	<p>7/9/19</p> <p>7/11/19</p>
2.1	<p><u>SBC/Public Forum Prep:</u> 6/18/19: Team discussed path to upcoming SBC Meeting. Amendments from SMMA to be prepared and sent for review before Thursdays SBC meeting. Team also discussed feasibility report vote on 7/25 SBC meeting. 7/09/19: Team prepared for upcoming SBC meeting (7/11). SMMA presented swing space parking models to the team to review. Swing Space parking models were discussed at length for feasibility.</p>	<p>INFO</p> <p>INFO</p>	
2.2	<p><u>EDUCATIONAL PROGRAM – Tech Group:</u> 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	ARCHITECTURE – Tech Group: 3/5/19: Architecture Tech Group meeting held after previous meeting. No new meetings scheduled.	INFO	
7.1	DESIGN: 6/18/19: Team reviewed parking design options on the Hunewell site. Team discussed tweaking parking to stop before classrooms windows, and relocating the spots elsewhere on site. AP to tweak parking design for next weeks FMD meeting. 7/09/19: SMMA to formalize traffic models based off the TEAMS review and comments. SMMA to continue to finalize the feasibility report for review by TEAM. SMMA to produce swing space slides to add to the upcoming SBC meeting.	SMMA	6/25/19
		SMMA	7/10/19

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 7/23/19 at 1:30pm in the FMD Conf. Room