

## Meeting Notes: Wellesley Hunnewell ES Project

**Meeting:** WHES Project Coordination Group Meeting # 22

**Date & Time:** August 06, 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><br>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.<br><b>8/06/19: Team discussed the content of the presentation to PBC to get comment back from FMD.</b>  | INFO<br><br>INFO |          |
| 1.2  | <b><u>COMMUNICATION:</u></b><br>5/21/19: Team Discussed meeting with Library Committee scheduled for 3:30 after todays meeting.  | INFO             |          |
| 1.6  | <b><u>SWING SPACE:</u></b><br>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.<br><b>8/06/19: SMMA sent in fee’s for added traffic studies.</b>   | SMMA<br><br>INFO | 7/11/19  |
| 2.1  | <b><u>SBC/Public Forum Prep:</u></b><br>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.<br><b>8/06/19: Team prepared for upcoming SBC Meeting and discussed swing space models at length. Team discussed SBC involvement next steps leading up to PBC.</b> | INFO<br><br>INFO |          |
| 2.2  | <b><u>EDUCATIONAL PROGRAM – Tech Group:</u></b><br>1/22/19: WPS issued a draft of the Educational plan for team review and discussion.<br><b>2/19/19: No Update</b>  | WPS,<br>SMMA     | 1/28/19  |
| 2.4  | <b><u>ARCHITECTURE – Tech Group:</u></b><br><b>3/5/19: Architecture Tech Group meeting held after previous meeting. No new meetings scheduled.</b>   | INFO             |          |

|     |  |                         |                               |
|-----|--|-------------------------|-------------------------------|
|     |  |                         |                               |
| 7.1 | <p><b>DESIGN:</b><br/>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.<br/>8/06/19: Team reviewed design components of the swing space model and provided comments and tweaks. SMMA to address today.</p> | <p>SMMA</p> <p>SMMA</p> | <p>7/10/19</p> <p>8/06/19</p> |

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 TBD at 1:30pm in the FMD Conf. Room