

Meeting Notes

Meeting: MESBC Working Group DD-CD Meeting #01

Date & Time: June 28, 2017 at 1:00PM

Location: Millis Town Hall, Room 130

Attendees:

	Town of Millis		Town of Millis		Compass Project Management (CPM)
√	Nancy Gustafson		Jim McKay	√	Tim Bonfatti (TB) – Project Executive
√	Jason Phelps	√	Steve Catalano	√	Jeff D’Amico (JD) – Project Manager
√	Denise Gibbons	√	Wayne Klocko	√	Mike Berlin (MB) – Assistant PM
	John Engler				Tappé Architects (TA)
			Nitsch Engineering (NE)		Charlie Hay – Principal – Conf Call
			Fayssal Hussein	√	Chris Blessen – Associate

Distribution: Attendees (v); CPM File

Item	Topic/Discussion	Action For:	Due Date
1.1	<p>CM SELECTION: 6/28/17: Sample questions were reviewed for the CM’s to respond to in their interviews. Four questions were selected to be forwarded to the shortlisted CM firms. CM interviews are Thursday 7/6. A selection will be made that night.</p>	<p>CPM MESBC</p>	<p>6/28/17 7/6/17</p>
1.2	<p>ADMINISTRATION: 6/28/17: The BOS meeting on 7/10 will be to discuss the financial authority/responsibility of the ESBC. The Town Administrator (Mike G) recommended, that the Town Administrator & ESBC Chairman could approve up to a \$10k limit and the ESBC could approve up to \$50,000 limit. Anything above the limits noted above would need to be approved by the BOS.</p> <p>Last Monday night, the BOS voted to keep the ESBC voting members the same for the duration of the project. The BOS has requested to make other changes to the ESBC membership, this will be discussed at a future BOS mtg. Members from CoA & Rec. Center have requested to be involved with the ESBC.</p>	<p>MESBC BOS</p>	<p>7/12/17 7/24/17</p>
1.3	<p>LEGAL PROCEEDINGS: 6/28/17: There is potentially a lawsuit being filed against the project related to the funding approval procedures, however nothing has been served yet. The Selectmen and Town Council met to discuss the lawsuit. The BOS gave direction for the project to proceed while the Town defends the suit.</p>	Town, CPM	ongoing
1.4	<p>PERMITTING: 6/28/17: The Town will solicit a proposal to supplement the building inspectors drawing review. The Planning Board has stated that they are busy and willing to review any preliminary information that the project would like to submit. Nitsch to send a curtesy letter to the ConCom explaining the project and that we are outside the 100’ wetland buffer zone. Tappe is finalizing the ENF because the land transferred to the Town & Article 97 area triggered the ENF filing requirement. Board of Health will need to be involved in project review. MassDOT will also need to be engaged surrounding the curb cuts on Rt. 109.</p>	Town, TA, CPM	7/12/17

1.5	<p><u>SUSTAINABILITY:</u> 6/28/17: The project is not pursuing a ‘net zero’ design. Eversource is the utility company, CPM to reach out regarding energy rebate program to make ‘in roads’ during the DD phase. CPM to contact the Town’s energy manager Bob Wise. Sustainability kickoff meeting to be scheduled once the CM is onboard. (After July 17th) John Engler & Kerry Roche should be involved in the sustainability design session.</p>	<p>CPM MESBC</p>	<p>7/17/17</p>
1.6	<p><u>DESIGN:</u> 6/28/17: The MESBC got a ‘sneak peak’ into the updated drawings. The lockers have been relocated from the corridor into the classrooms based on educator input. The landscape architect needs to meet with Nancy & Jason on playground requirements, target beginning of August. It was suggested that the ‘Playground Committee’ also be invited to that meeting. Tappe will purpose a few dates and the School Dept. can invite others to attend. The Town has stated that they would prefer a wood floor in the gym instead of a rubberized play surface. JP to make a list of all historic items to be salvaged from CFB because Tappe will need this info to include it in the DD set of drawings. It was discussed that the project will try to transplant the “teacher trees” as best as we can.</p>	<p>TA, NG, JP</p>	<p>7/31/17</p>
11.3	<p><u>NEXT STEPS:</u> The next MESBC meeting is scheduled for 7/19/17 at 7:00 PM Town Hall Next WG meetings are scheduled for 7/12, 7/26 & 8/2</p>	<p>ALL</p>	

Next Meeting:

WORKING GROUP – 7/12/17