

## Meeting Notes

**Meeting:** MESBC Working Group DD-CD Meeting #02

**Date & Time:** July 12, 2017 at 1:00PM

**Location:** Millis Town Hall, Room 130

**Attendees:**

	Town of Millis		Town of Millis		Compass Project Management (CPM)
	Nancy Gustafson	√	Steve Catalano		Tim Bonfatti (TB) – Project Executive
√	Jason Phelps		Wayne Klocko	√	Jeff D’Amico (JD) – Project Manager
	Denise Gibbons		<b>Agostini Bacon Construct (ABC)</b>	√	Mike Berlin (MB) – Assistant PM
√	John Engler		Julie Allen		<b>Tappé Architects (TA)</b>
		√	Thomas Donatelli	√	Charlie Hay – Principal
		√	Gary Terrell		Chris Blessen – Principal

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

Item	Topic/Discussion	Action For:	Due Date
1.1	<p><b>CM SELECTION:</b>            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.            7/12/17: <b>Agostini Bacon was selected by the CM Selection committee pending Board of Selectmen approval. WK asked CPM to put together a simple summary level schedule to resolve some confusion about the proposed schedules. CPM to put together a schedule showing permitting, design review, early bid packages &amp; sept 2019 school opening. ABC to be prepared to discuss past, present &amp; on-going litigation with BOS. ABC &amp; CPM should be prepared to discuss traffic flow associated with the construction project.</b></p>	<p>CPM MESBC</p> <p>MESBC CPM</p> <p>CPM &amp; ABC</p>	<p>6/28/17 7/6/17</p> <p>7/19/17</p> <p>7/24/17</p>
1.2	<p><b>ADMINISTRATION:</b>            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 &amp; 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.            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 &amp; Rec. Center have requested to be involved with the ESBC.            7/12/17: <b>Town Administrator (Mike G) to present topic to financial approval of CO’s will also be part of the BoS meeting on 7/24. BOS will also reappoint committee membership at this meeting.</b></p>	<p>MESBC</p> <p>BOS</p> <p>MESBC Town</p>	<p>7/12/17</p> <p>7/24/17</p> <p>7/24/17</p>
1.3	<p><b>LEGAL PROCEEDINGS:</b>            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.            7/12/17: <b>Lawsuit has been served, ESBC, CPM &amp; Tappe to produce emails &amp; documentation between consultants &amp; the Town.</b></p>	<p>Town, CPM</p> <p>Town, CPM, Tappe</p>	<p>Ongoing</p> <p>7/14/17</p>

1.4	<p><b>PERMITTING:</b> 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 &amp; 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> <p><b>7/12/17: The project plans to file for permitting early. Tappe's site design team plans to use the pricing set as the planning board approval set so it will be ready on 7/25. If permitting set was filed on 7/26 then the earliest we can meet would be 2 weeks later (8/8/)</b> Civil is done with draft ENF they just need information from the Town. Nitsch would like to get started on the MassDOT filing as soon as possible. Tappe stated that, state permitting was not in Tappe's original contract for traffic study's. Any additional surveying requested by MassDOT is not included in additional services.</p>	Town, TA, CPM	7/12/17
1.5	<p><b>SUSTAINABILITY:</b></p> <p>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 17<sup>th</sup>) John Engler &amp; Kerry Roche should be involved in the sustainability design session.</p> <p><b>7/12/17: CPM has reached out to Bob Wise and he is ready to go once design is complete. Agostini, JP &amp; JE to attend CHPS meeting, timing/date TBD.</b></p>	CPM  MESBC  MESBC, CPM	7/17/17   7/19/17
1.6	<p><b>DESIGN:</b></p> <p>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 &amp; 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><b>7/12/17: JP to send list of all historic items to be salvaged from CFB by the end of the week. Team to talk with WL about what tree's are worth saving &amp; where to put them so this can be incorporated into the drawing set.</b></p>	TA, NG, JP	7/31/17  7/19/17
1.7	<p><b>NEXT STEPS:</b></p> <p>The next MESBC meeting is scheduled for 7/19/17 at 7:00 PM Town Hall Next WG meetings are scheduled for 7/26 &amp; 8/2</p>	ALL	
2.1	<p><b>PRECONSTRUCTION:</b></p> <p><b>7/12/17: ABC stated that there precon will consist of a full take-off from top to bottom. ABC may bid the concrete package &amp; doors-frames-hardware as self-performing work.</b></p>	ABC	7/19/17
2.2	<p><b>DESIGN REVIEW:</b></p> <p><b>7/12/17: CPM requested that Tappe look at the (4) CM Proposals, specifically at the Design Review Comments to incorporate these into their drawing set.</b></p>	CPM, TA	7/25/17

**Next Meeting:**

**WORKING GROUP – 7/26/17**