

Meeting Notes

Meeting: MESBC Working Group DD-CD Meeting #03

Date & Time: July 26, 2017 at 1:00PM

Location: Millis Town Hall, Room 130

Attendees:

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

Distribution: Attendees (v); CPM File

Item	Topic/Discussion	Action For:	Due Date
1.1	<p>CM SELECTION: 7/12/17: 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 & sept 2019 school opening. ABC to be prepared to discuss past, present & on-going litigation with BOS. ABC & CPM should be prepared to discuss traffic flow associated with the construction project. 7/26/17: BOS approved the full value of ABC’s contract however they only approved ABC to move forward with preconstruction services at this time. CPM needs (3) signed copies of contract from ACC to send to the Town for signature. CPM needs ABC’s Certificate of Insurance. Tappe’s contract amendment was not approved at the BOS meeting because it wasn’t on the Agenda, it will be on the next BOS meeting.</p>	<p>MESBC CPM CPM & ABC CPM & ABC</p>	<p>7/19/17 7/24/17 8/2/17</p>
1.2	<p>ADMINISTRATION: 7/12/17: 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. 7/26/17: The BOS approved/authorized the ESBC Chair or vice chair & Town Administrator to approve change requests up to 10k. The BOS also approved/authorized the ESBC to approve change requests from 10k-50k. The BOS voted on the appointment of ESBC members. Karen to send an updated roster to the group.</p>	<p>MESBC Town BOS, Town</p>	<p>7/24/17 8/2/17</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. 7/12/17: Lawsuit has been served, ESBC, CPM & Tappe to produce emails & documentation between consultants & the Town. 7/26/17: ESBC, CPM & Tappe have provided emails & documentation between consultants & the Town to the Town Attorney. Legal proceeding injunction was</p>	<p>Town, CPM Town, CPM, Tappe</p>	<p>Ongoing 7/14/17</p>

	ruled against by a Judge on Monday, clearing the way for the BOS to approve the construction manager’s contract. The Town is continuing to defend the lawsuit.	Town,	ongoing
1.4	<p>PERMITTING:</p> <p>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> <p>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/) 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> <p>7/26/17: The land transfer for Article 97 tripped a MEPA threshold and a jurisdiction subject matter trigger was the MSBA funding state agency. The project is preparing to submit an ENF. There is a pre-filing meeting on 7/31 with MEPA, the Town, the Design Team & CPM to discuss the ENF process. Nitsch has been through the MEPA ENF process before.</p> <p>The building inspector has hired someone to help review the drawings. The traffic engineer cannot complete their traffic report until school is back in session. The initial the Planning Board submission will not have the traffic report. It was noted that the volume of students/traffic has not changed, just the timing of when some students are dropped off will be different because of the 5th grade moving into the new building. It was proposed that we plan to break the Planning Board review into two meetings, one for traffic and the other for all other items. Design team to confirm if any variances are required. It was noted that the subdivision standard for a driveway entrance is 24’ wide but with the turning lane it will be 36’ so that is a deviation from the Town by-laws.</p>	<p>Town, TA, CPM</p> <p>Town, TA, CPM</p> <p>Town, TA, CPM</p>	<p>7/12/17</p> <p>7/19/17</p> <p>8/2/17</p>
1.5	<p>SUSTAINABILITY:</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 17th) John Engler & Kerry Roche should be involved in the sustainability design session.</p> <p>7/12/17: CPM has reached out to Bob Wise and he is ready to go once design is complete. Agostini, JP & JE to attend CHPS meeting, timing/date TBD.</p> <p>7/26/17: Meeting scheduled for 8/1 at 1pm in the Town Library.</p>	<p>CPM</p> <p>MESBC</p> <p>MESBC, CPM</p> <p>Town, TA, CPM, ABC</p>	<p>7/17/17</p> <p>7/19/17</p> <p>8/1/17</p>
1.6	<p>DESIGN:</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 & 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</p>	<p>TA, NG, JP</p>	<p>7/31/17</p>

	<p>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.</p> <p>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>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 & where to put them so this can be incorporated into the drawing set.</p> <p>7/26/17: JP sent TA a list of all historic items to be salvaged from CFB. The group did a quick ‘page turn’ of the drawings during the meeting. TA to release DD Estimate set today. Playground review mtg is scheduled for 8/2 at 10am.</p>	<p>JP, TA</p> <p>TA</p>	<p>7/19/17</p> <p>7/26/17</p>
2.1	<p>PRECONSTRUCTION:</p> <p>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 & doors-frames-hardware as self-performing work.</p> <p>7/26/17: ABC to do drawing review and estimate concurrently.</p>	<p>ABC</p> <p>ABC</p>	<p>7/19/17</p> <p>8/16/17</p>
2.2	<p>DESIGN REVIEW:</p> <p>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.</p> <p>7/26/17: Team did a page turn of the DD plans at this meeting. CPM to send out a drawing review log format. Tappe to release DD estimate set today. ABC also asked for a copy of the existing building drawings for reference to the slab & footing elevation.</p>	<p>CPM, TA</p> <p>TA, CPM, ABC</p>	<p>7/25/17</p> <p>8/16/17</p>
3.1	<p>Hydrant Flow Test:</p> <p>7/26/17: TA to schedule hydrant flow test.</p>	<p>TA</p>	<p>8/2/17</p>
3.2	<p>Estimate Reconciliation:</p> <p>7/26/17: TA, CPM & ABC to reconcile DD estimate on 8/16. ACC to confirm which version of Unifomat to use for the estimates.</p>	<p>TA, CPM, ABC</p>	<p>8/16/17</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.

Next Meeting(s):

WORKING GROUP meeting will be 08/02/17 at 1:00PM at the Town Hall room 130.

The next MESBC meeting is scheduled for 8/22/17 at 7:00 PM Town Hall