

Meeting Notes

Meeting: MESBC Working Group DD-CD Meeting #04

Date & Time: August 23, 2017 at 11:00AM

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	√	Steve Agostini		Tappé Architects (TA)
√	John Engler		Warner Larson (WL)	√	Charlie Hay – Principal
	Nitsch Engineering (NE)	√	Josh Millonig		Chris Blessen – Principal
√	Nick Havan				

Distribution: Attendees (√); CPM File

Item	Topic/Discussion	Action For:	Due Date
1.1	<p>CM SELECTION: 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>8/23/17: CPM to send Tappe Contract Amendment #5 to the MSBA. ABC contract with Town Treasurer & Town Council for signature.</p>	<p>CPM & ABC</p> <p>CPM, Town</p>	<p>8/2/17</p> <p>9/6/17 9/6/17</p>
1.2	<p>ADMINISTRATION: 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>8/23/17: At the next ESBC meeting, they need to appoint a vice chair to the ESBC. The ESBC assigned Diane Jurmain as the communication spokesperson.</p>	<p>BOS, Town</p> <p>MESBC</p>	<p>8/2/17</p> <p>9/19/17</p>
1.3	<p>LEGAL PROCEEDINGS: 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 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. 8/23/17: Town is waiting for hearing date court for summary judgement. Town has requested that the MSBA provide PSBA extension beyond 120 days.</p>	<p>Town, CPM, Tappe</p> <p>Town,</p> <p>Town, CPM , MSBA</p>	<p>7/14/17</p> <p>Ongoing</p> <p>Ongoing</p>
1.4	<p>PERMITTING: 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</p>		

	<p>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>8/23/17: CPM handed out permitting status summary sheet and reviewed it. The stormwater application was sent to the BOS on 8/23/17. WL to submit fuel storage application by 8/25. BOH & BOS hearing on 9/11 and PB hearing on 9/12. Traffic report due to the team by 9/28. Nitsch to front load work for report prior to traffic counts taken week of Sept 11th.</p>	<p>Town, TA, CPM</p> <p>WL ALL Nitsch</p>	<p>8/2/17</p> <p>8/25 9/11 9/28</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>8/23/17: Energy charrette scheduled for 8/23 at 1pm. ESBC to sign agreement for the energy rebate program. Tappe to issue meeting minutes from the sustainability kickoff meeting</p>	<p>CPM</p> <p>MESBC</p> <p>MESBC, CPM</p> <p>Town, TA, CPM, ABC MESBC TA</p>	<p>7/17/17</p> <p>7/19/17</p> <p>8/1/17</p> <p>9/19/17 8/24/17</p>
1.6	<p>DESIGN:</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>8/23/17: ABC to provide quantity & type of soil stockpile needed for phase 2. ABC to propose options locations for soil storage. The kickball field or practice fields were discussed as possible options for the soil stockpile.</p>	<p>ABC</p> <p>ABC</p> <p>ABC</p>	<p>7/19/17</p> <p>8/16/17</p> <p>8/31/17</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>

	8/23/17: ABC, CPM & the Cx provided design review comments to TA. TA will take 3 weeks to respond to comments.	TA	9/15/17
3.2	Estimate Reconciliation: 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. 8/23/17: All (3) estimates were under budget. The estimates below budget will allow for inclusion of the metal roof alternate. WK wants project teams professional recommendation on whether to pursue a standing seam metal roof.	TA, CPM, ABC TA, CPM, ABC	8/16/17 9/6/17
4.1	Geotech: 8/23/17: Geotech borings occurred today. Tappe to forward report and findings.	TA	9/6/17
4.2	Test Pits: 8/23/17: CPM to reach out to the DPW about using their equipment to dig the test pits. Nitsch to schedule digsafe & soil evaluator, CPM will confirm date, time & location.	CPM	9/6/17

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 09/06/17 at 1:00PM at the Town Hall room 130.

The next MESBC meeting is scheduled for 9/19/17 at 7:00 PM Town Hall