

Meeting Notes

Meeting: MESBC Working Group DD-CD Meeting #05

Date & Time: September 6, 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	√	Steve Agostini		Tappé Architects (TA)
√	John Engler		Warner Larson (WL)		Charlie Hay – Principal
	Nitsch Engineering (NE)	√	Josh Millonig		Chris Blessen – Principal
√	Nick Havan	√	David Warner	√	Matt Barnhart - Associate
√	Aaron Gallagher		Griffith & Vary (GV)		
√	Michelle Callahan	√	Rob Bravo		

Distribution: Attendees (√); CPM File

Item	Topic/Discussion	Action For:	Due Date
1.1	<p>CM SELECTION:</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>9/6/17: ABC contract is being circulated around town for signature.</p>	<p>CPM, Town</p> <p>Town</p>	<p>9/6/17</p> <p>9/6/17</p> <p>9/13/17</p>
1.2	<p>ADMINISTRATION:</p> <p>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>9/6/17: At the next ESBC meeting, they need to appoint a vice chair to the ESBC.</p>	<p>BOS, Town</p> <p>MESBC</p> <p>MESBC</p>	<p>8/2/17</p> <p>9/19/17</p> <p>9/19/17</p>
1.3	<p>LEGAL PROCEEDINGS:</p> <p>7/12/17: Lawsuit has been served, ESBC, CPM & Tappe to produce emails & documentation between consultants & the Town.</p> <p>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.</p> <p>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>9/6/17: The group who filed the lawsuit has sent out a mailer and started a website in opposition to the project.</p>	<p>Town, CPM, Tappe</p> <p>Town,</p> <p>Town, CPM , MSBA</p> <p>Town,</p>	<p>7/14/17</p> <p>Ongoing</p> <p>Ongoing On-going</p>
1.4	<p>PERMITTING:</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</p>		

	asked for a copy of the existing building drawings for reference to the slab & footing elevation. 8/23/17: ABC, CPM & the Cx provided design review comments to TA. TA will take 3 weeks to respond to comments. 9/6/17: Tappe stated that they will be returning the design review by the end of next week.	TA TA	9/15/17 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. 9/6/17: Keep the standing seam metal roof as a bid alternate until the end.	TA, CPM, ABC TA, CPM, ABC ALL	8/16/17 9/6/17
4.1	Geotech: 8/23/17: Geotech borings occurred today. Tappe to forward report and findings. 9/6/17: Tappe stated that they have not received the report yet but they expect to see it shortly.	TA TA	9/6/17 9/13/17
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 digsafes & soil evaluator, CPM will confirm date, time & location. 9/6/17: Test pits dug today and they looked good. Nitsch to update their calculations to account for the better than anticipated soil.	CPM Nitsch	9/6/17 9/13/17
5.1	Generator Sizing: 9/6/17: The Town stated that they feel a 24hr run time for the generator is too long. A shorter run time would mean a smaller fuel tank resulting in a smaller footprint for the generator. GV handed out a list of proposed equipment on emergency power generator and the Town/School Dept to review and comment on list to determine what needs to be on the generator. Town to respond to list by the end of Thursday.	Town	9/7/17
5.2	MSBA: 9/6/17: CPM noted that the DD submission was sent in to MSBA and is under review. MSBA will return comments back by September 21 st . CPM is working with the MSBA on the PSBA extension letter.	MSBA MSBA, CPM	9/21/17 9/21/17

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 09/13/17 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