

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)	
٧	Wayne Klocko	٧	Julie Allen	٧	Tim Bonfatti (TB) – Project Executive	
٧	Nancy Gustafson	٧	Thomas Donatelli	٧	Jeff D'Amico (JD) – Project Manager	
٧	Jason Phelps	٧	Gary Terrell	٧	Mike Berlin (MB) – Assistant PM	
٧	Denise Gibbons	٧	Steve Agostini		Tappé Architects (TA)	
٧	John Engler		Warner Larson (WL)		Charlie Hay – Principal	
	Nitsch Engineering (NE)	٧	Josh Millonig		Chris Blessen – Principal	
٧	Nick Havan	٧	David Warner	٧	Matt Barnhart - Associate	
٧	Aaron Gallagher		Griffith & Vary (GV)			
٧	Michelle Callahan	٧	Rob Bravo			

Distribution: Attendees (v); CPM File

Item	Topic/Discussion	Action For:	Due Date
1.1	CM SELECTION:		
	8/23/17: CPM to send Tappe Contract Amendment #5 to the MSBA. ABC contract	CPM,	9/6/17
	with Town Treasurer & Town Council for signature.	Town	9/6/17
	9/6/17: ABC contract is being circulated around town for signature.	Town	9/13/17
1.2	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, Town	8/2/17
	BOS voted on the appointment of ESBC members. Karen to send an updated		
	roster to the group.		
	8/23/17: At the next ESBC meeting, they need to appoint a vice chair to the ESBC.	MESBC	9/19/17
	The ESBC assigned Diane Jurmain as the communication spokesperson.		
	9/6/17: At the next ESBC meeting, they need to appoint a vice chair to the ESBC.	MESBC	9/19/17
1.3	LEGAL PROCEEDINGS:		
	7/12/17: Lawsuit has been served, ESBC, CPM & Tappe to produce emails &	Town, CPM,	7/14/17
	documentation between consultants & the Town.	Тарре	
	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	Town,	Ongoing
	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	Town, CPM,	
	has requested that the MSBA provide PSBA extension beyond 120 days.	MSBA	Ongoing
	9/6/17: The group who filed the lawsuit has sent out a mailer and started a	Town,	On-going
	website in opposition to the project.		
1.4	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		



	MEPA, the Town, the Design Team & CPM to discuss the ENF process. Nitsch has been through the MEPA ENF process before. 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 5 th 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. 8/23/17: CPM handed out permitting status summary sheet and reviewed it. The	Town, TA, CPM	8/2/17 8/25
	stormwater application was sent to the BOS on 8/23/17. WL to submit fuel	WL	9/11
	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	ALL Nitsch	9/28
	to traffic counts taken week of Sept 11 th .	Mitsell	9/11/17
	9/6/17: Draft slideshow presentation was reviewed at today's meeting. Permitting schedule: BOH & BOS hearing on 9/11 and PB hearing on 9/12. Nitsch to send Con Comm a letter noting that the project does not trigger any of their thresholds within their jurisdiction. MEPA site walk is 9/8 at 12pm, project team to attend.	Town, CPM, ABC, Nitsch, WL, GV Nitsch	9/12 9/7
1.5	SUSTAINABILITY:		
	7/26/17: Meeting scheduled for 8/1 at 1pm in the Town Library.	Town, TA,	8/1/17
	8/23/17: Energy charrette scheduled for 8/23 at 1pm. ESBC to sign agreement for	CPM, ABC	0/40/47
	the energy rebate program. Tappe to issue meeting minutes from the	MESBC	9/19/17
	sustainability kickoff meeting 9/6/17: Tappe distributed a plan for the solar array. The Town reviewed and	TA	8/24/17
	comments. Tappe to work with the Town on the solar array plan. The Town stated that they feel the solar panel discussion and the standing seam metal roof are tied together. They stated that if the building is going to be designed for future PV then we should look at the standing seam metal roof as well. Design team to build in capacity for PV and add alternate for the metal roof.	TA, Town	9/13/17
1.6	DESIGN: 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. 9/6/17: Tappe to work with JP to relocate salvaged items and incorporate them	TA	7/26/17
	into the drawing set.	TA	9/13/17
2.1	PRECONSTRUCTION: 7/26/17: ABC to do drawing review and estimate concurrently. 8/23/17: ABC to provide quantity & type of soil stockpile needed for phase 2. ABC	ABC	8/16/17
	to propose options locations for soil storage. The kickball field or practice fields were discussed as possible options for the soil stockpile.	ABC	8/31/17
	9/6/17: ABC sent updated cut & fill analysis and graphics which will be shared at the respective permitting meetings. ABC proposed a soil stock pile location near the existing bleachers and will update the phasing plan.	ABC	9/11 & 9/12
2.2	DESIGN REVIEW:		
	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.	CPM, TA	7/25/17
	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	TA, CPM, ABC	8/16/17



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	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.	TA	9/15/17
	9/6/17: Tappe stated that they will be returning the design review by the end of		
	next week.	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	TA, CPM,	8/16/17
	version of Uniformat to use for the estimates.	ABC	
	8/23/17: All (3) estimates were under budget. The estimates below budget will	TA, CPM,	9/6/17
	allow for inclusion of the metal roof alternate. WK wants project teams	ABC	
	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.	ALL	
4.1	Geotech:		
	8/23/17: Geotech borings occurred today. Tappe to forward report and findings.	TA	9/6/17
	9/6/17: Tappe stated that they have not received the report yet but they expect		
	to see it shortly.	TA	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 digsafe & soil evaluator, CPM will confirm date, time	CPM	9/6/17
	& 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.	Nitsch	9/13/17
5.1	Generator Sizing:		
	9/6/17: The Town stated that they feel a 24hr run time for the generator is to		
	long. A shorter run time would mean as 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	Town	9/7/17
	by the end of Thursday.		
5.2	MSBA:		
	9/6/17: CPM noted that the DD submission was sent in to MSBA and is under	MSBA	9/21/17
	review. MSBA will return comments back by September 21st. CPM is working	MSBA, CPM	9/21/17
	with the MSBA on the PSBA extension letter.		

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