

## Meeting Notes

**Meeting:** MESBC Working Group DD-CD Meeting #07

**Date & Time:** September 20, 2017 at 1:00PM

**Location:** Conference Call

**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		<b>Tappé Architects (TA)</b>
√	John Engler		<b>Warner Larson (WL)</b>	√	Charlie Hay – Principal
	<b>Nitsch Engineering (NE)</b>		Josh Millonig		Chris Blessen – Principal
	Nick Havan		David Warner	√	Matt Barnhart - Associate
	Aaron Gallagher		<b>Griffith &amp; Vary (GV)</b>		
	Michelle Callahan		Rob Bravo		

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

Item	Topic/Discussion	Action For:	Due Date
1.1	<b>CM SELECTION:</b> 9/6/17: ABC contract is being circulated around town for signature. <b>9/20/17: ABC contract is now with the Town. ABC invoice was approved but won’t get paid until contract is fully executed.</b>	CPM <b>CPM, Town</b>	9/13/17 <b>9/27/17</b>
1.2	<b>ADMINISTRATION:</b> 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. 9/6/17: At the next ESBC meeting, they need to appoint a vice chair to the ESBC. <b>9/20/17: CPM to update ESBC roster with new vice chair Diane Jurmain. The Town asked for a few hundred yards of loam to ‘dress up’ their fields. ABC can handle that request during construction phase.</b>	MESBC  <b>CPM, ABC</b>	9/19/17  <b>9/27/17</b>
1.3	<b>LEGAL PROCEEDINGS:</b> 9/6/17: The group who filed the lawsuit has sent out a mailer and started a website in opposition to the project. 9/13/17: <b>Cross motion for summary judgement is scheduled for 10/3.</b> The Town is considering its options and continuing with the permitting process. The Town will reserve an article # at November Town Meeting in case they choose to revoke the funding request. <b>9/20/17: Town to check with BOS on the next steps with (2) petitions. They may result in Town meeting articles.</b>	Town, CPM , MSBA  <b>Town,</b>	Ongoing  <b>On-going</b>
1.4	<b>PERMITTING:</b> 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. 9/13/17: No Con Comm review required. Team to review the stormwater in the permanent condition as well as stormwater during construction. CPM recapped the permitting meeting and action items.	Town, CPM, ABC, Nitsch, WL, GV Nitsch  <b>Town, CPM, ABC, Nitsch</b>	<b>9/11/17</b>  9/12 9/7  <b>9/20/17</b>

	<p><b>9/20/17: Traffic report due to the team by 9/22. BOH &amp; BOS hearings are on 10/16, the Town asked CPM to request a larger room for the BOH meeting. ABC to do stormwater boards/plan to show the retention areas during construction by the end of next week. CPM to request information 12 unit development that is going in on spring st abutting soccer field. The Town noted during the meeting that Tuesday &amp; Thursday of last week Village St was closed so it may throw off the traffic counts slightly.</b></p> <p><b>A meeting with the building inspector needs to be scheduled to verify the site clearing permit requirements, if any.</b></p>	Town, CPM, ABC, Nitsch	9/27/17
1.5	<p><b>SUSTAINABILITY:</b></p> <p>9/6/17: Tappe distributed a plan for the solar array. The Town reviewed and 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.</p> <p>9/13/17: Town &amp; Designer to sign the MOU by MassSave. Tappe is coordinating PV design with structural.</p> <p><b>9/20/17: TA has signed the MOU, CPM to forward to the Superintendent for signature.</b></p>	<p>CPM, ABC MESBC TA</p> <p>TA, Town</p> <p>Town, TA MPS, CPM</p>	<p>9/19/17 8/24/17</p> <p>9/13/17</p> <p>9/20/17 9/27/17</p>
1.6	<p><b>DESIGN:</b></p> <p>9/6/17: Tappe to work with JP to relocate salvaged items and incorporate them into the drawing set.</p> <p>9/13/17: Tappe continues to work with JP to relocate salvaged items. There is a 1970's memorial at the existing Tennis Courts, memorial to be relocate to new tennis courts. It was discussed that moving trees &amp; monuments can be built into the contract however it was discussed that new signs may be required.</p> <p>Tappe to look at the Park Road intersection, specifically cars in the west bound lane of 109 turning left onto park road and the clearance for cars to pass as cars are queued to turn. The Town (JM) has confirmed that the Town owns main st (rt. 109) in the center of Town and this is not a State road.</p> <p><b>9/20/17: Tappe presented a design power point to the ESBC last night. The intersection at Park &amp; Main street was discussed in detail. TA reviewed this with Nitsch and Nitsch will issue a sketch once the traffic report is complete. The Town stated that if we do nothing it will be worse. The traffic is currently going on Spring St. so the turning traffic off main street is not currently a problem. CPM brought this up a year ago but Nitsch recommended waiting until we have traffic data. The Town stated that this is already a problematic intersection so we need to get the data and design the new intersection appropriately. Tappe is expecting a draft traffic report by the end of the week. Tappe to speak with W/L about the PV panels and coordinating the trees so they do not obstruct the panels. CPM requested a prevailing wage sheet for the project spec.</b></p>	<p>TA</p> <p>TA</p> <p>TA</p> <p>CPM</p>	<p>9/13/17</p> <p>9/20/17</p> <p>9/28/17</p> <p>9/27/17</p>
2.1	<p><b>PRECONSTRUCTION:</b></p> <p>9/13/17: ABC logistics plan needs to be reviewed with the Fire Chief to see if its acceptable to use the fire lane as a live load parent pickup/drop-off for a minimum of 3 months but could be all winter depending on schedule of asphalt plants closing for the winter. ABC to start looking at option B if the fire chief will not allow the fire lane to be used as a pickup/drop-off area.</p> <p><b>9/20/17: ABC to update phasing plan to show additional staff parking on future tennis courts for phase 4. ABC to evaluate the fence line to make the limits of work time as possible to preserve current school dropoff loop. CPM stated that they need the updated plan by Monday so it can be reviewed with the fire chief</b></p>	<p>ABC</p> <p>ABC</p>	<p>9/11 &amp; 9/12</p> <p>9/20/17</p>

	<p>on Tuesday. TA stated that they need to have information for the Tappe dwg set by next week. The removal and storage of the playground was discussed, ABC to reach out to the school committee for playground supplier/installer information. ABC phasing plan to be incorporated into the drawing set. ABC to copy TA general notes from phasing plan and insert them on their plan. TA stated that any spec information needs to be into TA next week. There was discussion about ABC writing scopes of work and the timing of trade contractor scopes. The team agreed that the trade contractor scope will be written on the 90% drawing set and then an addendum can be issued to catch any missing items between the 90% and 100% drawing set. Schedule was discussed and CPM asked ABC to update their full project schedule however ABC noted that this will chance once the site sub is 'signed up'. CPM requested a 3 month look ahead from ABC in two weeks. TA stated that their structural consultant will not move their document issue date from 11/20 so it will push foundations out 3 weeks into February. ABC to price using blankets and heated concrete but carry an allowance for shoveling. ABC to carry enabling electrical work with their General Requirements because their electrical services will be required early to hook up trailers and temp power. The temp fiber connection will be done by the school department however ABC's subs should still own the permanent fiber line.</p>	<p>ABC ABC, Town  ALL  ABC</p>	<p>9/25/17 9/27/17   11/1/17</p>
2.2	<p><b>DESIGN REVIEW:</b> 9/6/17: Tappe stated that they will be returning the design review by the end of next week. 9/13/17: Tappe stated that they will be returning the design review comments by the end of week. 9/20/17: TA responded to the the design review comments, CPM to distribute to ABC &amp; Cx. CPM, ABC &amp; Cx to backcheck items within the next 2 weeks.</p>	<p>TA TA CPM</p>	<p>9/15/17 9/15/17 10/2/17</p>
3.2	<p><b>Estimate Reconciliation:</b> 9/6/17: Keep the standing seam metal roof as a bid alternate until the end. 9/13/17: The next cost estimate will be at the beginning of October. Tappe &amp; ABC to price the 60% CD set starting Oct 2<sup>nd</sup> and going for 3 weeks until 10/20 for the cost reconciliation. ABC stated that they will be getting site bids in parallel with the estimate. 9/20/17: ABC checked with all of the site bidders and they were all good with the bidding dates. ABC is still soliciting additional site bidders.</p>	<p>ALL TA &amp; ABC ABC</p>	<p>10/20/17 9/27/17</p>
4.1	<p><b>Geotech:</b> 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. 9/20/17: TA is expecting to get the report on 9/22</p>	<p>TA TA TA</p>	<p>9/6/17 9/13/17 9/22/17</p>
4.2	<p><b>Test Pits:</b> 9/6/17: Test pits dug today and they looked good. Nitsch to update their calculations to account for the better than anticipated soil. 9/13/17: Design Team to issue report to the team. 9/20/17: Reports received and set to ABC.</p>	<p>Nitsch TA</p>	<p>9/13/17 9/20/17 CLOSED</p>
5.1	<p><b>Generator Sizing:</b> 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 by the end of Thursday.</p>	<p>Town</p>	<p>9/7/17</p>

	<p><b>9/13/17: The generator has been reduced in size due to the Towns needs and will have 24hr run time with 400gal tank so it will fit within the enclosure.</b></p> <p><b>9/20/17: Resolved. Application has been submitted to BOH. – closed</b></p>	Town, TA	9/20/17
5.2	<p><b>MSBA:</b></p> <p>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<sup>st</sup>. CPM is working with the MSBA on the PSBA extension letter.</p> <p>9/13/17: MSBA has DD submission and is currently reviewing the package. The Town and the MSBA signed the PSBA extension letter.</p> <p><b>9/20/17: The Team has 21 days to respond to the MSBA review comments</b></p>	<p>MSBA MSBA, CPM</p> <p>MSBA Town, TA, CPM</p>	<p>9/21/17 9/21/17</p> <p>9/21/17 10/9/17</p>
6.1	<p><b>Stormwater Management:</b></p> <p>9/13/17: Nitsch, BOH &amp; BETA have a meeting scheduled for Monday 9/18/17 to discuss stormwater. Design team to look at interim condition of phase 4 while the old school is being demolished. ABC to evaluate how long to keep existing stormwater drainage system online before cutting over to the new system.</p> <p><b>9/20/17: Nitsch &amp; BETA met on Monday and it went well.</b></p>	Nitsch, BOH, ABC Town	9/18/17
6.2	<p><b>Interim Parking Condition &amp; Traffic Plan for Walkers:</b></p> <p>9/13/17: ABC to evaluate and come up with a plan for temp parking between phase 3 &amp; 4. There are currently +/-77 spots however the school needs 100 spots. MPS to evaluate alternate parking for the vans in the dirt lot adjacent to the tennis court. ABC to show temp sidewalk along temp road for walkers. ABC to look at waiting to build new tennis courts so this area can be used as temp parking.</p> <p><b>9/20/17: ABC to update plan to show temp parking on tennis courts from the fall of 2019 to the spring of 2020. The Town stated that they are looking to relocate the van parking and they are working to find a new spot with DPW.</b></p>	<p>ABC MPS</p> <p>ABC MPS</p>	<p>9/20/17</p> <p>9/27/17 On-going</p>
6.3	<p><b>Waivers:</b></p> <p>9/13/17: The design team requested (2) waivers at the Planning Board meeting. The first waiver is for the parking count requirement and the second is for loading dock spaces. The PB chairman said that the (2) waivers would not be a big deal.</p> <p><b>9/20/17: The next PB meeting is scheduled for 10/3 at 8:30pm</b></p>	<p>TA</p> <p>All</p>	<p>9/20/17</p> <p>10/3/17</p>
6.4	<p><b>Permit Fees:</b></p> <p>9/13/17: Permit fees will be waived however there will be inspectional fees. ABC to reach out to electrical sub from the fire station project to find out how the inspection fees were handled on that project.</p> <p><b>9/20/17: ABC spoke to their electrical subcontractor from the fire station project and they said that all fees were waived. They said the Town initially tried to change them but they showed them the meeting minutes deciding not to charge fees and then everything was waived.</b></p>	<p>ABC</p> <p>Town, CPM</p>	<p>9/20/17</p> <p>9/27/17</p>
7.1	<p><b>Procurement:</b></p> <p><b>9/20/17: Trade contractor prequalification committee was formed last night at the ESBC meeting. CPM to draft an RFQ and send out by the end of next week. The process should be finished mid December. ABC offered to submit the NOI at Risk and have the site dub do the SWPPP.</b></p>	CPM	9/29/17
7.2	<p><b>CORI's</b></p> <p><b>9/20/17: The Town stated that the CORI process goes through the superintendent's office. CPM to reach out to Jody C for towns CORI form. CPM to coordinate with the Town and type a SOP for the CORI process and then send it to TA to include in the project spec.</b></p>	CPM	9/27/17
7.3	<p><b>Bid Alternates:</b></p>		9/27/17

	9/20/17: The Town stated that they would like a better comfort level for what the upcharge would be for a standing seam metal roof.	Town, ABC,CPM	
7.4	<b><u>Parking Lot Lighting:</u></b> 9/20/17: The Town requested that the lights in the main parking lot be turned down to 70% at night and remain on instead of being on a sensor because there is concern that the light flashing on and off will be more disruptive to the neighbors than a constant low level of light. The design team to coordinate the exterior lighting circuits so that the main parking lot and spring st lot are on different circuits so they can be turned off separately. The intent behind this is so that the spring st parking lot lights can be shut off 100% at night.	TA	9/27/17
7.5	<b><u>ROOM NUMBERS</u></b> 9/20/17: CPM noted that MPS should give more consideration to the permanent room numbers and how it is viewed by the electronic building controls systems (MEP), first responders and new users for easier way finding. Compass recommended having wing designations such as "A", "B", "C" and stacking numbers vertically to make it easier to navigate the school. John E. to follow up with Nancy and Jason.	MPS Tappe, CPM	9/27/17 9/29/17

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 09/27/17 at 1:00PM via Conference Call**

**The next MESBC meeting is scheduled for TBD**