

## Meeting Notes

**Meeting:** MESBC Working Group DD-CD Meeting #08

**Date & Time:** October 11, 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		<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	<p><b>CM SELECTION:</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>10/11/17: ABC contract is in the mail. CPM to send copy to MSBA.</b></p>	<p>CPM, Town   <b>Town, CPM</b></p>	<p>9/27/17   <b>10/18/17</b></p>
1.2	<p><b>ADMINISTRATION:</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>10/11/17: CPM has requested updated ESBC membership info from the Town and CPM will update the roster once new information is received.</b></p>	<p><b>CPM, ABC</b>   <b>MESBC, CPM</b></p>	<p><b>9/27/17</b>   <b>10/18/17</b></p>
1.3	<p><b>LEGAL PROCEEDINGS:</b>            9/13/17: Cross motion for summary judgement is scheduled for 10/3. 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.            9/20/17: Town to check with BOS on the next steps with (2) petitions. They may result in Town meeting articles.  <b>10/11/17: A Federal suit has been filed by the same party.</b></p>	<p>Town, CPM , MSBA   <b>Town,</b></p>	<p>Ongoing   <b>On-going</b></p>
1.4	<p><b>PERMITTING:</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.            A meeting with the building inspector needs to be scheduled to verify the site clearing permit requirements, if any.</p>	<p>Town, CPM, ABC, Nitsch             Town, CPM, ABC, Nitsch</p>	<p>9/20/17             9/27/17</p>

	<b>10/11/17: BOH &amp; BOS hearings are on 10/16. ABC to send drawings to building inspector and the BI's reviewer. The BI's reviewer has asked for a schedule &amp; dates when we need permits by so they can plan accordingly. PB hearing is scheduled for 10/24/17. CPM will solicit quotes for structural peer review.</b>	Town, CPM, ABC, Nitsch  CPM	10/16/17  11/15/17
1.5	<b>SUSTAINABILITY:</b> 9/20/17: TA has signed the MOU, CPM to forward to the Superintendent for signature. <b>10/11/17: MOU has been signed and returned to Eversource for Utility signature.</b>	MPS, CPM  CPM, TA	9/27/17  10/11/17
1.6	<b>DESIGN:</b> 9/20/17: Tappe presented a design power point to the ESBC last night. The intersection at Park & 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>10/11/17: Nitsch has issued a draft design for a turning lane on 109. W/L has reviewed the coordination of the PV panels and surrounding trees and they do not see this as being an issue.</b>	TA  CPM  TA	9/28/17  9/27/17  10/18/17
2.1	<b>PRECONSTRUCTION:</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 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. <b>10/11/17: ABC evaluated the schedule impacts if the project has a delayed start. ABC provided an alternate schedule. There was discussion that money should be carried in the budget for storage of FF&amp;E. Also CI suggested that +/- \$250k</b>	ABC  ABC, Town  ALL  ABC  TA, ABC	9/25/17  9/27/17     11/1/17  11/7/17

	worth of overtime for trades be carried in the next estimate. ABC to keep current path until after Nov 6 <sup>th</sup> Town Meeting.		
2.2	<p><b>DESIGN REVIEW:</b>            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.  <b>10/11/17: 60% CD's have been sent to the Cx agent for dwg review. CPM is also working on 60% dwg review and a back check of the DD comments and will wrap that up next week.</b></p>	CPM  CPM	10/2/17  <b>10/18/17</b>
3.2	<p><b>Estimate Reconciliation:</b>            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.  <b>10/11/17: 60% CD est. reconciliation is tentatively scheduled for 10/23 @ 11AM. Site contractor scoping meeting on 10/18 time TBD.</b></p>	TA & ABC ABC	10/23/17 <b>10/18/17</b>
4.1	<p><b>Geotech:</b>            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  <b>10/11/17: Geotech report was issued to the team, this item is closed.</b></p>	TA TA	9/13/17 9/22/17
5.1	<p><b>Generator Sizing:</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.            9/20/17: Resolved. Application has been submitted to BOH. – closed  <b>10/11/17: BOH notified team that the Generator application should be submitted after the shop drawing phase when a unit is confirmed. - closed.</b></p>	Town  Town, TA	9/7/17  9/20/17
5.2	<p><b>MSBA:</b>            9/13/17: MSBA has DD submission and is currently reviewing the package. The Town and the MSBA signed the PSBA extension letter.            9/20/17: The Team has 21 days to respond to the MSBA review comments  <b>10/11/17: CPM &amp; Tappe submitted responses to MSBA on 10/9/17. CPM &amp; Town met with MSBA to discuss the responses to public inquiry about how the lawsuit affects the funding agreement.</b></p>	MSBA Town, TA, CPM	9/21/17  10/9/17
6.1	<p><b>Stormwater Management:</b>            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.            9/20/17: Nitsch &amp; BETA met on Monday and it went well.  <b>10/11/17: Nitsch, BOH agent &amp; BETA continue to work out the details of the stormwater management system.</b></p>	Nitsch, BOH, ABC Town	9/18/17
6.2	<p><b>Interim Parking Condition &amp; Traffic Plan for Walkers:</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>10/11/17: ABC updated the phasing plan and has shown it to the permitting boards and included it in the early trade package.</b></p>	ABC MPS	<b>9/27/17</b> <b>On-going</b>
6.3	<p><b>Waivers:</b>            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.            9/20/17: The next PB meeting is scheduled for 10/3 at 8:30pm</p>	TA  All	9/20/17  <b>10/3/17</b>

	<b>10/11/17: The next PB meeting is scheduled for 10/24 at 7:00pm</b>		
6.4	<p><b>Permit Fees:</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>10/11/17: ABC confirmed that the bldg. inspector peer reviewer wants to only see the 100% bid set plans.</b></p>	ABC	9/27/17
7.1	<p><b>Procurement:</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>10/11/17: Prequalification committee meeting to be held after todays WG meeting, see mtg minutes.</b></p>	CPM CPM	9/29/17 10/11/17
7.2	<p><b>CORI's</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.</p>	CPM	9/27/17
7.3	<p><b>Bid Alternates:</b> 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. <b>10/11/17: Team will evaluate bid alternates after the 60% CD estimate is complete.</b></p>	Town, ABC,CPM	9/27/17
7.4	<p><b>Parking Lot Lighting:</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 then 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.</p>	TA	9/27/17
7.5	<p><b>ROOM NUMBERS</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. <b>10/11/17: TA came up with a revised number scheme. 100 series rooms will be on the 1<sup>st</sup> floor with 200 series rooms stacked on top the best they can be. The admin suite will have its own numbering system.</b></p>	MPS Tappe, CPM All	9/27/17 9/29/17 10/11/17

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 10/25/17 at 1:00PM at Town Hall Room 130**

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