

Meeting Notes

Meeting: MESBC Working Group DD-CD Meeting #06

Date & Time: September 13, 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		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: 8/23/17: CPM to send Tappe Contract Amendment #5 to the MSBA. ABC contract with Town Treasurer & Town Council for signature. 9/6/17: ABC contract is being circulated around town for signature.</p>	<p>CPM, Town CPM</p>	<p>9/6/17 9/6/17 9/13/17</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. 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.</p>	<p>BOS, Town MESBC MESBC</p>	<p>8/2/17 9/19/17 9/19/17</p>
1.3	<p>LEGAL PROCEEDINGS: 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. 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: 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.</p>	<p>Town, CPM , MSBA Town,</p>	<p>Ongoing On-going</p>
1.4	<p>PERMITTING: 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>WL ALL Nitsch</p>	<p>8/25 9/11 9/28 9/11/17</p>

	<p>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.</p> <p>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.</p>	<p>Town, CPM, ABC, Nitsch, WL, GV Nitsch</p> <p>Town, CPM, ABC, Nitsch</p>	<p>9/12 9/7</p> <p>9/20/17</p>
1.5	<p>SUSTAINABILITY:</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 & Designer to sign the MOU by MassSave. Tappe is coordinating PV design with structural.</p>	<p>CPM, ABC MESBC TA</p> <p>TA, Town</p> <p>Town, TA</p>	<p>9/19/17 8/24/17</p> <p>9/13/17</p> <p>9/20/17</p>
1.6	<p>DESIGN:</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>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 & monuments can be built into the contract however it was discussed that new signs may be required. 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>TA</p> <p>TA</p> <p>TA</p>	<p>7/26/17</p> <p>9/13/17</p> <p>9/20/17</p>
2.1	<p>PRECONSTRUCTION:</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>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.</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>ABC</p> <p>ABC</p> <p>ABC</p> <p>ABC</p>	<p>8/16/17</p> <p>8/31/17</p> <p>9/11 & 9/12</p> <p>9/20/17</p>
2.2	<p>DESIGN REVIEW:</p> <p>8/23/17: ABC, CPM & the Cx provided design review comments to TA. TA will take 3 weeks to respond to comments.</p> <p>9/6/17: Tappe stated that they will be returning the design review by the end of next week.</p> <p>9/12/17: Tappe stated that they will be returning the design review comments by the end of the week.</p>	<p>TA</p> <p>TA</p>	<p>9/15/17</p> <p>9/15/17</p>

3.2	<p>Estimate Reconciliation: 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. 9/13/17: The next cost estimate will be at the beginning of October. Tappe & ABC to price the 60% CD set starting Oct 2nd 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.</p>	<p>TA, CPM, ABC</p> <p>ALL</p> <p>TA & ABC</p>	<p>9/6/17</p> <p>10/20/17</p>
4.1	<p>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.</p>	<p>TA</p> <p>TA</p>	<p>9/6/17</p> <p>9/13/17</p>
4.2	<p>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. 9/13/17: Design Team to issue report to the team.</p>	<p>CPM</p> <p>Nitsch TA</p>	<p>9/6/17</p> <p>9/13/17 9/20/17</p>
5.1	<p>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. 9/13/17: The generator has been reduced in size due to the Town's needs and will have 24hr run time with 400gal tank so it will fit within the enclosure</p>	<p>Town</p> <p>Town, TA</p>	<p>9/7/17</p> <p>9/20/17</p>
5.2	<p>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 21st. CPM is working with the MSBA on the PSBA extension letter. 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>MSBA MSBA, CPM</p> <p>MSBA</p>	<p>9/21/17 9/21/17</p> <p>9/21/17</p>
6.1	<p>Stormwater Management: 9/13/17: Nitsch, BOH & 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>Nitsch, BOH, Town ABC</p>	<p>9/18/17</p>
6.2	<p>Interim Parking Condition & Traffic Plan for Walkers: 9/13/17: ABC to evaluate and come up with a plan for temp parking between phase 3 & 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>ABC MPS</p>	<p>9/20/17</p>
6.3	<p>Waivers:</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.	TA	9/20/17
6.4	Permit Fees: 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.	ABC	9/20/17

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 09/20/17 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