



# TOWN OF MILLIS

**School Building Committee**  
 900 Main Street • Millis, MA 02054

*Wayne Klocko, Chairman*  
*Diane Jurmain*  
*Craig Schultze*  
*Jonathan Wine*  
*Kim Borst, Administrative Assistant*

School Building Committee  
 Meeting Agenda  
 Tuesday, September 1, 2015 at 7:00 – 8:30 p.m.  
 Roche Bros. Community Room, Millis Public Library

## Purpose

- Introduce Compass Project Management; Kickoff Elementary School project

## Desired Outcomes

- Understanding of project schedule so that members can share thoughts and concerns
- Agreement on Designer Selection timeline and draft RFS
- Agreement on possible decision-making structure for MESBC
- Agreement on outreach and community awareness program
- Awareness of initial thoughts on possible options and critical next steps
- Approval to proceed with early procurement of due diligence services

## Report

TOPICS	HOW	WHO	TIME
Introduction	- Introduce OPM Selection of CPM - Review CPM Staffing	MESBC Tim	5 min
Schedule / Work-plan	- Review Project Schedule and Critical Dates - Discuss committee thoughts and concerns	Tim MESBC	20 min
Designer Selection process	- Review MSBA Designer Selection Process - Review DSP Timeline and RFS - Approve Draft RFS	Tim Jeff ALL	20 min
MESBC Decision-making Structure	- Review possible decision-making structure - Agree on Working Group members and authority	Tim MESBC	10 min

Public Outreach	<ul style="list-style-type: none"> <li>- Review possible website structure and maintenance</li> <li>- Discuss other outreach measures</li> </ul>	<p>Jeff</p> <p>MESBC /ALL</p>	10 min
Critical Next Steps	<ul style="list-style-type: none"> <li>- Discussion on inclusion of the 5<sup>th</sup> Grade</li> <li>- Review preliminary site options for possible consideration if new construction is explored</li> <li>- Review critical next steps</li> <li>- Discuss other possible critical next steps</li> </ul>	<p>MESBC</p> <p>Tim</p> <p>ALL</p>	10 min
Due Diligence Services	<ul style="list-style-type: none"> <li>- Request a list of existing conditions data available (ex: surveys, reports, etc.)</li> <li>- Review due diligence efforts / possible consultant procurement scenarios</li> <li>- Agree on procurement strategy</li> </ul>	<p>Millis Facilities</p> <p>Tim</p> <p>ALL</p>	15 min
Next Meeting	<ul style="list-style-type: none"> <li>- Agree on next meeting date and time</li> </ul>	<p>ALL</p>	5 min
Approve Minutes	<ul style="list-style-type: none"> <li>- Discuss/Approve Minutes from 6/25 and 7/6</li> </ul>	<p>Voting Members</p>	5 min

