

Town of Millis

Elementary School Building Committee

Meeting Minutes of Tuesday, December 2, 2015

Call to Order: PBC Chairman, Wayne Klocko, called the meeting to order at 7:08 p.m.

Meeting Attendees:

Elementary School Building Committee Voting Members

Wayne Klocko (Chairman), Denise Gibbons, Diane Jurmain, Craig Schultze, Jon Wine

Elementary School Building Committee Non-Voting Members

Christopher Smith (Chairman, Board of Selectmen), Dave Baker (Millis Resident and Former School Committee Member)

Compass Project Management Representatives

Jeff D'Amico, Tim Bonfatti

Tappe Associates, Inc. Representatives

Chris Blessen, Charlie Hay

Other Attendees

Kimberly Borst (Administrative Assistant to the Elementary School Building Committee)

Recap of MSBA Designer Selection Process

On Tuesday, November 17, 2015, the MSBA Designer Selection Panel interviewed finalists for the Clyde Brown Elementary School project. Denise Gibbons, Nancy Gustafson and Wayne Klocko represented the town of Millis. The finalists in order of rank were Tappe Associates, Ai3 Architects LLC, OMR Architects, Inc., and Lamoureux Pagano & Associates, Inc. The Designer Selection Panel determined that Tappe was the best fit for Millis.

Designer Interview Presentation

Charlie Hay and Chris Blessen presented a version of what the MSBA designer selection panel saw to the committee. They said that they started with Millis' education plan, and went from there. They discussed their previous experience with Woburn Public Schools Elementary School and others. They showed the committee their ideas for both a renovation and a new building, both of which took into account the desire for flexible learning areas. Wayne Klocko told the committee that the selection panel was impressed with the time and effort that Tappe put in to understanding Millis and this project. He felt that Frank Lockner, the educational planner that they work with will be a good asset to help with advocacy. Additionally they liked that the renovation scheme took the topography of the land into account.

Site Options

Initially, five site options were identified. However, there is talk of dropping GAF and Cliquot due to potential contamination issues. 1073 Main Street was also looked at but the proposed 6 million dollar price tag was too high. Dave Baker mentioned that the price might be lower for the town. The current owner would like to work with the town if at all possible and might be flexible with a lease to own

Town of Millis

Elementary School Building Committee

Meeting Minutes of Tuesday, December 2, 2015

option. Additionally, Cassidy Park was originally looked at but the wetlands are likely to be an issue. Ridge Street has some wetlands, but could be a viable option. Further vetting of the Clyde Brown field, Town Park and Ridge Street areas will take place. A site on Dover Road was mentioned as a possible replacement field location if the Town Park were to be used for the school.

Review and Approval of Architect's Contract

Tappe submitted their Contract for Design Services in the amount of \$420,000. \$170,000 for the Feasibility Study Phase and \$250,000 for the Schematic Design Phase. Extra Services associated with Feasibility/Schematic phases came to \$59,565 for investigation which would include geo-technical investigation, geo-environmental investigation and analysis, hazardous materials assessment, preliminary site survey and preliminary traffic analysis. (Dave Baker mentioned that some of this information may already exist.) The combined total would equal \$479,565.00.

Wayne Klocko mentioned that having some sort of an allowance for testing would be prudent. He would like to recommend an additional \$50,000 for additional site investigation. Of the 1 million dollars that was allocated for this project, \$200,000 would go to the Project Manager, \$100,000 for site investigation and testing, and \$100,000 for contingency, the rest would go towards design fees.

Craig Schultze made a motion to recommend that the selectmen approve the contract for Tappe Architects, Inc. in the amount of \$529,565. Diane Jurmain seconded the motion and it passed unanimously.

Chris Smith said that he would put it on the December 14th Selectmen's meeting agenda for 7 p.m.

Schedule

The schedule for the project was distributed to the committee. (See Handout A) Important dates include a kickoff meeting with the MSBA on 12/18/15. There would be a submission of a preliminary design program report on 2/11/16. Between 2/12 – 2/25 we would obtain MSBA staff agreement on alternative options to study. We would need to secure MESBC, School Committee and Selectmen approval of preferred solution by 4/4/16. The preferred schematic report would be submitted on 4/7/16. On 4/20 or 5/4 we would meet with MSBA Board Facilities subcommittee. The MSBA board approval of the recommended preferred solution would need to be obtained on 5/25. On 8/9, approval would be secured from the MESBC, School committee and BOS on final schematic design. On 8/11, we would need to submit the complete schematic design package with scope and budget to MSBA Staff. MSBA approval of project scope and budget agreement would be needed by 9/28. A special Town Meeting would take place on 11/1. Town Funding Ballot Voting would be held on 11/8. Between 10/17 – 12/9 the town and MSBA would need to agree on project scope and budget and between 1/9 – 2/17 the town and MSBA would execute the preferred funding agreement.

Media Outreach

Town of Millis

Elementary School Building Committee

Meeting Minutes of Tuesday, December 2, 2015

Compass is working on a project website. Steve Catalano from the school committee is going to draft and manage a Facebook page. A press release will go out about the PBC and town having Tappe on board as the design team for the project and will mention the first community forum date. A subgroup was set up to focus on media outreach which included Denise Gibbons, Craig Schultz, Chris Blessen, Jeff D'Amico and Steve Catalano. An email for the project is being set up and will be schoolproject@millis.net. There will be a link on the town website to the project site and Millis Cable TV will be utilized as an additional communications vehicle.

8:55 p.m. Compass and Tappe left the meeting.

Minutes

The meeting minutes from 10/27/15 were presented and reviewed.

Craig Schultze made a motion to accept the minutes of 10/27/15 as amended. Jon Wine seconded the motion. Diane Jurmain abstained and the motion passed.

Invoice

A bills payable schedule for Compass Project Management for services rendered through October 31, 2015 was reviewed.

Craig Schultze made a motion to pay Compass Project Management \$7,386.25 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.

A bills payable schedule for Compass Project Management for services rendered through November 30, 2015 was reviewed.

Craig Schultze made a motion to pay Compass Project Management \$8,027.50 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.

Adjournment

Wayne Klocko made a motion to adjourn the meeting at 9:15 pm. The motion was seconded by Diane Jurmain and passed unanimously.

Submitted by:

Kim Borst
Secretary, Millis School Building Committee

The next meeting of the School Building Committee will be held on Tuesday, January 19th at 7:00 p.m. at the Millis Town Hall in room 229.

Town of Millis
Elementary School Building Committee
Meeting Minutes of Tuesday, December 2, 2015