

School Building Committee Meeting

Minutes of Tuesday, April 14, 2015

Call to Order: PBC Chairman, Wayne Klocko, called the meeting to order at 7:03 p.m.

Meeting Attendees:

PBC Members

Wayne Klocko (Chairman), Diane Jurmain, Craig Schultze, Jon Wine, Kim Borst (Secretary)

School Committee Members

Steven Catalano, Sean Doherty, Denise Gibbons, Jen Soule

Millis Public Schools Representatives

Dave Byrne, Nancy Gustafson, Joan Lynn, Jason Phelps, Bob Postler

Town of Millis Representatives

Charles Aspinwall, Chris Smith

Introduction/ Roles and Responsibilities

Meeting attendees introduced themselves and talked about what part they would play in the project.

Reporting Requirements

Wayne Klocko explained that the Massachusetts School Building Authority (MSBA) has strict guidelines within which we will need to operate. This committee will vote to recommend that the BOS approve. There are critical milestones which will require the Chair of the BOS, Superintendent of Schools and a Member of the School Committee, to work closely with the MSBA. The School Building Committee is a 15 member committee with voting members. The intention is for this process to be as informal as possible with input from all members, whether voting or non-voting and reaching consensus wherever possible.

Owner's Project Manager (OPM) selection

The committee's first order of business will be to select an OPM. In order to select an OPM, we need to designate a full time certified public purchasing official, identify a selection committee for the procurement of an OPM, prepare a quest for services for the OPM using the state's template, and advertise for proposals and services. We will advertise and send out requests for services. We will interview them and provide them with as much information as possible as well as require them to do a mandatory walk through. The Selection Subcommittee will review and submit for approval by the MSBA.

Wayne Klocko polled the group to find out who should be represented on the OPM selection committee. It was determined that there should be a representative from the school administration, a representative from the school committee and three PBC members. This committee recommends that the Selection Subcommittee should be made up of Denise Gibbons, Dave Byrne, Jon Wine, Craig Schultze and Wayne Klocko.

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Diane Jurmain made a motion to nominate Denise Gibbons, Dave Byrne, Jon Wine, Craig Schultze and Wayne Klocko to the Selection Subcommittee. Craig Schultze seconded the motion and it passed unanimously.

The MSBA has provided us with two currently scheduled meeting dates at which we could present our OPM recommendation - July 13 and August 3. We will need to have our information and recommendation in before then. Meetings and approvals will be downtown in their office. Considering that we need to write the spec, advertize, etc., the July 13th date will be almost impossible. We will target the August 3rd date which will also likely be tight. We may need to push out to September.

Charlie Aspinwall asked Wayne Klocko to touch on delivery methods for the larger potential scope of the project. Wayne Klocko spoke about his experience with the library and police/fire projects. With the library, the job was put out to bidders and sub bidders and the General Contractor has to work with the low bidder. Often times the General Contractor has no experience with the filed sub contractors which can be difficult and ends up slowing things down. If the project ends up over \$5 million, we can apply for a Construction Manager at Risk which we are currently using with the police/fire project. They would interview contractors based on qualifications and fee. Before the construction document are finalized, the CM at Risk has perspective and can spot potential issues before they are formalized in the contract. This route is more costly up front but hopefully helps to avoid back end expenses. The project may run more smoothly but may not cost less. Wayne Klocko said that he would recommend proceeding with the CM at Risk option for this project if it moves forward.

Long Term Project Plan

Wayne Klocko reviewed a potential timeframe scenario for illustrative purposes. After laying out the schedule, it was determined that construction for the project if approved would likely not start until 2017.

Adjournment

Wayne Klocko made a motion to adjourn the meeting at 8:45 pm. The motion was seconded by Jon Wine and passed unanimously.

The next meeting of the School Building Committee will be a Selection Subcommittee meeting that will be held in room 204 at Town Hall on April 27, 2015 at 7:00 p.m.

Submitted by:

Kim Borst
Secretary, Permanent Building Committee