

Town of Millis

Elementary School Building Committee

Meeting Minutes of Tuesday, September 1, 2015

Call to Order: PBC Chairman, Wayne Klocko, called the meeting to order at 7:10 p.m.

Meeting Attendees:

PBC Members

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

School Committee Members

Steven Catalano, Denise Gibbons

Millis Public Schools Representatives

Nancy Gustafson, Tim MacDuff

Town of Millis Representatives

Chris Smith

Compass Project Management Representatives

Tim Bonfatti, Jeff D'Amico

Other Attendees

Dave Baker (Millis resident and former school committee member)

Introduction

Wayne Klocko introduced Compass Project Management (CPM) as the Owner's Project Manager for the Elementary School Project. Klocko brought the committee up to speed on the town's prior experience with Compass on the Police/Fire project. Jeff D'Amico and Tim Bonfatti from Compass introduced themselves and explained that they would be working on the project along with Lauren Westman from their office.

Schedule/Work-plan

CPM passed around a detailed schedule (see handout 1) for the MSBA Schematic Design Phase. The group reviewed the schedule and key dates. There was a lot of discussion around town meeting timing fall vs. spring. The consensus was to shoot for this fall and if it is decided that more time is needed, the meeting can be pushed to spring or a special town meeting. Tim Bonfatti noted that this is an aggressive schedule given the delay from the MSBA approving Compass. Chris Smith asked that \$10,000 from the contingency budget be earmarked for a special town meeting in case it is needed.

Designer Selection Process

CPM reviewed the MSBA designer selection process with the group and handed out a draft of the Request for Designer Services (RFS) (see handout 2). The group reviewed the handout and discussed concerns about the \$30 million - \$35 million project estimate. Jeff D'Amico explained that a potential project which includes an addition to an overcrowded school with renovation to the existing school or a new school will cost closer to this range. Millis will want the Designer RFS to attract design teams that are appropriately sized for this size project. It was determined that the word "potential" should be

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added to the budget range that was given in the RFS. Additionally, CPM talked to the group about the possibility of taking advantage of the MSBA's model school program which offers an extra 5% bonus to schools who take advantage of it. If the preferred solution ends up being a new school, the group decided that looking into the model school program would be a good idea as it has the potential to save the town some money on architect fees, have a shorter project duration and likely less change orders. The RFS will be amended to include that Millis would like to be considered for a model school. The only other change to the draft RFS that was discussed was to remove the reference to 425 students for K-4 since we want to focus on a solution for K-5 and 515 students.

A Designer Selection Timeline was handed out by CPM (see handout 3). The timeline begins with the Elementary School Building Committee reviewing the draft of the RFS tonight, September 1, 2015 and ends with a Design Kickoff Meeting on 11/30/15, assuming the MSBA will authorize the ad submission by 9/15/15.

CPM reviewed the MSBA's Designer Selection Procedures with the group (see handout 4). The Designer Selection Panel (DSP) needs to be finalized. It is comprised of 15 individuals that are appointed to the DSP. Three members are proposed by the district. A representative of the school committee or board of trustees, the school superintendent or representative, and the CEO of district or representative or member of the school building committee.

MESBC Decision Making Structure

CPM handed out a draft of the Elementary School Building Committee's (ESBC) decision making structure (see handout 5). There are five voting slots on the ESBC. Four slots are filled by Millis Permanent Building Committee members and there is 1 remaining which will be filled by a school committee member. The school committee representative will be decided at the next school committee meeting on 9/8/15 and then the selectmen will make that appointment official. In addition, there will be a working group that meets twice a month that will be comprised of Denise Gibbons, Nancy Gustafson, Tim MacDuff, Wayne Klocko, Jason Phelps and Steve Catalano. The first meeting of this group will be on Wednesday, September 23rd at 9 am at the Town Hall in room 104.

Public Outreach

Three community forums are currently scheduled. A project website will be developed. CPM asked if the town would be willing to buy a domain name for the project. The group decided to move forward with that option.

Critical Next Steps

Review preliminary site options for possible consideration if new construction is explored. Dave Baker to help identify possible sites based on previous experience.

Due Diligence Services

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CPM asked for any information that has been generated from other projects that might be helpful. Surveys, plans, borings, soil data.

Next Meeting

The next meeting of the ESBC will be held on October 27, 2015 at 7 p.m. at the Millis Public Library.

Adjournment

Jon Wine made a motion to adjourn the meeting at 8:50 pm. The motion was seconded by Wayne Klocko and passed unanimously.

Submitted by:

Kim Borst

Secretary, Millis Elementary School Building Committee