

# Town of Millis

## Elementary School Building Committee

### Meeting Minutes of Tuesday, January 12, 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), Diane Jurmain, Craig Schultze

##### **Elementary School Building Committee Non-Voting Members**

Dave Baker, Steven Catalano, Nancy Gustafson, Jennifer Soule

##### **Compass Project Management Representatives**

Mia Ayers, Jeff D'Amico, Tim Bonfatti

##### **Tappe Associates, Inc. Representative**

Charlie Hay

##### **Other Attendees**

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

#### **Recap of MSBA Kickoff Meeting**

Jeff D'Amico provided the group with a brief recap of the MSBA Kickoff Meeting. Carl Brown who manages most of the early milestones for the school projects with the MSBA attended the meeting. A walk through of Clyde Brown illustrated some of the constraints that we are working with at the current school. D'Amico reported that it was a successful meeting.

#### **Update on Existing Conditions Assessments**

Part of the Preliminary Design Program (PDP) will be an analysis of existing conditions. Engineers came through the Clyde Brown building during Christmas Break. The architect and engineer will work together to write up a report of their findings. A topographical survey for the first 2 phases of the project has been finished. The geotechnical engineer laid out borings and took soil samples on the current Clyde Brown site. Geo-environmental is also underway, they are looking at public records and interviewing people in town as well as analyzing soil samples. The civil engineer visited all the sites and met with Jim McKay from the DPW and is developing an initial assessment. Traffic will be on-site tomorrow watching pick-up and drop-off. Within 3 weeks we should have most of the existing conditions analysis.

#### **Discussion on Additional Steps for Information Investigation**

It was determined that there needs to be more investigation into who owns what as far as town property. What is defined as the Town Park? Town Counsel has been brought in and asked to research and do a title search. In order to look at the Town Park as an option for a new school, ownership needs to be determined and research needs to be done to determine if it is protected by a deed restriction.

#### **Discussion on First MSBA Submission of Preliminary Design Program**

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A copy of the Preliminary Design Program Report Submission Requirements and Schedule was handed out to the Committee. (Handout A) Compass discussed the MSBA's process and highlighted three major submissions. The Capital Budget Statement, the Site Development Requirements, and the Preliminary Evaluation Alternatives.

#### **Site Options Analysis**

Charlie Hay from Tappe presented the latest site options to the Committee for discussion. (Handout B)

Option 1 explores the existing Clyde Brown Site. Option 1A would be a straight up renovation or renovation/addition to bring the building up to code. 1B would utilize the soccer field behind the current Clyde Brown School. Significant costs would need to be incurred to deal with water issue. Option 1C suggests using the knoll between the Clyde Brown and the Middle School/High School, trees would have to come down, but the current CFB could remain standing while the new building was being built. Option 1D would be to build a two story building on the parkland out in front of the current school.

Option 2 is property on Ridge Street. The property encompasses approximately 40 acres with almost 7 acres of that being developable. Access from Ridge Street would be over wetlands and therefore be a very costly option. More investigation will take place to see if there is potentially another way to access the site.

Option 3 is 1073 Main Street, over 70 acres, 15 of which is developable. The positives with this location include the existing signal, roadway and building. It is large enough, as well as flat and open. The building could potentially be re-used or it could be demolished to build a brand new school. It may be cheaper to tear down rather than retro-fit. There is nothing that would disqualify this site other than the cost to acquire it.

Option 4 is the Cassidy site. It encompasses a total of 32 acres with over 50 % of that being conservation land and is further restricted by wetlands and a river. The only part that is buildable is a small portion in the front, which makes it a very constrained site. The plusses are that it is town owned and relatively flat and open.

Tappe expressed their opinion that as of right now, Option 4 and Option 2, appear to be non-starters. Cassidy, Option 4, may be suitable for replacing some of the fields if that is required, but not for a school. At the next ESBC meeting, a matrix will be presented with the site options and include criteria gathered from multiple sources including the community forums.

#### **Upcoming Community Forum**

The first Community Forum is scheduled for Wednesday, January 20, 2016. This public forum will gather information such as what do you like about the current Clyde Brown School and what would you like to

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see in a new school. A sample agenda was distributed to the committee. (Handout C) Additionally, this Friday, there is a meeting scheduled with teachers that will include Frank Lockner, an educational consultant that works with Tappe. The meeting will include discussion about how they work today and how they would like to work in the future.

#### **Media Outreach**

The project website, [www.millisschoolproject.org](http://www.millisschoolproject.org), has been completed and is up and running. A Facebook page has also been drafted and is being populated by Steve Catalano. An email for the project is has been set up, [schoolproject@millis.net](mailto:schoolproject@millis.net). There is a link on the town website to the project site and Millis Cable TV will be recording the Community Forum session and will replay it after the session takes place.

9:19 p.m. Charlie Blessen and Nancy Gustofson left the meeting.

#### **Budget Process for Approving Costs**

Wayne Klocko brought up that the current budget process for approving costs at the police station is not efficient and is unsuitable for this size project. In discussing with Charlie Aspinwall, it was determined that anything up to \$5,000.00 can be approved by the PBC. However, over a certain amount and any change to a contract needs to go before the Selectmen. The contractor and architect need to be assured that bills will be processed in a timely manner. Other town's selectmen delegate that authority to some level. Aspinwall said that we have a by-law that would need to be changed in order to change the process. Klocko would like to draft something for the selectmen suggesting a change if this group agrees. The consensus of the group was that it would be a good idea to move forward with drafting something.

#### **New Compass Team Member**

Jeff D'Amico and Tim Bonfatti introduced Mia Ayers as an Assistant Project Manager for Compass who will be working on the CFB project.

#### **Membership List of School Building Committee**

D'Amico distributed an updated list of Elementary School Building Committee Members for approval by the Committee. (Handout D)

**Craig Schultze made a motion to accept the list as written to submit to the MSBA. Diane Jurmain seconded the motion and the motion passed unanimously.**

#### **Minutes**

The meeting minutes from 12/2/15 were presented and reviewed.

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**Craig Schultze made a motion to accept the minutes of 12/2/15 as amended. Diane Jurmain seconded the motion and it passed unanimously.**

### Invoice

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

**Craig Schultze made a motion to pay Compass Project Management \$13,780 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.**

A bills payable schedule for Tappe Architects, Inc. for services rendered through January 4, 2015 was reviewed.

**Diane Jurmain made a motion to pay Tappe Architects \$25,500.00 for services provided. The motion was seconded by Craig Schultze and passed unanimously.**

### Adjournment

Wayne Klocko made a motion to adjourn the meeting at 9:40 pm. The motion was seconded by Diane Jurmain and passed unanimously.

Submitted by:

Kim Borst  
Secretary, Millis Elementary School Building Committee

The next meeting of the Elementary School Building Committee will be held on Wednesday, February 10, 2016 at 7:00 p.m. at the Millis Town Hall in room 130.