

# Town of Millis

## Elementary School Building Committee

### Meeting Minutes of Wednesday, February 17, 2016

**Call to Order:** ESBC Chairman, Wayne Klocko, called the meeting to order at 7:11 p.m.

#### **Meeting Attendees:**

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

Wayne Klocko (Chairman), Denise Gibbons, Craig Schultze

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

Dave Baker, Steven Catalano, Jennifer Soule, Chris Smith

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

Jeff D'Amico, Tim Bonfatti

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

Charlie Hay, Chris Blessen

##### **Other Attendees**

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

#### **Recap of Public Forum & Visioning Session Highlights**

Chris Blessen from Tappe gave a recap of the Public Forum that took place on January 20, 2016. The Public Forum was recorded and is airing on community television. At the Forum, Wayne Klocko gave an overview of the process. Tim Bonfatti from Compass went through the schedule, roles and process with the MSBA. Nancy Gustafson and Jason Phelps talked about the district's innovations in education. Frank Locker discussed Educational planning/visioning and Chris Blessen gave an update on the Feasibility Study. There was a good turn out and the Forum garnered a lot of feedback on the project. Residents voiced their hopes and concerns for the project.

#### **Review of Current Site Alternative Test Fit Options**

Charlie Hay from Tappe presented 12 options to the Committee for discussion. Three renovation, renovation/addition options were presented, three new building options focused around the knoll area of the town park, a new building option in the North part of Town Park, a new building option in the East section of Town Park and a new building option in the Southeast section of Town Park. Tappe also presented 3 options for the proposed school at alternate sites on Ridge St., 1073 Main St. and Cassidy Park.

The Committee discussed and evaluated the pros and cons of the options that were presented. It was decided that they would like to move forward with one option from each of the areas presented.

Option 1A.2 which is a partial demolition/addition/renovation of the existing Clyde Brown Elementary School, option 1B.2 which is a new building in the knoll area of Town Park, and option 1C.3 which is a new building in the Southeast corner of Town Park.

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**Craig Schultze made a motion to advance option 1A.2, option 1B.2, and option 1C.3 to the next phase of the project. Denise Gibbons seconded the motion and it passed unanimously.**

Tim Bonfatti noted that the MSBA requires a full renovation option also be pursued as part of the next stage of development. The MESBC acknowledged the need to study the pure renovation option in addition to their shortlist of site alternatives.

#### **Preliminary Design Program (PDP) Submission**

The committee reviewed, discussed and approved the PDP for submission to the MSBA.

**Craig Schultze made a motion to approve the Preliminary Design Submission to the MSBA as amended. Denise Gibbons seconded the motion and it passed unanimously.**

#### **Upcoming Community Forum**

The second Community Forum is scheduled for Wednesday, March 2, 2016 at 6:30 p.m. This public forum will include visual examples of the site/building options and cover how these designs will support the town's educational plan.

#### **Minutes**

The meeting minutes from 1/12/16 were held over until the next meeting due to necessary voting members not being present.

#### **Invoice**

A bills payable schedule for Compass Project Management for services rendered through January 31, 2016 was reviewed.

**Craig Schultze made a motion to pay Compass Project Management \$12,566.25 for services provided. The motion was seconded by Denise Gibbons and passed unanimously.**

A bills payable schedule for Tappe Architects, Inc. for services rendered through January 31, 2015 was reviewed.

**Craig Schultze made a motion to pay Tappe Architects \$55,010.00 for services provided. The motion was seconded by Denise Gibbons and passed unanimously.**

A bills payable schedule for The Postal Center for flyers for the 1/20 Community Forum was reviewed.

**Craig Schultze made a motion to pay the Postal Center \$400.00 for services provided. The motion was seconded by Denise Gibbons and passed unanimously.**

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**Adjournment**

Wayne Klocko made a motion to adjourn the meeting at 10:25 p.m. The motion was seconded by Denise Gibbons 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, March 2, 2016 at the Clyde F. Brown Elementary School at 6:30 p.m. Additionally, a meeting of the ESBC is also scheduled for Monday, March 14, 2016 at 7:00 p.m., location TBD.

**These minutes were approved as written at the 3/14/16 Millis Elementary School Building Committee Meeting.**