

**Town of Millis**  
Elementary School Building Committee Meeting  
Town Hall, Room 130  
Meeting Minutes of Tuesday, January 16, 2019

**Call to Order:** Wayne Klocko called the meeting to order at 7:05 p.m.

**Meeting Attendees:**

**ESBC Voting Members:**

Wayne Klocko (Chairman), Diane Jurmain (Vice Chairman), Richard Nichols

**ESBC Ex-Officio Members:**

John Engler, Nancy Gustafson

**Additional Attendees**

Kimberly Borst - ESBC Department Assistant  
Jeff D'Amico – Compass Project Management  
Nancy Gustafson – Millis Public Schools  
Douglas Faria – Edvance Technology Design  
Jennifer Littlefield – Tappe Architects  
Dylan McIntosh – Compass Project Management  
Jen Star – Millis Public Schools  
Terry Wiggin – Millis Public Schools

Update on Construction Progress

Project is close to on schedule, it is off by one day at this point. Construction progress had fallen behind 8 days due to weather, roofers, and poor performance by subs, but after putting the pressure on, seven days were able to be made up.

Ceramic tile has been started in the kitchen. Ceilings are going in. Metal roof is progressing, most of it will be done within a week. Window installation is done except for gym polycarbonate window but that started this morning. Plumbing has fallen behind, but the vendor has a plan to catch up. Permanent power to building is targeted for January 26<sup>th</sup>. Permanent heating system is targeted to be turned on by the end of February. Running the regular heat may be cheaper than using the temporary propane. The possibility of removing the propane tanks early would be beneficial as it would open up more space on site.

FF&E

Compass distributed a transition schedule summary to review with the Committee. (Exhibit A) The school needs to define the items that will be saved and brought over to the new building. Anything that isn't being saved will be offered to other town departments and then to charities who would repurpose for third world countries. Anything not salvaged will be thrown out. A time Capsule will need to be removed from the

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existing Clyde Brown and a new time capsule will be included in the new school. A ribbon cutting ceremony will likely take place in early fall.

Compass distributed and discussed a budget summary by section. (Exhibit B) The school is continuing to work on determining what they need. MSBA collaborative items have been identified including student desks, cafeteria tables and teacher and admin chairs. It is still to be determined what, if any, savings will be realized by collaboration. The proposed furnishings were included in the budget summary packet and reviewed by the Committee. The total of FF & E budget summary by section is \$675,995.00 at this time. This is \$57,995.00 over the MSBA reimbursable amount. Allowances will be tightened up. Original budget numbers will be kept and changes will be tracked as things progress.

The school department requested that the Follet Destiny Library Manager solution be expedited in order to catalog books for the library. The Destiny Library manager integrates circulation, cataloging, searching, reporting and library management functionality. A quote dated January 16, 2019 (Exhibit C) in the amount of \$7,245.00 was presented and reviewed by the Committee.

**Wayne Klocko made a motion to approve the purchase of the Follett System for library management as outlined in the quote dated January 16, 2019 for \$7,245.00. Richard Nichols seconded the vote and the motion passed unanimously.**

### Technology

Douglas Faria from Edvance reviewed the technology selections and budget with the Committee. (Exhibit D) The project technology budget is \$618,000. The total estimate presented to the Committee was \$631,217.34. This number includes equipment, STEAM room needs, iPad carts, server tech, printers, doc cams, Follet System computers, POS, Gymnasium projectors/carts, and a contingency.

8:41 p.m. Douglas Faria left the meeting

### Utility Update

The plumber is behind schedule in gas and water piping in boiler room. Compass and Agostini are reviewing progress against the schedule daily to keep vendor moving along in a timely fashion. Phone and fiber installation scheduled for March.

### MSBA Update

The MSBA attended a job site meeting two weeks ago. They did a site walk through and were happy with the progress. The town has received a total of \$13.1 million to date in reimbursement. Still waiting on PFA from MSBA, hope to have by end of the month.

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Change Orders

Change Order 11 totaling \$13,167.00 was presented to the Committee. It is comprised of the following Change Order Requests:

- #54 – Shaft at ceiling in music room, \$6,419.00
- #58 – Tile addition to vestibule and corridor, \$3,735
- #65 – Classroom beam box outs, \$2,191
- #68 – Added material cost for a new CV-1 toilet, \$821

**Wayne Klocko made a motion to approve Change Order 11, made up of Change Order Requests 54, 58, 65, 68 in the amount of \$13,167.00. Richard Nichols seconded the motion and the motion passed unanimously.**

Construction Administration Update

Bob Weiss is starting the planning process for solar panels. It is not to interfere with the project or warranties.

Invoices

A bills payable schedule for Agostini Construction for construction fees through December 31, 2018 was reviewed.

**Richard Nichols made a motion to pay Agostini Construction \$2,365,511.44 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.**

A bills payable schedule for Compass Project Management for project management services rendered through December 31, 2018 was reviewed.

**Richard Nichols made a motion to pay Compass Project Management \$41,584.00 for services provided. The motion was seconded by Diane Jurmain and passed unanimously.**

A bills payable schedule for Tappé Architects, Inc. for design services rendered through December 31, 2018 was reviewed.

**Diane Jurmain made a motion to pay Tappé Architects \$45,000.94 for services provided. The motion was seconded by Wayne Klocko and passed unanimously.**

A bills payable schedule for Jody Cleary for CORI processing for the month of December was reviewed.

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**Diane Jurmain made a motion to pay Jody Cleary \$302.52 for services provided. The motion was seconded by Richard Nichols and passed unanimously.**

### Minutes

Meeting minutes from 12/18/18 were presented to the Committee for approval.

**Wayne Klocko made a motion to approve meeting minutes from 12/18/18 as written with the addition of meeting location. Diane Jurmain seconded the motion and the motion passed unanimously.**

### Adjournment

Wayne Klocko made a motion to adjourn the meeting at 9:12 p.m. The motion was seconded by Richard Nichols and passed unanimously.

Submitted by:

Kimberly Borst  
Department Assistant  
Elementary School Building Committee  
Town of Millis

The next meeting of the Elementary School Building Committee will be held on Tuesday, February 12, 2019 at 7:00 p.m.